



BOARD OF ALDERMEN

SPECIAL MEETING

August 25, 2011

5:15 P.M.

AND

SPECIAL MEETING

August 25, 2011

6:00 P.M.



3301 CARMEN AVE, 78575

Phone 956-350-4093

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NOTICE OF A PUBLIC MEETING
TOWN OF RANCHO VIEJO
BOARD OF ALDERMEN
SPECIAL MEETING

AUGUST 25, 2011

5:15 P.M.

NOTICE is hereby given of a SPECIAL MEETING of the BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, to be held on AUGUST 25, 2011 at 5:15 P.M., in the TOWN MUNICIPAL OFFICE, 3301 CARMEN AVENUE, RANCHO VIEJO, TEXAS to consider the following items:

1. Call to Order
2. Roll Call
3. Workshop on Proposed Budget for Fiscal Year October 1, 2011 to September 30, 2012
4. Adjourn

Cheryl J. Kretz
Town Administrator

#1: Call to Order by Mayor Medrano

#2: Roll Call

by Isabel Perales, those present are:

Alderwoman Hager

Alderwoman Hinojosa

Alderman Lackner

Alderman Rafac

Alderwoman Truan

Legal Counsel, Daniel Rentfro, Jr.

Town Administrator, Cheryl J.
Kretz.

#3: Workshop on Proposed Budget for Fiscal Year October 1, 2011 to September 30, 2012

This budget will raise more total property taxes than last year's budget by \$68,067 or 8.734152%, and of that amount \$13,650 is tax revenue to be raised from new property added to the roll this year.

PROPOSED
TOWN OF RANCHO VIEJO
BUDGET
2011- 2012

	ACTUAL 12-MONTHS 9/30/2010	APPROVED(2) BUDGET 2010/2011	ACTUAL 9-MONTHS END 6/30/11	PROPOSED BUDGET 2011/2012	
REVENUES:					
1	1810.2003 Ad Val. Tax 2003	0.00	100.00	104.27	100.00
2	1810.2004 Ad Val. Tax 2004	0.00	100.00	344.11	100.00
3	1810.2005 Ad Val. Tax 2005	308.37	300.00	962.94	300.00
4	1810.2006 Ad Val. Tax 2006	928.29	500.00	1,970.74	800.00
5	1810.2007 Ad Val. Tax 2007	3,453.20	2,000.00	3,161.40	1,500.00
6	1810.2008 Ad Val. Tax 2008	14,599.61	4,000.00	8,121.38	3,000.00
7	1810.2009 Ad Val. Tax 2009	731,155.09	13,500.00	16,168.72	8,000.00
8	1810.2010 Ad Val. Tax 2010		749,583.00 (1)	739,166.60	16,000.00
9	1810.2011 Ad Val. Tax 2011				813,492.00 (3)
10	1820.0000 Adm. Cost Recovered	5,615.34	3,300.00	9,236.82	7,000.00
11	1830.0000 Alcohol Beverage Tax	2,510.34	2,500.00	1,563.33	2,000.00
12	1840.0000 Building Permits	34,682.81	25,000.00	19,889.97	25,000.00
13	1850.0000 Citations & Fines	132,628.17	120,000.00	76,443.23	110,000.00
14	1851.0000 MC Tech Fund	3,607.40	5,000.00	1,849.05	3,500.00
15	1870.0000 Franchise - Electrical	65,369.48	56,000.00	44,387.88	64,000.00
16	1880.0000 Franchise - Telephone	8,604.12	8,000.00	5,735.35	8,000.00
17	1890.0000 Franchise - Cable TV	34,558.21	34,000.00	27,647.79	35,000.00
18	1900.0000 Franchise - Gas	797.97	800.00	317.67	800.00
19	1905.0000 Franchise - Solid Waste	1,000.00	1,000.00	1,000.00	1,000.00
20	1910.0000 Interest from Investments	1,930.28	2,000.00	1,830.27	1,200.00
21	1920.0000 P&I on Taxes	11,306.69	13,000.00	16,693.30	18,000.00
22	1930.0000 Sales Tax	45,480.15	46,500.00	37,825.23	46,500.00
23	1963.0000 Police Fund Income	270.00	250.00	150.00	150.00
24	1964.0000 Paving Assessments	1,030.73	1,000.00	0.00	1,000.00
25	2090.0000 Discount on Taxes	(15,874.62)	(16,000.00)	(16,137.29)	(16,000.00)
26	2090.5000 State Costs & Fees	(45,884.29)	(46,000.00)	(31,955.67)	(39,000.00)
27	1921.0000 Lien Revenue	4,860.70	3,500.00	2,846.34	3,500.00
28	1922.0000 Section 11	15,898.83	28,269.00	0.00	7,000.00
29	1923.0000 SECO Grant	0.00	23,030.00	0.00	23,030.00
30	9000.0011 Loan	0.00	0.00	60,000.00	0.00
31					
32	Total Revenues	\$1,058,836.87	\$1,081,232.00	1,029,323.43	\$1,144,972.00
33					
34	(1) BASED ON TAX RATE OF	\$.338195 for M&O Tax Rate			
35		\$.028542 Debt Service Tax Rate			
36	for a TOTAL TAX RATE of	\$.366737 per \$100.00 Taxable Value and 96% Collections			
37	RANCHO VIEJO'S TAXABLE VALUE FOR 2010/11 WAS	\$212,909,054			
38					
39	(2) AS APPROVED AT 9/14/10 MEETING				
40					
41	(3) BASED ON TAX RATE OF	\$.364917 for M&O Tax Rate			
42		\$.027017 Debt Service Tax Rate			
43	for a TOTAL TAX RATE of	\$.391934 per \$100.00 Taxable Value and 96% Collections			
44	RANCHO VIEJO'S TAXABLE VALUE FOR 2010/2011 IS	\$216,206,749			
45					
46					

47	EXPENSES:	ACTUAL	APPROVED(2)	ACTUAL	PROPOSED
48		12-MONTHS	BUDGET	9-MONTHS	BUDGET
49		END 9/30/10	2010/2011	END 6/30/11	2011/2012
50	Administration:				
51	2100.0000 Travel	858.99	1,500.00	0.00	1,500.00
52	2110.0000 Seminar & Education	155.00	625.00	155.00	625.00
53	2150.0000 Payroll - Admin.	110,637.64	112,885.00	84,486.96	113,005.00
54	2160.0000 Retirement - Admin.	11,450.02	14,011.00	9,909.62	11,200.00
55	2161.0000 S.S./Medicare	21,221.88	6,243.00	4,942.46	7,420.00
56	2170.0000 Insurance Medical	7,579.20	8,425.00	6,318.36	9,787.00
57	2180.0000 Insurance Life	135.11	240.00	101.34	240.00
58	2190.0000 Ins. Workman's Comp	200.00	200.00	200.00	200.00
59	2200.0000 Contract Labor	10,415.25	10,000.00	7,102.75	10,000.00
60					
61	Total Administration	\$162,653.09	\$154,129.00	\$113,216.49	\$153,977.00
62					
63	General:				
64	3140.0000 Telephone	3,287.07	4,000.00	2,930.05	4,000.00
65	3150.0000 Electricity Office	10,639.09	10,000.00	6,518.89	9,000.00
66	3160.0000 Insurance Liability	19,355.68	17,550.00	18,931.05	20,385.00
67	3170.0000 Legal Notices	4,809.78	5,000.00	1,839.21	5,000.00
68	3190.0000 Printing	110.00	300.00	0.00	300.00
69	3200.0000 Office Supplies	2,886.38	5,000.00	2,100.92	5,000.00
70	3210.0000 Office Equipment	1,376.22	2,000.00	0.00	2,000.00
71	3220.0000 Postage	1,831.64	2,000.00	1,889.33	2,500.00
72	3230.0000 Dues & Publications	841.00	1,000.00	747.00	1,000.00
73	3240.0000 Appraisal & Tax Coll.	15,914.54	16,553.00	13,714.65	16,000.00
74	3250.0000 Water	738.09	700.00	620.25	900.00
75	3260.0000 Election Costs	0.00	4,100.00	3,953.49	4,100.00
76	3270.0000 Building Maintenance	8,333.98	9,000.00	6,001.16	9,000.00
77	3280.0000 Cameron Co. Court Costs	1,175.00	1,200.00	1,021.00	1,200.00
78	3300.0000 Public Relations	1,078.87	2,500.00	1,559.54	2,500.00
79	3320.0000 Office Equip. Maint.	10,736.47	11,000.00	8,171.75	11,000.00
80	3321.0000 Ordinance Codification	2,591.63	0.00	0.00	0.00
81	4220.0000 Municipal Court Supplies	162.85	200.00	0.00	200.00
82					
83	Total General	\$85,868.29	\$92,103.00	\$69,998.29	\$94,085.00

	ACTUAL	APPROVED(2)	ACTUAL	PROPOSED	
	12-MONTHS	BUDGET	9-MONTHS	BUDGET	
	END 9/30/10	2010/2011	END 6/30/11	2011/2012	
84					
85					
86					
87	Police General:				
88	4140.0000 Clothing - Police	7,705.42	3,500.00	1,216.25	3,500.00
89	4150.0000 Payroll - Police	308,125.25	317,714.00	227,018.57	320,720.00
90	4160.0000 Police Ret & Empl. Tax	31,731.37	39,256.00	26,824.74	31,850.00
91	4161.0000 Medicare & S.S.	8,671.97	8,118.00	7,277.30	10,700.00
92	4170.0000 Ins. Medical	26,527.20	29,486.00	20,359.16	34,254.00
93	4171.0000 Ins. Medical Dependant	4,397.75	7,323.00	3,051.00	8,561.00
94	4180.0000 Ins. Life	486.36	550.00	301.51	550.00
95	4190.0000 Ins. Workman's Comp	7,400.32	7,400.00	7,151.05	7,915.00
96	4200.0000 Cleaning of Uniforms	3,411.97	3,780.00	1,932.20	3,780.00
97	4210.0000 Office Supplies	3,904.21	15,500.00	12,356.10	3,500.00
98	4210.5000 Printing	600.00	0.00	0.00	0.00
99	4230.0000 Travel - Police	245.77	600.00	543.53	600.00
100	4240.0000 Seminar & Education - PD	2,501.06	3,000.00	499.15	3,000.00
101	4250.0000 Auto Repairs	14,065.18	6,500.00	3,735.66	6,500.00
102	4260.0000 Auto Fuel	21,699.34	23,400.00	22,000.18	30,600.00
103	4300.0000 Radio Equip. Maint.	1,325.92	1,600.00	80.00	1,600.00
104	4310.0000 Police Contract Labor	19,602.00	18,500.00	24,178.00	20,000.00
105	4330.0000 Dispatch	3,478.44	3,810.00	2,760.87	3,980.00
106	4331.0000 Police Investigation	3,337.46	3,496.00	2,824.91	3,720.00
107	4333.0000 Drug Testing	0.00	450.00	0.00	450.00
108					
109	Total Police General	\$469,216.99	\$493,983.00	\$364,110.18	\$495,780.00
110					
111	Police Capital:				
112	25131.0000 Automobile	0.00	0.00	19,848.40	0.00
113	25131.0001 Automobile Reserve	0.00	0.00	0.00	11,000.00
114	25131.0500 Automobile Equipment	2,232.39	6,770.00	5,827.52	0.00
115	25131.3000 Auto Equip. Reserve	0.00	0.00	0.00	1,935.00
116	4290.0000 Communication Equip.	20,774.80	18,586.00	0.00	0.00
117	4291.0000 Fire Prevention/1st Aid	298.92	300.00	176.27	300.00
118	4291.6220 Hurricane Preparedness	1,868.37	1,500.00	0.00	2,300.00
119					
120	Total Police Capital	\$25,174.48	\$27,156.00	\$25,852.19	\$15,535.00
121					
122	General Service:				
123	5600.0000 Ambulance	10,277.00	10,277.00	7,707.75	0.00
124	5650.0000 Fire Dept.	7,738.56	13,800.00	6,813.30	13,000.00
125	5660.0000 Fire Protection Contract	27,500.00	27,500.00	20,625.00	27,500.00
126	5900.0000 Refuse Disposal	202.59	230.00	0.00	0.00
127					
128	Total General Service	\$45,718.15	\$51,807.00	\$35,146.05	\$40,500.00

	ACTUAL	APPROVED(2)	ACTUAL	PROPOSED	
	12-MONTHS	BUDGET	9-MONTHS	BUDGET	
	END 9/30/10	2010/2011	END 6/30/11	2011/2012	
129					
130					
131					
132	Professional:				
133	5100.0000	Legal Fees	24,750.00	24,750.00	20,904.10 24,750.00
134	5200.0000	Audit Fees	6,405.00	6,600.00	6,600.00 6,800.00
135	5400.0000	Bldg. Inspection	6,214.27	7,000.00	7,136.87 10,000.00
136	5500.0000	Municipal Judge	9,676.30	10,580.00	8,183.55 10,604.00
137					
138		Total Professional	\$47,045.57	\$48,930.00	\$42,824.52 \$52,154.00
139					
140	Public Works:				
141	6000.0000	St. Rehab.	669.20	10,000.00	812.00 30,000.00
142	6100.0000	St. Rehab. Reserve	0.00	0.00	0.00 33,000.00 20,000.00
143	6200.0000	St. Rehab. Engineer	0.00	3,000.00	0.00 0.00
144	6300.0000	Signs & Safety Markers	2,841.38	2,750.00	1,732.67 2,750.00
145	6400.0000	Lighting Installation	1,670.88	0.00	0.00 600.00
146	6500.0000	Lighting Expenses	51,377.45	51,000.00	33,258.23 50,000.00
147	6600.0000	Lot Mowing	4,647.50	4,000.00	2,555.00 4,000.00
148	6640.0000	Common Area Maint.	38,374.73	38,000.00	27,097.49 38,300.00
149	6700.0000	Comm Area Water&Elec.	7,602.65	7,000.00	7,604.67 9,000.00
150	6710.0000	Mosquito Spraying	3,013.75	4,040.00	1,523.00 7,400.00
151	6705.0000	Security Devices	0.00	0.00	40,424.92 0.00
152	6705.0001	Security Device Maint.	0.00	0.00	1,044.93 4,000.00
153	6700.0001	Park Purchase	13,600.12	3,240.00	3,237.64 0.00
154	6700.0002	Park Concept	2,510.50	0.00	0.00 0.00
155	6660.0000	Beautification Project	37,634.94	0.00	0.00 5,000.00 18,000.00
156	6660.0001	SECO Project	0.00	24,046.00	0.00 24,046.00
157	6660.0002	Community Alert System	0.00	0.00	0.00 1,800.00
158	6660.0003	Animal Control	0.00	0.00	0.00 1,758.00
159	6660.0004	Security Device Reserve	0.00	0.00	0.00 750.00
160					
161		Total Public Works	\$163,943.10	\$147,076.00	\$119,290.55 \$212,404.00
162					
163	Security Device/Vehicle Loan:				
164		Interest Payable			538.29 \$2,354.25
165		Scheduled Principal			\$14,727.79
166		Total Loan			\$17,082.04
167					
168		Total Operating Expense	\$999,619.67	\$1,015,184.00	\$770,976.56 \$1,081,517.04
169					
170	Town Hall Debt Service Account:				
171					
172		Interest Payable	\$33,783.34	\$29,555.14	28,759.34 \$23,413.04
173		Scheduled Principal	\$30,604.16	\$30,000.00	30,795.80 \$35,000.00
174					
175		Total TH Debt Service	\$64,387.50	\$59,555.14	59,555.14 \$58,413.04
176					
177					
178		Total All Expenses	\$1,064,007.17	\$1,074,739.14	\$830,531.70 \$1,139,930.08
179		Total Revenues	\$1,058,836.87	\$1,081,232.00	\$1,029,323.43 \$1,144,972.00
180					
181		To General Fund	-\$5,170.30	\$6,492.86	\$198,791.73 \$5,041.92
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GENERAL INFORMATION

**ESTIMATED YEAR END BANK BALANCE
AT 9/30/11**

General Fund Bank Balance as of 6/30/11	\$465,796.53
June Tax Money Deposited in July	\$1,117.00
Plus Estimated Revenue from 7/01/11 to 9/30/11	\$112,008.57
Less Estimated Operating Expenses from 7/01/11 to 9/30/11	\$304,261.44
Estimated Bank Balance at 9/30/11	\$274,660.66
*Within the Year End Bank Balance; funds are earmarked for the following purposes:	
Three months Operating Reserve	\$234,805.00
Earmarked Funds Equal Estimated Bank Balance at 9/30/11:	\$274,660.66
At Fiscal Year End 9/30/10 Bank Balance was:	300,492.41
ADDITIONAL TOWN BANK BALANCES AS OF 6/30/11:	
Town Hall Debt Service Account Balance	\$0.08
Police Asset Forfeiture Account Balance	\$3,394.59

Proposed
2011-2012
Budget

#4: Adjourn



NOTICE OF A PUBLIC MEETING
TOWN OF RANCHO VIEJO
BOARD OF ALDERMEN
SPECIAL MEETING

AUGUST 25, 2011
6:00 P.M.

NOTICE is hereby given of a SPECIAL MEETING of the BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, to be held on AUGUST 25, 2011 at 6:00 P.M., in the TOWN MUNICIPAL OFFICE, 3301 CARMEN AVENUE, RANCHO VIEJO, TEXAS to consider the following items:

1. Call to Order
2. Roll Call
3. Invocation and Pledge
4. Executive Session: Pursuant to the following Section of the Texas Government Code: Section 551.074 to discuss Personnel Matters
5. Public Hearing on Proposed Budget for Fiscal Year October 1, 2011 to September 30, 2012 (The final approval of the budget is set for September 13, 2011)
6. Public Hearing on Proposed Ad Valorem Tax Rate Increase
7. Establish Date, Time, and Place of Meeting to Vote on the Ad Valorem Tax Rate
8. Adjourn


Cheryl J. Kretz
Town Administrator

#1: Call to Order

by Mayor Medrano

#2: Roll Call

by Isabel Perales, those present are:

Alderwoman Hager

Alderwoman Hinojosa

Alderman Lackner

Alderman Rafac

Alderwoman Truan

Legal Counsel, Daniel Rentfro, Jr.

Town Administrator, Cheryl J.
Kretz.

#3: Invocation and Pledge

The pledge of allegiance to the United States Flag:

“I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

And the pledge of allegiance to the Texas State Flag is,

“Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”

#4: Executive Session: Pursuant to the following Section of the Texas Government Code: Section 551.074 to Discuss Personnel Matters

#5: Public Hearing on Proposed Budget for Fiscal Year October 1, 2011 to September 30, 2012 (The final approval of the budget is set for September 13, 2011)

#6: Public Hearing on Proposed Ad Valorem Tax Rate Increase

Proposed tax rate
\$0.391934

#7: Establish Date, Time, and Place of Meeting to Vote on the Ad Valorem Tax Rate

Meeting to vote on the Ad
Valorem Tax Rate -
September 13, 2011

#8: Adjourn