

## DEBT MANAGEMENT POLICIES

As part of the financial policies for the City of Houston referenced in Volume 1 of this Budget Book (adopted on December 3, 2014 Ordinance 2014-1078), this section provides details for the Debt Management policies as follows:

1. It is the City's goal to at least maintain the current credit ratings on each type of City credit or enterprise fund as of the date of adoption of these policies. *In Compliance*

Credit Ratings as of May 1, 2015	Moody's	Standard & Poor's	Fitch
City of Houston - General Obligation	Aa2	AA+	AA
Water & Sewer System - Junior Lien	Aa1	AA+	AA+
Combined Utility System First Lien	Aa2	AA	AA
Houston Airport - Senior Lien	Aa3	AA-	NR
Houston Airport - Junior Lien	A2	A	A
Convention & Entertainment	A2	A-	NR

2. The debt service Fund Balance as of each fiscal year end relating to debt secured by ad valorem taxes shall be no less than debt service payments due within the first 180 days of the following fiscal year.

*In Compliance*

Debt Service due by 12/31/2015:	\$ 61,093,000
Debt Service Fund Balance as of 6/30/15 (projected):	\$118,485,000

3. A standardized presentation format for proposed debt transactions will be adopted by Budget and Fiscal Affairs (BFA). Presentations of debt transactions to BFA shall at least include the following information: revenue source securing the debt uses of the debt proceeds, estimated weighted average life of the debt, estimated change to the overall weighted average life of outstanding debt, estimated present value savings as applicable, estimated true interest cost, anticipated date of pricing and closing.

*In Process. The next presentation of debt transactions will include a proposed format.*

4. Debt financing in excess of one year shall be limited to capital expenditures for assets, asset lots of similar items, or asset improvements costing more than \$50,000 and having a useful life of more than three years.

*In Compliance*

5. Any capital project financed through the issuance of bonds shall be financed for a period not to exceed the average expected life of the assets. *In Compliance*

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6. Each fiscal year, the City will use that year's General Obligation (GO) debt service payment as a baseline to establish an index reflecting 4% annual growth in the City's GO debt service (i.e., if the current fiscal year's debt service is \$100, then the debt service index for subsequent years would be \$104, \$108.16, \$112.49, \$116.99, etc.). If any proposed action by the City (e.g., adoption of the CIP, or Council authorization of debt issuance) is to cause the GO debt service schedule as projected by the City's Financial Advisor to exceed the index in FY2019 and/or any subsequent year(s), a funding mechanism (e.g., reduced expenditures or increased revenue) must be identified to offset the amount(s) by which the proposed debt service payment(s) exceed the index. For purposes of this section, "identification" of a funding mechanism is satisfied by presentation to BFA and/or City Council prior to any action that would incur GO debt. ***In Compliance***

<u>Fiscal Year</u>	<u>GO Debt Service Index</u>	<u>GO Debt Service Due</u>
2015	331,781,350	331,781,350
2016	345,052,604	334,527,556
2017	358,854,708	360,608,713
2018	373,208,896	364,856,384
2019	388,137,252	339,667,248
2020	403,662,742	333,842,056
2021	419,809,252	301,154,915
2022	436,601,622	282,401,458
2023	454,065,687	287,385,058
2024	472,228,314	215,696,412
2025	491,117,447	213,963,340
2026	510,762,144	176,868,037
2027	531,192,630	193,605,398
2028	552,440,335	187,593,295
2029	574,537,949	159,738,551
2030	597,519,467	122,808,147
2031	621,420,245	112,624,320
2032	646,277,055	114,472,188
2033	672,128,138	63,416,456
2034	699,013,263	36,478,577
2035	726,973,794	69,168,895
2036	756,052,745	56,415,639
2037	786,294,855	38,086,996
2038	817,746,649	10,864,032
2039	850,456,515	7,908,369
2040	884,474,776	5,401,670
2041	919,853,767	25,653,270
2042	956,647,918	4,520,900
2043	994,913,834	3,155,250

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7. Through greater emphasis on pay-as-you-go infrastructure funding, it is the City's goal to reduce the General Fund transfer for debt service while remaining in compliance with all relevant bond or other debt covenants and indentures. Toward this goal and in compliance with such covenants, the maximum annual General Fund transfer for debt service is to be maintained at 20% of General Fund revenues (excluding state and federal grants) until FY 2019. Beginning in FY 2019 and in each subsequent fiscal year, the maximum annual General Fund transfer for debt service is to be reduced by 0.5% annually until it reaches 10% of General Fund revenues (excluding state and federal grants), at which point the maximum is to be held constant and remain at 10%. ***In Compliance***

General Fund Transfer Limit:	20.0%
FY 2016 budgeted General Fund Transfer:	13.1%

8. The City's desired target for average weighted General Obligation bond maturities is 12 years or less. ***In Compliance***

The average weighted General Obligation bond maturity as of April 30, 2015 is 8.5 years.

9. When refunding debt, the average weighted maturity of the refunded bonds may not be extended by more than one year unless approved by a two-thirds vote of the City Council present and voting. ***In Compliance***

<u>Series</u>	<u>Delivery Date</u>	<u>Average life of refunded bonds</u>	<u>Average life of refunding bonds</u>
Combined Utility System First Lien Revenue and Refunding Bonds, Series 2014D	7/9/2014	11.459	11.517
Public Improvement Refunding Bonds, Series 2014A	8/19/2014	10.468	10.365
Convention & Entertainment Hotel Occupancy Tax & Special Revenue Bonds, Series 2014	8/20/2014	15.897	15.906
Convention & Entertainment Hotel Occupancy Tax & Special Revenue Refunding Bonds, Series 2015	3/19/2015	10.768	10.689

10. Other than periodic refundings of commercial paper in accordance with routine City business, the City may initiate a refunding of outstanding debt when:
- a. A refinancing is expected to relieve the City of financially restrictive covenants;
  - b. A refinancing is expected to significantly reduce the remaining term of the debt being refunded; or
  - c. At the transaction's initiation, the City's financial advisors project net present value savings of at least:
    - i. 3% for Current Refundings, unless the final maturity of the refunded bonds is less than five years, in which case the bonds may be refunded for any savings if the final maturity of the bonds refunded is not extended; and
    - ii. 5% for Advance Refundings, unless the final maturity of the refunded bonds is less than five years, in which case the bonds may be refunded for any savings if the final maturity of the bonds refunded is not extended.

The Finance Working Group will be responsible for confirming that one of the above conditions exists.

***In Compliance***

11. All City financings must comply with applicable Federal, State and Local legal requirements; the Finance Working Group and City Council must approve the issue; the City must analyze the long-term affordability of the debt and assess the issue's impact on the City's self-imposed financial limitations on indebtedness.

***In Compliance***

12. The City shall review all outstanding debt at least annually for the purposes of identifying refunding opportunities. *In Compliance*
13. A formal Request for Information (RFI) process shall be conducted by the Finance Working Group annually when selecting underwriters in order to promote fairness, objectivity and transparency. The selection committee shall report results of the RFI process to BFA and present recommendations for transactions expected to occur during the following year. RFIs shall include questions related to the areas listed below to distinguish firms' qualifications and experience, including but not limited to:
- a. Relevant experience of the firm and the individuals assigned to the issuer, and the identification and experience of the individual in charge of day-to-day management of the bond sale, including both the investment banker(s) and the underwriter(s);
  - b. A description of the firm's bond distribution capabilities including the experience of the individual primarily responsible for underwriting the proposed bonds. The firm's ability to access both retail and institutional investors should be described;
  - c. Demonstration of the firm's understanding of the issuer's financial situation, including ideas on how the issuer should approach financing issues such as bond structures, credit rating strategies and investor marketing strategies;
  - d. Demonstration of the firm's knowledge of local political, economic, legal or other issues that may affect the proposed financing;
  - e. Documentation of the underwriter's participation in the issuer's recent competitive sales or the competitive sales of other issuers in the same state;
  - f. Analytic capability of the firm and assigned investment banker(s);
  - g. Access to sources of current market information to provide bond pricing data before, during, and after the sale;
  - h. Any finder's fees, fee splitting, or other contractual arrangements of the firm that could present a real or perceived conflict of interest, as well as any pending investigation of the firm or enforcement or disciplinary actions taken within the past three years by the Securities and Exchange Commission, the Municipal Securities Rulemaking Board, or any other regulatory agency.

*In Compliance*

A Request for Information was released on March 2, 2015. The deadline for submissions was March 16, 2015 and 36 responses were received. This was presented and assignments to underwriting pools distributed at the City of Houston Budget and Fiscal Affairs Committee on April 7, 2015. The term of the underwriting pools is through June 30, 2016.