



NOTICE OF A PUBLIC MEETING  
TOWN OF RANCHO VIEJO  
BOARD OF ALDERMEN  
REGULAR MEETING  
JUNE 9, 2020  
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 9, 2020 at 6:00 P.M via Zoom Teleconference Meeting ONLY by logging on at <https://us02web.zoom.us/j/86719521103> Meeting ID: 867 1952 1103

This Notice and Meeting Agenda, are posted online at: [www.ranchoviejotexas.com](http://www.ranchoviejotexas.com). The Agenda packet will also be posted online no less than 24 hours before the meeting.

The members of the public wishing to participate in the meeting hosted through Zoom Teleconference may do so toll-free by logging on at <https://us02web.zoom.us/j/86719521103> Meeting ID: 867 1952 1103 or by calling in to one of the following numbers (charges may apply):

One tap mobile

+13462487799,,86719521103# US (Houston)  
+16699006833,,86719521103# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 929 205 6099 US (New York)  
+1 301 715 8592 US (Germantown)  
+1 312 626 6799 US (Chicago)  
Meeting ID: 867 1952 1103

1. Call to Order
2. Roll Call
3. Invocation and Pledge
4. Introduction of New Chief of Police – Robert Tyler
5. 2020 Graduates Caravan Parade Announcement
6. 2020 Run, White and Blue 5K – 1 Mile Run Announcement - JUNE 27th -FIRST WAVE STARTS 7AM
7. Public Comment
8. Approval of Minutes - Special Meeting May 5, 2020, Regular Meeting May 12, 2020, Special Meeting May 16, 2020, Special Meeting May 20, 2020, Special Meeting May 29,2020
9. Discussion/Action on the Extension of the Disaster Declaration filed with the Office of the Governor
10. Consideration/Action on Extension of Contract with Building Inspector

11. Discussion/Action on Street Rehabilitation Project Phase 1B Change Order Request Correction to Install Header Curb on Alvarado Avenue
12. Street Committee Report
13. Consideration/Action to designate the Town of Rancho Viejo Town Hall as an Early Voting site for the Democratic and Republican Runoff Elections to be held on Tuesday, July 14, 2020: The Dates and Times are as Follows: Monday, June 29 thru Thursday, July 2 from 9:00 a.m. to 7:00 p.m., Sunday, July 5 from 12:00 p.m. to 5:00 p.m., and Monday, July 6 thru Friday, July 10 from 8:00 A.M. to 8:00 P.M.
14. Assignment of Budget Categories to each Alderman
15. April 2020 Financial Report - Town Administrator
16. May 2020 Police Report – Interim Chief of Police or Police Chief Tyler
17. Public Comment
18. 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 5, 2020 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

Alderwoman Guerrero

Alderwoman 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. Introduction of New Chief of Police – Robert Tyler

# 5. 2020 Graduates Caravan Parade Announcement



To ALL the Rancho Viejo

HIGH SCHOOL & COLLEGE GRADUATES

IT'S A SURPRISE

Caravan Parade

June 14, 2020

5:30 pm - 6:30 pm



**Attention Rancho Viejo Families:**

If you have a son/daughter or know of someone that is graduating this year and would like for the caravan to pass by your/their house, please Inbox on FB or contact our Alderwoman, Maribel Guerrero for more details. (956)592-5182 / [mguerrero@ranchoviejotexas.com](mailto:mguerrero@ranchoviejotexas.com)



6. 2020 Run, White and Blue 5K  
– 1 Mile Run Announcement -  
JUNE 27th -FIRST WAVE  
STARTS 7AM

# THE RGV'S FIRST SOCIALLY

## DISTANCED 5K!

Chip Timed  
5K

Virtual Run  
Available

Awards for  
most patriotic!

1 Mile  
Fun Run

Age Group  
awards for 5K

Run Beautiful  
Rancho Viejo

# RUN, WHITE, AND BLUE 2020

# 7. Public Comment

8. Approval of Minutes - Special Meeting May 5, 2020, Regular Meeting May 12, 2020, Special Meeting May 16, 2020, Special Meeting May 20, 2020, Special Meeting May 29, 2020

MINUTES OF A Special MEETING  
TOWN OF RANCHO VIEJO  
May 5, 2020

A Special Meeting of the Board of Aldermen of the Town of Rancho Viejo, Texas was held on May 5, 2020 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

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Meeting called to order by Mayor Rathbun 6:00 p.m.

2. ROLL CALL

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

Mr. Craig Grove  
Ms. Grace Salinas  
Mr. David Tumlinson  
Mr. Javier Vera  
Ms. Maribel Guerrero (via ZOOM)

A quorum was present at the meeting.

Legal Counsel Daniel Rentfro, Jr. (via ZOOM) and Town Administrator Fred Blanco were also present.

Those present in the audience were:

Pete Sepulveda

3. INVOCATION AND PLEDGE

---

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

4. EXECUTIVE SESSION: PURSUANT TO THE FOLLOWING SECTION OF THE TEXAS GOVERNMENT CODE:  
SECTION 551.074 TO DELIBERATE THE EMPLOYMENT OF A NEW POLICE CHIEF

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Motion to adjourn and to enter into executive session at 6:04 p.m. was made by Alderman Vera seconded by Alderman Tumlinson and carried unanimously.

Executive Session ended at 7:02 p.m. and the Regular meeting was reconvened at 7:02 p.m.

5. POSSIBLE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION

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Motion to proceed as discussed in executive session was made by Alderman Grove, seconded by Alderwoman Salinas and carried unanimously.

6. ADJOURN

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The meeting was adjourned by 7:03 p.m.

BY: \_\_\_\_\_  
Fred Blanco, Town Administrator

APPROVED: \_\_\_\_\_  
Cyndie Rathbun, Mayor

DATE: \_\_\_\_\_

MINUTES OF A Regular MEETING  
TOWN OF RANCHO VIEJO  
May 12, 2020

A Regular Meeting of the Board of Aldermen of the Town of Rancho Viejo, Texas was held on May 12, 2020 at 6:00 P.M., via Zoom Teleconference Meeting ONLY by logging on at <https://us02web.zoom.us/j/88019699811> Meeting ID: 880 1969 9811

1. CALL TO ORDER

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Meeting called to order by Mayor Rathbun at 6:00 P.M.

2. ROLL CALL

---

Roll call was made by Eunice Salinas, Assistant Town Secretary. Members present in the teleconference were:

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

A quorum was present at the teleconference meeting.

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

Those present in the teleconference audience were:

Augusto Sanchez      Ulrich Weisse      Laura Kaechele      Maria Hinojosa  
Scott Fry              Interim Police Chief Roel Cantu

3. INVOCATION AND PLEDGE

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

4. PUBLIC COMMENT

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Ulrich Weisse introduced himself as the Home Owners Association President for Las Jacarandas and expressed his concern about Avenida de Estrellas stating that it is unsafe and unsightly. Mr. Weisse also invited Board members to see the street and mentioned he will speak more in detail about the street in the next Board meeting.

Alderman Vera asked Town Administrator Fred Blanco to make sure Legal is aware of the situation with Mr. Weisse.

Alderman Grove asked Mr. Weisse to submit pictures of the problem area for the next meeting.

Motion to close public comment was made by Alderman Tumlinson, seconded by Alderwoman Salinas and carried unanimously.



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**5. APPROVAL OF MINUTES – SPECIAL MEETING APRIL 13, 2020, REGULAR MEETING APRIL 14, 2020**

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Item was discussed out of sequence after Item 6.

Motion to approve the minutes of April 13, 2020 and April 14, 2020 was made by Alderman Tumlinson, seconded by Alderwoman Guerrero and carried unanimously.

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**6. CONSIDERATION/ACTION ON A JOINT RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF RANCHO VIEJO AND THE BOARD OF DIRECTORS OF THE VALLEY MUNICIPAL UTILITY DISTRICT NO. 2 IN SUPPORT OF DREDGING AND MAINTENANCE OF THE RESACA DEL RANCHO VIEJO IN THE VICINITY OF THE TOWN OF RANCHO VIEJO**

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Mayor Rathbun introduced Augusto Sanchez Director of Estuary at UTRGV. Mr. Sanchez explained the consequence of having Resaca water at a low level listing the effects it can have on the community.

Mayor Rathbun echoed what was said by Mr. Sanchez and expressed the importance of dredging the resacas.

Scott Fry, VMUD General Manager noted that efforts to start the process of obtaining a dredging machine has been met with obstacles in the past.

Discussion Ensued amongst the Board.

Motion to approve the joint resolution of the Board of Aldermen and Valley Municipal Utility District No. 2 was made by Alderman Vera, seconded by Alderman Tumlinson and carried unanimously.

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**7. DISCUSSION/ACTION ON THE EXTENSION OF THE DISASTER DECLARATION FILED WITH THE OFFICE OF THE GOVERNOR**

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Motion to approve extension of the disaster declaration for 30 days starting May 20, 2020 to June 19, 2020, 2020 was made by Alderman Grove, seconded by Alderman Tumlinson and carried unanimously.

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**8. CONSIDERATION/REAPPOINTMENT OF METROPOLITAN PLANNING ORGANIZATION (MPO) REPRESENTATIVE**

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Motion to table was made by Alderman Tumlison, seconded by Alderwoman Guerrero and carried unanimously.

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**9. CONSIDERATION/REAPPOINTMENT OF REGIONAL SMALL CITIES REPRESENTATIVE**

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Motion to reappoint Alderman Grove as Regional Small Cities representative was made by Alderman Vera, seconded by Alderman Tumlinson and carried unanimously.

#### 10. CONSIDERATION/REAPPOINTMENT OF MEMBERS TO THE STRATEGIC PLANNING COMMITTEE

Motion to reappoint Rita Conde and Fred Hernandez to the Strategic Planning Committee was made by Alderwoman Guerrero, seconded by Alderman Tumlinson and carried unanimously.

Alderman Vera mentioned he would like to see the list of names of members being considered for reappointment in the future. Alderwoman Guerrero also mentioned to add term limits.

Town Administrator Fred Blanco confirmed that the application to be appointed to a committee is on the website. Alderwoman Guerrero asked Mr. Blanco to issue an alert to residents to advise of committee openings.

#### 11. CONSIDERATION/REAPPOINTMENT OF MEMBERS TO THE BOARD OF ADJUSTMENTS AND APPEALS AND APPOINTMENT OF CHAIRPERSON

Motion to reappoint Mr. Zeke Luna to the Board of Adjustments and Appeals and to appoint Jorge De La Garza as Chairperson of the same was made by Alderwoman Guerrero, seconded by Alderman Vera and carried unanimously.

#### 12. REVIEW/APPROVAL OF INVESTMENT POLICY

Town Administrator Fred Blanco noted that the policy is the same policy that is reviewed yearly and also stated that there are no changes.

Motion to approve investment policy was made by Alderman Tumlinson, seconded by Alderwoman Salinas and carried unanimously.

#### 13. 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

Alderman Vera questioned the portion of the Resolution that mentions the need for a primary signature and secondary signature by an Alderman. Discussion Ensued.

Legal Counsel Daniel Rentfro advised that the wording of the Resolution is clear that the primary is that of the Town Administrator or Mayor and secondary that of an Alderman. However, Mr. Rentfro did note that the word "other" is confusing in the document.

Motion to table was made by Alderwoman Guerrero seconded by Alderman Tumlinson and carried as follows: 4 ayes by Alderwoman Guerrero, Alderman Grove and Alderman Tumlinson and Alderwoman Salinas and 1 nay by Alderman Vera.

14. CONSIDERATION/ACTION ON A RESOLUTION OF THE TOWN OF RANCHO VIEJO, TEXAS FINDING THAT AEP TEXAS INC.'S APPLICATION TO AMEND ITS DISTRIBUTION COST RECOVERY FACTORS TO INCREASE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; AUTHORIZING PARTICIPATION WITH THE CITIES SERVED BY AEP TEXAS; AUTHORIZING HIRING OF LEGAL COUNSEL; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; 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.

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Legal Counsel Daniel Rentfro explained the resolution and noted that it is a yearly resolution. Motion to pass resolution was made by Alderman Vera, seconded by Alderwoman Guerrero and carried unanimously.

15. CONSIDERATION/ACTION TO DESIGNATE THE TOWN OF RANCHO VIEJO TOWN HALL AS AN EARLY VOTING SITE FOR THE DEMOCRATIC AND REPUBLICAN RUNOFF ELECTIONS TO BE HELD ON TUESDAY, JULY 14, 2020: THE DATES AND TIMES ARE AS FOLLOWS: MONDAY, JULY 6 THRU FRIDAY, JULY 10, 2020, FROM 8:00 A.M. TO 8:00 P.M.

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Motion to designate the Rancho Viejo Town Hall as an early voting site was made by Alderwoman Guerrero, seconded by Alderman Vera and carried unanimously.

#### 16. STREET COMMITTEE REPORT

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Alderwoman Guerrero updated the Board and audience on improvements on several streets of the Town including Hidalgo, lift station #1, Rancho Viejo Drive, Zapata, Balboa, Bolivar, Cortez, Morelos, and Carmen Avenue.

17. 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

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Interim Police Chief Roel Cantu noted the amount granted and the allocation of such. Discussion ensued.

Motion to approve the Resolution for the submission of the grant application was made by Alderman Grove, seconded by Alderman Tumlinson and carried unanimously.

18. RABIES VACCINATION ANNOUNCEMENT- MAY 28, 2020 AT TOWN HALL FROM 5:30 P.M. TO 6:30 P.M.

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Mayor Rathbun announced rabies vaccination to be held at Town Hall on May 28, 2020.

Interim Police Chief Cantu noted that besides social distancing, the Veterinarian requested that people used masks when bringing their pets for the rabies shot.

19. APRIL 2020 POLICE REPORT- INTERIM CHIEF OF POLICE

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Rancho Viejo Police Interim Chief, Roel Cantu went over the items of the April 2020 Police Report.

20. PUBLIC COMMENT

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Motion to open public comment was made by Alderman Vera, seconded by Alderman Grove and carried unanimously.

Alderman Vera asked Mayor Rathbun to provide the questions for the interview.

Motion to close public comment was made by Alderman Tumlinson, seconded by Alderwoman Guerrero and carried unanimously.

21. ADJOURN

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A motion to adjourn the meeting at 7:55 p.m. was made by Alderman Vera, seconded by Alderwoman Guerrero and carried unanimously.

BY: \_\_\_\_\_  
Fred Blanco, Town Administrator

APPROVED: \_\_\_\_\_  
Cyndie Rathbun, Mayor

DATE: \_\_\_\_\_

MINUTES OF A Special MEETING  
TOWN OF RANCHO VIEJO  
May 16, 2020

A Special Meeting of the Board of Aldermen of the Town of Rancho Viejo, Texas was held on May 16, 2020 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

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Meeting called to order by Mayor Rathbun 11:03 a.m.

2. ROLL CALL

---

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

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

A quorum was present at the meeting.

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

Those present in the audience were:

Pete Sepulveda

3. EXECUTIVE SESSION: PURSUANT TO THE FOLLOWING SECTION OF THE TEXAS GOVERNMENT CODE:  
SECTION 551.074 TO DELIBERATE THE EMPLOYMENT OF A NEW POLICE CHIEF

---

Motion to adjourn and to enter into executive session at 11:03 a.m. was made by Alderman Tumlinson seconded by Alderman Guerrero and carried unanimously.

Executive Session ended at 7:03 p.m. and the Regular meeting was reconvened at 7:03 p.m.

4. ADJOURN

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Motion to adjourn was made by Alderwoman Guerrero, seconded by Alderwoman Salinas and carried unanimously.

BY: \_\_\_\_\_  
Fred Blanco, Town Administrator

APPROVED: \_\_\_\_\_  
Cyndie Rathbun, Mayor

DATE: \_\_\_\_\_

MINUTES OF A Special MEETING  
TOWN OF RANCHO VIEJO  
May 20, 2020

A Special Meeting of the Board of Aldermen of the Town of Rancho Viejo, Texas was held on May 20, 2020 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

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Meeting called to order by Mayor Rathbun 6:02 p.m.

2. ROLL CALL

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Members present were:

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

A quorum was present at the meeting.

Legal Counsel David Irwin (via ZOOM) was also present.

3. EXECUTIVE SESSION: PURSUANT TO THE FOLLOWING SECTION OF THE TEXAS GOVERNMENT CODE TO CONSIDER THE APPOINTMENT, EMPLOYMENT, EVALUATION, OR DUTIES OF A NEW POLICE CHIEF, WHICH INCLUDES BUT IS NOT LIMITED TO INTERVIEWING APPLICANTS FOR THE POSITION OF POLICE CHIEF

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Motion to adjourn and to enter into executive session at 6:03 p.m. was made by Alderman Grove seconded by Alderman Vera and carried unanimously.

Executive Session ended at 7:06 p.m. and the Regular meeting was reconvened at 7:06 p.m.

4. POSSIBLE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION

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Motion was made by Alderman Vera to enter into contract negotiations with Robert Tyler for the position of Police Chief of Rancho Viejo submitting to a background check, medical and physical as prescribed by the Texas Commission on Law Enforcement guidelines, seconded by Alderwoman Guerrero and carried as follows:

4 Ayes by Alderman Vera, Alderman Grove, Alderman Tumlinson, Alderwoman Guerrero  
1 Nay by Alderwoman Salinas

5. ADJOURN

---

Motion to adjourn the meeting at 7:07 was made by Alderman Tumlinson, seconded by Alderman Grove and carried unanimously.

BY: \_\_\_\_\_  
Fred Blanco, Town Administrator

APPROVED: \_\_\_\_\_  
Cyndie Rathbun, Mayor

DATE: \_\_\_\_\_



MINUTES OF A Special MEETING  
TOWN OF RANCHO VIEJO  
May 29, 2020

A Special Meeting of the Board of Aldermen of the Town of Rancho Viejo, Texas was held on May 29, 2020 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

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Meeting called to order by Mayor Rathbun 6:00 p.m.

2. ROLL CALL

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Members present were:

Ms. Maribel Guerrero (via ZOOM)  
Mr. David Tumlinson (via ZOOM)  
Mr. Javier Vera  
Ms. Grace Salinas

Absent:

Mr. Craig Grove

A quorum was present at the meeting.

Legal Counsel David Irwin (via ZOOM) was also present.

3. EXECUTIVE SESSION: PURSUANT TO THE FOLLOWING SECTION OF THE TEXAS GOVERNMENT CODE SECTION 551.074 TO CONSIDER THE APPOINTMENT AND EMPLOYNET OF A NEW POLICE CHIEF

---

Motion to adjourn and to enter into executive session at 6:03 p.m. was made by Alderman Vera seconded by Alderman Tumlinson and carried unanimously.

Executive Session ended at 7:09 p.m. and the Regular meeting was reconvened at 7:09 p.m.

4. POSSIBLE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION

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Motion was made by Alderman Vera authorizing Robert Tyler as Chief of Police and an annual salary of \$70,000, subject a satisfactory TCOLE background check and physical examination and authorize Mayor Rathbun to sign appointment upon receipt of the satisfactory background check and physical examination. Additionally, to have a six month performance evaluation and yearly evaluation thereafter, seconded by Alderwoman Guerrero and carried unanimously.

5. ADJOURN

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Motion to adjourn the meeting at 7:14 PM was made by Alderman Tumlinson, seconded by Alderman Vera and carried unanimously.

BY: \_\_\_\_\_  
Fred Blanco, Town Administrator

APPROVED: \_\_\_\_\_  
Cyndie Rathbun, Mayor

DATE: \_\_\_\_\_

# 9. Discussion/Action on the Extension of the Disaster Declaration filed with the Office of the Governor



3301 Carmen Avenue  
Rancho Viejo, Texas 78575  
Phone (956) 350-4093 Fax (956) 350-4156

DECLARATION OF LOCAL DISASTER FOR PUBLIC HEALTH EMERGENCY

**WHEREAS,** BEGINNING IN DECEMBER 2019, A NOVEL CORONAVIRUS, NOW DESIGNATED COVID-19, WAS DETECTED IN WUHAN CITY, HUBEI PROVINCE, CHINA, AND HAS SINCE SPREAD THROUGHOUT THE WORLD; AND

**WHEREAS,** SYMPTOMS OF COVID-19 INCLUDE FEVER, COUGHING, AND SHORTNESS OF BREATH, IN SOME CASES THE VIRUS HAS CAUSED DEATH; AND

**WHEREAS,** EXTRAORDINARY MEASURES MUST BE TAKEN TO CONTAIN COVID-19 AND PREVENT ITS SPREAD THROUGHOUT THE TOWN OF RANCHO VIEJO, INCLUDING THE QUARANTINE OF INDIVIDUALS, GROUPS OF INDIVIDUALS, AND PROPERTY AND, ADDITIONALLY, INCLUDING COMPELLING INDIVIDUALS, GROUPS OF INDIVIDUALS, OR PROPERTY TO UNDERGO ADDITIONAL HEALTH MEASURES THAT PREVENT OR CONTROL THE SPREAD OF DISEASE; AND

**NOW, THEREFORE, BE IT PROCLAIMED BY MAYOR OF THE TOWN OF RANCHO VIEJO:**

1. THAT A LOCAL STATE OF DISASTER FOR PUBLIC HEALTH EMERGENCY IS HEREBY DECLARED FOR THE TOWN OF RANCHO VIEJO, TEXAS PURSUANT TO SECTION §418.108(A) OF THE TEXAS GOVERNMENT CODE.
2. PURSUANT TO §418.108(B) OF THE GOVERNMENT CODE, THE STATE OF DISASTER FOR PUBLIC HEALTH EMERGENCY SHALL CONTINUE FOR A PERIOD OF NOT MORE THAN THIRTY DAYS STARTING JUNE 20, 2020 TO JULY 19, 2020 UNLESS CONTINUED OR RENEWED BY THE BOARD OF ALDERMEN OF THE TOWN OF RANCHO VIEJO.
3. PURSUANT TO §418.108(C) OF THE GOVERNMENT CODE, THIS DECLARATION OF A LOCAL STATE OF DISASTER FOR PUBLIC HEALTH EMERGENCY SHALL BE GIVEN PROMPT AND GENERAL PUBLICITY AND SHALL BE FILED PROMPTLY WITH THE TOWN ADMINISTRATOR.

4. PURSUANT TO §418.108(D) OF THE GOVERNMENT CODE, THIS DECLARATION OF A LOCAL STATE OF DISASTER ACTIVATES THE TOWN'S EMERGENCY MANAGEMENT PLAN.
5. THAT THIS PROCLAMATION SHALL TAKE EFFECT STARTING JUNE 20, 2020 UNTIL JULY 19, 2020.

ORDERED THIS 9<sup>TH</sup> DAY OF JUNE 2020.

CYNDIE RATHBUN,

TOWN OF RANCHO VIEJO MAYOR  
RANCHO VIEJO, TEXAS

# 10. 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 June 9, 2020. 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 9<sup>th</sup> day of June, 2020.

Building Inspector

Town of Rancho Viejo

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Brent Cannon

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Cyndie Rathbun, Mayor

## INSPECTION FEES

### GENERAL

Foundation Concrete/rebar needs forms survey at Town Hall	\$15 – 110
Framing and Roof	\$15 – 110
Insulation	\$30
Concrete flat work- driveway & pipe, sidewalk	\$20
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
XX-Large	5,000 square feet & over of living area	\$100-110

Square footage includes interior and exterior living areas

# 11. Discussion/Action on Street Rehabilitation Project Phase 1B Change Order Request Correction to Install Header Curb on Alvarado Avenue



**RM Walsdorf, Inc**  
**10155 Old SH 48**  
**Brownsville, TX 78521**  
**P(956) 831-3984 F(956) 831-4923**

May 26, 2020

Karla Saldivar  
AMBIOTEC GROUP, INC.  
5420 Paredes Line  
Brownsville, Texas 78526

RE: Correction to total: Pricing for 24" Header Curb on Alvarado

Good Afternoon Karla.

When first requesting the change order for the header curb on Alvarado, I sent the request with a typo. I corrected that and re-sent the request. It appears that the City of Rancho Viejo may not have received the corrected document and the typographical error of \$82,178.62 was discussed in a meeting of the board. I would like to submit this letter to show that the correct dollar amount for the 5,258 LF of Header Curb at \$16.39/Lf will be \$86,178.62.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Kimberly Walsdorf', with a long horizontal line extending to the right.

Kimberly Walsdorf  
President





**RM Walsdorf, Inc**  
**10155 Old SH 48**  
**Brownsville, TX 78521**  
**P(956) 831-3984 F(956) 831-4923**

December 20, 2019

Vicente Mendez, P.E., R.P.L.S.  
AMBIOTEC GROUP, INC.  
5420 Paredes Line  
Brownsville, Texas 78526

RE: Pricing for 24" Header Curb on Alvarado, not shown on plans.

Good Afternoon Mr. Mendez,

We have been informed that the Town of Rancho Viejo would like 24" Header Curb on Alvarado. This is not shown on the plans. Due to the fact that the driveways are at various levels, and there will be a lot of additional work required to install the header curb, we will need to invoice this work at \$16.39/LF. Per our calculations, and measurements, we are calculating 5,258 LF for header Curb installation. The price for this work will be \$86,178.62.

Should the Town of Rancho Viejo want us to proceed with this Header Curb installation, we respectfully request a change order for 5,258 LF of 24" header curb at \$16.39/lf for a total of \$86,178.62.

Respectfully,

A handwritten signature in black ink, appearing to be 'Kimberly Walsdorf', written over a horizontal line.

Kimberly Walsdorf  
President

**AMBIOTEC**  
**CIVIL ENGINEERING GROUP, INC.**  
**5420 PAREDES LINE ROAD**  
**BROWNSVILLE, TX. 78526**  
**PHONE: (956)548-9333 FAX: (956)548-9399**

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**LETTER OF TRANSMITTAL**

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**TO: FRED BLANCO**

**FROM: VICENTE MENDEZ, PE, RPLS**

**COMPANY: TOWN OF RANCHO  
VIEJO**

**DATE: FEBRUARY 11, 2020**

**FAX NUMBER: (956) 350-4156**

**TOTAL NO. OF PAGES W/ COVER: N/A**

**PHONE NUMBER: (956) 350-4093**

**SENDER'S REFERENCE NUMBER: 3434**

**RE: RANCHO VIEJO PAVING  
IMPROVEMENTS**

**YOUR REFERENCE NUMBER:**

**CC:**

URGENT  FOR REVIEW  PLEASE COMMENT  PLEASE REPLY  PLEASE RECYCLE

**Notes/Comments:**

Fred,

Attached you will find three original Change Order No.2 documents for the Rancho Viejo Paving Improvements Project. These documents have been executed by the contractor and are pending Rancho Viejo's review and signature. Once executed by the Town of Rancho Viejo, keep a copy for yourself and return the other two.

If you have any question or comments, please do not hesitate to call me.

Sincerely,  
Vicente Mendez, PE, RPLS

**Town Of Rancho Viejo Street Paving Improvements (Phase 1B)  
Change Order No. 2**

PROJECT: VMUD No. 2 Utility Improvements and Town Of Rancho Viejo Street Paving Improvements (Phase 1B)

DATE OF ISSUANCE: February 11, 2020

OWNER: Town of Rancho Viejo

3301 Carmen Ave.  
Rancho Viejo, TX 78575

CONTRACTOR: RM Walsdorf, Inc.

ENGINEER: Ambiotec Civil Engineering Group

Description: 24" Header curb on Alvarado Ave.

Reason for Change Order: Added 24" Header Curb to Alvarado Ave.

Attachments: Attachment A

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price  \$1,512,929.20	Original Contract Times Project Completion: 365 DAYS  Contract Completion Date: January 7, 2020
Net changes from previous Change Orders  \$36,057.30	Net changes from previous Change Orders  190 DAYS
Contract Price Prior to this Change Order  \$1,548,986.50	Contract Times prior to this Change Order  Project Completion: 365 DAYS Contract Completion Date: January 7, 2020
Net Increase (decrease) of this Change Order  \$86,178.62	Net Increase (decrease) of this Change Order  60 DAYS
Contract Price with all approved Change Orders  \$1,635,165.12	Contract Times with all approved Change Orders  Project Completion: 615 DAYS *Contract Completion Date: September 13, 2020

RECOMMENDED  
By: *H. Maffre*  
Ambiotec Civil Engineering  
Engineer (authorized Signature)

ACCEPTED  
By: *[Signature]*  
RM Walsdorf, Inc.  
Contractor (authorized Signature)

APPROVED  
By: \_\_\_\_\_  
Town of Rancho Viejo  
Owner (authorized Signature)

**Town Of Rancho Viejo Street Paving Improvements (Phase 1B)**  
**Change Order No. 2**  
**ATTACHMENT A**  
**Town Of Rancho Viejo Street Paving Improvements**

Item No.	Item Description	Units	Quantity Difference	Unit Price	Unit Costs
	<b>Alvarado Ave.</b>				
	24" Wide Concrete Header Curb (Incl. 6" Compacted Crushed Limestone Base and Driveway adjustments as needed)	LF	5258	\$16.39	\$86,178.62
<b>TOTAL:</b>					\$86,178.62



**RM Walsdorf, Inc**  
10155 Old SH 48  
Brownsville, TX 78521  
P(956) 831-3984 F(956) 831-4923

December 20, 2019

Vicente Mendez, P.E., R.P.L.S.  
AMBIOTEC GROUP, INC.  
5420 Paredes Line  
Brownsville, Texas 78526

RE: Pricing for 24" Header Curb on Alvarado, not shown on plans.

Good Afternoon Mr. Mendez,

We have been informed that the Town of Rancho Viejo would like 24" Header Curb on Alvarado. This is not shown on the plans. Due to the fact that the driveways are at various levels, and there will be a lot of additional work required to install the header curb, we will need to invoice this work at \$16.39/LF. Per our calculations, and measurements, we are calculating 5,258 LF for header Curb installation. The price for this work will be \$82,178.62.

Should the Town of Rancho Viejo want us to proceed with this Header Curb installation, we respectfully request a change order for 5,258 LF of 24" header curb at \$16.39/lf for a total of \$82,178.62.

Respectfully,

Kimberly Walsdorf  
President

Approved on 1/14/2020

# 12. Street Committee Report

13. Consideration/Action to designate the Town of Rancho Viejo Town Hall as an Early Voting site for the Democratic and Republican Runoff Elections to be held on Tuesday, July 14, 2020: The Dates and Times are as Follows: Monday, June 29 thru Thursday, July 2 from 9:00 a.m. to 7:00 p.m., Sunday, July 5 from 12:00 p.m. to 5:00 p.m., and Monday, July 6 thru Friday, July 10 from 8:00 A.M. to 8:00 P.M.



REMI GARZA, CERA  
ELECTIONS ADMINISTRATOR

May 15, 2020

Mr. Fred Blanco  
Town Administrator  
Rancho Viejo City Hall  
3301 Carmen Ave.  
Rancho Viejo, Texas 78575

Dear Mr. Blanco

This is our official request to designate the following location as an Early Voting site for the Democratic and Republican Primary Runoff Elections to be held on Tuesday, July 14, 2020:

**Town of Rancho Viejo City Hall, 3301 Carmen Ave., Rancho Viejo, Texas**

The dates for early voting are as follow:

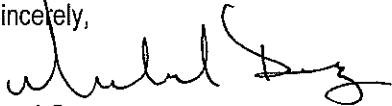
Monday, June 29 thru Thursday, July 2	9:00 a.m. to 7:00 p.m.
Sunday, July 5	12:00 p.m. to 5:00 p.m.
Monday, July 6 thru Friday, July 10	8:00 a.m. to 8:00 p.m.

If you agree, we will be delivering voting equipment a few days before Election Day begins. It will need to be stored in a secure area and be available during the election. We will also need three (3) folding tables, (4-6) chairs and working 120-volt electrical plugs for the equipment.

Upon consideration and agreement, please fax us a confirmation letter at (956) 550-7298 or email it to [Maribel.diaz@co.cameron.tx.us](mailto:Maribel.diaz@co.cameron.tx.us). We greatly appreciate your help in making the approaching elections a success.

Thank you in advance for your consideration to this request.

Sincerely,

 for Remi Garza  
Remi Garza  
Elections Administrator



# 14. Assignment of Budget Categories to each Alderman

General Fund Revenues: Fred Blanco  
Administration: Maribel Guerrero  
General: Eunice Salinas  
Police General: David Tumlinson &  
Craig Grove  
Public Works: Grace Salinas  
Street: Javier Vera

# 15.April 2020 Financial Report - Town Administrator

# 16.May 2020 Police Report – Interim Chief of Police or Police Chief Tyler

# RANCHO VIEJO POLICE DEPARTMENT

## MONTHLY STATISTICAL REPORT

MONTH OF: May 2020

	<u>CURRENT</u>	<u>PRIOR</u>	
<b>I</b>	<b><u>CRIMINAL VIOLATION</u></b>		
	1	0	
	CREDIT CARD ABUSE		
	20 Blk. Pizarro Ave., Victim had suspicious credit card charges amounting in \$300.00		
	1	0	
	<b>TOTAL</b>		
<b>II</b>	<b><u>MISCELLANEOUS INCIDENTS</u></b>		
	3	1	
	DOMESTIC DISPUTE		
	3600 Blk. Carmen Ave., Verbal dispute between ex-Husband and wife		
	2000 Blk. El Dorado Ave., Verbal dispute between boyfriend and girlfriend		
	2100 El Dorado Ave., Verbal altercation between neighbors		
	1	0	
	SUSPICIOUS PERSON/ ACTIVITY		
	200 Blk. Santa Ana Ave., Male subject covering Ring door bell with unknown substance. Subject later identified.		
	200 Blk. Santa Ana Ave., Male subject was reported to have sent \$30,000 dollars to unknown subject		
	3	0	
	PROPERTY DAMAGE		
	400 Blk. Zapata Ave., Damage to motor vehicle window		
	700 Blk. De Leon Ave., Damage to residential front door. No items were taken.		
	2300 Blk. El Dorado Ave., Damaged to mailbox lock.		
	1	0	
	WELFARE CONCERN		
	300 Blk. Balboa Ave., Concerned citizen reported elderly lady acting stange during the day		
	1	0	
	INFORMATION REPORT		
	200 Blk. Santa Ana Ave., Resident reported illegal dumping at location but no charges to be filed		
	9	1	
	<b>TOTAL</b>		
<b>III</b>	<b>CRIMINAL ARREST</b>		
	1	1	
	ADULT OFFENDER		
	Public Intoxication/ Disorderly Conduct		
	0	1	
	JUVENILE OFFENDER		
	1	2	
	<b>TOTAL</b>		
<b>IV</b>	<b><u>VEHICLE TRAFFIC INFRACTION</u></b>		
	24	7	YTD 142
	WRITTEN CITATIONS		
	17	10	48
	WRITTEN WARNINGS		
	41	17	190
	<b>TOTAL</b>		
<b>V</b>	<b><u>MUNICIPAL ORD. INFRACTION</u></b>		
	1	1	2
	WRITTEN CITATIONS		
	0	0	0
	WRITTEN WARNINGS		
	1	1	2
	<b>TOTAL</b>		
<b>VI</b>	<b><u>POLICE</u></b>		
	5,952	6,161	
	MILEAGE		
	PATROL		
	0	0	
	WARRANTS / C.I.D.		
	555	0	
	O.P.S.G. / BORDER STAR (GRANT)		

# 17. Public Comment

# 18. Adjourn