

TOWN OF RANCHO VIEJO, TEXAS  
REQUEST FOR APPLICATIONS FOR DEPOSITORY SERVICES  
AND NOTICE OF MEETING TO CONSIDER APPLICATIONS  
FOR TOWN DEPOSITORY

Applications for a Depository Services Contract with the Town of Rancho Viejo will be received by Cyndie Rathbun, Mayor of the Town of Rancho Viejo, Texas at the Town Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas 78575 until 2:00 P.M. on Wednesday, September 7, 2016, pursuant to Chapter 105 of the Local Government Code. Applications received after the time announced will not be considered.

Applications will be opened and read aloud at 3:00 P.M. on, Wednesday, September 7, 2016 at the Town Municipal Office. Applications will be considered during the Regular Meeting of the Board of Aldermen scheduled for 6:00 P.M. on September 13, 2016 at the Town Office, 3301 Carmen Avenue, Rancho Viejo, Texas 78575.

Forms and specifications for Applications and Provisions may be obtained at the Town Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas 78575 between 8:00 A.M. and 5:00 P.M., Monday through Friday or on our website at [www.ranchoviejotexas.com](http://www.ranchoviejotexas.com).

Each Application shall be enclosed in a sealed envelope and shall be plainly marked on the outside of the envelope - "Depository Services, Town of Rancho Viejo, Texas".

Cyndie Rathbun, Mayor  
Town of Rancho Viejo

## INSTRUCTIONS FOR APPLICANTS

The Town of Rancho Viejo will accept sealed Applications for a depository of Town funds until 2:00 P.M. on Wednesday, September 7, 2016, at the Town Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas 78575. Applications received after the time announced will not be considered. The Applications will be opened and read aloud at 3:00 P.M. on Wednesday, September 7, 2016, at the Town Municipal Office. The Bid Proposals will be considered during the Regular Meeting of the Board of Aldermen scheduled for 6:00 P.M. on September 13, 2016 at the Town Municipal Office.

The term for the depository agreement is for two (2) years beginning October 1, 2016 and ending September 30, 2018 with the possibility of Three One Year Extensions at the Town's option.

All demand and time deposits will be deposited with the approved successful applicant on October 1, 2016 or as soon thereafter as the checks and deposit forms necessary to operate from such bank are provided to the Town of Rancho Viejo.

The depository will be selected under the applicable provisions of the Revised Civil Statutes of the State of Texas.

The Board of Aldermen of the Town of Rancho Viejo reserves the right to accept or reject any or all applicants and to waive all formalities.

Please attach a copy of your bank's most recent statement of financial conditions.

Cyndie Rathbun, Mayor  
Town of Rancho Viejo

## GENERAL INFORMATION

Currently, the Town of Rancho Viejo, Texas maintains three (3) checking accounts - The General Account, the Police Asset Forfeiture Account, and the Tax Note Series 2012 Debt Service Fund.

The General Account is an interest bearing account and has an average of fifty-five (55) checks written monthly. The average number of monthly deposits is thirty (30). The deposits average about \$112,558 per month. Several wire transfers are received each month, depending on tax season. The month-ending balance in this account has averaged approximately \$992,335 for the last twelve months.

The other interest bearing account is the Police Asset Forfeiture Account with an average balance of \$22,300.

Tax Note Series 2012 Debt Service Fund  
Tax Note Series 2012 Debt Service Balance \$609,425.75  
Interest 3.6% to 4.1%

Attached is a copy of the Town of Rancho Viejo Investment Policy.

OFFICIAL APPLICATION FORM  
PROPOSAL FOR TOWN DEPOSITORY  
TWO YEAR CONTRACT

Town of Rancho Viejo, Texas

Ladies and Gentlemen:

Subject to the terms of the proposal for Town Depository, the undersigned, a banking corporation, association or individual banker doing business in Texas, submits the following bid for the privilege of acting as Town Depository for the Town of Rancho Viejo, Texas for the period beginning October 1, 2016 and ending September 30, 2018.

1. Interest Rates to be Paid on Single Maturity Time Deposits

A. Deposits of \$100,000 or more:

<u>Maturity</u>	<u>Interest Rate Bid</u>
Bases for compounding interest:	
1-13 Days	_____ %
14-30 Days	_____ %
31-59 Days	_____ %
60-89 Days	_____ %
90-179 Days	_____ %
180-364 Days	_____ %
Over 1 Year	_____ %

B. Deposit of less than \$100,000:  
Basis for compounding interest:

1-13 Days	_____ %
14-30 Days	_____ %
31-59 Days	_____ %
60-89 Days	_____ %
90-179 Days	_____ %
180-364 Days	_____ %
Over 1 Year	_____ %

2. Interest Rates to be Paid on Interest Bearing Accounts and indicate any charges for writing checks and withdrawals/transfers.

Accounts	<u>Minimum Balance</u>	<u>Maximum Balance</u>	<u>Interest Rate</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Charges \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Interest Rates to be Paid on U.S. Treasury Bills

A. U. S. Treasury Bills over \$10,000.

Maturity	Charge Rate	Going Market Interest Rates	Rate Bid
1-13 Days	_____ %	_____ %	_____ %
14-29 Days	_____ %	_____ %	_____ %
30-59 Days	_____ %	_____ %	_____ %
60-89 Days	_____ %	_____ %	_____ %
90-179 Days	_____ %	_____ %	_____ %
180 -365 Days	_____ %	_____ %	_____ %
Over 1 year	_____ %	_____ %	_____ %

4. Pledge of Security

Against any and all deposits of the Town of Rancho Viejo, Texas whether evidenced by Savings Account or Checking Account or Certificate of Deposits, the Bank agrees to Pledge U.S. Government and/or Municipal Securities of the kind and value as is prescribed in Chapter 105 of the Local Government Code, Revised Civil Statutes of Texas; and such pledge of security shall be made and maintained in accordance with and subject to the provisions of said Chapter 105.

5. Bank Services to be Provided without Charge

- A. Operating fund checking account service for as many accounts as may be required by the Town with checks returned in numerical sequence.
- B. Payroll account service with checks returned in numerical sequence.
- C. Provide investment services, counseling and safekeeping service for securities owned by the Town, if and when needed.
- D. Storage of paid bonds and interest coupons.
- E. Periodic cremation of paid bonds and interest coupons with certificate of cremation. Certification would identify each bond issue, bond numbers and interest coupons cremated.
- F. Provide bank money orders and cashier checks as required by the Town.
- G. Supply voucher checks and payroll checks according to quantity, quality, design and specifications established by the Town.
- H. Provide lock money bags as needed by the Town.
- I. No charges made on stop-payment orders, wire transfers or when funds are swept from the interest bearing account to the operating account.
- J. No internal service fees made on checking and passbook savings accounts.
- K. Temporary overdrafts in individual accounts will occur occasionally without penalty or service charge to the Town as long as the aggregate funds in other accounts are in amount sufficient to meet the overdraft and bank's minimum compensating balance.
- L. List other services not mentioned above which you provide.

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6. Loans to the Town

Describe bank's lending practice as it may pertain to any loans which may be made to the Town.

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Bank Depository Bid Specifications

7. It is agreed that all provisions of this bid proposal, which the bank can legally perform, will apply to any and all other funds for which the Town may become responsible. However, nothing in this proposal shall be construed to obligate the Town to place all or any particular amount of funds with the bank selected.

Dated this \_\_\_\_ day of September, 2016.

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

## Investment Policy

It will be the policy of the Town of Rancho Viejo to invest only in the items listed below. Safety of principal is the main concern in the investment of funds. Liquidity to meet reasonably anticipated operating requirements of the Town will be maintained.

1. Bank checking, savings and certificates of deposit secured by the pledge of U.S Government and/or municipal securities of the kind and value as prescribed in Chapter 105 of the local Government Code, Revised Civil Statutes of Texas. Such pledge of security shall be made and maintained in accordance with and subject to the provisions of said Chapter 105.
2. United States Treasury bills, notes and bonds backed by the full faith and credit of the United States Government. Such securities will be purchased on a delivery - versus - payment basis and will be held in safekeeping by a bank with whom the Town has a depository contract.

The maturity of all investments will be less than one year.

Depository contracts for bank deposits will be approved by the Board of Aldermen.

Individual investments other than bank deposits will be authorized jointly by the Town Mayor and Town Administrator in written form.

5/10/2016



PROCEDURES TO COMPLY WITH THE PUBLIC FUNDS INVESTMENT ACT

1. A copy of the investment policy adopted December 12, 1995 will be provided to the institutions authorized to provide investment services. The institutions must provide certification of having read the investment policy. The only institution at this time is International Bank of Commerce.
2. The investment officer is the Town Administrator/Secretary and he/she must attend at least one training session relating to his responsibilities under the Public Funds Investment Act.
3. A current audited financial statement will be kept on file of International Bank of Commerce and will be reviewed by the Mayor.
4. The annual internal control review will be conducted by Pattillo, Brown & Hill, L. L. P.
5. The monthly financial statements will include a breakdown of the investments of the Town.

*Cyril Patten*

5/10/16