



NOTICE OF A PUBLIC MEETING  
TOWN OF RANCHO VIEJO  
BOARD OF ALDERMEN  
EMERGENCY MEETING  
MARCH 20, 2020  
6:00 P.M.

NOTICE is hereby given of a MEETING of an EMERGENCY MEETING OF THE BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, to be held on Friday, March 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
2. Roll Call
3. Invocation and Pledge
4. Public Comment
5. Discussion/Action on the Extension of the Disaster Declaration filed with the Office of the Governor
6. Discussion/Action to Postpone the May 2, 2020 election to the Next Uniform Election Date, Occurring on November 3, 2020.
7. Discussion/Action on Amending the Agreement with TrafficPayment.com to Add Building Permit Online Payment Services
8. Public Comment
9. Adjourn

Fred Blanco, Town Administrator

*This matter is directly related to and a response to an emergency or urgent public necessity as defined by Section 551.045 of the Texas Government Code, in that a State of Emergency based on the COVID 19 pandemic has been declared by the Office of the Governor, an imminent threat to public health and safety exists, and immediate action is required of the Board of Aldermen in order to meet certain deadlines set by the Texas Election Code and make other provisions for the conduct of orderly business, recognizing that additional advisories from the Office of the Governor, the President of the United States, or the Centers for Disease Control may restrict the Board's ability to meet.*

State of Texas  
County of Cameron  
Town of Rancho Viejo

I, the undersigned authority, do hereby certify that the above NOTICE OF 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 March 20, 2020 at 4:00 P.M.

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. Public Comment

## 5. 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 FROM THE DATE OF THIS DECLARATION 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 IMMEDIATELY FROM AND AFTER ITS ISSUANCE.

ORDERED THIS 20<sup>TH</sup> DAY OF MARCH 2020.

CYNDIE RATHBUN,

TOWN OF RANCHO VIEJO MAYOR  
RANCHO VIEJO, TEXAS



6. Discussion/Action to  
Postpone the May 2, 2020  
election to the Next Uniform  
Election Date, Occurring on  
November 3, 2020.

# The State of Texas

Elections Division  
P.O. Box 12060  
Austin, Texas 78711-2060  
www.sos.texas.gov




Phone: 512-463-5650  
Fax: 512-475-2811  
Dial 7-1-1 For Relay Services  
(800) 252-VOTE (8683)

Ruth R. Hughes  
Secretary of State

## **ELECTION ADVISORY** **N0. 2020-12**

TO: Election Officials

FROM: Keith Ingram, Director of Elections 

DATE: March 18, 2020

RE: Actions for May 2, 2020 Uniform Election Date

---

The purpose of this advisory is to provide guidance to local political subdivisions regarding their options for any general or special elections that have been ordered for the May 2, 2020 uniform election date. Pursuant to Section 418.016 of the Texas Government Code, the Governor has issued a proclamation suspending certain provisions of the Texas Election Code and the Texas Water Code to allow all local political subdivisions that are utilizing the May 2, 2020 uniform election date to postpone their election to the November 3, 2020 uniform election date. Pursuant to Texas Election Code 31.003 and 31.004, our office has issued the following guidelines for entities that choose to exercise this authority and postpone their election to the November uniform election date.

### **Effect of Postponement of Election**

- **Candidate Filings:** By postponing their election date, the political subdivision is preserving all candidate filings and ballot order actions that have already been taken. The postponement does **not** have the effect of reopening candidate filings.
  - **Deadlines related to Candidate Filings, Declarations of Ineligibility, Withdrawals or Death:** The deadlines that apply to the November 3, 2020 election would apply to all candidates who are currently on the ballot for the May 2, 2020 election.
- **Ballot By Mail Requests:** All applications for a ballot by mail (ABBM) that were filed for the May 2, 2020 election that are marked annual would apply for the November 3, 2020 election. All single use ABBMs that were submitted for reasons of age or disability would still be valid for the November 3, 2020 election. If a single use ABBM was submitted and indicated the reason for voting by mail was due to absence from the county, this ABBM would not be valid as the applicable election date has changed. However, we would recommend that the political subdivision send a letter to these voters along with a new ABBM in case the circumstances

surrounding their absence from the county are still valid or the voter is otherwise eligible to vote by mail.

- **Ballots by Mail:** If a political subdivision has already sent out mail ballots, those mail ballots that are returned would still be valid for the November 3, 2020 postponed election date.
- **Election Records:** All records, including candidate filings, applications to vote by mail, ballot proofs, and printed ballots shall be retained and preserved.
  - **Printed Ballots:** If your ballots have already been printed up, you may be able to reuse them for November. However, if you must change your ballot to reflect any corrections or changes that occur between now and November, you would treat the original ballots as you would in a traditional ballot correction and those ballots should be destroyed in accordance with Section 52.0064 of the Texas Election Code.
- **Requirement to use County Election Precincts in November 2020:** Per Section 42.002 of the Texas Election Code, county election precincts are required for all elections occurring in November 2020. You will need to work with your county election officer to determine whether you need to make any modifications to your ballot in light of this requirement.
- **Requirement for County Election Officer to contract with Local Political Subdivisions:** All county election officers are required to contract with local political subdivisions that postponed their May 2, 2020 election and that request a contract for election services or a joint election agreement with their county election officer pursuant to the Governor's suspension of certain Texas Election Code provisions.
- **Office Hours:** The relevant dates for maintaining office hours for election purposes will be based on the November uniform election date rather than the May election date. Under Section 31.122 of the Texas Election Code, those office hours will need to be maintained for at least three hours each day, during regular office hours, on regular business days between September 14, 2020 and December 13, 2020. However, these entities should post contact information for individuals to contact their office about election-related issues during the timeframe that those offices may be closed over the coming months.
- **Holdovers in Public Office:** Under Art. XVI, Sec. 17 of the Texas Constitution, the individuals who currently hold public offices that are scheduled to be on the ballot on the May uniform election date will continue to exercise the duties of those offices until the new officers take their oaths of office, following the November uniform election date.
- **Campaign Finance Filings:** Please contact the Texas Ethics Commission for further guidance on how these modified timelines will affect any campaign finance reporting requirements. Their office can be reached at (512) 463-5800.
- **Candidates on the ballot in both May and November:** For candidates that may be running for two offices (one normally occurring in May and one normally occurring in November), these candidates will not be removed from the ballot as they are separate elections that are normally not occurring on the same date.

### **Required Action by Governing Body to Move Election Date**

In order to utilize this move, the governing body of the political subdivisions holding the elections must **order** the postponement of their election to the November 3, 2020 uniform election date. The order for this official action should contain the following items:

1. A reference to the proclamation that authorizes the entity to postpone their election date, and the fact that the political subdivision is exercising this authority.
2. Confirmation that the candidate filings for the election will remain valid for the election held on the November date and that the filing period will not be re-opened for the November election date.
3. Confirmation that all ABBMs for voters that are voting by mail due to being over the age of 65 or due to disability will still be valid for the postponed election, and that ABBMs for voters who submitted ABBMs based on expected absence from the county would not be valid for the postponed election.
4. The major relevant dates for the November election, including the voter registration deadline (October 5, 2020), the deadline to submit an ABBM (October 23, 2020), and the dates for early voting (October 19, 2020 – October 30, 2020).

### **Necessary Revisions to Order of Election**

In addition, the entity will need to meet by August 17, 2020 to make any necessary revisions to the entity's original order of election. Those revisions may include:

1. The change to the date of the election;
2. Any change in location of the main early voting location;
3. Any changes to early voting dates and hours, including weekend early voting;
4. Any changes to the identity of the early voting clerk and their contact information; or
5. Any changes to branch early voting locations.

If you are holding a bond election, you may need to make additional revisions to your order of election for that bond election. If this is the case, we recommend reaching out to your bond counsel for additional guidance.

### **Securing Election Records**

All election records should be stored and secured during the postponement period. This may require your entity to use preservation methods that are similar to the methods you would use during the preservation period after the election has occurred. This includes:

- Storing returned ballots by mail in locked, sealed ballot boxes.
- Securely storing any unused ballots.
- Securely retaining any relevant election records, including candidate applications and ABBMs.

### **Voting System Equipment**

If you are leasing voting system equipment from the county or directly from the vendor, then you may need to contact your vendor or your county regarding any necessary modifications to those lease agreements or to modify your procedures and timelines for receiving that equipment.

### **Open Meeting Requirements**

The Governor has suspended and modified certain open meeting requirements pursuant to his disaster declaration. These changes include allowing the entity to establish procedures for telephonic or videoconferenced meetings of governmental bodies that are accessible to the public.

These procedures must include a process for members of the public to participate and address the governmental body in those meetings, notice to the public on the means of participating remotely, and access to the public for recordings of those meetings.

For more information, please review the applicable [documentation](#) from the Governor's Office or contact the Office of the Attorney General.

### **Update Official Websites and Notify Media**

Any entities that are exercising this authority to postpone their election date must post notice on the entity's website and should alert any local media organizations regarding this change to their election date.

The entity must also provide notice to their county election officer regarding this change, as the county is required to post the entity's notice of election on the county's website no later than the 60th day before the date of the election under Election Code 4.008. If that election date will be changing due to the entity's decision to postpone the election then the entity must provide a revised notice to the county for posting on the county's website.

If you have any questions regarding this advisory, please contact the Elections Division at 1-800-252-2216.

KI:CA:CP





GOVERNOR GREG ABBOTT

March 18, 2020

FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
10:00 AM 'CLOCK

The Honorable Ruth R. Hughs  
Secretary of State  
State Capitol Room 1E.8  
Austin, Texas 78701

MAR 18 2020  
  
Secretary of State

Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

A proclamation suspending Sections 41.0052(a) and (b) of the Texas Election Code and Section 49.103 of the Texas Water Code to the extent necessary to allow political subdivisions that would otherwise hold elections on May 2, 2020, to move their general and special elections for 2020 only to the next uniform election date, occurring on November 3, 2020, without otherwise adjusting the term of office, and suspending Sections 31.093 and 42.0621(c) of the Texas Election Code to the extent necessary to require all county election officers, if requested by an affected political subdivision, to enter into a contract to furnish election services with any political subdivision who postponed their election to November 3, 2020, under the authority of this proclamation.

The original of this proclamation is attached to this letter of transmittal.

Respectfully submitted,

Gregory S. Davidson  
Executive Clerk to the Governor

GSD/gsd

Attachment

# PROCLAMATION

BY THE

## Governor of the State of Texas

---

TO ALL TO WHOM THESE PRESENTS SHALL COME:

WHEREAS, Section 41.001(a)(2) of the Texas Election Code provides that a general or special election in this state shall be held on a uniform election date, and the next uniform election date is occurring on May 2, 2020; and

WHEREAS, Section 49.103 of the Texas Water Code provides that certain districts governed by this provision are required to hold director elections in May of each even-numbered year; and

WHEREAS, Section 41.0052 of the Texas Election Code prescribes a procedure for a political subdivision to change a general election date, but the time for making such a change has expired; and

WHEREAS, Section 31.093 of the Texas Election Code requires a county elections administrator to enter into a contract to furnish election services upon request of a political subdivision; and

WHEREAS, Section 42.0621(c) of the Texas Election Code does not require a political subdivision to enter into a contract with a county or hold a joint election with a county on the November uniform election date; and

WHEREAS, on March 13, 2020, the Governor of Texas certified that the novel coronavirus (COVID-19) poses an imminent threat of disaster and, under the authority vested in the Governor by Section 418.014 of the Texas Government Code, declared a state of disaster for all counties in Texas; and

WHEREAS, pursuant to Section 418.016 of the Texas Government Code, the Governor has the express authority to suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or the orders or rules of a state agency if strict compliance with the provisions, orders, or rules would in any way prevent, hinder, or delay necessary action in coping with a disaster.

NOW, THEREFORE, I, GREG ABBOTT, Governor of Texas, under the authority vested in me by the Constitution and Laws of the State of Texas, do hereby suspend Sections 41.0052(a) and (b) of the Texas Election Code and Section 49.103 of the Texas Water Code to the extent necessary to allow political subdivisions that would otherwise hold elections on May 2, 2020, to move their general and special elections for 2020 only to the next uniform election date, occurring on November 3, 2020, without otherwise adjusting the term of office. I further suspend Sections 31.093 and 42.0621(c) of the Texas Election Code to the extent necessary to require all county election officers, if requested by an affected political subdivision, to enter into a contract to furnish election services with any political subdivision who postponed their election to November 3, 2020, under the authority of this proclamation.

The authority ordering the election under Section 3.004 of the Texas Election Code is the authority authorized to make the decision to postpone its election in accordance with this proclamation.

Current office holders will hold over to the extent authorized by Article XVI, Section 17 of the Texas Constitution.

FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
10:00AM O'CLOCK

MAR 18 2020



IN TESTIMONY WHEREOF, I  
have hereto signed my name and  
have officially caused the Seal of  
State to be affixed at my office in the  
City of Austin, Texas, this the 18th  
day of March, 2020.

A handwritten signature in black ink, reading "Greg Abbott", written over a horizontal line.

GREG ABBOTT  
Governor of Texas

ATTESTED BY:

A handwritten signature in black ink, reading "Ruth R. Hughs", written over a horizontal line.

RUTH R. HUGHS  
Secretary of State

FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
10:00 AM O'CLOCK

MAR 18 2020



## 7. Discussion/Action on Amending the Agreement with TrafficPayment.com to Add Building Permit Online Payment Services



Original Tiered Chart

Amount of Fine	Processing Fee
\$0.01	\$2.95
\$15.00	\$4.95
\$50.00	\$7.95
\$100.00	\$9.95
\$150.00	\$11.95
\$175.00	\$12.95
\$200.00	\$13.95
\$225.00	\$14.95
\$250.00	\$15.95
\$300.00	\$17.95
\$350.00	\$18.95
\$400.00	\$19.95
\$450.00	\$22.95
\$500.00 +	5.00%

*\* All discount rate fees, transaction fees, enhanced fraud screening fees, address verification, and other credit card related fees are absorbed through the convenience fee.*

**EXAMPLE 1: Building Permits**

Please follow the steps below to make your payment:

**1. Enter your name**

First Name \*

Last Name \*

**2. Licensed Contractor Name**

Licensed Contractor Name \*

**3. Property Address**

Property Address \*

(Max Length: 20 chars)

**4. Enter the amount of your payment**

Payment Amount: \*

**Back**

**Clear**

**Add**

**Continue**

EXAMPLE 2:

Please follow the steps below to make your payment:

**1. Enter your name**

First Name \*

Last Name \*

**2. Backyard Fowl Permit / Building Permit / Contractor Registration**

Permit Number / Type \*

(Max 10 characters)

**3. Permit Address / Company Name**

Permit Address / Company Name

**4. Enter the amount of your payment**

Payment Amount: \*

Back

Clear

Add

Continue

**EXAMPLE 3:**

Please follow the steps below to make your payment:

**1. Enter your name**

First Name \*

Last Name \*

**2. Permit Number / Permit Type**

Number / Type \*

(Max Length: 20 chars)

**3. Notes**

Notes

(Max Length: 100 chars)

**4. Enter the amount of your payment**

Payment Amount: \*



## **AGREEMENT FOR SERVICES**

The following is an exclusive agreement for online citation payment services, made November 10, 2005 by and between TrafficPayment.com ("TP"), a Texas Limited Liability Company, 303 West Wall Suite 804, Midland, TX and Town (Client"), of Rancho Viejo

### **Agreement**

1. **Services Provided:** TP will provide 24-hour online citation payment services, toll free pay-by-phone services, and ancillary services for Client, including all necessary installation/setup, promotional assistance, payments to specified account(s), and access to real time online reporting. Client agrees to retain the service of TP to act as an agent to receive payment for traffic and parking citations.
2. **Timing of Contract:** TP will furnish the necessary setup and perform all services required to begin processing ticket payments online within twenty-four (24) hours, or as soon as is practicable thereafter, of the time this contract and other paperwork are completed and received by TP.
3. **Property of TP:** All computer programs, written procedures, promotional materials, and other supporting items used in the work performed for Client shall be the property of TP, and shall be returned upon termination of this contract.
4. **Hardware and Software Requirements:** In order to access and view online reports, and communicate with TP, Client needs the following: Access to the Internet and ability to browse to TP administration website, an up-to-date copy of Adobe Reader to view reports, and a telephone line for TP to communicate with Client when a payment is received or for any other common communication.
5. **Information Provided by Client:** Client must provide the following to TP prior to startup:
  - a) Any and all standard contact information, bank routing number, bank account number, and bank account type for deposit of all payments.
6. **Actions to be Performed by TP:** TP will provide online payment service 24 hours a day, 7 days a week, toll free pay-by-phone service during business hours, and payment to the Client's specified account for all citations paid using TP. TP will provide all necessary technical support to maintain the payment system 24 hours a day, 7 days a week. TP will wire transfer funds to Client's bank account on a bi-monthly basis.
7. **Term and Cancellation of Contract:** The term of this agreement shall begin on November 10, 2005 and shall continue in full force and effect from that date until it is terminated by sixty (60) days written notice from either party to the other.
8. **Indemnity:** TP will use due care in processing all citation payments, but it will be responsible only to the extent of correcting any errors that are due to the operation of TP. The liability of TP with respect to this agreement, and shall not include any contingent liability. Client agrees to indemnify TP for any losses caused by errors or documents generated by the Client and provided to TP.
9. **Reservation:** All rights not expressly granted in this agreement are reserved by TP.
10. **Support Services:** TP will provide Client with support services related to all aspects of TP online citation payment service. The TP web portal, software applications, electronic payments, online reports, and promotional materials are the specific services supported. Client may contact TP support services during business hours Monday through Friday 8:00am to 6:00pm, CST. It is understood that TP will charge End Users a convenience fee for the use of its services, and in no event shall Client ever be responsible for any such fee.
11. **Attorney Fees and Costs:** If any action at law or in equity is necessary to enforce or interpret the terms of this agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
12. **Promotional Materials:** Client agrees to the following for promotional purposes: a. to allow TP to use any logo or trademark of Client on the TP website for Client identification; b. to allow TP to advertise TP services on-site as an authorized agent of Client to receive payment of traffic and parking citations; c. to allow TP to print a message on all payable citations that are issued by Client or allow the use of TP stickers on citations.



**13. Miscellaneous Provisions:**

- a. *Texas Law to apply:* This provision shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created under this agreement are performable in the State of Texas.
- b. *Parties Bound:* This agreement shall be binding on and inure to the benefit of the parties and their respective heirs, executors, administrators, legal representatives, successors, and assigns.
- c. *Legal Construction:* In case any one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, that invalidity, illegality or unenforceable shall not affect any other provision of this agreement, and this agreement shall be construed as if the invalid, illegal, or unenforceable provision was not contained in the agreement.
- d. *Sole Agreement:* This agreement constitutes the sole agreement of the parties and supercedes any prior understandings or written or oral agreements between the parties respecting the subject matter of this agreement.

EXECUTED at Rancho Viejo, Texas on November 10, 2005.


**TRAFFICPAYMENT.COM**

Name: Mark Holly

Title: Vice President of Sales

Address: 303 West Wall Suite #804

Midland, TX 79701

  
Signature

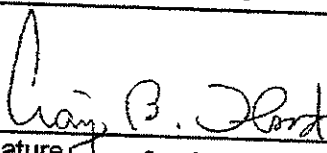
**CLIENT**

Name: Craig B. Flood, Mayor

Title: Town of Rancho Viejo, Texas

Address: 3461 Carmen Avenue

Rancho Viejo, Texas 78575

  
Signature Craig B. Flood, Mayor

## 8. Public Comment



## 9. Adjourn