



NOTICE OF A PUBLIC MEETING
TOWN OF RANCHO VIEJO
BOARD OF ALDERMEN
REGULAR MEETING
JUNE 11, 2019
6:00 P.M.

NOTICE is hereby given of a REGULAR MEETING of the BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, to be held on, June 11, 2019 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. Administer Oath of Office and Installation of Elected Official
5. Public Comment
6. Approval of Minutes - Special Meeting March 5, 2019, Regular Meeting March 12, 2019, Special Meeting April 5, 2019, Regular Meeting April 9, 2019, Regular Meeting May 14, 2019, Special Meeting May 29, 2019
7. Consideration/Action on Extension of Contract with Building Inspector
8. Consideration/Appointment of Members to the Building Committee
9. Consideration/Appointment of Members to the Strategic Planning Committee
10. Consideration/Appointment of 2020 US Census Committee
11. Discussion/Consideration/Action on Purchasing Land Adjacent to the Town Children's Park to Add a Basketball Court
12. Human Resources Committee Report
13. Preliminary Discussion on Proposed Classification and Compensation Plan
14. Street Committee Report
15. Run, White and Blue 5K – 1 Mile Run Announcement
16. 2019 Movies Under the Stars Announcement
17. April 2019 Financial Report - Town Administrator
18. Hurricane Preparedness Presentation - Chief of Police
19. May 2019 Police Report - Chief of Police
20. Discussion on Date for Orientation Meeting for the Board of Aldermen
21. Public Comment
22. Adjourn

Fred Blanco, Town Administrator



State of Texas
County of Cameron
Town of Rancho Viejo

I, the undersigned authority, do hereby certify that the above NOTICE OF REGULAR MEETING of the Board of Aldermen of the Town of Rancho Viejo, Texas is a true and correct copy of said NOTICE, which has been posted on the Window of the Town of Rancho Viejo Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas, a place convenient and readily accessible to the General Public, on June 7, 2019 at 5:00 P.M. and which will be continuously posted for a period of seventy-two (72) hours prior to the date and time said meeting was convened.

ATTEST: 
Fred Blanco, Town Administrator

1. Call to Order

by Mayor Rathbun

2. Roll Call

by Eunice Salinas

Alderman Grove

Aldерwoman Guerrero

Aldерwoman Salinas

Alderman Tumlinson

Alderman Vera

Legal Counsel, Daniel Rentfro, Jr.

Town Administrator, Fred Blanco.

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. Administer Oath of Office and Installation of Elected Official

5. Public Comment

6. Approval of Minutes - Special Meeting March 5, 2019, Regular Meeting March 12, 2019, Special Meeting April 5, 2019, Regular Meeting April 9, 2019, Regular Meeting May 14, 2019, Special Meeting May 29, 2019

MINUTES OF A SPECIAL MEETING
TOWN OF RANCHO VIEJO
MARCH 5, 2019

A Special Meeting of the Board of Aldermen of the Town of Rancho Viejo, Texas, was held on, March 5, 2019 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

The meeting was called to order by Mayor Rathbun at 6:02 p.m.

2. ROLL CALL

Roll Call was made by Fred Blanco, Town Administrator. Members present at the meeting were:

Ms. Grace Salinas
Ms. Bitty Truan
Mr. David Tumlinson
Mr. Javier Vera

Members absent at the meeting: Mrs. Maribel Guerrero

Legal Counsel Daniel Rentfro, Jr. was present at the meeting.

Those present in the audience were:

Laura G. Kaechele Lupita Cervantes-Carr Winifred Marshall

3. PUBLIC COMMENT

Mayor Rathbun commended Aldermen, and others of the town for their involvement in Brownsville's Mr. Amigo Events

4. PUBLIC HEARING ON PETITION FOR ANNEXATION FROM RANCHO CORDILLERA, LLC, CONCERNING 9.66 ACRES MORE OR LESS, OF LAND OUT OF SHARE 1 ESPIRITU SANTO GRANT, AT THE NORTHWEST CORNER OF LAS HACIENDAS AT RANCHO VIEJO SUBDIVISION IN ACCORDANCE WITH THE TOWN'S ORDINANCES

No comments or objections were made

5. PUBLIC HEARING ON PETITION FOR ANNEATION FROM MONICA HOLDINGS, LTD TEXAS LIMITED PARTNERSHIP, CONCERNING 2.53 ACRES AND 2.47 ACRES MOE OR LESS OF LAND OUT OF SHARE 1 ESPIRITU SANTO GRANT, AT THE CORNER OF FM 1732 AND PASO DEL RIO DRIVE IN ACCORDANCE WITH THE TOWN'S ORDINANCES

Alderman Vera advised Mr. De Ponce of Las Haciendas that whether the areas be commercial or multi-family that matter would need to go through the planning and zoning process. Discussion ensued

6. PUBLIC COMMENT

No public comment

7. ADJOURN

Motion was made by Alderman Vera, seconded by Alderwoman Salinas, and carried unanimously to adjourn the meeting at 6:13 p.m.

BY: _____

Fred Blanco, Town Administrator

APPROVED: _____

Cyndie Rathbun, Mayor

DATE: _____

MINUTES OF A REGULAR MEETING
TOWN OF RANCHO VIEJO
MARCH 12, 2019

A Regular Meeting of the Board of Aldermen of the Town of Rancho Viejo, Texas, was held on, March 12, 2019 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

The meeting was called to order by Mayor Rathbun at 6:08 P.M.

2. ROLL CALL

Roll Call was made by Fred Blanco, Town Administrator. Members present at the meeting were:

Mrs. Maribel Guerrero
Ms. Grace Salinas
Ms. Bitty Truan
Mr. Javier Vera

Members absent at the meeting: Mr. David L. Tumlinson, IV.

A quorum was present at the meeting

Legal counsel Daniel Rentfro, Jr. and Town Administrator, Fred Blanco were also present at the meeting.

Those present in the audience were:

Esiquio Luna Miguel Ortiz Anthony De Ponce Laura Kaechele Lupita Carr Chief M. Cruz
Ruby Barba

3. INVOCATION AND PLEDGE

Alderman Salinas led the group in the invocation and the pledge of allegiance to the American and Texas flags.

4. PUBLIC COMMENT

Miguel Ortiz, a resident of Rancho Viejo wanted to call attention to the board regarding the entrance to the Subdivision of Rancho Viejo that is deteriorating. Mr. Ortiz also requested an update on Section 8/HUD properties, the Mayor subsequently advised that there will be presentation regarding the subject next week.

Mayor Rathbun, announced she invited a gentleman to give on a presentation regarding the properties for HUD/Section 8 and noted that she was advised that the properties will not be Section 8 or HUD. The meeting will be planned for March 20, 2019 at 5:30 P.M.

Mayor Rathbun announced that Rails- To- Trails Conservancy received a grant from Coca-Cola to have murals in various city entities. The mural will be located on the public building that was previously the fire station. A ribbon cutting will be on April 6, 2019 with dignitaries present.

Mayor Rathbun announced that the Keep Rancho Viejo Beautiful committee will be hosting a Spring Family Festival on April 13, 2019

5. APPROVAL OF MINUTES – SPECIAL MEETING JANUARY 29, 2019

Motion was made by Alderman Vera, seconded by Alderman Salinas, and unanimously carried, to approve the minutes of the Special Meeting held on January 29, 2019. The approval is contingent upon a correction done to item 9.

6. PUBLIC HEARING ON PETITION FOR ANNEXATION FROM RANCHO CORDILLERA, LLC, CONCERNING 9.66 ACRES MORE OR LESS, OF LAND OUT OF SHARE 1 ESPIRITU SANTO GRANT, AT THE NORTHWEST CORNER OF LAS HACIENDAS AT RANCHO VIEJO SUBDIVISION IN ACCORDANCE WITH THE TOWN'S ORDINANCES

Mayor Rathbun opened Public Hearing

Alderman Vera noted that the packet did not include the service letter for the 9 acre land, Town Administrator Fred Blanco stated he would look further into the matter.

Rathbun closed after no other comments

7. PUBLIC HEARING ON PETITION FOR ANNEXATION FROM MONICA HOLDINGS, LTD TEXAS LIMITED PARTNERSHIP, CONCERNING 2.53 ACRES AND 2.47 ACRES MORE OR LESS OF LAND OUT OF SHARE 1 ESPIRITU SANTO GRANT, AT THE CORNER OF FM 1732 AND PASO DEL RIO DRIVE IN ACCORDANCE WITH THE TOWN'S ORDINANCES

Alderman Vera posed a question regarding the property line extending to the north side. After discussion it was confirmed that it indeed extended to the north side.

After discussion the public hearing was closed.

8. 2020 CENSUS OVERVIEW BY SYLVIA GARZA-PEREZ, CAMERON COUNTY CLERK

Cameron County Clerk, Sylvia Perez, gave an overview on behalf of County Judge's office of the 2020 Census and is asking municipalities to be part of the count committee for Census that will begin March 23, 2020 and end July 24, 2020. Ms. Perez noted that in the past the census was conducted by filling out a form received in the mail but that the upcoming one will be conducted electronically. The census county committee will be held on March 27, 2019 at 835 E Levee on 5th floor at 2 pm, the committee will also be opened to the public. Ms. Perez reiterated the importance of the Census as it is conducive to the Cameron County receiving federal funds.

9. CONSIDERATION/ACTION ON AN ELECTION EQUIPMENT LEASE AGREEMENT WITH CAMERON COUNTY

Town Administrator Fred Blanco gave a summary on the election lease agreement. The lease agreement included one voter assist terminal for \$540.00, two scanners for \$595.50 for a total of \$ 1,731.00. Mr. Blanco noted the second paragraph of the lease should state each election day, rather than each day.

Motion to approve was made by Alderman Vera, seconded by Alderwoman Salinas and carried unanimously.

10. CONSIDERATION/ACTION ON RESOLUTION ON APPOINTMENT OF ELECTION JUDGES, APPOINTMENT OF EARLY VOTING BALLOT BOARD, AND RATE OF PAY FOR ELECTION JUDGES

Town Administrator Fred Blanco presented the resolution to appoint election judges, and the rate of pay for the Judges.

Motion to approve made by Alderman Vera, seconded by Alderwoman Salinas and carried unanimously.

11. HUMAN RESOURCES COMMITTEE UPDATE – ALDERWOMAN GRACE SALINAS

Alderwoman Grace Salinas provided an update on the Human Resources Committee advising that a proposed draft for personal policies and procedures has been reviewed by herself and Efren Fernandez of the Human Resources Department for the City of Harlingen the alderwoman has further advised that the draft has been prepared for review by Rancho Viejo Counsel Daniel Rentfro and for fellow Alderman.

A tentative timeline was suggested for March 14, 2019 to meet with Town Administrator Fred Blanco and a committee meeting on March 20, 2019, a workshop presentation and possible adoption by April 9, 2019. Discussion ensued.

12. KEEP RANCHO VIEJO BEAUTIFUL PRESENTATION ON SPRING FORWARD FAMILY FESTIVAL ON SATURDAY, APRIL 13, 2019, 9:00 AM TO 12:00 PM - MARIA GARZA, CHAIRPERSON

Mayor restated the information given during public comment regarding the Spring Forward Family Festival.

13. MURAL COMMITTEE PRESENTATION ON RIBBON CUTTING ON COMPLETED MURAL WITH DIGNITARIES ON APRIL 6, 2019 AT 10 AM –MAYOR PRO TEM BITTY TRUAN, CHAIRPERSON

Chairperson of the Mural Committee Bitty Truan expressed concern of the weather that might affect the completion of the mural in time for the event on April 6, 2019. Discussion ensued.

14. REPORT BY THE STRATEGIC PLANNING COMMITTEE TO THE BOARD OF ALDERMEN

- TO CREATE AN ORDINANCE TO REGULATE SHORT TERM RENTAL THROUGH AGENCIES
 - CELL PHONE AND INTERNET SIGNAL BOOSTER ALSO KNOWN AS SMALL CELL NODES UPDATE – ALDERMAN DAVID TUMLINSON
 - TO CREATE ROADWAY CALMING MECHANISMS SUCH AS RUMBLE STRIPS, STENCIL MARKINGS, AND/OR SPEED HUMPS IN AREAS PRONE TO ACCIDENTS/SPEEDING SUCH AS CURVES AND 15MPH ZONES
-

Motion made by Alderwoman Salinas, seconded by Alderman Vera and carried unanimously to table the item.

15. CONSIDERATION/ACTION ON AGREEMENT TO DESIGNATE VALLEY WIDE AUCTION SERVICES TO PROVIDE AUCTIONEERING SERVICES FOR THE TOWN OF RANCHO VIEJO

Rancho Viejo Police Chief Cruz presented an agreement to designate Valley Wide Auction Services for auctioneering services. Chief Cruz a section of the agreement that depicts a 10% charge for any additional items such as office equipment that will be auctioned.

Motion made by Alderwoman Salinas, seconded by Alderman Vera and carried unanimously to approve the agreement contingent upon changes regarding buyer's premium.

16. FEBRUARY 2019 POLICE REPORT - POLICE CHIEF

Chief Cantu presented the items on the February 2019 Police Reports

17. PUBLIC COMMENT

No Public Comment

18. ADJOURN

Motion was made by Alderwoman Salinas, seconded by Alderman Vera, and carried unanimously to adjourn the meeting at 7:15 pm.

BY: _____

Fred Blanco, Town Administrator

APPROVED: _____

Cyndie Rathbun, Mayor

DATE: _____

MINUTES OF A SPECIAL MEETING
TOWN OF RANCHO VIEJO
APRIL 5, 2019

A Special Meeting of the Board of Aldermen of the Town of Rancho Viejo, Texas was held on April 5, 2019 at 5:30 P.M., at the Town Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas, the same being open to the public.

1. CALL TO ORDER:

The meeting was called to order by Mayor Rathbun at 5:30 P.M.

2. ROLL CALL:

Roll call was made by Fred Blanco, Town Administrator. Members present at the meeting were:

Mrs. Maribel Guerrero

Ms. Grace Salinas

Mr. David L. Tumlinson, IV.

Mr. Javier Vera

Members absent:

Mrs. Bitty Truan

A quorum was present at the meeting.

Town Administrator, Fred Blanco was also present at the meeting.

Those present in the audience were:

Chief M. Cruz, Jr. Officer R. I. Cantu Laura Kaechele Jose Jimenez

3. WORKSHOP ON DRAFT AUDIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2018:

Jose Jimenez of Carlos & Associates P.C., presented the Audit Report.

4. ADJOURNMENT:

The meeting was adjourned at 7:30 P.M.

BY: _____
Fred Blanco, Town Administrator

APPROVED: _____
Cyndie Rathbun, Mayor

DATE: _____

MINUTES OF A REGULAR MEETING
TOWN OF RANCHO VIEJO
APRIL 9, 2019

A Regular Meeting of the Board of Aldermen of the Town of Rancho Viejo, Texas, was held on, APRIL 9, 2019 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

The meeting was called to order by Mayor Rathbun at 6:00 P.M.

2. ROLL CALL

Roll Call was made by Fred Blanco, Town Administrator, members present at the meeting were:
Ms. Grace Salinas
Ms. Bitty Truan
Mr. David L. Tumlinson IV
Mr. Javier Vera

Members Absent: Mrs. Maribel Guerrero

Legal Counsel, Daniel Rentfro, Jr. and Town Administrator, Fred Blanco were also present.

Those present in the audience were:

Edmundo R. Gonzalez	Esiquio Luna, Jr.	Andrea Luna	Pedro Gracia III	Kari Colley
Chief M. Cruz	Maria V Garza	Rosalinda Tijeria	Pedro Casillas	Bart Webb
Kathy Busse-Webb	Tony De Ponce	Amie Bostic	Juanita Alvarado	Damian
Alvarado	Rocio Gonzalez de Fierro	Laura Kaechele	Pablo Ruiz	Hortencia
Hernandez	Robert Renner At&t			

3. INVOCATION AND PLEDGE

Alderwoman Salinas led the group in the invocation and the pledge of allegiance to the American and Texas flags.

4. PUBLIC COMMENT

William Yaworsky spoke in support of bus access in Rancho Viejo.
Kathy Bussard-Webb spoke in support of bus access in Rancho Viejo.
Mark Webb spoke in support of bus access and presented a signed petition of others in support.
Pedro Casillas spoke in support of bus access in Rancho Viejo.

5. PRESENTATION AND CONSIDERATION OF ACCEPTANCE OF AUDIT REPORT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2018

Fiscal Year audit report was presented by Carlos Cascos of Carlos & Associates, P.C., and gave a brief overview of what to look for on the report.

Motion was made by Alderman Vera, seconded by Alderman Tumlinson to accept the audit report and was carried unanimously.

6. CONSIDERATION/ACTION ON ORDINANCE FOR ANNEXATION FOR RANCHO CORDILLERA, LLC, CONCERNING 9.66 ACRES MORE OR LESS, OF LAND OUT OF SHARE 1 ESPIRITU SANTO GRANT, AT THE NORTHWEST CORNER OF LAS HACIENDAS AT RANCHO VIEJO SUBDIVISION IN ACCORDANCE WITH THE TOWN'S ORDINANCES, ANNEXING THE HEREINAFTER DESCRIBED TERRITORY TO THE TOWN OF RANCHO VIEJO, CAMERON COUNTY, TEXAS, AND EXTENDING THE BOUNDARY LIMITS OF SAID TOWN SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID TOWN LIMITS, AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID TOWN; AND ADOPTING A SERVICE PLAN
-

Motion to approve Ordinance for Annexation for Rancho Cordillera, LLC by Alderman Vera, seconded by Alderwoman Salinas and carried unanimously.

7. CONSIDERATION/ACTION ON ORDINANCE FOR ANNEXATION FOR MONICA HOLDINGS, LTD TEXAS LIMITED PARTNERSHIP, CONCERNING 2.53 ACRES AND 2.47 ACRES MORE OR LESS OF LAND OUT OF SHARE 1 ESPIRITU SANTO GRANT, AT THE CORNER OF FM 1732 AND PASO DEL RIO DRIVE IN ACCORDANCE WITH THE TOWN'S ORDINANCES, ANNEXING THE HEREINAFTER DESCRIBED TERRITORY TO THE TOWN OF RANCHO VIEJO, CAMERON COUNTY, TEXAS, AND EXTENDING THE BOUNDARY LIMITS OF SAID TOWN SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID TOWN LIMITS, AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID TOWN; AND ADOPTING A SERVICE PLAN
-

After verifying that Mr. De Ponce had not gone through the planning and zoning committee for the annexation, Alderman Vera advised that the annexation would come in as a recreational zoning classification.

Motion to approve Ordinance for Annexation for Rancho Cordillera, LLC by Alderman Vera, seconded by Alderwoman Salinas and carried unanimously.

8. KEEP RANCHO VIEJO BEAUTIFUL PRESENTATION ON SPRING FORWARD FAMILY FESTIVAL ON SATURDAY, APRIL 13, 2019, 9:00 AM TO 12:00 PM
-

Ms. Garza introduced the members of the Keep Rancho Viejo Beautiful committee and presented a Rancho Viejo Logo. Ms. Garza advised of their efforts to beautify Rancho Viejo and took the opportunity to announce the Spring event that will be held April 13, 2019, 9 A.M.-12 P.M.

9. REPORT BY THE STRATEGIC PLANNING COMMITTEE TO THE BOARD OF ALDERMEN
- TO CREATE AN ORDINANCE TO REGULATE SHORT TERM RENTAL THROUGH AGENCIES
 - CELL PHONE AND INTERNET SIGNAL BOOSTER ALSO KNOWN AS SMALL CELL NODES UPDATE
 - TO CREATE ROADWAY CALMING MECHANISMS SUCH AS RUMBLE STRIPS, STENCIL MARKINGS, AND/OR SPEED HUMPS IN AREAS PRONE TO ACCIDENTS/SPEEDING SUCH AS CURVES AND 15MPH ZONES
-

Alderman Tumlinson gave a summary on an idea to create an Ordinance to regulate short term rental through agencies such as, Airbnb.

Robert Rennor a representative of AT&T spoke on proposing small cells to enhance coverage for AT&T customers.

Mayor Rathbun reported that there has been concern about speeding in Rancho Viejo and spoke about educating citizens and other measures that can be taken to improve said speeding.

10. UPDATE ON HB4059 AND PRELIMINARY DISCUSSIONS WITH THE CITY OF BROWNSVILLE

Mayor Rathbun gave a brief overview on HB 4059 that affects a City's Land Use/growth that has a population of over 150,000 passed in 2015. Mayor Rathbun has had discussions with Brownsville City Managers and how HB 4059 can help small towns that have Brownsville's ETJ surrounding it. In addition, Mayor Rathbun extended an invitation to hear a report that will be given by Verdunity, a company that focuses on helping cities create growth and fiscal resilience on April 16, 2019 at the City Commission meeting in Brownsville.

11. CONSIDERATION/ACTION ON APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL AND THE TOWN OF RANCHO VIEJO REGARDING THE INSTALLATION AND MAINTENANCE OF A BUS PASSENGER SHELTER ON THE TOWN OF RANCHO VIEJO PROPERTY

Item was discussed as consideration, no action taken

12. STREET COMMITTEE REPORT

Mayor Rathbun gave an update on improvements being made in the Town of Rancho Viejo including underground pipes for sewage on Morelos street.

13. HUMAN RESOURCES COMMITTEE REPORT

Alderwoman Salinas gave an update on the progress of the employee policy manual stating that she has met with Town Administrator Fred Blanco and with Police Department Chief to go over the employee policy manual and to make any corrections deemed necessary. Alderwoman Salinas advised that the corrected copy will be submitted to counsel for review and will subsequently be sent to the other Alderman for further review.

14. FEBRUARY 2019 FINANCIAL REPORT - TOWN ADMINISTRATOR

Town Administrator Fred Blanco gave an update on the February 2019 financial report and the bank balances for the General Account, Debt Account, Police Asset Forfeiture Account and the Certificates of Obligation Account.

15. CONSIDERATION/ACTION ON EMPLOYMENT OF A REGULAR POLICE OFFICER AND SETTING OF SALARY

Rancho Viejo Police Chief Cruz introduced candidate Pedro Gracia III chosen for the position of Police Officer and sought the approval of the Board of Aldermen to continue the hiring process.

Motion was made by Alderman Vera to approve and Seconded by Alderwoman Salinas and carried unanimously.

16. CONSIDERATION/ACTION ON A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF RANCHO VIEJO, TEXAS FOR THE SUBMISSION OF A GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR, HOMELAND SECURITY GRANTS DIVISION, OPERATION STONE GARDEN GRANT

Rancho Viejo Police Chief Cruz requested the Board of Aldermen approve submission of the Stone Garden Grant that would grant approximately \$100,000.00 to the Rancho Viejo Police Department for a new Police vehicle, license plate reader, and allocation of overtime funds for officers.

Motion was made by Alderman Vera and Seconded by Alderman Tumlinson and carried as follows:

4 ayes and 1 abstention by Alderwoman Salinas

17. CONSIDERATION/ACTION ON PURCHASE OF POLICE VEHICLE WITH GRANT FUNDS

Rancho Viejo Police Chief Cruz requested the Board of Aldermen approve the purchase of a Police vehicle from the funds received from the Stone Garden Grant.

Motion to approve was made by Alderman Vera , Seconded by Alderwoman Truan and carried unanimously

18. MARCH 2019 POLICE REPORT - POLICE CHIEF

Rancho Viejo Police Chief Cruz went over the items of the April 2019 Police Report.

19. PUBLIC COMMENT

Zeke Luna expressed concern regarding speeding vehicles in Rancho Viejo, and encouraged a stronger Police presence to mitigate the problem.

Abigail Bender expressed concern with golf cart drivers that drive recklessly.

20. EXECUTIVE SESSION: PURSUANT TO THE FOLLOWING SECTION OF THE TEXAS GOVERNMENT CODE: SECTION 551.074 TO CONSIDER THE REAPPOINTMENT, EMPLOYMENT, EVALUATION, OR DUTIES OF THE TOWN ADMINISTRATOR AND TO CONSIDER A NEW PROPOSED CONTRACT FOR THE TOWN ADMINISTRATOR

Motion to adjourn and to enter into executive session at 7:36 p.m. was made by Alderman Tumlinson, seconded by Alderwoman Salinas and carried unanimously.
Alderman Truan did not participate in executive session.

Executive Session ended at 8:05 p.m. and the Regular meeting was reconvened at 8:08 p.m.

21. POSSIBLE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION

Motion to approve extension of Town Administrator, Fred Blanco’s contract to the end of fiscal year 2019 as discussed in executive session was made by Alderman Tumlinson, seconded by Alderman Vera and carried unanimously.

22. ADJOURN

Motion to adjourn was made at 8:09 p.m. by Alderman Vera, seconded by Alderwoman Salinas and carried unanimously.

BY: _____
Fred Blanco, Town Administrator

APPROVED: _____
Cyndie Rathbun, Mayor

DATE: _____

MINUTES OF A REGULAR MEETING
TOWN OF RANCHO VIEJO
May 14, 2019

A REGULAR MEETING of the BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, was held on, May 14, 2019 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

The meeting was called to order by Mayor Rathbun at 6:01 P.M.

2. ROLL CALL

Roll Call was made by Fred Blanco, Town Administrator. Members present at the meeting were:

Mrs. Maribel Guerrero
Ms. Grace Salinas
Mr. Javier Vera
Mr. David Tumlinson

Legal Counsel Daniel Rentfro Jr. and Town Administrator Fred Blanco were also present

Members Absent: Bitty Truan

A quorum was present at the meeting

Those present in the audience were:

Chief M. Cruz, Jr.	Hill Cocke	Zeke Luna	Linda Little	Christine Breeden	Robert Little
Jorge Cruz	Jim Byrne	Miguel Martinez	Melissa Elizardi	Nancy Vera	
Juanita Alvarado	Damian Alvarado	Kendall and Sara Frost	Pedro Casillas	M. Aguirre	

3. INVOCATION AND PLEDGE

Alderwoman Salinas led the group in the invocation and the pledge of allegiance to the American and Texas flags.

4. CANVASS RESULTS OF MAY 4, 2019 ELECTION OF TOWN OFFICIALS AND ADOPT RESOLUTION DECLARING RESULTS OF ELECTION

Mayor Rathbun read the results of the canvass and read the resolution adopting said results

Motion was made by Alderwoman Salinas and Seconded by Alderman Tumlinson to accept the results of the May 4, 2019 Canvass election contingent upon the recount for the Mayoral race.

5. ACTION ON ISSUANCE OF CERTIFICATES OF ELECTION

Mayor Rathbun issued the certificates of Election to Alderman Craig Grove and Alderman Javier Vera.

6. ADMINISTER OATH OF OFFICE AND INSTALLATION OF ELECTED OFFICIALS

Daniel Rentfro, Legal Counsel administered the oath of office to Alderman Craig Grove and Alderman Javier Vera.

7. PUBLIC COMMENT

Ken Frost inquired on projects in Rancho Viejo and also annexing for Rancho Viejo. Mayor acknowledged his inquiry but advised that the board cannot comment on an item that is not on the agenda.

Sara Frost inquired about and requested that Rancho Viejo meetings be video recorded so that the residents that are unable to attend are able to be abreast of what happens in the meetings.

Mayor Rathbun mentioned that she met with a representative from the Census Bureau in preparation of the 2020 Census and stated that a committee would be needed to help cover areas needed.

Alderman Tumlinson noted an attendee of the meeting and expressed his gratitude.

8. APPROVAL OF MINUTES - REGULAR MEETING FEBRUARY 12, 2019

Motion to approve was made by Alderman Vera and Seconded by Alderwoman Salinas and carried as follows: 3 ayes, 2 abstentions by Alderman Grove and Alderman Tumlinson.

9. ELECTION OF PRESIDENT PRO TEMPORE (MAYOR PRO TEM)

Mayor Rathbun nominated Alderwoman Maribel Guerrero to be Mayor Pro Tem in place of Bitty Truan.

Motion to approve was made by Alderman Grove, seconded by Alderman Tumlinson and carried unanimously.

10. CONSIDERATION/APPOINTMENT OF METROPOLITAN PLANNING ORGANIZATION (MPO) REPRESENTATIVE

Mayor Rathbun noted that she will be the MPO representative in the place of former Alderwoman Bitty Truan.

Motion to approve was made by Alderwoman Guerrero and Alderman Tumlinson and carried unanimously.

11. CONSIDERATION/APPOINTMENT OF REGIONAL SMALL CITIES REPRESENTATIVE

Mayor Rathbun nominated Alderman Craig Grove to be the Regional Small City Representative.

Motion to approve was made by Alderman Vera and Alderwoman Guerrero and carried unanimously.

12. CONSIDERATION/APPOINTMENT OF AD-HOC COMMITTEE TO ADDRESS CONCERNS OF CLUB MAINTENANCE BARN

Mayor Rathbun nominated Alderman Vera and Alderwoman Guerrero to be Chair and Co-Chair of the Ad-Hoc committee.

Motion to approve was made by Alderman Grove, Seconded by Alderwoman Salinas and Carried unanimously.

13. CONSIDERATION/REAPPOINTMENT OF MEMBERS TO THE STRATEGIC PLANNING COMMITTEE

Mayor Rathbun nominated Alderman Tumlinson as the Chair of the Strategic Planning Committee.

Motion to approve as made by Alderwoman Guerrero, Seconded by Alderman Vera and carried unanimously.

14. REVIEW/APPROVAL OF INVESTMENTS POLICY

Fred Blanco, Town Administrator gave a brief summary on the yearly investment policy noting a change of auditor from Patillo, Brown, & Hill, LLP to Cascos and Associates, PC.

15. CONSIDERATION/ACTION TO APPROVE TEXAS REGIONAL BANK’S REQUEST TO RELEASE PLEDGED SECURITIES

Fred Blanco, Town Administrator advised of Texas Regional Bank’s request to release \$ 118,657.00.

Motion to Approve was made by Alderman Vera, seconded by Alderwoman Guerrero and carried as follows: 4 ayes and 1 abstention by Alderman Craig Grove.

16. CONSIDERATION/ACTION ON A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF RANCHO VIEJO, TEXAS AUTHORIZING THE CONTINUATION OF BANK ACCOUNTS AND DEPOSITORY HERETOFORE ESTABLISHING AND AUTHORIZING CERTAIN PERSONS TO SIGN CHECKS AND OTHER NECESSARY TRANSACTION FOR SAME

Fred Blanco, Town Administrator stated that the Resolution to be signed will be to authorize the Mayor, Board of Alderman, and the Town Administrator to sign checks and to authorize necessary transactions for the same.

17. CONSIDERATION/ACTION ON A RESOLUTION OF THE TOWN OF RANCHO VIEJO, TEXAS SUSPENDING THE JUNE 5, 2019 EFFECTIVE DATE OF AEP TEXAS INC.’S REQUESTED RATE CHANGE TO PERMIT THE TOWN OF RANCHO VIEJO, TEXAS TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING COOPERATION WITH THE CITIES SERVED BY AEP TEXAS AND AUTHORIZING INTERVENTION IN AEP TEXAS INC.’S REQUESTED RATE CHANGE PROCEEDINGS BEFORE THE COMMISSION; HIRING LLOYD GOSSELINK ATTORNEYS AND CONSULTING SERVICES TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; REQUIRING REIMBURSEMENT OF CITIES’ RATE CASE EXPENSES; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL

Hill Cocke, AEP Representative requested that the rate change be denied so that the rate change be delayed. Mayor Rathbun advised that the Board will be taking the advice of Legal counsel and will move on to approve Resolution suspending the June 5, 2019 effective date of AEP’s requested rate change.

Motion to approve was made by Alderwoman Guerrero, seconded by Alderman Tumlinson and carried unanimously.

18. STREET COMMITTEE REPORT

Mayor Rathbun gave a report on the Street Committee noting that she spoke with the Ambiotec engineer regarding on-going construction in Rancho Viejo and advised of the delay due to a shortage in limestone. Mayor Rathbun also updated on the streets that are being worked on or that will start construction including Morelos, De Leon, and Alvarado.

19. HUMAN RESOURCES COMMITTEE REPORT

Alderwoman Salinas gave an update on the employee benefit policy advising that a rough draft will be submitted to Legal Counsel and subsequently submit the rough draft to the Board for review. Alderwoman Salinas further advised that the goal for policy approval would be for the next fiscal year budget.

20. RABIES VACCINATION ANNOUNCEMENT- MAY 30, 2019 AT TOWN HALL FROM 5:30 P.M. TO 6:30 P.M.
Rancho Viejo Police Chief Cruz announced the upcoming Rabies Vaccination event for May 30, 2019 at 5:30 P.M.

21. DISCUSSION ON DATE FOR ORIENTATION MEETING FOR THE BOARD OF ALDERMEN
Mayor Rathbun requested Daniel Rentfro, Legal Counsel give an orientation meeting for the newly appointed Alderman regarding Open Meetings Act and Public Information. Discussion ensued on possible dates and/or workshop.

22. APRIL 2019 POLICE REPORT-CHIEF OF POLICE
Rancho Viejo Police Chief Cruz went over the items of the April 2019 Police Report.

23. PUBLIC COMMENT
Nancy Vera inquired on regulation for brush and overhanging trees noting an obstruction on concern of Santa Ana and Escandon.
Alderman Vera suggested that Rancho Viejo code enforcement give reports on the progress being made in Rancho Viejo regarding brush, high grass, etc.

24. ADJOURN
Motion was made by Alderman Vera, seconded by Alderman Tumlinson and carried unanimously to adjourn the meeting at 7:00 PM.

BY: _____
Fred Blanco, Town Administrator

APPROVED: _____
Cyndie Rathbun, Mayor

DATE: _____

MINUTES OF A SPECIAL MEETING
TOWN OF RANCHO VIEJO
MAY 29, 2019

A Special Meeting of the Board of Aldermen of the Town of Rancho Viejo, Texas, was held on, May 29, 2019 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

The meeting was called to order by Alderman Vera at 6:00 p.m.

2. ROLL CALL

Roll Call was made by Fred Blanco, Town Administrator. Members present at the meeting were:

Ms. Grace Salinas
Mr. Craig Grove
Mr. David Tumlinson
Mr. Javier Vera

Members absent at the meeting: Mrs. Maribel Guerrero, Mayor Rathbun

Legal Counsel David Irwin and Town Administrator Fred Blanco were also present at the meeting.

Those present in the audience were: Chief Cruz

3. INVOCATION AND PLEDGE

Alderwoman Salinas led the group in the invocation and the pledge of allegiance to the American and Texas flags.

4. CANVASS RESULTS OF MAY 4, 2019 ELECTION OF TOWN OFFICIALS AND ADOPT RESOLUTION
DECLARING RESULTS OF ELECTION

Town Administrator Fred Blanco read the result of the canvass

Motion was made by Alderman Tumlinson to adopt resolution declaring results of election, seconded by Alderman Grove and carried unanimously

5. ACTION ON ISSUANCE OF CERTIFICATE OF ELECTION

Town Administrator Fred Blanco advised that the certificate is to certify that Cyndie Rathbun is elected Mayor

6. ADMINISTER OATH OF OFFICE AND INSTALLATION OF ELECTED OFFICIALS

Motion to table was made by Alderman Grove, seconded by Alderman Tumlinson and carried unanimously

7. ADJOURN

Motion was made by Alderman Tumlinson, seconded by Alderman Grove, and carried unanimously to adjourn the meeting at 6:05 p.m.

BY: _____

Fred Blanco, Town Administrator

APPROVED: _____

Cyndie Rathbun, Mayor

DATE: _____

7. Consideration/Action on Extension of Contract with Building Inspector

AGREEMENT FOR BUILDING INSPECTOR SERVICES

AGREEMENT made on _____ at Rancho Viejo, Texas, between THE TOWN OF RANCHO VIEJO, TEXAS, a municipal corporation, located at 3301 Carmen Avenue, Rancho Viejo, Texas 78575 (the "Client") and Brent Cannon, of 920 Balboa, Rancho Viejo, Texas 78575, the "Consultant".

Recitals

The Client is a Type A General Law Municipality, operating under the provisions of the Texas Local Government Code, and has its principal place of business at 3301 Carmen Avenue, Rancho Viejo, Texas 78575. The Client desires to engage the services of the Consultant, as an independent contractor and not as an employee, to fulfill the position of building inspector for the Client on the terms and conditions provided in this agreement.

The Consultant is the building construction profession properly qualified to practice in the State of Texas. Consultant desires to render professional building inspection services for the Client on the terms and conditions provided in this agreement.

THEREFORE, the Client engages the services of the Consultant. In consideration of the mutual promises contained in this contract, the parties agree as follows:

Term

1. This agreement is for a period of one year, commencing on _____. It is renewable annually at the discretion of the Board of Aldermen. It may be terminated by mutual agreement upon a 30 day written notice, or under the provisions of Article 8 below.

Services

2. The services to be rendered by the Consultant to the Client consist of fulfilling the position of building inspector for the Client. Those services are more fully described in the job description attached here to as Exhibit "A", which is incorporated herein by reference and made a part of this contract as fully as if set forth herein.

Use of Agents or Assistants

3. This job is personal to the Consultant, and he/she is not authorized to engage the services of any agents, assistants, persons, or corporations in its performance.

Equipment

4. The Consultant will furnish all equipment that may be necessary to perform services required under this agreement.

Facilities

5. The Client will furnish all facilities during normal business hours, for use by the consultant as may be required for preparing reports, copying and research.

Fee

6. For services to be rendered under this agreement, the Consultant will be entitled to inspection fees according to the fee schedule of Rancho Viejo.

Devotion of Time

7. The Consultant will devote the time that is reasonably necessary for a satisfactory performance to the performance of Consultant's duties under this agreement. If the Client requires additional services not included under this agreement, the Consultant will make a reasonable effort to fit those additional services into Consultant's time schedule without decreasing the effectiveness of performance of duties required under this agreement. However, the availability of additional services is subject to the provisions for additional fees for additional services as discussed in Paragraph 5, above.

Termination

8. This Agreement may be terminated by Client upon (1) a finding by a majority of the Board of Aldermen, after notice and an opportunity to be heard, that Consultant has been guilty of incompetence, corruption, misconduct, or malfeasance in office, (2) a vote of no confidence approved by two-thirds of the Board of Aldermen, or (3) as stated in Section 1 above.

Entire Agreement

9. This agreement constitutes the sole and only agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting this subject matter.

Assignment

10. Neither this agreement nor any duties or obligations may be assigned by the Consultant without the prior written consent of the Client. In the event of an assignment by the Consultant to which the Client has consented, the assignee or the assignees' legal representative must agree in writing with the Client to personally assume, perform, and be bound by all the provisions of this agreement.

Successors and Assigns

11. Subject to the provisions regarding assignment, this agreement is binding on and inures to the benefit of the parties to it and their respective heirs, executors, administrators, legal representatives, successors, and assigns.

Attorney's Fees

12. If any action at law or in equity is brought to enforce or interpret the provisions of this agreement, the prevailing party is entitled to reasonable attorney's fees in addition to any other relief to which it [he or she or it] may be entitled.

Governing Law

13. This agreement, and the rights and duties of the parties under it, are governed by the laws of the State of Texas.

Amendment

14. This agreement may be amended by the mutual agreement of the parties to it, in a writing to be attached to and incorporated in this agreement.

Legal Construction

15. In the event that any one or more of the provisions contained in this agreement is for any reason held to be invalid, illegal, or unenforceable in any respect, that invalidity, illegality, or unenforceability will not affect any other provisions, and the agreement will be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.

Executed at Rancho Viejo, Texas, on the 11th day of June, 2019.

Building Inspector

Town of Rancho Viejo

Brent Cannon

Cyndie Rathbun, Mayor

INSPECTION FEES

GENERAL

Foundation Concrete/rebar	\$15 – 110
needs forms survey at Town Hall	
Framing and Roof	\$15 – 110
Insulation	\$30
Concrete flat work-	\$20
driveway & pipe, sidewalk	
Building final and C.O.	\$15 – 110

PLUMBING

In-ground	\$15 – 110
Rough-in	\$15 – 110
Sewer tie-in and Water	\$30
Final	\$15 – 110

ELECTRICAL

Temporary power	\$15
Rough-in	\$15 – 110
Working clearance	\$25
Final	\$15 – 110

HVAC

Rough-in and duct work	\$15 – 110
Final	\$15 – 110

ROOFING

Check material	\$15
Final	\$20

WALLS AND FENCES

Beginning	\$20
Final	\$20

RETAINING WALLS AND DOCKS

Beginning	\$20
Final	\$20

SWIMMING POOL

Initial	\$20
Bonding and Rebar	\$20 (2)
Final	\$20

GAS LINE	\$20
PROPANE TANK	\$20
SPRINKLER	\$20
GAZEBO	\$10
MAILBOX	\$10
RED TAGS	\$20
STOP WORK	\$50

Plus \$5.00 per permit issued

Plus mileage

X-Small new	up to 1,500 square feet of living area	\$15
Small new	up to 2,000 square feet of living area	\$25 - 30
Medium new	up to 3,000 square feet of living area	\$40 - 50
Large new	up to 4,000 square feet of living area	\$60 - 70
X- Large new	up to 5,000 square feet of living area	\$80 – 90
XXLarge	5,000 square feet & over of living area	\$100-110
Square footage includes interior and exterior living areas		

8. Consideration/Appointment of Members to the Building Committee

Mayor Rathbun to
recommend appointing
Alfredo Hernandez as a
member to the Building
Committee

9. Consideration/Appointment of Members to the Strategic Planning Committee

Mayor Rathbun to
recommend appointing
Esiquio Luna as a member to
the Strategic Planning
Committee

10. Consideration/Appointment of 2020 US Census Committee

11. Discussion/Consideration/ Action on Purchasing Land Adjacent to the Town Children's Park to Add a Basketball Court

12. Human Resources Committee Report

13. Preliminary Discussion on Proposed Classification and Compensation Plan

14. Street Committee Report

15. Run, White and Blue 5K – 1 Mile Run Announcement



RUN WHITE & BLUE

JUNE 29TH

Visit ravrunning.com to register

First 100 get T-shirts-\$20 intro price until June 7

Rancho Viejo ~7 AM start

5K



1 MILE

Trophies for age categories ~ Chip timed



16. 2019 Movies Under the Stars Announcement

17. April 2019 Financial Report - Town Administrator

18. Hurricane Preparedness Presentation - Chief of Police

19. May 2019 Police Report - Chief of Police

20. Discussion on Date for Orientation Meeting for the Board of Aldermen

21. Public Comment

22. Adjourn