

CITY OF SAN ANTONIO

Finance Department



**REQUEST FOR QUALIFICATIONS
("RFQ")**

for

**Money Market Mutual Fund
Investment Services**

RFQ-2011-057-TC

**Release Date: Tuesday, July 5, 2011
Proposals Due: Wednesday, August 3, 2011**

Table of Contents		
Section		Page Number
I.	Background	1
II.	Scope of Services	1
III.	Term	1
IV.	Requirements Checklist	2
V.	Amendments to RFQ	3
VI.	Submission of Proposals	3
VII.	Restrictions on Communication	4
VIII.	Evaluation Criteria	5
IX.	Reservation of Rights	5
X.	Schedule of Events	6
RFQ Attachments		
Firm's Proposal must contain the following documents. These forms can be found as attachments to this RFQ or web links, as indicated.		
Attachment A	Statement of Qualifications	8
Attachment B	Discretionary Contracts Disclosure Form	13
Attachment C	Litigation Disclosure Form	14
Attachment D	Investment Policy Certification	15
Attachment E	Signature Page	16
Attachment F	Requirement Check List	17
RFQ Exhibits		
RFQ Exhibit 1	Investment Policy	18

I. BACKGROUND

The City of San Antonio, Finance Department (the “City”) is soliciting Statements of Qualifications (RFQ) to provide Money Market Mutual Fund Investment Services. In accordance with the City’s investment strategy, the City may invest a portion of its funds in permitted no-load money market mutual funds. Firms that wish to present their money market mutual funds should submit a RFQ.

The City manages its investment portfolio internally. All investments are made in accordance with its adopted Investment Policy, (See Investment Policy, RFQ Exhibit 1 attached herein), adopted through Ordinance No. 2010-09-09-0770, and the State of Texas Public Funds Investment Act (the “Act”). In accordance with the City’s investment strategy, the City may invest a portion of its funds in SEC registered, AAA-rated, no-load money market mutual funds.

Firms that wish to present their no-load money market mutual funds shall submit a Statement of Qualifications which addresses the due diligence questions presented in RFQ Attachment A. Please note that the City shall not accept Statements of Qualifications from joint ventures. Statements of Qualifications will be reviewed by the City’s Investment Officers and presented to the City’s Investment Committee for approval. Although a money market mutual fund may be selected, the City is under no obligation to conduct business or execute any investment transaction.

This RFQ represents a competitive process which will facilitate a fair opportunity for a Firm’s Funds to offer their services for consideration. This RFQ process will provide the City with the flexibility to select a Firm or Firms whose Statements of Qualifications are deemed eligible and effective for the City.

It is the City’s intent to select a Firm or Firms to provide money market mutual fund investment services based on the criteria in Section VIII, Evaluation Criteria.

II. SCOPE OF SERVICES

The selected firm will be responsible for providing money market mutual fund investment services.

Firms and funds must demonstrate a history of extensive fixed income and money market experience and funds which are stable and meet market competitive rates and experience with governmental entities and their requirements.

Firms are required to review and certify to the City’s Investment Policy in compliance with the Act. This Investment Policy Certification must not be edited in any way and must be submitted to the City in order to be considered for the RFQ process. Each Fund selected by the City must continuously comply with and satisfy all applicable provisions and requirements of (1) the Act, including but not limited to those set forth in §2256.014, and (2) the City’s Investment Policy.

III. TERM

It is anticipated that the Firm(s) providing services to the City through this RFQ process shall become effective on or about October 1, 2011, and shall be in effect through September 30, 2016.

IV. PROPOSAL REQUIREMENTS

Firm's Proposal shall include the following items in the following sequence, tabbed and noted with the appropriate heading as indicated below.

STATEMENT OF QUALIFICATION: Use the Form found in this RFQ as Attachment A, Part One.

REFERENCES FORM: Use the Form found in this RFQ as Attachment A, Part Two.

DISCRETIONARY CONTRACTS DISCLOSURE FORM: Use the Form in RFQ Attachment B, which is posted separately or Firm may download a copy at:
<https://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf>.

Instructions for completing the Discretionary Contracts Disclosure form:

1. Download form and complete all fields. All fields must be completed prior to submitting the form.
2. Click on the "Print" button and place the copy in your proposal as indicated in the Proposal Checklist.

LITIGATION DISCLOSURE FORM: Complete and submit the Litigation Disclosure Form, found in this RFQ as Attachment C.

INVESTMENT POLICY CERTIFICATION: Complete and submit the Investment Policy Certification Form, found in this RFQ as Attachment D.

FINANCIAL INFORMATION: Submit a copy of Firm's most recent annual financial statements, prepared in accordance with Generally Accepted Accounting principles, audited by an independent Certified Public Accountant.

SIGNATURE PAGE: Firm must complete, sign and submit the Signature Page found in this RFQ as Attachment E. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of a corporate Firm or partner of partnership Firm shall be accompanied by evidence of authority.

REQUIREMENTS CHECKLIST: Complete and submit the Proposal Checklist found in this RFQ as Attachment F.

Firm is expected to examine this RFQ carefully, understand the terms and conditions for providing the services listed herein and respond completely. **FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE FIRM'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.**

V. AMENDMENTS TO RFQ

Changes, amendments, or written responses to questions received regarding this RFQ will be posted only on the City's website at <http://www.sanantonio.gov/RFPListings/>. It is the responsibility of the Firm to review this site and ascertain whether any amendments have been made prior to submission of a Statement of Qualifications.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFQ, and changes to the RFQ – if any – shall be made in writing only.

VI. SUBMISSION OF PROPOSALS

- A. The City specifically requests that all responses shall be limited to the information requested. Each Firm's Statement of Qualifications shall be limited to a maximum of ten (10) pages, exclusive of the required attachments, and must be stapled.

Include the Fund's Prospectus and a rate history of the last five (5) years (quarterly yields). Please do not submit spiral bound, GBC bound, or three-ring binders, nor printed brochures, pamphlets or informational items. Failure to submit the requested information as required may result in Firm being deemed non-responsive and therefore disqualified from consideration.

- B. Submit one (1) original, clearly labeled "Original", signed in ink, and six (6) copies of the Statement of Qualifications including each attachment found in the RFQ, and one (1) compact disk (CD) containing an Adobe PDF version of the entire proposal in a sealed package clearly marked, "**Money Market Mutual Fund Investment Services RFQ**" on the front of the package.

All Statements of Qualifications must be received in the City Clerk's Office **no later than 11:00 a.m., Local Time, Wednesday, August 3, 2011**, at the address below. Proposals submitted prior to the above time and date may be modified provided such modifications are sealed and received by the City Clerk's Office prior to the time and date set for submission proposals. Any Statement of Qualifications or modification received after this time shall not be considered. Statements of Qualifications sent by facsimile or email will not be accepted.

Mailing Address:

City of San Antonio, Attention: Finance Department
City Clerk's Office
P.O. Box 839966
San Antonio, Texas 78283-3966

Physical Address:

City of San Antonio, Attention: Finance Department
City Clerk's Office
100 Military Plaza
2nd Floor, City Hall
San Antonio, Texas 78205

- C. Firms who submit a Statement of Qualifications shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local “handles” will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Firms and limited liability company Firms shall include the 11-digit Comptroller’s Taxpayer Number on the Statement of Qualifications form found in this RFQ as Attachment A.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Director of Finance shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

- D. All provisions in Firm’s proposal, including any estimated or projected costs, shall remain valid for ninety (90) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.
- E. All Statements of Qualifications, once received, shall become the property of the City and will not be returned. Any information deemed to be proprietary or confidential by a Firm should be clearly noted on the page or pages where such information is contained. However, the City cannot guarantee that such information will be kept from public disclosure; as such, information submitted by any Firm may not be recognized as proprietary or confidential under applicable Texas law.
- F. Any cost or expense incurred by the Firm that is associated with the preparation of the RFQ, or during any phase of the selection process, shall be borne solely by Firm.

VII. RESTRICTIONS ON COMMUNICATION

- A. Firm representatives are prohibited from communicating with: 1) elected City officials and their staff regarding the RFQ or Proposals from the time the RFQ has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFQ has been released until the contract is awarded. These restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFQ and/or Proposal submitted by Firm. Violation of this provision by Firm and/or its agent may lead to disqualification of Firm’s proposal from consideration.

Exceptions to the Restrictions on Communication with City employees include:

1. Firms may submit written questions concerning this RFQ to the City Staff Contact Person listed below until **2:00 p.m., Local Time, on Friday, July 15, 2011**. Questions received after the stated deadline will not be answered. All questions shall be sent by email to:

Terri Canal, CPPB, CTPM, Procurement Specialist III
City of San Antonio, Purchasing Department
Terri.Canal@sanantonio.gov

Questions submitted and the City's responses will be posted in the form of an Addendum to the City's web site at <http://www.sanantonio.gov/RFPListings/>.

2. Upon completion of the evaluation process, Firms shall receive a notification letter. Firms desiring a review of the solicitation process may submit a written request no later than seven (7) calendar days from the date letter was sent. The letter will indicate the name and address for submission of requests for review.

VIII. EVALUATION CRITERIA

The City will conduct a comprehensive, fair, and impartial evaluation of all Statements of Qualifications received in response to this RFQ. The City may appoint a selection committee to perform the evaluation. Each Statement of Qualifications will be analyzed to determine overall responsiveness and qualifications under the RFQ. Criteria to be evaluated may include the items listed below. The City may also request additional information at any time prior to final approval of a selected Firm(s). The City reserves the right to select one, or more, or none of the Firms to provide services. Final approval of a selected Firm(s) is subject to the action of the Investment Committee.

Evaluation criteria:

- a. Experience, Background, Qualifications (30 points)
- b. Money Market Mutual Fund Services (35 points)
- c. Portfolio Historic Performance (35 points)

IX. RESERVATION OF RIGHTS

- A. No action on the part of the City or a Firm shall constitute a contractual arrangement to continue to do business and/or execute transactions with any Firm. If for any reason the City determines in its sole, unfettered discretion that a Firm's status has adversely changed, in that it has failed to, or cannot in the future, adequately perform or fulfill, in a timely and proper manner, its obligations to execute security transactions, the City shall have the right to discontinue utilizing such money market mutual fund without notice.
- B. The City may accept any Statement of Qualifications in whole or in part. The final selection of a money market mutual fund is subject to approval by the Investment Committee.
- C. The City reserves the right to accept one or more Statements of Qualifications or reject any or all Statements of Qualifications received in response to this RFQ, and to waive informalities and irregularities in the proposals received. The City also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.

- D. This RFQ does not commit the City to award any services related to this RFQ, nor does it obligate the City to pay any costs incurred in preparation or submission of a proposal or in anticipation of an agreement.

- E. Conflicts of Interest. Firms acknowledge that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or any City agency such as City-owned utilities. An officer or employee has a “prohibited financial interest” in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: the City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.

The Firm is required to warrant and certify that it, its officers, employees and agents are neither officials nor employees of the City, as defined in Section 2-42 of the City’s Ethics Code. (Discretionary Contracts Disclosure – form may be found online at <https://www.sanantonio.gov/eforms/att/DiscretionaryContractsDisclosure.pdf>.)

- F. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date the person: (1) begins contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City. The conflict of interest questionnaire form is available from the Texas Ethics Commission at <http://www.ethics.state.tx.us/forms/CIQ.pdf>. Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk. If mailing a completed conflict of interest questionnaire, mail to: Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If delivering a completed conflict of interest questionnaire, deliver to: Office of the City Clerk, City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205. Firm should consult its own legal advisor for answers to questions regarding the statute or form.

X. SCHEDULE OF EVENTS

Following is a list of projected dates/times with respect to this RFQ:

RFQ Release Date	Tuesday, July 5, 2011
Final Questions Accepted	Friday, July 15, 2011, 2:00 p.m.
Proposal Due Date	Wednesday, August 3, 2011, 11:00 a.m.
Effective Start Date	October 1, 2011

RFQ ATTACHMENTS

THE DOCUMENTS THAT FOLLOW ARE FORMS THAT MUST BE COMPLETED BY THE FIRM AND INCLUDED WITH THE FIRM'S PROPOSAL. ATTACH THESE DOCUMENTS TO YOUR PROPOSAL IN THE ORDER INDICATED IN RFQ SECTION IV, WHICH IS ENTITLED "REQUIREMENTS CHECKLIST"

ATTACHMENT A, PART 1

STATEMENT OF QUALIFICATIONS

1. Firm's Information:

Firm's Name: _____

(NOTE: Give exact legal name as registered with SEC.)

CRD Number for Fund Administrator: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Website address: _____

Federal Employer Identification Number: _____

2. Is Firm authorized and/or licensed to do business in Texas?

Yes No If "Yes", list authorizations/licenses.

3. Where is the Firm's corporate headquarters located? _____

4. Does the Firm have an office located in San Antonio, Texas?

Yes No If "Yes", respond to a and b below:

a. How long has the Firm conducted business from its San Antonio office?

Years _____ Months _____

b. State the number of full-time employees at the San Antonio office. _____

If "No", indicate if Firm has an office located within Bexar County, Texas:

Yes No If "Yes", respond to c and d below:

c. How long has the Firm conducted business from its Bexar County office?

Years _____ Months _____

d. State the number of full-time employees at the Bexar County office. _____

5. Has the Fund Administrator, any of its principals, and/or, the Fund been debarred or suspended from contracting with any public entity?

Yes No If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

6. Has the Firm ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes No If "Yes", state the date, court, jurisdiction, cause number and, amount of liabilities and amount of assets.

7. Have any of the Firm's funds ever "broken the buck" or suspended deposits/withdrawals at any time? If yes, describe fully. _____

8. **Disciplinary Action:** Has the Firm ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations?

Yes No If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

9. Provide a brief description of the Fund and its rate history for the last five (5) years (quarterly). Provide the Prospectus and the Statement of Additional Information as submitted to the SEC.

10. Explain any Fund strategy that has occurred over the last three years.

11. Provide your Treasury and Fund rate projections for the next twelve months.

12. Provide brief resumes of primary Fund investment managers.

13. Provide a prospectus for each SEC registered, AAA-rated, no-load money market mutual fund in which the City may invest that meet the City's Investment Policy and the State of Texas Public Funds Investment Act requirements. Whether included in the prospectus for each fund or as additional information to the prospectus the following information must be provided for each fund:

- a. Name and type of fund.
- b. Name and address of fund's investment advisor, transfer agent, distributor, and custodian.
- c. Fund investment objective.
- d. Fund rating.
- e. Fund size.
- f. Date fund was created.
- g. Is said fund regulated by the Securities and Exchange Commission?
- h. List of fund's portfolio holdings as of June 30, 2011.
- i. Stated maturity of longest fund investment.
- j. Dollar-weighted average maturity of fund.
- k. Historical and short-term portfolio performance.
- l. List fees and expenses and method of payment for fees and expenses.
- m. Fund dividend distribution, reinvestment procedures, and costs.
- n. Deadline to request redemption of shares.
- o. Deadline to request purchase of shares.
- p. Time redemptions will be received by the City

14. Has Firm or an employee of Firm ever been subject to a regulatory, federal or state investigation for alleged improper, fraudulent, disreputable or unfair activities related to the sale of government securities, money market instruments, repurchase agreements, or other securities or instruments traded with public entities? If yes, provide full explanation. _____

15. Describe and submit samples of the monthly reports and trade confirmations that would be provided and their frequency. Include the methods and formulas used to calculate the yield, and how often and when the dividend is paid and credited to the account?

16. Does the Firm's Fund provide clients with daily yields? If so, when is this information made available? _____

17. Does the Firm provide clients with online access? If so, please provide a description of the online capabilities and information available. _____

18. Does the Firm provide clients with any investment training? _____

19. Provide a copy of Firm's most recent audited financial statements.

20. Describe the Fund's investment strategy used to maintain the \$1 net asset value. _____

21. Provide any other information which may be applicable to the City which has not been directly requested in this RFQ.

RFQ ATTACHMENT A, PART 2

REFERENCES

Provide three (3) public entity client references of the Firm that have used the Firm's money market mutual fund services continuously for the past three (3) years. The contact person named should be familiar with fund and **be willing to respond to questions** regarding the type, level, and quality of service provided.

Reference No. 1:

Public Entity Name: _____
Contact Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No. _____ Fax No: _____
Email: _____
Date and Type of Service(s) Provided: _____

Reference No. 2:

Public Entity Name: _____
Contact Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No. _____ Fax No: _____
Email: _____
Date and Type of Service(s) Provided: _____

Reference No. 3:

Public Entity Name: _____
Contact Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No. _____ Fax No: _____
Email: _____
Date and Type of Service(s) Provided: _____

ATTACHMENT B

DISCRETIONARY CONTRACTS DISCLOSURE FORM

Discretionary Contracts Disclosure Form is posted as a separate document or may be downloaded at:

<https://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf>.

Instructions for completing the Discretionary Contracts Disclosure form are listed below:

1. Download form and complete all fields. Note: All fields must be completed prior to submitting the form.
2. Click on the “Print” button and place the copy in proposal response as indicated in the Proposal Checklist.

ATTACHMENT C

**LITIGATION DISCLOSURE FORM
LITIGATION DISCLOSURE**

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes No

2. Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes No

3. Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes No

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

ATTACHMENT D
CITY OF SAN ANTONIO, TEXAS
INVESTMENT POLICY CERTIFICATION

I hereby acknowledge and certify the following:

1. I am a Qualified Representative of the business organization offering to engage in an investment transaction with the City of San Antonio (the “City”). A Qualified Representative, as defined in Texas Government Code §2256.002(10), means a person who holds a position with a business organization, who is authorized to act on behalf of the business organization, and who is one of the following:
 - a. for a business organization doing business that is regulated by or registered with a securities commission, a person who is registered under the rules of the National Association of Securities Dealers;
 - b. for a state or federal bank, a savings bank, or a state or federal credit union, a member of the loan committee for the bank or branch of the bank or a person authorized by corporate resolution to act on behalf of and bind the banking institution; or
 - c. for an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool to sign the written instrument on behalf of the investment pool.
2. I, as a Qualified Representative for the business organization, do hereby certify that I, the person covering this account, and the business organization, have received and reviewed a written copy of the City’s Investment Policy.
3. I acknowledge that this business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and this business organization that are not authorized by the City’s Investment Policy, except to the extent that this authorization is dependent on an analysis of the structure of the City’s entire portfolio or requires an interpretation of subjective investment standards.
4. I affirm that transactions between this business organization and the City will, to the best of this business organization’s ability, be directed by the following objectives:
 - a. preservation and safety of principal;
 - b. liquidity and marketability of the investment; and
 - c. to the extent that this business organization has been informed of, or had the opportunity to review the composition of the City’s investment portfolio, it will work with City’s Investment Officers toward the diversification of the investment portfolio as directed by the City’s Investment Officers.

This business organization will, to the best of its ability, inform the City of risks, if any, associated with financial transactions executed between this business organization and the City. Nothing in this Certification relieves the City of the responsibility for monitoring the investments made by the City to determine that the City is in compliance with the City’s Investment Policy.

(Firm)

(Signature of Qualified Representative)

(Name & Title)

(Date)

ATTACHMENT E

SIGNATURE PAGE

The undersigned certifies that (s)he is authorized to submit this proposal on behalf of the entity named below:

Firm Entity Name

Signature: _____

Printed Name: _____

Title: _____

By signature(s) above, Firm(s) agrees to the following:

1. If Firm is a corporation, Firm will be required to provide a certified copy of the resolution evidencing authority to enter into the contract, if other than an officer will be signing the contract.
2. If selected, Firm will be able and willing to comply with all representations made by Firm in Firm's proposal and during Proposal process.
3. Firm has fully and truthfully submitted a Litigation Disclosure form with the understanding that failure to disclose the required information may result in disqualification of proposal from consideration.
4. Firm agrees to fully and truthfully submit a Statement of Qualifications and understands that failure to fully disclose requested information may result in disqualification of proposal from consideration or termination of contract, once awarded.
5. To comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract - or any other person acting on behalf of such a person or entity - from contacting City officials or their staff prior to the time such contract is posted as a City Council agenda item.

ATTACHMENT F
REQUIREMENTS CHECKLIST

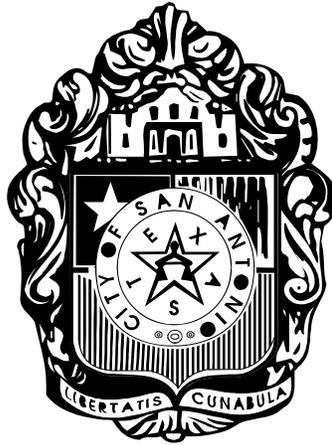
Use this checklist to ensure that all required documents have been included in the proposal and that they are properly tabbed and appear in the correct order.

Document	Initial to Indicate Document is Attached to Proposal
Statement of Qualifications • RFQ Attachment A	
Discretionary Contracts Disclosure form • RFQ Attachment B	
Litigation Disclosure • RFQ Attachment C	
* Investment Policy Certification • RFQ Attachment D	
Financial Information	
* Signature Page • RFQ Attachment E	
Requirements Checklist • RFQ Attachment F	
One (1) Original, Six (6) Copies, and one (1) CD of entire proposal in Adobe PDF format.	

* Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal. *FAILURE TO COMPLETE AND PROVIDE ANY OF THESE DOCUMENTS MAY DISQUALIFY THE FIRM FROM CONSIDERATION.*

RFQ EXHIBIT 1
INVESTMENT POLICY

CITY OF SAN ANTONIO, TEXAS
Department of Finance



Investment Policy

September 30, 2010

CITY OF SAN ANTONIO
Department of Finance
Investment Policy
Table of Contents

	<u>Page</u>
Introduction.....	1
Investment Committee	2
Scope.....	2
Investment Objectives:	
Satisfy Cash Flow Requirements	2
Preservation and Safety of Principal.....	3
Liquidity and Diversification.....	3
Maximize Yield	3
Proactive Portfolio Management	3
Risk Environment:	
Interest Rate Risk.....	3
Credit Risk	4
Liquidity Risk	4
Authority to Execute Investment Transactions.....	4
Prudence.....	5
Investment Maturities	5
Training.....	5
Ethics	6
Internal Controls	6
Monitoring Market Activity and Investments.....	6
Authorized Investments:	
Obligations of, or Guaranteed by Governmental Entities.....	7
Certificates of Deposit and Share Certificates	7
Repurchase Agreements.....	8
Reverse Repurchase Agreements.....	9
Securities Lending	9
Bankers’ Acceptance	9
Commercial Paper.....	10
Money Market Mutual Funds	10
Mutual Funds	10
Guaranteed Investment Contract.....	11
Investment Pools.....	11
Broker/Dealer, Bank, and Mutual Fund Eligibility.....	13
Utilization of Approved Firms and Periodic Review.....	14
Investment Management/Advisory Firms.....	14
Safekeeping	14
Collateralization:	
Pledged Collateral.....	15
Owned Securities	15
Authorized Collateral.....	15
Investment Strategy	15
Record Keeping and Reporting.....	18
Closing	19
Glossary	Exhibit I

CITY OF SAN ANTONIO, TEXAS

Investment Policy

INTRODUCTION

Fiduciary responsibility for the management and safeguarding of the City of San Antonio's (the "City") monetary assets resides with the City's Department of Finance. In addition to the management of the City's investment assets, the Department also has the responsibility to manage the investment assets of various trust and agency funds. The City's investment strategy for all investments is to ensure availability of funds to meet cash flow requirements, safeguard and preserve principal, maintain liquidity, practice security diversification, minimize risk, and maximize yield, all within the context of understanding the suitability of each investment and the cash flow requirements of the City.

The Investment Policy (the "Policy") for the City encompasses a dynamic framework, which, under the direction and approval of City Council, provides the City with the flexibility and control required to execute investment transactions and manage the investment portfolio. The Policy incorporates the investment guidelines and mandates promulgated in the Texas Public Funds Investment Act (the "Act"), as amended. As prescribed by the Act, and as authorized by this Policy pursuant to City Council approval as evidenced by adoption of an Ordinance, the City's designated Investment Officers include the Chief Financial Officer, Assistant Director of Finance – Financial Services, Tax Assessor/Collector Administrator, and the following individuals from the Division of Financial Management: Financial Management Administrator, Financial Manager, Banking Officer, Debt Officers and Investment Officers (functional titles of the designated Investment Officers may vary from City of San Antonio Pay Plan titles). Daily investment transactions and management of the City's invested funds are the responsibility of the City's designated Investment Officers within the Department of Finance, Division of Financial Management.

During the year, periodic review of strategic investment initiatives and management practices shall be undertaken by an Investment Committee. The Investment Committee is comprised of two representatives from the City Council, two representatives from the City Manager's Office, the Chief Financial Officer, Assistant Director of Finance – Financial Services, Tax Assessor/Collector Administrator, Director of the Office of Management and Budget, and the following individuals from the Division of Financial Management: Financial Management Administrator, Financial Manager, Banking Officer, Debt Officers, and Investment Officers.

Investment transactions are executed through approved Broker/Dealer Firms only, with securities delivered to the designated custodian bank. Investment transactions are settled on a delivery versus payment basis with the exception of mutual funds, certificates of deposit, or investment pool investments. Settlement of trades may be done on a same day or subsequent day basis as the Investment Officers deem most appropriate and advantageous to the City. In addition to the securities acquired through the use of approved Broker/Dealer Firms, the City may exercise its right to utilize other investment vehicles such as interest bearing accounts, mutual funds and investment pools as authorized by the Act and this Policy.

For the reader's convenience, a glossary is attached as Exhibit I.

INVESTMENT COMMITTEE

The Investment Committee shall meet at least quarterly to receive a report from the Investment Officers on the most recent quarter's investment activity, cash position of the City, market conditions, and proposed investment activity for the succeeding quarter. The Investment Committee shall also review and suggest any changes or adjustments to investment practices.

In addition to the quarterly meetings, the Investment Committee may hold meetings as needed related to investment activities. Any decisions made shall be within the parameters agreed to by the Investment Committee and within the guidelines established in this Policy.

SCOPE

The Policy applies to all funds invested by the City which include the General Fund; Enterprise Funds to include the Airport System; Parking System Funds; Solid Waste Management Fund; Debt Service Funds created for general obligation indebtedness and revenue bonds; Special Revenue Funds; Capital Project Funds; Internal Service Funds; Fiduciary Funds to include Agency Funds; Expendable Trust Funds to include the San Antonio Housing Trust Fund; and other funds that may be created.

Investments are pooled into two primary categories, operating funds and debt service funds. Pooled operating funds consist of balances from the City's various funds invested in an aggregate or pooled amount, with principal and interest income distributed to each respective fund on a pro rata basis. Similarly, pooled debt service funds consist of balances applicable to the City's debt service funds invested in an aggregate or pooled amount with principal and interest income distributed to each respective debt service fund on a pro rata basis. In addition, the City may purchase certain investments with the available balance of a specific fund for the sole benefit of such fund. The strategy of pooling investments is subject to change as deemed appropriate by the Investment Committee, and subject to the provisions of this Policy.

Strategic investment practice is focused on meeting daily and short-term cash flow requirements. Long-term investments (investments having maturities in excess of one year) are applicable to balances in construction funds, which may be matched to mature with projected construction draws, balances held in reserve funds, and other such accounts. Investments are typically held to maturity; however, the sale prior to maturity and acquisition of replacement securities may be exercised if financial analysis deems such transactions are beneficial to the City, consistent with the investment strategies and objectives established herein. A securities lending program is utilized to attain incremental income from the portfolio. Investment portfolio management practice includes control, flexibility, and safety of investments, and may incorporate the utilization of authorized Money Market Mutual Funds, Mutual Funds, and Investment Pools into the investment structure to enhance investment portfolio and cash management efficiencies maintaining safety of principal as its primary objective.

INVESTMENT OBJECTIVES

Satisfy Cash Flow Requirements

The suitability of each investment and the cash flow requirements of the City are incorporated into the daily cash flow position analysis and investments are scheduled to mature on a timely basis to meet the City's ongoing cash needs. In addition to the estimated daily routine cash needs, investments are scheduled to mature in connection with payroll dates, construction draw down schedules, debt service payment dates, and other projected cash requirement dates.

Preservation and Safety of Principal

An essential investment objective is to ensure the safety of the corpus or principal amount of every investment, as well as the accrued interest thereon. The City's investment practice is to exercise diligence and prudence in the type of securities purchased and the scheduled maturities of such investments to minimize loss of principal due to credit failure or other risk.

Liquidity and Diversification

The investment portfolio shall be diversified with securities that have investment grade credit ratings and are liquid in nature. Fund balances, revenues, and expenditure trends shall be studied and monitored to facilitate investment planning in accordance with the cash flow timing, purpose, use, and strategies applicable to the City's various funds.

Maximize Yield

The City will strive to maximize yield on its investments within the aforementioned safety parameters. While investments are made with scheduled maturities to coincide with estimated cash flow needs, opportunities to enhance the portfolio's yield through the sale of securities prior to maturity or extension of reserve funds may be exercised if deemed practical and prudent.

Proactive Portfolio Management

Proactive portfolio management involves review and analysis of the securities in the investment portfolio to take advantage of any buy and sell opportunities that may become available with changes in the market. The purpose of identifying a group of securities for possible sale and the utilization of funds received from such sale to immediately acquire and replace said securities would be to take advantage of market interest rate changes and realize additional profits from such transactions. The buy and sell methodology would involve an analysis of first calculating the possible gain to be made by selling a single or multiple securities and replacing the sold securities with the same or comparable securities. Such swaps would be utilized if a net positive financial gain was attained by the City.

RISK ENVIRONMENT

The investment objectives described above are designed around the goal of preservation and safety of principal. Mitigation techniques are available for the specific risks inherent in securities utilized by the City. A discussion of the more common risks of investing is presented below.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the market value of an investment. Changes in the level of interest rates can influence the market value of certain securities; the severity of that impact depends on the type of security held and the length of term to maturity. As the general level of interest rates moves up and down a security's price changes. Volatility is a measure of a security's price fluctuations and reflects risk. Securities with longer terms to maturity are more volatile and therefore riskier than securities with shorter terms. Securities with call options, or other potential changes to cash flow, are also more sensitive to changes in interest rates than simpler, more traditional structures. By diversifying among maturity dates and security types interest rate risk is mitigated, as fewer funds should be subject to a risk occurrence at any given time. In addition, the City generally follows a laddered approach to investing, whereby blocks of roughly the same amounts are invested at

similarly increased maturity lengths in order to match cash flow requirements. This approach provides security that all funds will not fall due at one particularly advantageous or disadvantageous period in time, thereby spreading the interest rate risk.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The City's investment strategy is to purchase securities that are of the highest credit quality, based on current ratings provided by nationally recognized credit rating agencies. The majority of the City's funds are invested in U.S. Treasury securities and federal agency securities. These issuers, if guaranteed, are deemed to be without credit risk. Some, but not all, federal agency securities are guaranteed, however, they continue to carry high credit ratings. Investments in other debt securities will consist of securities rated "A" or better (or the equivalent) by at least two nationally recognized credit rating agencies. These requirements not only limit credit risk, but also liquidity risk, as the higher rated issues are generally the most liquid. Credit risk may also manifest in the following forms:

- (1) Concentration of Credit Risk – This risk of loss is attributed to the magnitude of investment in a single issuer. Diversification is the primary tool utilized to mitigate this risk. As a matter of policy, investments in issuers other than the U.S. Treasury or federal agency securities must have investment grade credit ratings of "A" or better (or the equivalent) from at least two nationally recognized credit rating agencies. U.S. Treasury and guaranteed federal agency securities are viewed as having the highest possible quality rating since they are based on the taxing ability of the U.S. Government.
- (2) Custodial Credit Risk – This risk results from the failure of the party safekeeping securities. If a custodial failure were to occur, the City would be limited, or delayed, in its ability to recover the securities that are in the possession of the custodian. To eliminate this risk for City owned securities delivery versus payment to a custodian which is not party to the trade is required. Assets pledged as collateral must be held by an independent custodian and must be pledged in the name of the City. In addition, collateral securities shall have and must maintain a market value of not less than 102% of the amount of deposits.

Liquidity Risk

Liquidity risk is the risk that funds are not available for use or that a security will not be marketable making the sale of said security unattainable. Liquidity is affected by many factors, including creditworthiness, the amount of an issue outstanding, and the term to maturity. Diversification of types and maturities of securities held can help alleviate the liquidity risk. The size of the issue also has an impact. Normally the larger the issue the more liquid the security. The City maintains a relatively short weighted average maturity ("WAM") and invests to anticipated cash flow needs in high credit securities, which keeps liquidity risk low. Additionally, based on periodic cash flow forecasts, an adequate supply of operating funds are maintained in fully liquid money market mutual funds.

AUTHORITY TO EXECUTE INVESTMENT TRANSACTIONS

Investment transactions shall be executed only by the City's designated Investment Officers, which include the Chief Financial Officer, Assistant Director of Finance – Financial Services, Tax Assessor/Collector Administrator, and the following individuals from the Division of Financial Management: Financial Management Administrator, Financial Manager, Banking

Officer, Debt Officers, and Investment Officers. Daily investment activity and portfolio management shall be performed by the Department of Finance, Division of Financial Management.

PRUDENCE

The City's investment transactions shall be executed in accordance with 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 safety of their capital as well as the probable income to be derived." In addition, investments shall be made in accordance with the Act and this Policy with the character of the investments assigned the following priority: (i) preservation and safety of principal, (ii) liquidity and diversification, and (iii) maximum yield.

Investment Officers shall perform their duties in conformance with procedures and policies as set forth in this Policy. Determination as to whether an Investment Officer has exercised prudence in the execution of investment duties shall be made, in part, by taking into consideration the following:

- (1) the investment of all funds, or funds under the City's control, over which an Investment Officer had responsibility rather than a consideration as to the prudence of a single investment; and
- (2) whether the investment decision was consistent with the currently adopted Investment Policy.

An Investment Officer, acting in accordance with written procedures and exercising due diligence consistent with the Act and this Policy, shall not be held personally liable for a specific security's market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments. Failure to act in the manner set forth in the immediately preceding sentence could result in the Investment Officer being held personally liable in such a situation.

INVESTMENT MATURITIES

Strategic portfolio investments focus on meeting short-term operational and debt service cash flow requirements during the course of a year, and long-term cash flow requirements pertaining to fund balances that are reserved for unexpected decreases in cash positions. Short-term investments to meet operational cash flow requirements are typically invested for less than one year, while balances in funds that are not anticipated to be utilized except in extraordinary circumstances may be invested with two (2) and three (3) year maturities, dependent in part on the yield curve and market conditions. The maximum allowable maturity of an individual investment shall be no more than five (5) years.

TRAINING

In accordance with the Act, the City's designated Investment Officers shall attend at least one training session from an independent source approved by the City Council or by the Investment Committee as provided for in this Policy and containing at least ten (10) hours of instruction within twelve (12) months after taking office or assuming duties. This training must include education in investment controls, investment-related risks, portfolio diversification, and compliance with the Act. Thereafter, Investment Officers shall attend an investment training session not less than once in a two (2) year period and receive not less than ten (10) hours of instruction relating to investment responsibilities under the Act from an

independent source approved by the City Council or by the Investment Committee as provided for in this Policy.

ETHICS

An officer or employee of a commission created under Chapter 391 of the Local Government Code is ineligible to be designated as an Investment Officer under the Act for the City. An Investment Officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Local Government Code, to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under the Act must be filed with the Texas Ethics Commission and the City Council. For purposes of this section, an Investment Officer has a “personal business relationship” with a business organization if:

- (1) the Investment Officer owns ten percent (10%) or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
- (2) funds received by the Investment Officer from the business organization exceed ten percent (10%) of the Investment Officer’s gross income for the previous year; or
- (3) the Investment Officer has acquired from the business organization during the previous year, investments with a book value of \$2,500 or more for the personal account of the Investment Officer.

INTERNAL CONTROLS

Internal controls are exercised through the separation of functions and the reconciliation of investment transaction records created by different parties involved with each transaction. Investment Officers are authorized to execute investment trades with funds released by the Accounting Division thereby effecting a dual control on each transaction. Accounting Division personnel approve payment for trades, are authorized to effectuate wire transfers, and record the transactions. Written records are separately prepared and maintained on each transaction by the Investment Officers and the Accounting Division. Broker/Dealer trade confirmations and custodial reports are matched to confirmations and kept on file.

MONITORING MARKET ACTIVITY AND INVESTMENTS

Market activity is monitored on a continuous basis via internet based financial news sources, as well as live news reports and on-line systems with market quotes. Broker/Dealer Firms provide market information and various financial databases provide historical statistical information. In addition, financial periodicals are used as an additional information vehicle to broaden financial and market awareness and knowledge. End of month security prices are obtained from various independent sources including the City’s designated custodian bank, on-line market databases, and Broker/Dealer Firms. This broad-based knowledge is utilized in strategic investment decision making and proactive investment portfolio management.

AUTHORIZED INVESTMENTS

The Act authorizes local governments to invest in a prescribed set of investment instruments that can be utilized to promote the goals of safety of principal, liquidity and diversification, and maximize yield. All investments shall be made in compliance with the Act as amended and as further defined by this Policy (in whole or in part) and any other applicable laws. Through this Policy, the City may elect not to invest in all of the instruments authorized by the Act. Listed below are investment instruments authorized by this Policy in accordance with the Act. Other securities or transactions authorized by the Act will not be authorized investments for the City until the Policy is amended and adopted by the City Council.

Obligations of, or Guaranteed by Governmental Entities

Obligations of, or Guaranteed by Governmental Entities include, and are limited to, the following:

- (1) obligations, excluding letters of credit, of the United States or its agencies and instrumentalities;
- (2) direct obligations of the State of Texas or its agencies and instrumentalities;
- (3) collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
- (4) other obligations, the principal and interest of 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; and
- (5) obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized credit rating agency not less than "A" or its equivalent.

Certificates of Deposit and Share Certificates

A certificate of deposit is an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in the State of Texas and is:

- (1) guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
- (2) secured by authorized obligations as provided by this Policy.

All such collateral must be fully documented, executed with authorizing documentation, and held at an approved third party institution. With respect to certificates of deposit in which the City has invested, the City's then current depository institution is an approved third party institution.

In addition to the authority to invest funds in certificates of deposit as stated above, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment:

- (1) the funds are invested by the City through a depository institution that (a) has its main office or a branch office in the State of Texas; (b) is authorized to offer services through Certificates of Deposit Account Registry Service, "CDARS"; and (c) is selected by the City;
- (2) the depository institution selected by the City arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever

located including out of state. Each of the certificates of deposit will be issued for the account of the City as the beneficial owner of the certificates of deposit;

- (3) the full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; in effect the Federal Deposit Insurance Corporation (“FDIC”). Each certificate of deposit will be issued in an amount within the FDIC then current insurance coverage limit. The total amount of the City’s investment will be allocated among a number of financial institutions. The City’s investment will thus be fully protected against the failure of any of the institutions issuing the certificates of deposit;
- (4) the depository institution selected by the City acts as custodian for the City with respect to the certificates of deposit issued for the account of the City with respect to the certificates of deposit. Under this provision, when the certificates of deposit issued by other institutions to the City mature, the payment of the principal and accrued interest will be made by those institutions through the selected depository institution in Texas; and
- (5) at the same time that the funds are deposited and the certificates of deposit are issued for the account of the City, the depository institution selected by the City receives an amount of deposits from customers of other federally insured depository institutions, wherever located, that is equal to the amount of the funds invested by the City through the depository institution. The economic effect of investments by the City made in accordance with this procedure will be that the selected depository institution in Texas will have on deposit the amount of funds initially invested by City.
- (6) The amount of funds that may be invested by the City with any one depository institution that meets the requirements set out in (1) through (5) above may not exceed the then current CDARS program limits.

Repurchase Agreements

A fully collateralized repurchase agreement is an authorized investment if the repurchase agreement:

- (1) has a defined termination date;
- (2) is secured by obligations, excluding letters of credit, of the United States or its agencies and instrumentalities;
- (3) requires a buy-sell transaction for the underlying securities, held in the City’s name, and deposited at the time the investment is made with an independent third party selected and approved by the City; and
- (4) is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in the State of Texas.

A “repurchase agreement” is a simultaneous agreement to buy, hold for a specified time, and sell back at a future date, obligations of the United States or its agencies and instrumentalities, at a specified rate. The underlying securities market value must be maintained at not less than 102% of the principal and the accrued amount of the funds.

“Flex” repurchase agreements, with the same conditions, may be used for capital improvements funds with a maximum maturity not to exceed the expenditure plan for the bond funds.

Reverse Repurchase Agreements

A fully collateralized reverse repurchase agreement is authorized if it does not exceed 90 days from the date the reverse security repurchase agreement is delivered. Money received by the City under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

Securities Lending

Securities lending is an authorized investment if:

- (1) the value of securities loaned under the program is not less than 102 percent (102%) collateralized, including accrued income;
- (2) a loan made under the program allows for termination at any time;
- (3) a loan made under the program is secured by:
 - (A) pledged securities authorized by the Act, Section 2256.009; or
 - (B) cash invested in accordance with the Act and this Policy;
- (4) the terms of a loan made under the program require that the securities being held as collateral be:
 - (A) pledged to the City;
 - (B) held in the City's name; and
 - (C) deposited at the time the investment is made with the City or with a third party selected by or approved by the City;
- (5) a loan made under the program is placed through:
 - (A) a primary government securities dealer, as defined by the Federal Reserve, Title 5 Code of Federal Regulation, Section 6801.102 (f), as that regulation existed on September 1, 2003; or
 - (B) a financial institution doing business in the State of Texas; and
- (6) a written agreement to lend securities is executed under this section and has a term of one year or less.

Bankers' Acceptance

A bankers' acceptance is an authorized investment if the bankers' acceptance:

- (1) has a stated maturity of two hundred seventy (270) days or fewer from the date of its issuance;
- (2) will be, in accordance with its terms, liquidated in full at maturity;
- (3) is eligible for collateral for borrowing from a Federal Reserve Bank; and
- (4) is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than "A-1" or "P-1" or an equivalent rating by at least one nationally recognized credit rating agency.

Commercial Paper

Commercial paper is an authorized investment if the commercial paper:

- (1) has a stated maturity of two hundred seventy (270) days or fewer from the date of its issuance; and
- (2) is rated not less than “A-1”, “P-1” or an equivalent rating by at least two nationally recognized credit rating agencies, or by one national recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.

Money Market Mutual Funds

A no-load money market mutual fund is an authorized investment if the mutual fund:

- (1) is registered with and regulated by the Securities and Exchange Commission;
- (2) provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
- (3) is rated “AAA” by at least one nationally recognized rating agency;
- (4) has a dollar-weighted average stated maturity of sixty (60) days or fewer;
- (5) provides a prospectus for the fund; and
- (6) includes in its investment objectives the maintenance of a stable net asset value of \$1 for each share.

The City may not invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one money market mutual fund in an amount that exceeds ten percent (10%) of the total assets of such fund.

Mutual Funds

A no-load mutual fund is an authorized investment if the mutual fund:

- (1) is registered with the Securities and Exchange Commission;
- (2) has an average weighted maturity of less than two years;
- (3) is invested exclusively in obligations approved by the Act and this Policy;
- (4) provides a prospectus for the fund; and
- (5) is continuously rated as to investment quality by at least one nationally recognized credit rating agency of not less than “AAA” or its equivalent;

The City may not:

- (1) invest in the aggregate more than fifteen percent (15%) of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in no-load mutual funds;

- (2) invest any portion of bond proceeds, reserves and funds held for debt service, in no-load mutual funds; or
- (3) invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one no-load mutual fund in an amount that exceeds ten percent (10%) of the total assets of such fund.

Guaranteed Investment Contract

A guaranteed investment contract is an authorized investment for bond proceeds if the guaranteed investment contract:

- (1) has a defined termination date;
- (2) is secured by obligations described by Section 2256.009(a)(1) of the Act, excluding those obligations described by Section 2256.009(b), in an amount at least equal to the amount of bond proceeds invested under the contract; and
- (3) is pledged to the City and deposited with the City or with a third party selected and approved by the City.

Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested in a guaranteed investment contract with a term of longer than five (5) years from the date of issuance of the bonds. To be eligible as an authorized investment:

- (1) the City Council must specifically authorize guaranteed investment contracts as an eligible investment in the order, ordinance, or resolution authorizing the issuance of bonds;
- (2) the City must receive bids from at least three (3) separate providers with no material financial interest in the bonds from which proceeds were received;
- (3) the City must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;
- (4) the price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and
- (5) the provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

Investment Pools

The City may invest its funds and funds under its control in a constant dollar local government investment pool if the City Council, by ordinance, authorizes investment in the particular pool. The investment pool must only invest in those instruments authorized by the Act and this Policy and must complete the City's Investment Policy Certification.

To be eligible to receive funds from and invest funds on behalf of the City, an investment pool must furnish to the City through an Investment Officer or other authorized representative of the City, an offering circular or other similar disclosure instrument that contains, at a minimum, the following information:

- (1) the types of instruments in which the money is allowed to be invested;
- (2) the maximum average dollar-weighted maturity allowed, based on the stated maturity date of the pool;

- (3) the maximum stated maturity date of any investment security within the pool;
- (4) the objectives of the pool;
- (5) the size of the pool;
- (6) the names of the members of the advisory board of the pool and the dates their terms expire;
- (7) the custodian bank that will safekeep the pool's assets;
- (8) whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation;
- (9) whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment;
- (10) the name and address of the independent auditor of the pool;
- (11) the requirements to be satisfied for the City to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the City to invest funds in and withdraw funds from the pool; and
- (12) the performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios.

In addition, to maintain eligibility to receive funds from and invest funds on behalf of the City, an investment pool must furnish to an Investment Officer or other authorized representative of the City the following:

- (1) investment transaction confirmations; and
- (2) a monthly report that contains, at a minimum, the following information:
 - the types and percentage breakdown of securities in which the pool is invested;
 - the current average dollar-weighted maturity, based on the stated maturity date of the pool;
 - the current percentage of the pool's portfolio in investments that have stated maturities of more than one year;
 - the book value versus the market value of the pool's portfolio, using amortized cost valuation;
 - the size of the pool;
 - the number of participants in the pool;
 - the custodian bank that is safekeeping the assets of the pool;
 - a listing of daily transaction activity relating to the City's participation in the pool;
 - the yield and expense ratio of the pool;
 - the portfolio managers of the pool; and
 - any changes or addenda to the offering circular.

To be eligible to receive funds from and invest funds on behalf of the City, a public funds investment pool created to function as a money market mutual fund must mark to market daily its portfolio, and, to the extent reasonably possible, stabilize at \$1.00 net asset value. If the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005, portfolio holdings shall be sold as necessary to maintain the ratio between 0.995 and 1.005.

To be eligible to receive funds from and invest funds on behalf of the City, a public funds investment pool must have an advisory board composed:

- (1) equally of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for a public funds investment pool created under Chapter 791 of the Texas Government Code and managed by a state agency; or
- (2) of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for other investment pools.

To maintain eligibility to receive funds from and invest funds on behalf of the City, an investment pool must be continuously rated no lower than “AAA” or “AAA-m” or at an equivalent rating by at least one nationally recognized credit rating agency and have a WAM no greater than 90 days.

BROKER/DEALER, BANK, AND MUTUAL FUND ELIGIBILITY

Broker/Dealer, Bank, and Mutual Fund firms interested in providing investment services to the City will be required to submit a Statement of Qualifications in response to the City’s Request for Qualifications (“RFQ”) to provide Broker/Dealer Services.

The RFQ may include but not be limited to, inquiries such as the name, address and brief history of the firm, identification of the individuals who will be working with the City, capital structure of the firm, description of major changes that have recently occurred in the firm, disclosure of investigations for alleged improper, fraudulent, disreputable or unfair investment activities, financial reports, and disclosure of any filing or claim the firm may have had or currently has against the City. Firms shall also be evaluated based on fixed income experience, volume, capitalization, integrity, local presence, Small Business Economic Development Advocacy goals, professionalism, product knowledge, and history of alleged or convicted securities violations and/or settlements. The City’s Investment Committee will annually assess whether a Broker/Dealer, Bank, or Mutual Fund firm continues to be approved to provide investment services to the City.

All prospective firms must execute the City’s Investment Policy Certification, and sign a Discretionary Contracts Disclosure Form as required by the City’s Ethics Code. The Investment Policy Certification will serve as the written instrument whereby such firm acknowledges that, among other things: (1) such firm has received and reviewed this Policy; and (2) has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the firm that are not authorized by this 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.

Nothing in the Act relieves the City of the responsibility for monitoring the investments made by the City to determine that they are in compliance with this Policy.

It is the policy of the City of San Antonio to involve Small, Minority, Women and African-American Owned Business Enterprises (S/M/W/AABE) to the greatest extent feasible. The intent and purpose of the policy is to ensure that S/M/W/AABE firms have the opportunity to compete for City contracts without discrimination on the basis of race, color, religion, national origin, age, sex or handicap.

Utilization of Approved Firms and Periodic Review

The City will maintain a list of approved Broker/Dealer Firms. Investment Officers will administer investments with the goal of providing and distributing opportunities to the various eligible firms. In that regard, whenever possible, the City will obtain at least three quotes on open-market investment purchases, and such quotes will be obtained from approved Broker/Dealer Firms on a rotating basis. The City's Investment Committee shall review, revise, and adopt, at least once per year, the list of approved Broker/Dealer Firms with whom the City does business. A firm may be removed from eligible status, without notice, at the City's sole discretion.

INVESTMENT MANAGEMENT/ADVISORY FIRMS

The City may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S. C. Section 80b-1 et seq.) to provide for the investment and management of its public funds or other funds under its control. The City may utilize an investment management firm for the investment or management of its funds or may utilize an investment management firm for the investment and management of certain funds if deemed beneficial by the Investment Committee subject to approval by City Council. A contract made with an investment management firm may not be for a term longer than two years and a renewal or extension of the contract must be approved by the City Council through ordinance.

If the City has contracted with an investment management firm to invest its funds, the investment officer of the investment management firm is considered to be an Investment Officer of the City. Authority granted to a fiduciary to invest City funds is effective until rescinded by the City or until the expiration of the contract with the investment management firm. In the administration of the duties of an Investment Officer, the fiduciary designated as Investment Officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the City Council will retain ultimate responsibility as fiduciaries of the assets of the City. The investment advisory firm shall operate strictly within the Policy limitations.

A written copy of the City's Investment Policy shall be presented to an investment management firm that the City contracts with to advise or invest/manage the City's investment portfolio. A qualified representative of the investment management firm shall execute a written instrument in a form acceptable to the City that demonstrates that the firm has:

- (1) received and reviewed the Policy of the City; and
- (2) acknowledged that the investment management firm has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the organization that are not authorized by the 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.

SAFEKEEPING

Securities owned by the City shall be settled and held in safekeeping in accordance with the Act. Securities pledged to the City shall be settled and held in safekeeping in accordance with the Texas Public Funds Collateral Act. City owned securities shall be cleared to the City's custodian only on a delivery versus payment basis. In a securities lending arrangement, the securities may be further delivered "free" to the securities lending custodian, if appropriate.

Custodial services shall be contracted through the City's then current depository bank or other approved financial institution. The custodian may be outside the State of Texas.

COLLATERALIZATION

The City's collateral requirements are established in accordance with the Texas Public Funds Collateral Act and the Act and further defined and restricted by this Policy.

Pledged Collateral

All City time and demand deposits in any depository shall be insured by the Federal Deposit Insurance Corporation Insurance, or its successor, or secured by pledged collateral. Pledged collateral securities shall have a margined market value of not less than one hundred two percent (102%) of the amount of deposits at all times, must be pledged to the City, and must be placed in the custody of an independent third-party institution approved by the City. The pledging institution shall be liable for monitoring and maintaining the margin at all times. The custodian shall provide original safekeeping receipts/evidences. The custodian of the securities shall prepare and send directly to the City a listing of all collateral on at least a monthly basis.

In accordance with the Texas Public Funds Collateral Act (Chapter 2257, Subchapter F), the depository pledging collateral may provide state-wide collateral pooling. The City is authorized to utilize a pooling program but before entering into the agreement the Investment Officers shall fully analyze the cost and risk parameters to the City under such a program. Approval by the Investment Committee will be required before use of the program.

Owned Collateral Under Repurchase Agreements

Securities owned by the City under a repurchase agreement shall be held in custody by an independent third party custodian approved by the City. Collateral shall equal one hundred two percent (102%) of the total repurchase agreement principal plus accrued interest daily. The counterparty shall be responsible for daily mark-to-market and shall provide reports as required by the City. The custodian shall provide reports listing the collateral and its market value as required by the City. The terms for the collateral conditions shall be in a written and executed Master Repurchase Agreement.

Authorized Collateral

Authorized collateral includes only:

- (1) obligations of the U.S. Government, its agencies and instrumentalities, including mortgage backed securities which pass the bank test and excluding letters of credit; and
- (2) obligations of any state, city, county, school district or authority of any state rated "A" or better by two nationally recognized rating agencies.

INVESTMENT STRATEGY

The City administers funds which are derived from a variety of sources, and which are utilized for various purposes. Short-term investments, which are investments with maturities of one year or less, make up the majority amount of the investment portfolio and are utilized to meet operational, debt service and capital project funding needs. Long-term investments are appropriate for balances that are not anticipated to be drawn on and are maintained in a reserve position to preserve the financial integrity of the City's financial

resources and shall be utilized if unexpected cash draws are required. The maximum WAM applicable to all City funds will be no more than three (3) years.

Investments may be pooled or invested for the benefit of one or more funds. If pooled, principal and interest income is distributed to each respective fund on a pro rata basis. Whether investments are pooled or invested separately is decided by the Investment Committee, based upon which method is most beneficial to the City and on the investment strategies established herein. For all City investments, daily and other periodic cash flow analysis shall be performed to facilitate the investing process.

The City pools all following fiscal funds into one portfolio (pooled funds group) recognizing the parameters and needs of each unique fund. The WAM for the overall pool has a maximum of three (3) years. City's fund groups and their general investing strategies based on their various specific purposes are as follows:

General Fund - Investments pertaining to the General Fund are structured primarily to meet the various operating expenses of the City including payroll and other costs of daily operations. Accordingly, these instruments are structured to be safe, liquid, and short-term in nature, with maturities generally no greater than one year. In addition, investments pertaining to the General Fund will consist of a diversified group of approved instruments intended to maximize yield, and to possess adequate marketability so as not to result in materially adverse impacts should unexpected liquidity needs arise. Available funds deemed not to be required for short-term operational needs may be invested using a laddered structure between one and five years.

Enterprise Funds - Investments pertaining to the Enterprise Funds are structured to meet the various operating, debt service, and capital project obligations related to the City's Airport System, Parking Facilities, Environmental Services Fund, and the creation of any other future enterprise funds. Accordingly, liquidity and maturity terms of investments pertaining to the Enterprise Funds are based on projections and information related to their various expense outlooks and requirements. Investments pertaining to the Enterprise Funds will consist of a diversified group of safe and approved instruments intended to maximize yield, and to possess adequate marketability so as not to result in materially adverse impacts should liquidation become necessary.

Airport System Funds - Available balances in the Airport System Funds exclusive of the Construction funds will be laddered over the next five (5) years. The available balances in the Airport Construction funds will be invested to match maturities with draw requirements as provided by the Department of Aviation.

Parking System Funds - Available balances in the Parking System Funds will be invested to the end of the current fiscal year and revenue receipts will be invested to cover short-term operational needs.

Solid Waste Management - Available balances in the Solid Waste Management Fund will be invested to the end of the current fiscal year and revenue receipts will be invested to cover short-term operational needs.

Debt Service Funds - Investments pertaining to the Debt Service Funds are structured to mature in conjunction with City debt requirements, and to ensure compliance with any pertinent covenants and legal requirements contained in related bond ordinances. In addition, investments pertaining to the Debt Service Funds will consist of a diversified group of safe and approved instruments intended to maximize yield, and to possess adequate marketability so as not to result in materially adverse impacts should liquidation become necessary. Due to definitive debt service schedules, the nature of these funds allows for precise forecasting of required cash flows.

Special Revenue Funds - Investments pertaining to the Special Revenue Funds are structured to meet the various specific and restricted expenditure purposes. Generally, the Special Revenue Funds involve frequent activity and require related investment instruments to be liquid and short-term in nature, with maturities generally no greater than one year. In addition, investments pertaining to the Special Revenue Funds will consist of a diversified group of safe and approved instruments intended to maximize yield, and to possess adequate marketability so as not to result in materially adverse impacts should unexpected liquidity needs arise.

HUD 108 Loan Repayment Program (1998) - HUD 108 Loan Repayment Program Funds are invested in direct obligations of the U.S. Treasury, in order to cover interest and principal expenses on the semi-annual debt service requirements.

HUD 108 Guaranteed Loan Program (2006) - HUD 108 Guaranteed Loan Program Funds are invested in liquid, short-term direct obligations of the U.S. Treasury in order to meet monthly draw requirements.

HUD 108 Guaranteed Loan Repayment Program (2006) - HUD 108 Guaranteed Loan Repayment Program Funds are invested in direct obligations of the U.S. Treasury, in order to cover interest and principal expenditures on the semi-annual debt service requirements of the HUD 108 Guaranteed Loan Program.

Special Public Improvement District Fund - Any available balance in this fund will be invested in liquid securities to cover expenditures as they arise.

Capital Projects Funds - Investments pertaining to the Capital Projects Funds are structured to meet the City's various capital projects obligations. Accordingly, maturity terms of investments pertaining to Capital Project Funds are based on projections and information related to capital project expenditures, with maturity terms timed to meet draw schedule requirements, and not to exceed the expected completion date of the related capital project. Investments pertaining to the Capital Projects Funds will consist of a diversified group of safe and approved instruments intended to maximize yield, and to possess adequate marketability so as not to result in materially adverse impacts should liquidation become necessary.

Internal Service Funds - Investments pertaining to the Internal Service Funds are structured to satisfy the expenditures incurred in providing goods or services between City departments. The Internal Service Funds involve various activity patterns, and require related investment instruments to include various maturity horizons. In addition, investments pertaining to the Internal Service Funds will consist of a diversified group of safe and approved instruments intended to maximize yield, and to possess adequate marketability so as not to result in materially adverse impacts should liquidation become necessary.

Fiduciary Funds - Investments pertaining to the Fiduciary Funds are structured by the City to satisfy various maturity requirements, based on their specific intended purposes. Fiduciary Funds may involve frequent or infrequent activity, thereby resulting in varying liquidity and maturity requirements. Investments pertaining to the Fiduciary Funds will consist of a diversified group of safe and approved instruments intended to maximize yield, and to possess adequate marketability so as not to result in materially adverse impacts should liquidation become necessary.

Agency Funds - Available balances in the Agency Funds will be invested in securities with maturities within two years. Any revenue receipts will be invested in short-term instruments to the end of the current fiscal year.

Permanent Funds - Available balances in the Expendable Trust Funds will be invested in securities with maturities within two years. Any revenue receipts will be invested in short-term instruments to the end of the current fiscal year.

San Antonio Housing Trust Fund - The available balance in this fund will be invested in accordance with draw requirements provided by the San Antonio Housing Trust.

RECORD KEEPING AND REPORTING

Not less than quarterly, the Investment Officers shall prepare and submit to the Investment Committee, City Council and the City Manager, a written report of investment transactions of all funds covered by this Policy and the Act, for the preceding reporting period within a reasonable time after the end of the period. The report must:

- (1) describe in detail the investment position of the City on the date of the report;
- (2) be prepared and signed jointly by each Investment Officer;
- (3) contain a summary statement, prepared in compliance with generally accepted accounting principles, of each pooled fund group that states the beginning market value for the reporting period, additions and changes to the market value during the period, ending market value for the period, and fully accrued interest for the reporting period;
- (4) state the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested;
- (5) state the maturity date of each separately invested asset that has a maturity date;
- (6) state the account or fund or pooled group fund of the City for which each individual investment was acquired; and
- (7) state the compliance of the investment portfolio of the City as it relates to the investment strategy expressed in the City's Investment Policy and relevant provisions of the Act.

Quarterly reports shall be formally reviewed at least annually by the City's independent auditors, and the result of the review shall be reported to the City Council.

CLOSING

This Policy has been developed by the City's Department of Finance, reviewed by the City Attorney's Office, and approved by the City Manager. The Investment Policy is formally adopted by the City Council through Ordinance. The City's Investment Officers will review this policy annually in accordance with the Act, to evaluate its effectiveness in meeting the City's public funds investment objectives as stated herein, and in the course of their review revise and update the list of qualified Broker/Dealer Firms, Banks, Investment Pools, and Mutual Funds with whom the City executes investment transactions.

City Council shall review the Policy and investment strategies annually and shall approve and adopt an Ordinance, which states that the City Council has reviewed the Policy and investment strategies. Such Ordinance so adopted shall record any changes made to either the Policy or investment strategies

Exhibit I

CITY OF SAN ANTONIO **Investment Policy** **Glossary**

DEFINITIONS

The following terms as used in this Policy and in the City's Investment Portfolio practice shall have the meanings as ascribed below. All definitions provided may not be utilized in this Policy or Investment Reports but are included for informational purposes only.

Accrued Interest

Accrued Interest represents the interest on fixed rate securities calculated for the period commencing with the last interest payment date to the settlement date.

Agency Discount Notes

Agency Discount Notes are debt instruments issued by agencies of the U. S. Government with stated maturities not to exceed one (1) year. Agency Discount Notes are priced at a discount rate based on current market yields. They are not direct obligations of the U.S. Government but are secured by financial arrangements established by each of the applicable issuing agencies.

Airport Construction Fund

The Airport Construction Fund is utilized to make payment on Airport capital improvement construction costs as presented for payment.

Arbitrage/Rebate Regulations

Arbitrage may arise when tax-exempt municipal bond proceeds are invested at higher yields than the yields on the related bonds. In such cases, interest earnings on the arbitrage bonds may be subject to Internal Revenue Service arbitrage/rebate provisions. The City may from time to time incur arbitrage/rebate liability under these provisions. The City's Finance Department will be responsible for appropriate tracking and maintenance of records to facilitate compliance with requirements of the arbitrage/rebate provisions.

Bankers' Acceptance ("BA")

A Bankers' Acceptance is a negotiable debt instrument primarily utilized to facilitate import/export operations. The note is created by a bank at an agreed upon rate and a stated maturity of less than one (1) year. The Bankers' Acceptance is secured by the creditworthiness of the bank.

Bond Equivalent Yield

The Bond Equivalent Yield is that rate of return on a security sold on a discount basis that assumes actual days to maturity and a 365 day year.

Book Value

Book Value is the original acquisition cost of an investment plus or minus the amortization or accretion of the premium or discount.

Callable Security

A Callable Security has an embedded call feature which allows the issuer to “call” the bond at a specified time and price. A call allows the issuer to refinance at a lower interest rate in the future. Callable Securities are often used by municipal issuers.

Certificates of Deposit (“CD”)

Certificates of Deposit are debt instruments issued by commercial banks and savings and loan associations which have a stated interest rate and a maturity not less than 7 days. The Certificate of Deposit is insured by Federal Deposit Insurance Corporation (“FDIC”) and secured by collateral of permitted investments as defined in the Act deposited with the custodian bank for the amount of investment in excess of the FDIC insured amount.

Collateralized Mortgage Obligations (“CMO’s”)

Collateralized Mortgage Obligations are bonds secured by a pool of mortgages in which the principal cash flows of the pool are separated into two or more series of bonds or tranches that represent short, medium, and long-term investments.

Collateral Pools

As an alternative to individually pledged securities for each public entity, an amendment to the Texas Public Funds Collateral Act in 2009 authorized any bank to create one collateral pool with a 102% margin to be pledged to its public clients in Texas. All bank clients share pro rata in the value of securities pledged. Collateral is not pledged to individual public entities but is held by an independent custodian. The entity must sign a security agreement. The State Comptroller manages and directs the program. Risk is primarily focused on (1) accurate recognition of public fund balances, (2) monitoring of security prices, and (3) types of securities pledged.

Commercial Paper (“CP”)

An Obligation issued by banks, corporations, and other financial institutions at interest rates and maturities designed to accommodate the investor’s portfolio. Commercial Paper is typically discounted at market yield but may also be interest bearing. Commercial Paper obligations have scheduled maturities that do not exceed 270 days. The security for the Commercial Paper is the creditworthiness of the issuing institution.

Convention Center Expansion Construction Fund

The Convention Center Expansion Construction Fund is utilized to make payment on Convention Center capital improvement construction costs as presented for payment.

Convention Center Expansion Debt Service Fund

The Convention Center Expansion Debt Service Fund is utilized to account for revenues deposited into the fund to pay principal and interest on the outstanding bonds.

Convention Center Expansion Debt Service Reserve Fund

The Convention Center Expansion Debt Service Reserve Fund was created with the issuance of the Series 1996 Convention Center Bonds, and is pledged to the payment of debt service.

Cost

Cost is the price of a security based on market yield exclusive of accrued interest.

Coupon

Coupon represents a stated fixed rate of interest payable at periodic installments, typically every six months.

CUSIP (Committee on Uniformed Securities Investment Procedures)

CUSIP is the standard alphanumeric system used throughout the financial community for identification of security issues.

Discount

Discount represents the difference between the cost of a security priced at less than par or face value and the par or face value of the security and occurs when the yield is greater than the stated rate.

Discount Rate

Discount Rate is used to determine the price of a discount note given market yield.

Federal Agricultural Mortgage Corporation (“FRMC” - “Farmer Mac”)

Farm Credit System banks, commercial banks, thrifts, insurance companies, and other qualified originators of agricultural real estate loans sell their loans to certified loan poolers. These pooled loans are securitized into notes and bonds with fixed interest rates and stated maturities and discount notes that mature within one (1) year at a price based on current market yield and pays the par or face value at maturity. The securities are not direct obligations of the U.S. Government. They are secured by a cash reserve and a \$1.5 billion line of credit to the U.S. Treasury. The Federal Agricultural Mortgage Corporation facilitates the development of a secondary market for farm mortgage loans.

Federal Farm Credit Bank (“FFCB”)

The Federal Farm Credit Bank issues notes and bonds with fixed interest rates and stated maturities. It also issues discount notes that mature within one (1) year at a price based on current market yield and pays the par or face value at maturity. The securities are not direct obligations of the U.S. Government. Notes, discount notes, and bonds are secured by joint and several obligations of the banks of the Farm Credit System. They are secured by collateral consisting of notes or other obligations of borrowers, obligations of the U.S. Government or any agency thereof, other readily marketable securities approved by the Farm Credit Administration, or cash, in an aggregate value equal to the bonds outstanding. The Federal Farm Credit Bank funds are utilized to provide agricultural loans to farmers and to agricultural associations within the system.

Federal Home Loan Bank (“FHLB”)

The Federal Home Loan Bank issues notes and bonds with fixed interest rates and stated maturities. It also issues discount notes that mature within one (1) year at a price based on current market yield and pays the par or face value at maturity. The securities are backed by collateral of guaranteed mortgages, cash, government securities, or secured advances to savings and loan associations. They are not direct obligations of the U.S. Government though a credit line with the U.S. Treasury is in place. The Federal Home Loan Bank funds are utilized to provide money to thrift institutions that in turn originate home loan mortgages.

Federal Home Loan Mortgage Corporation (“FHLMC” - “Freddie Mac”)

The Federal Home Loan Mortgage Corporation issues notes and bonds with fixed interest rates and stated maturities. It also issues discount notes that mature within one (1) year at a price based on current market yield and pays the par or face value at maturity. The securities are unsecured general obligations of the Federal Home Loan Mortgage Corporation and are not direct obligations of the U.S. Government. The Federal Home Loan Mortgage Corporation funds are utilized to purchase mortgages from individual

lenders for sale to the secondary market. The agency was placed under U.S. Government conservatorship in 2008 and will extend full faith and credit of the U.S. Government through 2013.

Federal National Mortgage Association (“FNMA” - “Fannie Mae”)

The Federal National Mortgage Association issues notes and bonds with fixed interest rates and stated maturities. It also issues discount notes that mature within one (1) year at a price based on current market yield and pays the par or face value at maturity. The securities are unsecured general obligations of the Federal National Mortgage Association and are not direct obligations of the U.S. Government. The Federal National Mortgage Association funds are utilized to purchase mortgages from individual lenders for sale to the secondary market. The agency was placed under U.S. Government conservatorship in 2008 and will extend full faith and credit of the U.S. Government through 2013.

HUD 108 Guaranteed Loan Funds (2006)

On June 12, 2006, the City entered into a contract for loan guarantee assistance with HUD for City Capital Improvement Program Projects.

HUD 108 Guaranteed Loan Repayment Funds (2006)

On June 12, 2006, the City entered into a contract for loan guarantee assistance with HUD for City Capital Improvement Program Projects. The HUD 108 Guaranteed Loan Repayment Funds are used to pay debt service on the loans from the HUD 108 Guaranteed Loan

HUD 108 Loan Repayment Funds (1998)

On June 8, 1998, the City entered into a contract for loan guarantee assistance with the U.S. Secretary of Housing and Urban Development (“HUD”). Under the terms of the agreement, the City borrows funds from HUD and in turn loans them to the Greater Kelly Development Corporation for the purpose of capital improvements for Kelly Air Force Base. The HUD 108 Loan Repayment Funds are used for debt service on the loans from HUD.

Investment Pool

An Investment Pool is an entity created under the Interlocal Cooperation Act to allow public funds to invest jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are preservation and safety of principal, liquidity and yield. Investment pools can be either constant dollar or fluctuating net asset value type vehicles but are generally directed by the Act.

Market Value

Market Value is the current face or par value of an investment multiplied by the selling price of the security as quoted by a recognized market-pricing source on the valuation date.

Maturity Date

Maturity Date is the date in which the principal or stated value of a debt security becomes due and payable.

Money Market Mutual Funds

A Money Market Mutual Fund is an investment vehicle authorized under the Act, which pools money contributed from many investors and allows the fund to act as a large single investor. The Act requires that such fund be no-load (no front or back end charges), be regulated by the Securities and Exchange Commission, have a dollar weighted average stated maturity of 90 days or fewer, and include in its investment objectives the maintenance of a stable net asset value of \$1 for each share.

Mutual Fund

A Fixed Income Mutual Fund is an investment vehicle authorized under the Act which pools money contributed from many investors and allows the fund to act as a large single investor. The Act requires that such fund be a no-load mutual fund, be registered with the Securities and Exchange Commission, have an average weighted maturity of less than two years, be invested exclusively in permitted investments as defined in the Act and be continuously rated by at least one nationally recognized credit rating agency of not less than “AAA” or its equivalent.

Par

Par price is 100. For example, a security with a face of \$1,000, offered at par, can be purchased for \$1,000.

Par/Face Value

Par Value (Face value) is the value assigned a security at 100% of its principal or principal plus interest paid at maturity.

Pooled Fund Groups

Pooled Operating Funds is a defined term in the Act representing internally created portfolios which may reflect different types of funds. Reporting is done on pooled fund groups.

Pooled Operating Funds

Pooled Operating Funds consist of balances from the City’s various funds, exclusive of the debt service funds, invested in an aggregate or pooled amount with principal and interest income distributed to each respective fund on a pro rata basis.

Pooled Debt Service Funds

Pooled Debt Service Funds consist of balances from the City’s Debt Service Funds invested in an aggregate or pooled amount with principal and interest income distributed to each respective fund on a pro rata basis.

Premium

Premium represents the difference between the cost of a security priced at greater than par or face value and the par or face value of the security and occurs when the yield is less than the stated rate.

Price

Price is the dollar value of a security based on a computation of market yield versus stated interest rate.

Repurchase Agreement (“Repo”)

A Repurchase Agreement is a debt instrument acquired by an investor with a stated yield and maturity date and a promise by the seller of the debt instrument to repurchase all or a portion of the Repo plus interest upon demand. The Repurchase Agreement is secured with collateral consisting of securities listed as permitted investments as defined in the Act and delivered to a custodial bank.

Reverse Repurchase Agreement

The purchase of securities with the agreement to sell them at a higher price at a specific future date.

San Antonio Housing Trust Fund

The San Antonio Housing Trust Fund is utilized to account for programs administered by the San Antonio Housing Trust Foundation.

Securities Lending

An investment vehicle where a qualified investor lends securities from their portfolio to another qualified investor (through a lender) for a fee or percent of value to earn enhanced returns on the lent securities. The loan is collateralized by cash or securities which are returned at the loan's expiration date or upon request by the City.

Settlement Date

Settlement Date is the date in which the security is delivered and payment for the security is made.

Tennessee Valley Authority ("TVA")

The TVA issues notes and bonds with fixed interest rates and stated maturities. The securities are backed by a first charge upon net power proceeds (net income before interest and non-cash expenses including depreciation). They are not direct obligations of the U.S. Government. The TVA was established to develop the resources of the Tennessee Valley region in order to strengthen the regional and national economy and the national defense.

Texas Public Funds Collateral Act

The Texas Public Funds Collateral Act sets the standards for collateralization of public funds in Texas.

Texas Public Funds Investment Act (The Act)

The Texas Public Funds Investment Act, as amended, provides guidelines for investment practices and lists authorized investments for Texas state agencies and local governments.

United States Treasury Bills

United States Treasury Bills are direct obligations of the United States of America. Treasury Bills are secured by the full faith and credit of the U.S. Government, are sold at a discount based on market yield, pay the par or face value at maturity, and are scheduled to mature within one (1) year.

United States Treasury Bonds

United States Treasury Bonds are direct obligations of the United States of America. Treasury Bonds are secured by the full faith and credit of the U.S. Government, have fixed interest rates, pay interest semiannually and are scheduled to mature within 10 years and 1 day to 30 years.

United States Treasury Notes

United States Treasury Notes are direct obligations of the United States of America. Treasury Notes are secured by the full faith and credit of the U.S. Government, have fixed interest rates, pay interest semiannually and are scheduled to mature from 2 to 10 years.

United States Treasury STRIPS

United States Treasury STRIPS (Separate Trading of Registered Interest and Principal Securities) are direct obligations of the United States of America. Treasury STRIPS are secured by the full faith and credit of the U.S. Government. Treasury STRIPS are zero coupon securities derived from selected U.S. Treasury Bonds and Notes that are separated on the books of the Federal Reserve Bank into their component parts of principal and interest and sold separately at a price that is equal to the present value computed at a present value discount based on market yield. Interest compounds semiannually and is paid at maturity along with the principal.

Weighted Average Life of Portfolio

The weighted Average Life of the Portfolio is the weighted average period of time required to mature all investments in the portfolio.