



City Council

Wednesday, December 17, 2025 - 6:30 PM

Special Called Council Meeting
210 S. Walnut Street
Venus, Texas 76084

AGENDA

1. Call to Order, Roll Call, Invocation, Pledge of Allegiance, Pledge to Texas Flag:

2. Announcements from Mayor:

Cell phones are to be placed on vibrate/silent only. No conversation or comment from the audience is permitted unless specifically called upon by the Mayor. Please remain respectfully quiet.

3. Citizen Public Comment Period:

Anyone wishing to speak on an item not listed on the agenda may do so during this section. Please turn in a speaker card to the City Secretary. Each speaker has five minutes. By law, the Council cannot deliberate or take action on non-agenda items. The Council may listen, ask brief clarifying questions, provide factual responses, or explain existing policy.

4. Consent Agenda:

All matters listed under consent agenda have been previously discussed, require little or no deliberation, or are routine by the council. If discussion is desired, then an item will be removed from the consent agenda and considered separately. Otherwise, approval of the consent agenda authorizes the City Administrator to implement each item in accordance with staff's recommendation.

4.1. Approval of meeting minutes for regular meeting on December 8, 2025.

4.2. Review and approve the 2025-2026 Investment Policy.

4.3. Accept resignation of Board Member Jira Sansom, Place 5 on the Venus Community Service Development Corporation.

4.4. Ratify resolution authorizing completion of parking lot paving for City Hall location.

5. Presentation and Proclamations:

6. Public Hearings and Action Items:

7. Discussion and Consideration Items:

7.1. Discuss and consider the qualifications, the hiring process and the timeline regarding the City Administrator position.

- 7.2. Discuss and consider short and long-term ideas and goals for Animal Control issues.
- 7.3. Discuss and consider animal control, animal seizures and a general review of the Animal Control Ordinance.
- 7.4. Discuss and consider separating the Animal Control and Code Enforcement into their own respected job descriptions.
- 7.5. Discuss and consider the appointment to the Venus Community Service Development Corporation Place 5.

8. Executive Session:

IN ACCORDANCE WITH TEXAS GOVERNMENT CODE, SECTION 551.001, ET SEQ. THE CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION (CLOSED MEETING) TO DISCUSS THE FOLLOWING:

- 8.1. Any action to be taken on Executive Session.

9. Adjournment:

The City Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, pursuant to authorization by the Texas Open Meetings Act TEXAS GOVERNMENT CODE, Chapter 551.071 (Private consultation with attorney for the city), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), 418.183 (homeland security).

This is to certify that a copy of this Notice of Meeting was posted on the bulletin board at City Hall, 700 W. Hwy 67 Venus, Texas and at a place readily accessible to the public at all times and to the City’s website www.cityofvenus.org, on Wednesday, December 10, 2025, on or before 5:30pm.

Callie Green, TRMC
City Secretary

For more information or a copy of the Open Meetings Act, please contact the Attorney General of Texas at 1-800-252-8011. This building is wheelchair accessible. Any requests for Interpretive Services must be made 48 hours in advance of the scheduled meeting. To make arrangements, please call 972-366-3348.

Removed: _____

Time: _____

CITY COUNCIL
MEETING MINUTES
Regular Council Meeting
DECEMBER 8, 2025

1. Call to Order, Roll Call, Invocation, Pledge of Allegiance, Pledge to Texas Flag:

Mayor Galaviz called the meeting to order at 06:33 PM, City Attorney Halla gave the Invocation, and all led the Pledge of Allegiance and Pledge to the Texas Flag. Councilmembers present: Alejandro Galaviz, Teresa Hoffman, Tony Bovinich, Sheryl Kiser, Michelle Hamm and Drew Wilson.

Staff present: City Attorney, Callie Green, Melissa Westen, Chief Groom, Chief Hargrove, Becky Wilkins, Scott Williams and Ron Hearn.

2. Announcements from Mayor:

Cell phones are to be placed on vibrate/silent only. No conversation or comment from the audience is permitted unless specifically called upon by the Mayor. Please remain respectfully quiet. This weekend is Christmas on the Square, and Council will have a float this year. Mayor also announced Food Bank times for this weekend.

3. Citizen Public Comment Period:

Anyone wishing to speak on an item not listed on the agenda may do so during this section. Please turn in a speaker card to the City Secretary. Each speaker has five minutes. By law, the Council cannot deliberate or take action on non-agenda items. The Council may listen, ask brief clarifying questions, provide factual responses, or explain existing policy.

No public speakers.

4. Consent Agenda:

All matters listed under consent agenda have been previously discussed, require little or no deliberation, or are routine by the council. If discussion is desired, then an item will be removed from the consent agenda and considered separately. Otherwise, approval of the consent agenda authorizes the City Administrator to implement each item in accordance with staff's recommendation.

4.1. Approval of meeting minutes for regular meeting on November 10, 2025.

4.2. Ratify bills and monthly financial report

4.3. Approve Budget Adjustment #1 to the 2025-26 budget.

4.4. Approve 2024-25 Trial Balance report.

4.5. Ratify a Resolution for use of 2020 Bond Funds for Fire Department projects.

- 4.6. Ratify a Resolution for the use of 2020 Bond Funds for Public Works Projects.
- 4.7. Consider adopting an Ordinance accepting a resolution from the Johnson County Commissioners and annexing a portion of County Road 109 in accordance with Section 43.106 of the Texas Local Government Code.
- 4.8. Approval of an updated Resolution for Rifle Resistant Body Armor FY 2026 Grant.
- 4.9. Approval of a Resolution for Venus Police Department Bullet-Resistant Components for Law Enforcement Vehicles.

I make a motion to approve the consent agenda as stated.

Moved by: Michelle Hamm

Seconded by: Drew Wilson

For: Unanimous. Motion carried Yes 5, No 0, Abstained 0.

5. Presentation and Proclamations:

None.

6. Public Hearings and Action Items:

None.

7. Discussion and Consideration Items:

- 7.1. Discuss and consider the possibility of hiring and/or appointing an Interim City Administrator. (Mayor Pro Tem/Hoffman)

The Mayor took this item into Executive Session.

No action was taken. Will be on Special Called Agenda for December 17th.

- 7.2. Discuss and consider an Ordinance amending Code of Ordinances Chapter 34 "zoning" to allow for alternates to the Planning and Zoning Commission.

I make a motion to approve.

Moved by: Drew Wilson

Seconded by: Sheryl Kiser

For: Unanimous. Motion carried Yes 5, No 0, Abstained 0.

- 7.3. Discuss and consider a review Wastewater Treatment Plant Lease Agreement with AUC Group.

The Mayor took this item into Executive Session.

7.4. Discuss and consider a conditional use permit for a 2.011-acre in the Radford Berry Survey Abstract No. 26 in Johnson County, generally located northwest of the intersection of US 67 and 157, to allow truck fueling and parking within the C-2 Commercial District.

The Mayor took this item into Executive Session.

8. Executive Session:

IN ACCORDANCE WITH TEXAS GOVERNMENT CODE, SECTION 551.001, ET SEQ. THE CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION (CLOSED MEETING) TO DISCUSS THE FOLLOWING: SECTION 551.071(2)- Consultation with Attorney. Mayor Galaviz took the above items, 7.1, 7.3 and 7.4 into Executive Session under Section 551.071. Adjourned into Executive Session at 6:39 pm. Reconvened into Open Session at 8:16 pm.

8.1. Discussion regarding a conditional use permit for a 2.011-acre in the Radford Berry Survey Abstract No. 26 in Johnson County, generally located northwest of the intersection of US 67 and 157, to allow truck fueling and parking within the C-2 Commercial District.

8.2. Any action to be taken on Executive Session.

I make a motion to terminate the Wastewater Treatment Plant Lease Agreement with AUC Group.

Moved by: Tony Bovinich

Seconded by: Drew Wilson

For: Unanimous. Motion carried Yes 5, No 0, Abstained 0.

I make a motion to approve an Ordinance for a conditional use permit for a 2.011 acre in the Radford Berry Survey Abstract No. 26 In Johnson County, generally located northwest of the intersection of US 67 and 157, to allow truck fueling and parking within the C-2 Commercial District.

Moved by: Tony Bovinich

Seconded by: Drew Wilson

For: Unanimous. Motion carried Yes 5, No 0, Abstained 0.

9. Adjournment:

Mayor Galaviz adjourned the meeting at 08:19 PM.

Mayor

City Secretary

ITEM REPORT

To: City Council
From:
Subject: Review and approve the 2025-2026 Investment Policy.
Department/Office: Finance

Summary:

Recommended Action:

Budget:

Attachments:

1. Investment Policy updated 2025 bw



CITY OF VENUS, TEXAS

INVESTMENT POLICY

December 2025

There were no changes to the PFIA by the 89th Texas Legislature requiring changes to the City's Investment Policy for 2025-2026.

Adopted December 17, 2025

CITY OF VENUS, TEXAS INVESTMENT POLICY

PREFACE

It is the policy of the City of Venus (the "City") that after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risks of investments, all available funds shall be invested in conformance with these legal and administrative guidelines to obtain a market rate of return.

Effective cash management is recognized as essential to good fiscal management. An active cash management and investment policy will be pursued to take advantage of investment interest as a viable and material source of revenue for City funds. The City's portfolio shall be designed and managed in a manner responsive to the public trust and shall be invested in conformance with State and Federal Regulations, applicable Bond Resolution requirements, and adopted Investment Policy. The City will invest public funds in a manner which will provide the maximum security and a market rate of return while meeting the daily cash flow demands of the City.

The City is required under the Public Funds Investment Act (Chapter 2256 of the Texas Government Code) to adopt a formal written Investment Policy for the investment of public funds. These policies serve to satisfy the statutory requirement (specifically the Public Funds Investment Act, Chapter 2256 of the Texas Government Code [the Act]) to define, adopt and review a formal investment strategy and policy.

**CITY OF VENUS
INVESTMENT POLICY**

TABLE OF CONTENTS

SECTION #	SECTION TITLE	PAGE #
1.	Purpose	1
2.	Investment Strategy	1
3.	Scope	4
4.	Investment Objectives	4
5.	Investment Responsibility	5
6.	Authorized Investments	7
7.	Diversification	9
8.	Authorized Financial Dealers and Institutions	10
9.	Delivery Versus Payment	11
10.	Safekeeping and Collateralization	11
11.	Internal Control	12
12.	Performance	12
13.	Reporting	13
14.	Investment Policy Adoption and Amendment	14

Attachments:

- A. Fund Type Investment Strategies
- B. Certification of Business Organization Form
- C. Broker Dealer Questionnaire

INVESTMENT POLICY

1. **PURPOSE.** The purpose of this investment policy (the “Policy”) is to set forth specific investment policy and strategy guidelines for the City in order to achieve the goals of safety, liquidity, achieving a market rate of return, and maintaining public trust for all investment activities. The City Council of the City of Venus shall review the investment strategy and policy at least annually, and the City Council shall annually approve the Investment Policy revisions, if any, by formal resolution.

2. **INVESTMENT STRATEGY.** The City maintains a comprehensive and proactive cash management program that is designed to monitor and control all City funds to ensure maximum utilization and yield a market rate of return. The basic and underlying strategy of this program is that all of the City’s funds are earning interest. It is the responsibility and obligation of the City to maintain a flexible approach and be prepared to modify the investment strategy as market conditions dictate. The investment strategy described is predicated on conditions as now exist and are subject to change. The investment strategy emphasizes low credit risk, diversification, and the management of maturities. The strategy also considers the expertise and time constraints of the investment officers. The allowable investment instruments as defined in Section 6 of this Policy reflect the avoidance of credit risk. Diversification refers to dividing investments among a variety of securities offering independent returns. This strategy uses local government investment pools to provide a cash equivalent investment option. The management of maturities refers to structuring the maturity dates of the direct investments so that, while funds are initially invested for a longer period of time, some investments mature as cash needs require.

2.1. **The primary investment strategy and objectives** of the City as specified in this Policy (See Section 4.) are listed below, in their order of importance:

- Safety and preservation of principal;
- Maintenance of sufficient liquidity to meet operating needs;
- Achieve a market rate of return on the investment portfolio; and
- Seek at all times to maintain public trust by adhering to the above stated objectives.

2.2. **The list of investments authorized** by this Policy intentionally excludes some investments allowed by state law. The restrictions limit possible credit risk and provide the maximum measure of safety. Within the investment objectives, the investment strategy is to utilize authorized investments for maximum advantage to the City. To increase the interest earnings for funds identified as being available for investment over longer periods of time, based upon a cash requirement projection, the City will consider the following strategies:

2.2.1. **Strategy No. 1.** Utilizing cash equivalent investment opportunities through the use of local government investment pools and money market mutual funds

as authorized by the City Council. An investment pool is an entity created to invest public funds jointly on behalf of its participants and whose investment objectives in order of priority match those objectives of the City. Funds are usually available from investment pools on a same-day basis, meaning the pools have a high degree of liquidity. Because of the size and expertise of their staff, investment pools are able to prudently invest in a variety of the investment types allowed by State law. In this manner, investment pools achieve liquidity and diversification. The strategy of the City calls for the use of investment pools as a primary source of liquidity and supplemental source of diversification. Funds that may be needed on a short-term basis but that are in excess of the amount maintained at the depository bank are available for deposit in investment pools.

2.2.2. **Strategy No. 2.** Building a ladder of Investment Policy authorized investments with staggered maturities for all or part of the longer-term investable funds. The benefits of this ladder approach include the following:

- It is straight-forward and easily understood;
- It represents a prudent diversification method;
- All investments remain within the approved maturity horizon;
- It will normally allow the City to capture a reasonable portion of the yield curve; and,
- It provides predictable cash flow with scheduled maturities and reinvestment opportunities.

2.2.3. **Strategy No. 3.** Pursuant to the Act (Texas Government Code 2256.003), the City may, at its discretion, contract with an investment management firm registered under the Investment Advisors Act of 1940 (15 U.S.C. Section 80b-1 et seq.) and with the State Securities Board to provide for investment and non-discretionary management of its public funds or other funds under its control.

An appointed Investment Advisor shall act solely in an advisory and administrative capacity, within the guidelines of this Investment Policy. At no time shall the advisor take possession of investments or funds or otherwise be granted discretionary authority to transact business on behalf of the City. Any contract awarded by the City Council for investment advisory services may not exceed two years.

Duties of the Investment Advisor contracted by the City shall abide by the Prudent Expert Rule, whereby investment advice shall, at all times, be given with the judgment and care, under circumstances then prevailing, which persons paid for their special prudence, discretion and intelligence in such matters exercise in the management of their client's affairs, not for speculation by the client or production of fee income by the advisor or broker, but for investment by the client with emphasis on the probable safety of the capital while considering the probable income to be derived.

2.2.4. **Strategy No. 4.** The City will maintain portfolio(s) which utilize four specific investment strategy considerations designed to address the unique characteristics of the fund group(s) represented in the portfolio(s):

2.2.4.1. Investment strategies for operating funds and pooled funds containing operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio that will experience minimal volatility during economic cycles through diversification by security type, maturity date and issuer. All security types, as authorized by this policy, are considered suitable investments for the operating and pooled funds.

2.2.4.2. Investment strategies for debt service funds shall have as the primary objective the assurance of cash equivalent balances adequate to cover the debt service obligation on the required payment date(s). These funds have predictable payment schedules. Therefore investment maturities shall not exceed the anticipated cash flow requirements.

2.2.4.3. Investment strategies for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund. Managing the Debt Service Reserve Fund's portfolio maturities to not exceed the call provisions of the bond issue will reduce the investment's market risk if the City's bonds are called and the reserve fund liquidated. No investment maturity shall exceed the final maturity of the bond issue.

2.2.4.4. Investment strategies for special projects and capital projects funds will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. Market conditions and arbitrage regulations will influence the investment of capital project funds. When market conditions allow, achieving a positive spread to applicable arbitrage yield is the desired objective, although at no time shall the anticipated expenditure schedule be exceeded in an attempt to increase yield.

2.2.5 **Strategy No. 5 - Hold until Maturity.** The strategy of the City is to maintain sufficient liquidity in its portfolio so that it does not need to sell or redeem an investment prior to maturity. Should it become necessary to sell or redeem prior to maturity, where the sale proceeds are less than the current book value, the prior written consent of the City Administrator must be obtained. Investments may be sold or redeemed prior to maturity by the Investment Officer at or above their book value at any time.

2.2.6. **Strategy No. 6 - Pooling of Deposits and Investments.** All demand deposits of the City will be concentrated with a primary depository. This procedure will maximize the City's ability to pool cash for investment purposes, and provide more manageable banking relationships. In addition to the primary depository, other depositories may be eligible to provide selective banking services and bid on City investments.

2.2.7. **Strategy No. 7 – Primary Depository Bank Relationships.** This Policy shall further seek to maintain good primary depository bank relationships while minimizing the cost of banking services. The City will seek to maintain a primary depository contract which will be managed to a level that minimizes the cost of the banking relationship to the City, while allowing the City to earn an appropriate return on idle demand deposits.

2.2.8. **Strategy No. 8 - Single Pooled Fund Group.** A single strategy is specified, in accordance with the single pooled fund group as defined in this Policy. However, earnings from investments will be allocated on a pro-rata cash basis to the individual funds and used in a manner that will best service the interests of the City.

2.2.9. **Strategy No. 9 - Maximizing Investible Cash Balances.** Procedures shall be established and implemented in order to maximize investible cash by decreasing the time between the actual collection and the deposit of receipts, and by the controlling of disbursements.

3. **SCOPE.** The Investment Policy shall govern the investment of all financial assets considered to be part of the City and includes the following funds or fund types: General Fund, Utility Fund, Debt Service Fund, Capital Projects Fund, Special Revenue Funds, and any other funds which have been contractually delegated to the City for management purposes. The City may add or delete funds as may be required by law, or for proper accounting procedures. This Policy does not include funds governed by approved trust agreements, or assets administered for the benefit of the City by outside agencies under retirement or deferred compensation programs. Additionally, bond funds (including debt service and reserve funds) are governed by bond ordinances and are subject to the provisions of the Internal Revenue Code and applicable Federal regulations governing the investment of bond proceeds.

4. **INVESTMENT OBJECTIVES.** Funds of the City shall be invested in accordance with all applicable Texas statutes, this Policy and any other approved, written administrative procedures. The four objectives of the City's investment activities shall be as follows (in the order of priority):

4.1. **Safety of Principal.** Safety of principal invested is the foremost objective in the investment decisions of the City. Each investment transaction shall seek to ensure the preservation of capital in the overall portfolio. The risk of loss shall be controlled by investing only in authorized investments as defined in this Policy, by qualifying the financial institutions with which the City will transact, and by portfolio diversification. Safety is defined as the undiminished return of the principal on the City's investments. All investment officers shall understand the suitability of investment to the financial requirements of the City.

4.2. **Liquidity.** The investment portfolio shall be managed to maintain liquidity to ensure that funds will be available to meet the City's cash flow requirements and by investing in securities with active secondary markets. Investments shall be structured in such a manner as will provide the liquidity necessary to pay obligations as they become due. A portion of the portfolio also may be placed in financial institution deposits, money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds. An investment may be redeemed or liquidated prior to its stated maturity to meet unanticipated cash requirements, or to otherwise favorably adjust the City's portfolio, in accordance with Section 2.2.5 above.

4.3. **Market Rate-of-Return (Yield).** The City's investment portfolio shall be designed to optimize a market rate-of-return on investments consistent with risk constraints and cash flow requirements of the portfolio. The investment portfolio shall be managed in a manner which seeks to attain a market rate of return throughout budgetary and economic cycles. The City will not attempt to consistently attain an unrealistic above market rate-of-return, as this objective will subject the overall portfolio to greater risk. Therefore, the City's rate of return objective is secondary to those of safety and liquidity. Rate of return (yield) is defined as the rate of annual income return on an investment, expressed as a percentage.

4.4. **Public Trust.** All participants in the City's investment program shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction which might involve a conflict of interest or otherwise impair public confidence in the City's ability to govern effectively. All officials of the City having either a direct or indirect role in the process of investing idle funds shall act responsibly as custodians of the public trust.

5. **INVESTMENT RESPONSIBILITY.** As provided in this Policy, the daily operation and management of the City's investments are the responsibility of the following persons.

5.1. **Delegation of Authority.** The City Finance Director will serve as "Investment Officer" and is authorized to deposit, withdraw, invest, transfer or manage in any other manner the funds of the City. Day-to-day management responsibility for the investment program is hereby delegated to the City Finance Director, who shall establish written procedures for the operation of the investment program, consistent with this Policy. Such procedures shall include explicit delegation of authority to persons responsible for investment activities. All persons involved in investment activities will be referred to in this Policy as "Investment Officials." No persons may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the City Finance Director. The City Finance Director shall be responsible for all transactions undertaken, and shall establish a system of controls to regulate the activities of subordinate Investment Officials. The system of controls shall be designed to provide reasonable assurance that ensures the assets of the City are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that:

- (1) the cost of a control should not exceed the benefits likely to be derived; and,
- (2) the valuation of costs and benefits requires estimates and judgments by management.

The City Finance Director shall be designated as the primary Investment Officer for the City and shall be responsible for investment decisions and activities under the direction of the City Administrator. Commitment of financial and staffing resources in order to achieve the City's investment objectives through active portfolio management shall be the responsibility of the City Council.

5.2. **Prudence.** The standard of prudence to be applied by each Investment Officer shall be the "prudent person" rule, which states, "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the following:

5.2.1. The investment of all funds over which the Investment Officer had responsibility rather than a consideration as to the prudence of a single investment; and

5.2.2. Whether the investment decision was consistent with the written investment Policy and procedures of the City.

5.3. **Due Diligence.** An Investment Officer acting in accordance with written policies and procedures and exercising due diligence, shall not be held personally responsible for a specific investment's credit risk or market price changes, provided that these deviations are reported in a timely manner and that appropriate action is taken to control adverse developments. All Investment Officials involved in investment transactions will be bonded.

5.4. **Ethical Standards and Conflicts of Interest.** All City Investment Officials having a direct or indirect role in the investment of City funds shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. An Investment Officer who has a personal business relationship with the depository bank or with any entity seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree of affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

5.5. **Training.** Each Investment Officer shall attend at least one ten-hour training session relating to the Officer's responsibility under the Act within twelve (12) months after assuming duties, and attend an investment training session not less than once every two years (aligned with the City's fiscal year), receiving an additional eight (8) hours of PFIA training.

6. **AUTHORIZED INVESTMENTS.** As stated previously, safety of principal is the primary objective in investing public funds and can be accomplished by limiting two types of risk-credit risk and interest rate risk. Credit risk is the risk associated with the failure of an investment's issuer or backer. Interest rate risk is the risk that the value of a portfolio will decline due to an increase in the general level of interest rates. In order to provide for safety of principal as the City's primary objective, only certain investments are authorized as acceptable investments for the City. The following list of authorized investments for the City intentionally excludes some investments authorized by law. These restrictions are placed in order to limit possible risk and provide the maximum measure of safety to City funds.

6.1. **Authorized and Acceptable Investments.** The authorized list of investment instruments is as follows:

6.1.1. Obligations of the United States or its agencies and instrumentalities, excluding mortgage-backed securities.

6.1.2. Direct obligations of the State of Texas, or its agencies and instrumentalities.

6.1.3. Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States, excluding mortgage-related securities.

6.1.4. Financial Institution Deposits. Deposits with a depository institution that has its main office or a branch office in this state and is:

- guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor; or
- secured in compliance with **Section 10 Safekeeping and Collateralization** of this Policy.

Or, deposits placed through a broker or financial institution that has its main office or a branch office in Texas that arranges for deposit of the funds in one or more federally

insured depository institutions, wherever located, for an account of the City, and in compliance with the requirements of the Act.

6.1.5. Eligible Local Government Investment Pools. Public funds investment pools which invest in instruments and follow practices allowed by the current law as defined in Section 2256.016 of the Texas Government Code, provided that:

- the investment pool has been authorized by the City Council;
- the pool shall have furnished the Investment Officer an offering circular containing the information required by Section 2256.016(b) of the Texas Government Code;
- the pool shall furnish the Investment Officer investment transaction confirmations with respect to all investments made with it;
- the pool shall furnish to the Investment Officer monthly reports containing the information required under Section 2256.016(c) of the Texas Government Code;
- the pool is continuously rated no lower than “AAA” or “AAA-m” or an equivalent rating by at least one nationally recognized rating service;
- the pool marks its portfolio to market daily;
- the pool’s investment objectives shall be to maintain a stable net asset value of one dollar (\$1.00); and
- the pool’s investment philosophy and strategy are consistent with this Policy.

6.1.6. Repurchase Agreements, Reverse Repurchase Agreements, Bankers’ Acceptances, and Commercial Paper. These investments are authorized for the City to the extent that they are contained in the portfolios of approved public funds investment pools in which the City invests. Only fully collateralized direct repurchase agreements with the City’s Bank Depository are authorized City investments. All City repurchase agreement transactions shall be governed by a signed master repurchase agreement. Repurchase agreements must also be secured in accordance with State law as described in Section 10.

6.1.7. Regulated No-Load Money Market Mutual Funds. These investments are authorized, under the following conditions:

- the money market mutual fund is registered with and regulated by the Securities and Exchange Commission;
- the fund provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
- the fund has a dollar-weighted average portfolio maturity in compliance with Securities and Exchange Commission regulation;
- the investment objectives include the maintenance of a stable net asset value of one dollar (\$1.00) per share; and

- the fund is continuously rated no lower than "AAA" or an equivalent rating by at least one nationally recognized rating service.

The City may not invest funds under its control in an amount that exceeds 10% of the total assets of any individual money market mutual fund.

6.2. **Investment Instruments NOT Authorized.** The investment officer shall not knowingly permit City funds to be invested with any of the following investment instruments that are strictly prohibited:

6.2.1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.

6.2.2. An obligation whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

6.2.3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.

6.2.4. Collateralized mortgage obligations, the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

6.2.5. Any investment prohibited by Chapter 2270 of the Texas Government Code.

6.2.6. Any other restricted instruments or limitations that involve outright speculation.

6.2.7. The practice of "leveraging" whereby funds are borrowed for the sole purpose of investing shall not be practiced.

6.2.8. The City shall take all prudent measures to liquidate an investment that is downgraded to less than the required minimum designated rating.

6.2.9. The City is not required to liquidate an investment that was authorized at the time of purchase.

7. **DIVERSIFICATION.** Diversification of investment instruments shall be utilized to avoid incurring unreasonable risks resulting from over-concentration of investments in a specific maturity, a specific issue, or a specific class of investments, where appropriate. Diversification of the portfolio considers diversification by maturity dates and diversification by investment instrument, as appropriate.

7.1. **Diversification by Maturities.** The longer the maturity of investments, the greater their price volatility. Therefore, it is the City's policy to concentrate its investment portfolio in shorter-term investments in order to limit principal risks caused by change in interest rates. The City will attempt to match its investments with anticipated cash flow requirements. However, the above described financial institution deposits or repurchase agreements may be collateralized using longer date instruments. The City shall diversify the use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities, where appropriate. Maturity scheduling shall be managed by the Investment Officers so that maturities of investments shall be timed to coincide with projected cash flow needs.

8. **AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER/DEALERS.** Financial institutions (federally insured banks) with or through whom the City invests shall be state or national banks that have their main office or a branch office in this state. No public deposit shall be made except in a qualified public depository as established by State laws. Broker/dealers authorized to provide investment services to the City may include only those authorized by the City Council. All banking services will be governed by a depository contract acceptable to the City. In addition, the City Finance Director shall maintain a list of authorized security brokers/dealers, and investment pools that are authorized by the City Council.

8.1. All Broker/Dealers with whom the City does business must supply the following as appropriate: (1) audited financial statements; (2) proof of Financial Industry Regulatory Authority (FINRA) certification; (3) proof of state registration; and (4) other information as requested by the City.

8.2. **Review of Bidders Financial Conditions.** A periodic review of the financial condition and registration of qualified investment providers will be conducted by the City Finance Director, as necessary. The review may include, but is not limited to, review of rating agency reports, review of call reports, and analyses of management, profitability, capitalization, and asset quality. Financial institutions and brokers/dealers desiring to conduct business with the City shall be required to provide any financial data requested.

8.3. **Monitoring Investments.** The Investment Officer(s) of the City is responsible for monitoring the investments made by a financial institution and/or broker/dealer to determine that they are in compliance with the provisions of the Investment Policy.

8.4. **Investment Policy Certification.** All investment providers and advisors shall provide the City a certification of having read the City's investment policy, signed by a qualified representative of the organization, and acknowledging that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization.

9. **DELIVERY VERSUS PAYMENT.** It is the policy of the City that all security transactions entered into with the City shall be conducted on a “**DELIVERY VERSUS PAYMENT**” (DVP) basis through the Federal Reserve System or other system. By doing this, City funds are not released until the City has received, through the City’s safekeeping agent, the securities purchased. The City’s funds shall only be released after the safekeeping bank has received the purchased security and it has been placed in the safekeeping account of the City.

10. **SAFEKEEPING AND COLLATERALIZATION**

10.1. **Safekeeping.** All securities owned by the City shall be held by its safekeeping agent. Original safekeeping receipts shall be obtained and held by the City. The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio.

10.2. **Collateralization.** Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full insurance or collateralization of all City funds on deposit with a depository bank. The market value of the investments securing the deposit of funds shall be at least equal to but not less than 102% of the amount of the deposits of funds reduced to the extent that the deposits are insured by the Federal Deposit Insurance Corporation (FDIC). Securities pledged as collateral shall be held in the City’s segregated account at the Federal Reserve Bank or by an independent third party with whom the City has a current custodial agreement. The agreement is to specify the acceptable investment securities as collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. The custodial agreement must clearly state that the custodian is instructed to release collateral securities to the City in the event the City has determined that the depository bank has failed to pay on any withdrawal request, or has determined that the funds of the City are in jeopardy for whatever reason, including involuntary closure or change of ownership. A clearly marked evidence of ownership, e.g., pledge or collateral receipt, must be supplied to the City and retained by the City. Any collateral with a maturity over five (5) years must be approved by an Investment Officer before the transaction is initiated. Release of collateral or substitution of securities must be approved in writing by an Investment Officer.

10.2.1. The City may accept collateral as authorized by the Public Funds Collateral Act (Chapter 2257 of the Texas Government Code).

All collateral shall be subject to inspection and audit by the City or the City’s independent auditors.

10.2.2. Financial institutions with which the City maintains deposits shall require the custodian to provide monthly, and as requested by an Investment Officer, a listing of the collateral pledged to the City, marked to current market prices. The listing shall include total pledged securities itemized by name, type, description, par value, current market value, maturity date, and Moody's or Standard & Poor's rating, if applicable. The City and the financial institution shall jointly assume the responsibility for ensuring that the collateral is sufficient.

10.2.3. **Collateralized Deposits.** Consistent with the requirements of State law, the City requires all bank deposits to be federally insured or collateralized with eligible securities. Financial institutions serving as City depositories will be required to sign a "Depository Agreement" with the City. The collateralized deposit portion of the Agreement shall define the City's rights to the collateral in the event of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing;
- the Agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
- the Agreement must be approved by the Board of Directors of the Loan Committee of the Depository and a copy of the meeting minutes must be delivered to the City; and
- the Agreement must be part of the Depository's "official record" continuously since its execution.

10.2.4. **Primary Depository.** Not less than every five years, a primary depository shall be selected through the City's banking services procurement process, which shall include a formal request for application and consistent with State law. In selecting a primary depository, the service cost and credit worthiness of institutions shall be considered, and the City Finance Director shall conduct a comprehensive review of prospective depository's credit characteristics and financial history.

11. **INTERNAL CONTROL.** The Investment Officer shall establish a system of written internal controls. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, or imprudent actions. The City, in conjunction with its annual financial audit, shall perform a compliance audit of internal and management controls, and adherence to the City's established investment policy.

12. **PERFORMANCE.** A market rate of return is a general term referring to the approximate interest rate that could be earned by an investor in a specific maturity range at any given point in time. For example, an investor seeking to earn "a market rate of return" while maintaining an investment portfolio with an average maturity of 90 days would hope to earn approximately the same as a three-month agency discount note. If the investor earns a rate much higher than this, it might signal an inappropriate level of

risk. The benchmark for performance that is appropriate for the City is provided in **Attachment A - Fund Type Investment Strategies** and will be calculated as weighted average yield to maturity.

To enhance performance, it is the policy of the City to create a competitive environment for all individual purchases and sales, financial institution deposits, money market mutual funds, and local government investment pools.

13. **REPORTING.** The City Finance Director shall submit a quarterly investment report, signed by all the Investment Officers, that summarizes current market conditions, economic developments, and anticipated investment conditions. The report shall summarize investment strategies employed in the most recent quarter and describe the portfolio in terms of investment securities, maturities, and risk characteristics, and shall explain the interest income for the quarter.

13.1. **Annual Report.** Within ninety (90) days of the end of the fiscal year, the City Finance Director shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Administrator and City Council. The reports prepared by the City Finance Director shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the City Council by that auditor.

13.2. **Methods.** The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the past quarter. This management summary will be prepared in a manner that will allow the City to ascertain whether investment activities during the reporting period have conformed to this Investment Policy. The report will be provided to the City Council. The report will include the following:

13.2.1. A listing of individual investments held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired;

13.2.2. Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of investments for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from which the security was purchased;

13.2.3 . Additions and changes to the market value during the period;

13.2.4. Fully accrued interest for the reporting period;

13.2.5. Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks;

13.2.6. Listing of investments by maturity date;

13.2.7. The percentage of the total portfolio which each type of investment represents;

13.2.8. Verification of current credit rating for all investments that have a required minimum credit rating; and

13.2.9. Statement of compliance of the City's investment portfolio with State Law and the investment strategy and policy approved by the City Council.

14. **INVESTMENT POLICY ADOPTION AND AMENDMENT.** The City's Investment Policy shall be adopted and amended by resolution of the City Council only. The City's written policies and procedures for investments are subject to review and approval not less than annually to stay current with changing laws, regulations and needs of the City.

Attachment A

FUND TYPE INVESTMENT STRATEGIES

The City maintains portfolios which utilize four investment strategy considerations designed to address the unique characteristics of the fund types represented in the portfolios:

A. Operating Funds and Pooled Funds

Suitability – Any investment eligible in the Investment Policy is suitable for Operating Funds and Pooled Funds.

Safety of Principal – All investments shall be of high quality with no perceived default risk. Market price fluctuations may occur. However, by managing the weighted average days to maturity for the Operating Funds and Pooled Fund's portfolio to less than 365 days and restricting the maximum allowable maturity to two years, the price volatility of the overall portfolio will be minimized.

Marketability – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.

Liquidity – The Operating Funds and Pooled Funds require the greatest short-term liquidity of any of the Fund types. Cash equivalent investments will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification – Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the City. Market cycle risk will be reduced by diversifying the appropriate maturity structure out through two years.

Yield – Attaining a competitive market yield for comparable investment-types and portfolio restrictions is the desired objective. The average monthly TexPool yield will be the minimum yield objective.

B. Debt Service Funds.

Suitability – Any investment eligible in the Investment Policy is suitable for the Debt Service Fund.

Safety of Principal – All investments shall be of high quality with no perceived default risk. Market price fluctuations may occur. However, by managing Debt Service Funds to not exceed the debt service payment schedule the market risk of the overall portfolio will be minimized.

Marketability – Securities with active and efficient secondary markets are not necessary as the event of an unanticipated cash flow requirement is not probable.

Liquidity – Debt Service Funds have predictable payment schedules. Therefore, investment maturities should not exceed the anticipated cash flow requirements. Cash equivalent investments may provide a competitive yield alternative for short term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any debt service payment. This investment structure is commonly referred to as a flexible repurchase agreement.

Diversification – Market conditions influence the attractiveness of fully extending maturity to the next “unfunded” payment date. Generally, if investment rates are anticipated to decrease over time, the City is best served by locking in most investments. If the interest rates are potentially rising, then investing in shorter and larger amounts may provide advantage. At no time shall the debt service schedule be exceeded in an attempt to bolster yield.

Yield – Attaining a competitive market yield for comparable investment-types and portfolio restrictions is the desired objective. The average monthly Texpool yield will be the minimum yield objective.

C. Debt Service Reserve Funds

Suitability – Any investment eligible in the Investment Policy is suitable for Debt Service Reserve Funds. Bond resolution and loan documentation constraints and insurance company restrictions may create specific considerations in addition to the Investment Policy.

Safety of Principal – All investments shall be of high quality with no perceived default risk. Market price fluctuations may occur. However, managing Debt Service Reserve Fund maturities to not exceed the call provisions of the borrowing reduces the investment’s market risk if the City’s debt is redeemed and the Reserve Fund liquidated. No stated final investment maturity shall exceed the shorter of the final maturity of the borrowing or three years. Annual mark-to-market requirements or specific maturity and average life limitations within the borrowing’s documentation will influence the attractiveness of market risk and reduce the opportunity for maturity extension.

Marketability – Securities with less active and efficient secondary markets are acceptable for Debt Service Reserve Funds.

Liquidity – Debt Service Reserve Funds have no anticipated expenditures. The Funds are deposited to provide annual debt service payment protection to the City’s debt holders. The funds are “returned” to the City at the final debt service payment.

Market conditions and arbitrage regulation compliance determine the advantage of investment diversification and liquidity. Generally, if investment rates exceed the cost of borrowing, the City is best served by locking in investment maturities and reducing liquidity. If the borrowing cost cannot be exceeded, then concurrent market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipating future increased yields.

Diversification – Market conditions and the arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for Debt Service Reserve Funds. At no time shall the final debt service payment date of the bond issue be exceeded in an attempt to bolster yield.

Yield – Achieving a positive spread to the applicable borrowing cost is the desired objective. Debt Service Reserve Fund portfolio management shall at all times operate within the limits of the Investment Policy’s risk constraints.

D. Special Projects and Capital Projects Funds

Suitability – Any investment eligible in the Investment Policy is suitable for Special Projects and Capital Projects Funds.

Safety of Principal – All investments will be of high quality with no perceived default risk. Market fluctuations may occur. However, by restricting the maximum maturity to three years and by managing Special Projects and Capital Projects Funds to balance the short term and long term anticipated cash flow requirements, the market risk of the portfolio will be minimized.

Marketability – The balancing of short-term and long-term cash flow needs requires the short-term portion of the Special Projects and Capital Projects Fund’s portfolio to have securities with active and efficient secondary markets. Historical market “spreads” between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market. Securities with less active and efficient secondary markets are acceptable for the long-term portion of the portfolio.

Liquidity – Special Projects and Capital Projects Funds used as part of a CIP plan or scheduled repair and replacement program are reasonably predictable. However unanticipated needs or emergencies may arise. Selecting Investment maturities that provide greater cash flow than the anticipated needs will reduce the liquidity risk of unanticipated expenditures.

Diversification – Investment maturities should blend the short-term and long-term cash flow needs to provide adequate liquidity and yield enhancement and stability. A “barbell” maturity ladder may be appropriate.

Yield – Attaining a competitive market yield for comparable investment-types and portfolio structures is the desired objective. The yield of an equally weighted, rolling six-month Treasury Bill portfolio will be the minimum yield objective.

Attachment B

**TEXAS PUBLIC FUNDS INVESTMENT ACT
CERTIFICATION BY BUSINESS ORGANIZATION**

This certification is executed on behalf of the City of Venus, Texas (the "City") and _____ (the Business Organization), pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act") in connection with investment transactions conducted between the City and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Qualified Representative of the Business Organization offering to enter an investment transaction with the Investor as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code; and
2. The Qualified Representative of the Business Organization has received and reviewed the Investment Policy furnished by the City; and
3. The Qualified Representative of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Business Organization and the City that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.

Qualified Representative of Business Organization:

Firm: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Attachment C

BROKER/DEALER QUESTIONNAIRE AND CERTIFICATION

A. INSTRUCTIONS

In order for a firm to be considered or remain as a Broker/Dealer for the City of Venus, please follow the instructions listed below.

1. Complete each section of the questionnaire.
2. Do not leave any questions unanswered. If the question does not apply, please mark it as N/A.
3. Return questionnaire by required date.
4. Provide all requested information.
5. All primary representatives must read the City's Investment Policy and sign the acknowledgement at the end of the questionnaire.
6. Submit the questionnaire and all required information to:

Becky Wilkins, Finance Director
City of Venus
700 W. US Hwy. 67
Venus, Texas 76084
Or via email at bwilkins@cityofVenus.com

Contact Becky Wilkins at 972-366-3348, extension 208 if you have any questions.

B. BASIC INFORMATION

Name of Firm: _____

Firm CRD Number: _____

National Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Years Established: _____ Number of Employees: _____

PRIMARY REPRESENTATIVE/MANAGER/PARTNER - IN - CHARGE

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email Address: _____

CDR#: _____ Years with Firm: _____

Will this person be trading with or quoting security offers to the City? Y / N

Has this person read the City's Investment Policy? Y / N

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email Address: _____

CDR#: _____ Years with Firm: _____

Will this person be trading with or quoting security offers to the City? Y / N

Has this person read the City's Investment Policy? Y / N

Please attach a resume for all individuals listed above.

C. SPECIFIC QUESTIONS

1. Is the firm a primary dealer in U.S. Government Securities? Y / N

If yes, how long has the firm been a primary dealer? _____

2. What was the Firm's total volume in U.S. Government and Agency Securities last year?

Dollar Amount: _____ Number of Transactions: _____

3. Which instruments are offered regularly by the firm's local desk?

T-Bills Treasury Notes/Bonds Instrumentality Commercial Paper

Bank CDs S and L CDs

Agencies (Specify) _____

Other (Specify) _____

4. Have any of the firm's public-sector clients ever sustained a loss on a securities transaction arising from a misunderstanding or misrepresentation of the risk characteristics of the instrument? Y / N

If yes, please explain:

5. In the past five years, has the firm or any of the employees ever been subject to a regulatory or state or federal agency investigation for alleged improper, fraudulent, disputable or unfair activities related to the sale of government securities or money market instruments? Y / N

If yes, please explain:

6. Has the firm ever been temporarily closed or prohibited from trading due to net capital? Y / N

If yes, please explain:

7. The City of Venus's Investment Policy requires the use of delivery versus payment. Describe the firm's normal process, including a description of reports, transaction, confirmation schedules, timing, safekeeping arrangements and auditing procedures.

Please attach the firm's Delivery Instructions.

8. Will the firm provide a faxed or electronic copy of the trade ticket, no later than one business day after the trade is executed? Y / N

The following information must be included:

- a. Security Type and CUSIP Number
 - b. Issue Date, Maturity Date, Settlement Date, Trade Date, Call Date, Pay Date
 - c. Risk Class, Risk Factor
 - d. Rating
 - e. Coupon Rate
 - f. Par Value and Price
9. How many and what percentage of the firms transactions failed:
Last Month? _____ %
Last Year? _____ %

D. FINANCIAL INFORMATION

1. Have there been any changes in the firm's ownership in the past two years? Y / N
If yes, please explain:
2. Does the firm consistently comply with the Federal Reserve Bank's capital adequacy guideline? Y / N

Include certified documentation of your capital adequacy as measured by the Federal Reserve Standards

3. Please provide **audited** financial statements for the most current year and other indicators regarding the firm's capitalization. Please do not use a website address to answer this question.
4. Please provide the following information for the most **current quarter** reports:
 - a. Debt/Equity (in percent) _____%
 - b. Assets (in Millions) _____
 - c. Net Capital (in Millions) _____
 - d. Vol. of Security Transactions (in Millions) _____
 - e. Total Liabilities (in Millions) _____
 - f. Total Stockholders' Equity (in Millions) _____

E. GENERAL INFORMATION AND QUESTIONS

1. What training would you offer to our employees and Investment Officers?

2. Describe the level of involvement the firm has with local government organizations in Texas such as GFOAT and GTOT (e.g. participation as a speaker, or attendee). Also indicate the number of years the firm has been involved with these or other local government organizations of Texas.

3. Attach a copy of the Financial Industry Regulatory Authority (FIRA) Broker Check Report for each local representative listed and a copy of the FIRA summary report for the firm.

4. Attach a copy of the firm's State of Texas Securities Commission Registration.

5. Does the firm participate in the Securities Investors Protection Corporation (S.I.P.C)?

If not, please explain:

6. Enclose a complete schedule of fees and charges for various transactions.

F. REFERENCES

Please identify (at least three for each trader included on this questionnaire and certification) their most directly comparable public sector clients preferably in our geographical area.

Trader Name: _____

ENTITY	CONTACT PERSON	TELEPHONE	CLIENT SINCE
1.			
2.			
3.			
4.			
5.			

Trader Name: _____

ENTITY	CONTACT PERSON	TELEPHONE	CLIENT SINCE
1.			
2.			
3.			
4.			
5.			

G. CHECKLIST

- Resume for all primary representatives and manager/partner-in-charge enclosed.
- Delivery Instructions enclosed.
- Certified documentation of your capital adequacy enclosed.
- Audited financial statement enclosed.
- Current quarter financial statement enclosed.
- Copy of the Firm's FIRA Summary sheet enclosed.
- Copy of the FIRA Broker Check Report for each representative listed enclosed.
- Copy of the firm's State of Texas Securities Commission Registration enclosed.
- Delivery Instructions enclosed.
- Schedule of fees and charges enclosed.

ITEM REPORT

To: City Council
From:
Subject: Accept resignation of Board Member Jira Sansom, Place 5 on
the Venus Community Service Development Corporation.
Department/Office: City Secretary

Summary:

Recommended Action:

Budget:

Attachments:
None

ITEM REPORT

To: City Council
From: Scott Williams, Public Works Director
Subject: Ratify resolution authorizing completion of parking lot paving for City Hall location.
Department/Office: Public Works

Summary:

City Council previously authorized the use of 2020 Bond funds to pave the City Hall parking lot. The initial project was halted and never completed. Public Works has since contracted with Blackrock Paving to complete the project at a cost of ninety thousand dollars. Because the expenditure exceeds fifty thousand dollars, Council approval is required to ratify the project cost.

Recommended Action:

Approve as presented.

Budget:

Funding is allocated in the 2020 Bond funds.

Attachments:

1. VENUS resolution 2020 Bond parking lot
2. blackrockpavingandsealcoating_estimate_360

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VENUS, TEXAS, AUTHORIZING THE CITY ADMINISTRATOR TO UTILIZE BOND PROCEEDS FOR PROJECTS TO INCLUDE: CONSTRUCTING AND PAVING CITY HALL PARKING LOT; PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, EFFECTIVE DATE, PROPER NOTICE AND MEETING.

WHEREAS, in 2020, the City issued Certificates of Obligation for the purpose of municipal projects; and

WHEREAS, the proceeds from the Certificates of Obligation have not yet been fully allocated to specific projects (“Bond Proceeds”); and

WHEREAS, the City Council desires to allocate the Bond Proceeds to specific municipal projects; and

WHEREAS, the City Council has determined that municipal projects, specifically: constructing and paving City Hall parking lot is a project which will benefit the public health, safety and welfare of its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VENUS:

SECTION 1. Findings of Fact: The foregoing recitals are incorporated into this resolution ("Resolution") by reference as findings of fact as if expressly set forth word-for-word herein.

SECTION 2. Authorization: The City Council authorizes the City Administrator to use the Bond Proceeds for municipal projects, specifically: acquiring, constructing, improving, renovating and equipping existing municipal buildings as approved projects.

SECTION 3. Repealer: To the extent reasonably possible, resolutions are to read together in harmony. However, all resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters regulated.

SECTION 4. Severability: Should any of the clauses, sentences, paragraphs, sections or parts of this Resolution be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Resolution.

SECTION 5. Effective Date: This Resolution shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Code of Ordinances, and the laws of the State of Texas.

SECTION 6. Proper Notice & Meeting: It is hereby found and determined that the meeting at which this Resolution was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VENUS ON THIS 17th DAY OF DECEMBER 2025.

ATTEST:

APPROVED:

Callie Green, City Secretary

Alejandro Galaviz, Mayor

ESTIMATE



Prepared For

Johnny Coker City Of Venus
700 W Us Highway 67
Venus , Tx 76084
(817) 401-8120
(682) 421-7163

Black Rock Paving And SealCoating

Estimate # 360
Date 12/08/2025

6705 Conveyor Dr
Cleburne, Tx 76031
Phone: (800) 788-0698
Email: blackrockpaving95@yahoo.com
Web: blackrockpavingtx.com

Description

Total

to Pave new parking lot at city office approximately 36,000 ft.² \$90,000.00

1. To grade all of area agreed upon to ensure proper drainage
2. To add cement treated flex base as needed while Grading, to ensure proper sub-grade and compact with pneumatic and steel drum rollers
3. to clean up and haul off any dirt and debris removed from grading parking lot
4. to apply herbicide to prevent vegetation growth
5. With self-propelled Paving machine install 3 inches of new hot mix asphalt and compact with steel drum and pneumatic rubber tire rollers to industry standard
6. To in stall new parking lines handicaps and fire lanes as discussed to all new asphalt installed



Subtotal	\$90,000.00
<hr/>	
Total	\$90,000.00

Notes:

Price of job is \$200 per ton offer is valid until December 12, 2025 because of such reduced pricing

Approximate tons to be used for 36,000 ft.² is 450 tons weight slips to be provided upon completion

No deposit on job required to be paid in full upon completion

Everything discussed on contract is included in price per ton

By signing this document, the customer agrees to the services and conditions outlined in this document.

1. Upon receipt of payment of this contract in full. Contractor is fully responsible for all payment of material, labor, and any other related expenses. property owner will be released from any dispute set me a rise from this contract.
2. All deposits or down payments are non refundable.
3. Payment is due in full upon completion of this project unless arrangements are made prior to start of project and included in this contract.
4. All prices and specifications in this contract are satisfactory and we are authorized to perform this project on your property.
5. In the rare event the dispute arises both parties agree to arbitration prior to any legal action.
6. Customer will be liable for any legal fees, collection fees and may be charged to the maximum interest rate allowed by law if not paid as agreed.

Warranty Details

1. All work to be under warranty for a period of 60 months unless otherwise mentioned in this contract.
2. No warranty against any under growth.
3. Due to weather delays and contractor work log repairs may be delayed a reasonable time.
4. Misuse, neglect, lack of maintenance, damage by large vehicles, tracked equipment and / or acts of nature may void warranty.
5. Maintenance performed by unqualified persons and / or improper materials may void warranty.
6. Warranty shall be limited to replacement of material and application of the same.
7. We do not warranty subgrade failure or heavy truck and equipment damage.
8. Warranty void due to insect damage.

Authorized Signature X_ material and labor released from any dispute

James Mesker

Johnny Coker City Of Venus

ITEM REPORT

To: City Council
From:
Subject: Discuss and consider the qualifications, the hiring process and the timeline regarding the City Administrator position.
Department/Office: City Secretary

Summary:

Recommended Action:

Budget:

Attachments:
None

ITEM REPORT

To: City Council
From:
Subject: Discuss and consider short and long-term ideas and goals for
Animal Control issues.
Department/Office: City Secretary

Summary:

Recommended Action:

Budget:

Attachments:
None

ITEM REPORT

To: City Council
From:
Subject: Discuss and consider animal control, animal seizures and a general review of the Animal Control Ordinance.
Department/Office: City Secretary

Summary:

Recommended Action:

Budget:

Attachments:
None

ITEM REPORT

To: City Council
From:
Subject: Discuss and consider separating the Animal Control and Code Enforcement into their own respected job descriptions.
Department/Office: Human Resource

Summary:

Recommended Action:

Budget:

Attachments:
None

ITEM REPORT

To: City Council
From:
Subject: Discuss and consider the appointment to the Venus Community Service Development Corporation Place 5.
Department/Office: City Secretary

Summary:

Recommended Action:

Budget:

Attachments:
None