

C/CAG

City/County Association of Governments of San Mateo County

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park
Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

C/CAG FINANCE COMMITTEE AGENDA

- Date:** Friday, November 7, 2014
- Time:** 12:00 noon – 1:00 p.m.
(Lunch will be provided at the Redwood City location)
- Place:** County Government Center
555 County Center, Fifth Floor
Conference Room One
Redwood City, CA
- Conference call location:** San Francisco Veterans Affairs Medical Ctr
4150 Clement St., Bldg 2, Room 267
San Francisco, CA 94121

- 1.0 CALL TO ORDER
- 2.0 PUBLIC COMMENT ON RELATED ITEMS NOT ON THE AGENDA
Note: Public comment is limited to two minutes per speaker.
- 3.0 Approval of minutes of August 8, 2014 meeting. (Action)
- 4.0 Receive copies of monthly investment statements for July, August, and September 2014.
(Information)
- 5.0 Review the C/CAG Quarterly Investment Report as of September 30, 2014. (Information)
- 6.0 Recommend modifications to the C/CAG investment portfolio as needed. (Action)
- 7.0 Review and recommend approval of C/CAG Investment Policy update. (Action)
- 8.0 Review and approval of 2015 Finance Committee Calendar. (Action)
- 9.0 ADJOURN

PUBLIC NOTICING: All notices of C/CAG Board and Committee meetings will be posted at San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA.

For questions about the agenda call Sandy Wong at 650 599.1409 or Jean Higaki at 650 599.1462.

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
FINANCE COMMITTEE
MEETING MINUTES
August 8, 2014**

Committee Members Attending:

Bob Grassilli (City of San Carlos)
Art Kiesel (City of Foster City)
Jay Benton (Town of Hillsborough) – call in

Guests or Staff Attending:

Sandy Wong, Jean Higaki - C/CAG Staff
Tracy Kwok - San Carlos Financial Services Manager

1. Call to order

At 12:03 P.M. Finance Committee meeting was called to order.

2. Public comment on related items not on the agenda.

None

3. Approval of minutes of May 2, 2014 meeting (Action)

Member Kiesel moved and member Grassilli seconded approval of the minutes. Motioned passed unanimously.

4. Receive copies of monthly investment statements for April, May, and June 2014. (Information)

Member Benton requested a description of where funds were spent and where revenue came from. The current report is cumulative over the quarter. Member Grassilli and member Kiesel requested to break the description down by each month and member Benton concurred.

5. Review the C/CAG Quarterly Investment Report as of June 30, 2014. (Action)

Member Kiesel moved and member Benton seconded acceptance of the C/CAG Quarterly Investment Report as of June 30, 2014. Motioned passed unanimously.

6. Recommend modifications to the C/CAG investment portfolio as needed. (Action)

Member Kiesel moved and member Benton seconded no change to the portfolio. Motioned passed unanimously.

7. Adjournment

The meeting adjourned at approximately 12:17 P.M.

C/CAG AGENDA REPORT

Date: November 7, 2014

To: C/CAG Finance Committee

From: Sandy Wong, Executive Director

Subject: Receive copies of monthly investment statements for July, August, and September 2014.

(For further information or questions contact Jean Higaki at 599-1462)

RECOMMENDATION

That the C/CAG Finance Committee receive copies of monthly investment statements for July, August, and September 2014.

FISCAL IMPACT

None

SOURCE OF FUNDS

C/CAG funds are held by the C/CAG Financial Agent (City of San Carlos).

BACKGROUND

The C/CAG Investment Policy adopted on October 10, 2013, states that the C/CAG Finance Committee shall analyze investment portfolio at least every quarter. Attached are the monthly statements for C/CAG investment funds for the quarter ending on September 30, 2014.

ATTACHMENTS

1. C/CAG's LAIF Regular Monthly Statements for July, August, and September 2014
2. LAIF Performance Report Quarter Ending September 30, 2014
3. C/CAG's SM County Investment Fund Summary for July, August, and September 2014
4. County Estimated Summary of Pool Earnings for July, August, and September 2014
5. Monthly Major Cash Inflows and Outflows for Quarter Ended September 30, 2014

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif
 August 05, 2014

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
 OF SAN MATEO COUNTY
 FINANCE OFFICER
 600 ELM STREET
 SAN CARLOS, CA 94070

PMIA Average Monthly Yields

Account Number:
 40-41-004

Tran Type Definitions

July 2014 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
7/1/2014	6/30/2014	RW	1436213	TRACY KWOK	-1,000,000.00
7/15/2014	7/14/2014	QRD	1439311	SYSTEM	6,232.59
7/16/2014	7/16/2014	RW	1439874	TRACY KWOK	-650,000.00
7/25/2014	7/24/2014	RD	1440651	TRACY KWOK	500,000.00

Account Summary

Total Deposit:	506,232.59	Beginning Balance:	12,230,009.93
Total Withdrawal:	-1,650,000.00	Ending Balance:	11,086,242.52

Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
 September 05, 2014

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
 OF SAN MATEO COUNTY
 FINANCE OFFICER
 600 ELM STREET
 SAN CARLOS, CA 94070

PMIA Average Monthly Yields

Account Number:
 40-41-004

Tran Type Definitions

August 2014 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
8/8/2014	8/8/2014	RD	1441752	TRACY KWOK	700,000.00

Account Summary

Total Deposit:	700,000.00	Beginning Balance:	11,086,242.52
Total Withdrawal:	0.00	Ending Balance:	11,786,242.52

Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
 October 02, 2014

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
 OF SAN MATEO COUNTY
 FINANCE OFFICER
 600 ELM STREET
 SAN CARLOS, CA 94070

PMIA Average Monthly Yields

Account Number:
 40-41-004

Tran Type Definitions

September 2014 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
9/4/2014	9/4/2014	RD	1443582	TRACY KWOK	300,000.00

Account Summary

Total Deposit:	300,000.00	Beginning Balance:	11,786,242.52
Total Withdrawal:	0.00	Ending Balance:	12,086,242.52



**BILL LOCKYER
TREASURER
STATE OF CALIFORNIA**



2014 LAIF Conference Registration

PMIA Performance Report

LAIF Performance Report

Quarter Ending 09/30/14

Apportionment Rate: 0.24%
 Earnings Ratio: .00000662348923179
 Fair Value Factor: 1.000181284
 Daily: 0.25%
 Quarter To Date: 0.25%
 Average Life: 232

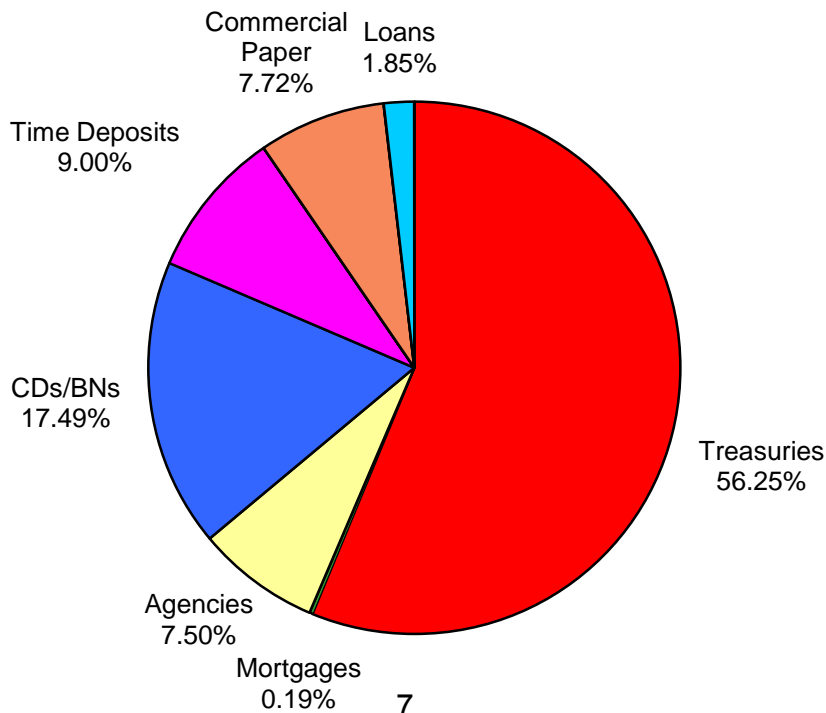
Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
10/09/14	0.26	0.26	232
10/10/14	0.26	0.26	233
10/11/14	0.26	0.26	233
10/12/14	0.26	0.26	233
10/13/14	0.26	0.26	230
10/14/14	0.26	0.26	229
10/15/14	0.26	0.26	230
10/16/14	0.26	0.26	229
10/17/14	0.26	0.26	229
10/18/14	0.26	0.26	229
10/19/14	0.26	0.26	229
10/20/14	0.26	0.26	220
10/21/14	0.25	0.26	220
10/22/14	0.25	0.26	219

PMIA Average Monthly Effective Yields

SEP 2014 0.246%
 AUG 2014 0.260%
 JUL 2014 0.244%

*Daily yield does not reflect capital gains or losses

**Pooled Money Investment Account
Portfolio Composition
\$56.5 Billion
09/30/14**



To: City of San Carlos-City/County Association of Governments
 Attn: Rebecca Mendenhall, Finance Manager
 From: San Mateo County Treasurer's Office
 Subj: SM County Investment Fund Summary
 Date: July 31, 2014

Account #03412

Activity	Date	Debit	Credit	Balance
BEGINNING BALANCE	06/30/14	---	---	\$6,549,782.07
INTEREST ALLOCATION-1st Q 2013-14 1	07/01/14	---	9,821.10	\$6,559,603.17
ENDING BALANCE	07/31/14	---	---	\$6,559,603.17

Total Transactions	1
Total Debits	\$0.00
Total Credits	\$9,821.10

To: City of San Carlos-City/County Association of Governments
Attn: Rebecca Mendenhall, Finance Manager
From: San Mateo County Treasurer's Office
Subj: SM County Investment Fund Summary
Date: August 31, 2013

Account #03412

Activity	Date	Debit	Credit	Balance
BEGINNING BALANCE	07/31/14	---	---	\$6,559,603.17
ENDING BALANCE	08/31/14	---	---	\$6,559,603.17
Total Transactions	0			
Total Debits	\$0.00			
Total Credits	\$0.00			

To: City of San Carlos-City/County Association of Governments
 Attn: Rebecca Mendenhall, Finance Manager
 From: San Mateo County Treasurer's Office
 Subj: SM County Investment Fund Summary
 Date: September 30, 2014

Account #03412

Activity	Date	Debit	Credit	Balance
BEGINNING BALANCE	08/31/14	---	---	\$6,559,603.17
ENDING BALANCE	09/30/14	---	---	\$6,559,603.17

Total Transactions	0
Total Debits	\$0.00
Total Credits	\$0.00

**COUNTY OF SAN MATEO
ESTIMATED SUMMARY OF POOL EARNINGS
JULY 2014**

	<u>Par Value</u>	<u>Gross Earnings</u>
<u>Fixed Income Securities Maturing > 1 year</u>		
U S Treasury Notes	\$525,000,000	\$367,723.46
U S Treasury Notes-Floater	\$20,000,000	\$210.00
Federal Agencies	775,058,857.00	491,878.75
Corporate Notes	445,500,000.00,	406,110.30
Floating Rate Securities	370,000,000.00	137,529.96
	\$2,135,558,857	\$1,403,452.47
<u>Short Term Securities Maturing < 1 year</u>		
U S Treasury Notes		
Federal Agencies	831,231,000	114,125.07
Corporate Notes	40,050,000	50,694.51
Floating Rate Securities	81,000,000	24,765.16
LAIF	50,000,000	6,849.32
Commercial Paper	153,700,000	24,352.00
Certificate of Deposit	70,000,000	11,253.42
Repurchase Agreements	92,250,000	205.00
	\$1,318,231,000	\$232,244.48
Total Accrued Interest	\$3,453,789,857	\$1,635,696.95
<u>Realized Gain/Loss & Interest Received</u>		
U S Treasury Notes		\$197,176.21
Federal Agencies		16,016.74
Corporate Notes		162,952.57
Floating Rate Securities		35,480.66
LAIF		2,580.54
Commercial Paper		7,247.10
Repurchase Agreements		7,302.16
Total Realized Income		\$428,755.98
TOTAL DOLLAR EARNINGS		\$2,064,452.93

AVERAGE BALANCE		\$3,491,965,833.19
GROSS EARNINGS RATE / GROSS DOLLAR EARNINGS	0.70%	\$2,064,452.93
ADMINISTRATION FEES		(\$341,064.61)
NET EARNINGS RATE / NET DOLLAR EARNINGS	0.58%	\$1,723,388.32

**COUNTY OF SAN MATEO
ESTIMATED SUMMARY OF POOL EARNINGS
AUGUST 2014**

	<u>Par Value</u>	<u>Gross Earnings</u>
<u>Fixed Income Securities Maturing > 1 year</u>		
U S Treasury Notes	\$525,000,000	\$402,369.85
U S Treasury Notes-Floater	\$20,000,000	\$1,426.48
Federal Agencies	872,058,857.00	454,968.12
Corporate Notes	441,500,000.00	458,245.95
Floating Rate Securities	375,000,000.00	159,960.94
	\$2,233,558,857	\$1,476,971.34
<u>Short Term Securities Maturing < 1 year</u>		
Federal Agencies	739,405,000	96,381.61
Corporate Notes	40,050,000	49,183.89
Floating Rate Securities	61,000,000	22,087.89
LAIF ,	50,000,000	8,493.15
Commercial Paper	138,700,000	24,936.92
Certificate of Deposit	25,000,000	4,458.90
Repurchase Agreements	97,500,000	325.00
	\$1,151,655,000	\$205,867.36
Total Accrued Interest	\$3,385,213,857	\$1,682,838.70
<u>Realized Gain/Loss & Interest Received</u>		
U S Treasury Notes		\$398,831.70
Federal Agencies		112,198.25
Corporate Notes		3,754.21
Floating Rate Securities		14,192.49
Certificate of Deposit		2,152.96
Commercial Paper		541.66
Repurchase Agreements		5,728.36
Total Realized Income		\$537,399.63
TOTAL DOLLAR EARNINGS		\$2,220,238.33

AVERAGE BALANCE		\$3,416,982,007.98
GROSS EARNINGS RATE / GROSS DOLLAR EARNINGS	0.77%	\$2,220,238.33
ADMINISTRATION FEES		(\$333,740.85)
NET EARNINGS RATE / NET DOLLAR EARNINGS	0.65%	\$1,886,497.48

**COUNTY OF SAN MATEO
ESTIMATED SUMMARY OF POOL EARNINGS
SEPTEMBER 2014**

	<u>Par Value</u>	<u>Gross Earnings</u>
<u>Fixed Income Securities Maturing > 1 year</u>		
U S Treasury Notes	\$575,000,000	\$521,313.34
U S Treasury Notes-Floater	\$20,000,000	\$1,201.74
Federal Agencies	857,258,857.00	402,274.83
Corporate Notes	429,500,000.00	418,457.59
Floating Rate Securities	340,000,000.00	128,336.27
	\$2,221,758,857	\$1,471,583.77
<u>Short Term Securities Maturing < 1 year</u>		
U S Treasury Notes		
Federal Agencies	827,067,000	86,114.39
Corporate Notes	57,050,000	40,669.30
Floating Rate Securities	96,000,000	25,442.10
LAIF	50,000,000	2,739.73
Commercial Paper	95,000,000	4,873.61
Certificate of Deposit	25,000,000	4,315.07
U.S. Treasury Bills	25,000,000	27.78
	\$1,175,117,000	\$164,181.98
Total Accrued Interest	\$3,396,875,857	\$1,635,765.75
<u>Realized Gain/Loss & Interest Received</u>		
U S Treasury Notes		\$362,913.10
Federal Agencies		178,282.37
Corporate Notes		30,397.39
Floating Rate Securities		62,919.99
Commercial Paper		15,146.17
Repurchase Agreements		2,865.50
Total Realized Income		\$652,524.52
TOTAL DOLLAR EARNINGS		\$2,288,290.27

AVERAGE BALANCE		\$3,409,455,669.94
GROSS EARNINGS RATE / GROSS DOLLAR EARNINGS	0.82%	\$2,288,290.27
ADMINISTRATION FEES		(\$322,263.62)
NET EARNINGS RATE / NET DOLLAR EARNINGS	0.70%	\$1,966,026.65

CITY & COUNTY ASSOCIATION OF GOVERNMENTS
Recap of Monthly Major Cash Inflows and Outflows
for Quarter Ended September 30, 2014

Major Cash Inflows and Outflows

Month	Program	From/To	Amount - In/(Out)
July 2014	Measure M	DMV	\$ 647,069
	Congestion Relief & Management	City of South San Francisco	166,325
		Total July Cash Inflow	\$ 813,394
	Measure M	Cities (San Carlos, Daly City & San Mateo)	(379,237)
	NPDES	EOA	(348,588)
	Smart Corridor	Kimley-Horn & Associates	(324,813)
	AB1546	City of San Carlos	(287,834)
	Energy Watch	San Mateo County	(214,165)
		Total July Cash Outflow	\$ (1,554,637)
		Net Cash Inflow/(Outflow)	\$ (741,243)

Month	Program	From/To	Amount - In/(Out)
August 2014	Congestion Relief & Management	MTC & Cities (Burlingame, Redwood City, San Mateo, Menlo Park)	\$ 926,767
	Measure M	DMV & CALTRANS	1,018,971
	Gas Tax Assessments	City of Daly City	199,610
	Smart Corridor	CALTRANS	288,314
	Energy Watch	PG&E	218,913
		Total August Cash Inflow	\$ 2,652,575
	Measure M	SAMTRANS & San Mateo County	(898,803)
	NPDES	EOA & San Mateo County	(471,578)
	Safe Route to School	San Mateo County	(422,554)
	Smart Corridor	Peninsula Corridor Joint Power	(113,717)
	Congestion Relief & Management	San Mateo County, Peninsula Traffic, MTC Service Authority & City of Menlo Park	(350,667)
		Total August Cash Outflow	\$ (2,257,319)
		Net Cash Inflow/(Outflow)	\$ 395,256

Month	Program	From/To	Amount - In/(Out)
September 2014	Congestion Management	CALTRANS & City of San Bruno	\$ 311,556
	Smart Corridor	CALTRANS	208,952
		Total September Cash Inflow	\$ 520,508
	Smart Corridor	Kimley-Horn & Associates	(93,658)
	Congestion Management & Energy Watch	San Mateo County	(143,461)
		Total September Cash Outflow	\$ (237,119)
		Net Cash Inflow/(Outflow)	\$ 283,389

C/CAG
CITY/COUNTY ASSOCIATION OF GOVERNMENTS
of San Mateo County

Board of Directors Agenda Report

To: Sandy Wong, Executive Director
From: Tracy Kwok, Financial Services Manager
Date: October 31, 2014

SUBJECT: Quarterly Investment Report as of September 30, 2014

RECOMMENDATION:

It is recommended that the C/CAG Board review and accept the Quarterly Investment Report.

ANALYSIS:

The attached investment report indicates that on September 30, 2014, funds in the amount of \$18,645,846 were invested producing a weighted average yield of 0.38%. Of the total investment portfolio, 65% were invested in the Local Agency Investment Fund (LAIF) and 35% in the San Mateo County Investment Pool (COPOOL). These percentages are within the range specified by the CCAG Board. Accrued interest earnings for this quarter totaled \$17,677.

Below is a summary of the changes from the prior quarter:

	Qtr Ended 9/30/14	Qtr Ended 6/30/14	Increase (Decrease)
Total Portfolio	\$ 18,645,846	\$ 18,779,792	\$ (133,946)
Weighted Average Yield	0.38%	0.35%	0.03%
Accrued Interest Earnings	\$ 17,677	\$ 16,054	\$ 1,623

The total portfolio decreased by \$133,946, primarily due to payments for Measure M, Congestion Management, Smart Corridor, NPDES, and energy watch that is more than revenues received in this quarter. Although the portfolio balance is lower as of September 30, the average daily balance during this quarter is higher than the last quarter. With the higher average daily balance and a level weighted average yield, the interest earned this quarter is slightly more than the last quarter.

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis to ensure that C/CAG's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. As of September 30, 2014, the portfolio contains sufficient liquidity to meet the next six months of expected expenditures by C/CAG. All investments are in compliance with the Investment Policy. Attachment 2 shows a historical comparison of the portfolio for the past nine quarters.

The primary objective of the investment policy of the CCAG remains to be the SAFETY OF PRINCIPAL. The permitted investments section of the investment policy also states:

Local Agency Investment Fund (LAIF) which is a State of California managed investment pool, and San Mateo County Investment pool, may be used up to the maximum permitted by California State Law. A review of the pool/fund is required when they are part of the list of authorized investments.

The Investment Advisory Committee has reviewed and approved the attached Investment Report.

Attachments

- 1 – Investment Portfolio Summary for the Quarter Ended September 30, 2014
- 2 – Historical Summary of Investment Portfolio

CITY & COUNTY ASSOCIATION OF GOVERNMENTS

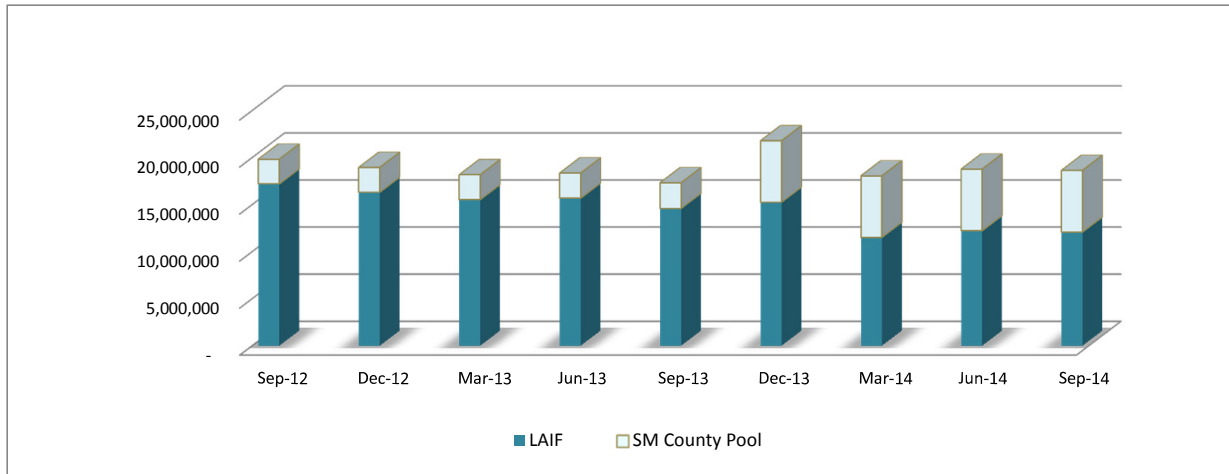
SUMMARY OF ALL INVESTMENTS
For Quarter Ending September 30, 2014

Category	Weighted Average Interest Rate	HISTORICAL Book Value	% of Portfolio	GASB 31 ADJ Market Value
Liquid Investments:				
Local Agency Investment Fund (LAIF)	0.24%	12,086,243	65%	12,088,434
San Mateo County Investment Pool (COPOOL)	0.64%	6,559,603	35%	6,559,603
Agency Securities				
<i>none</i>				
Total - Investments	0.38%	18,645,846	100%	18,648,037
GRAND TOTAL OF PORTFOLIO	0.38%	\$ 18,645,846	100%	\$ 18,648,037
Total Interest Earned This Quarter				17,677
Total Interest Earned (Loss) Fiscal Year-to-Date				17,677

Note: CCAG Board approved the following investment portfolio mix at its November 14, 2013 meeting:

LAIF - 50% to 70%
COPOOL - 30% to 50%

**City and County Association of Governments
Historical Summary of Investment Portfolio
September 30, 2014**



City/County Association of Governments Investment Portfolio

	Sep-12	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14
LAIF	17,207,806	16,319,895	15,532,855	15,693,902	14,603,467	15,263,408	11,523,029	12,230,010	12,086,243
SM County Pool	2,627,815	2,641,320	2,646,873	2,662,308	2,721,814	6,526,385	6,539,496	6,549,782	6,559,603
Total	19,835,621	18,961,215	18,179,727	18,356,210	17,325,281	21,789,793	18,062,525	18,779,792	18,645,846

C/CAG AGENDA REPORT

Date: November 7, 2014
To: C/CAG Finance Committee
From: Sandy Wong, Executive Director
Subject: Recommend modifications to the C/CAG investment portfolio as needed.

(For further information or questions contact Sandy Wong at 599-1409)

RECOMMENDATION

That the C/CAG Finance Committee review of the quarterly investment report and recommend modifications to the C/CAG investment portfolio as needed.

FISCAL IMPACT

Potential for higher or lower yields and risk associate with C/CAG investments.

SOURCE OF FUNDS

The Investment Policy applies to all C/CAG funds held by the C/CAG Financial Agent (City of San Carlos).

BACKGROUND

According to the C/CAG Investment Policy adopted on Oct 10, 2013:

“The portfolio should be analyzed not less than quarterly by the C/CAG Finance Committee, and modified as appropriate periodically as recommended by the Finance Committee and approved by the C/CAG Board, to respond to changing circumstances in order to achieve the Safety of Principal.”

The Finance Committee will seek to provide a balance between the various investments and maturities in order to give C/CAG the optimum combination of Safety of Principal, necessary liquidity, and optimal yield based on cash flow projections.

A summary of the July, August, and September 2014 earning rates are as follows:

	Local Agency Investment Fund (LAIF)	San Mateo County Investment Pool (COPOOL)
July	0.244%	0.58%
August	0.260%	0.65%
September	0.246%	0.70%

On November 14, 2013 the C/CAG Board approved the C/CAG investment portfolio as follows:

Local Agency Investment Fund (LAIF) 50% to 70%
 San Mateo County Investment Pool (COPOOL) 30% to 50%

On August 8, 2014 the Finance Committee reviewed the investment earnings and recommended no change to the investment portfolio. On August 14, 2014 the C/CAG Board approved the recommendation of the Finance Committee. As a result, current investment portfolio as of September 30, 2014 is as follows:

	6/30/2014		9/30/2014	
	Amount	Percent	Amount	Percent
LAIF	\$12,230,010	65%	\$12,086,243	65%
COPOOL	\$6,549,782	35%	\$6,559,603	35%
Total	\$18,779,792	100%	\$18,645,846	100%

ATTACHMENTS

None

C/CAG AGENDA REPORT

Date: November 7, 2014
To: C/CAG Finance Committee
From: Sandy Wong, Executive Director
Subject: Review and recommend approval of the 2015 C/CAG Investment Policy
(For further information or questions contact Sandy Wong at 599-1409)

RECOMMENDATION:

That the Finance Committee review and recommend approval of the 2015 C/CAG Investment Policy.

FISCAL IMPACT:

Adoption of the Investment Policy will potentially reduce the return on investments while reducing or eliminating the potential for loss of principal.

SOURCE OF FUNDS:

The Investment Policy applies to all C/CAG funds held by the C/CAG Fiscal Agent (City of San Carlos).

BACKGROUND/DISCUSSION:

The C/CAG Investment Policy states that the policy shall be reviewed at least annually, and that it shall be adopted by resolution of the C/CAG Board on an annual basis. In the past, the C/CAG Board has adopted C/CAG Investment Policy in June 2010, September 2011, December 2012, and October 2013.

The proposed 2015 C/CAG Investment Policy, is based on the policy adopted most recently in October 2013, with proposed changes shown using track changes features.

ATTACHMENT:

1. 2015 C/CAG Investment Policy

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
(C/CAG)**

INVESTMENT POLICY

| Adopted on ~~October 10, 2013~~ November 13, 2014

POLICY

The investment of the funds of the City and County Association of Governments (C/CAG) is directed to the goals of safety, liquidity and yield. This Investment Policy incorporates the policies defined by the certified investment policy standards recommended by the Association of Public Treasurers. The authority governing investments for municipal governments is set forth in the California Government Code, Sections 53601 through 53659. C/CAG's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

The three objectives, in priority order, of the investment policy of the City and County Association of Governments are:

- 1- SAFETY OF PRINCIPAL - The primary objective of the investment policy of the City and County Association of Governments is SAFETY OF PRINCIPAL. Investments shall be placed in those securities as outlined by type and maturity sector in this document to achieve this objective. The portfolio should be analyzed not less than quarterly by the C/CAG Finance Committee and modified as appropriate periodically as recommended by the Finance Committee and approved by the C/CAG Board, to respond to changing circumstances in order to achieve the Safety of Principal.
- 2- LIQUIDITY TO MEET NEEDS - Effective cash flow management and resulting cash investment practices are recognized as essential to good fiscal management and control. The portfolio should have adequate liquidity to meet the immediate and short term needs.
- 3- RETURN ON INVESTMENT - A reasonable return on investment should be pursued. Safety of Principal should not be reduced in order to achieve higher yield.

| C/CAG's investment portfolio shall be designed and managed in a manner responsive to the public trust and consistent with State and local laws. Portfolio management requires continual analysis and as a result the balance between the various investments and maturities may change in order to give C/CAG the optimum combination of Safety of Principal, necessary liquidity, and optimal yield based on cash flow projections.

SCOPE

The investment policy applies to all financial assets of the City and County Association of Governments as accounted for in the Annual Financial Statements. Policy statements outlined in this document focus on C/CAG's pooled funds.

PRUDENCE

The standard to be used by investment officials shall be that of a "prudent investor" and shall be applied in the context of managing all aspects of the overall portfolio. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

It is C/CAG's full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars.

However, it is realized that market prices of securities will vary depending on economic and interest rate conditions at any point in time. It is further recognized that in a well-diversified investment portfolio, occasional measured losses are inevitable due to economic, bond market or individual security credit analysis. These occasional losses must be considered within the context of the overall investment program objectives and the resultant long-term rate of return.

The Administrative Services Director of the City of San Carlos (City) and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

OBJECTIVES

Safety of Principal

Safety of principal is the foremost objective of the City and County Association of Governments. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker-dealer default or erosion of market value. C/CAG shall seek to preserve principal by mitigating the ~~three~~two types of risk: credit risk, ~~and~~ market risk ~~and interest rate risk~~.

Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in investment grade securities and by diversifying the investment portfolio so that the failure of any one issuer does not unduly harm C/CAG's capital base and cash flow.

Market risk, defined as market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by limiting the average maturity of C/CAG's investment portfolio to two years, the maximum maturity of any one security to five years, structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities prior to maturity and avoiding the purchase of long term securities for the sole purpose of short term speculation.

~~Interest rate risk, defined as pursuing higher yields at the cost of increasing the risk of loss of principal, shall be mitigated by accepting a lower return with increased safety of principal, by investing in investment grade securities, and by diversifying the investment.~~

Liquidity

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis in an effort to ensure that C/CAG's investment portfolio will remain sufficiently liquid to enable C/CAG to meet all reasonably anticipated operating requirements. The C/CAG Executive Director will provide a projected cash flow schedule in consultation with the C/CAG Chair.

MATURITY MATRIX

Maturities of investments will be selected based on liquidity requirements to minimize interest rate risk and maximize earnings. Current and expected yield curve analysis will be monitored and the portfolio will be invested accordingly. The weighted average maturity of the pooled portfolio should not exceed two years and the following percentages of the portfolio should be invested in the following maturity sectors:

Maturity Range	Suggested Percentage
1 day to 7 days	10 to 50%
7 days to 180	10 to 30%
180 days to 360 days	10 to 30%
1 year to 2 years	10 to 20%
2 years to 3 years	0 to 20%
3 years to 4 years	0 to 20%
4 years to 5 years	0 to 20%

No more than 30% of the portfolio shall have a maturity of 2-5 years.

PERFORMANCE EVALUATION

Day to day management of C/CAG's portfolio is conducted by the C/CAG Fiscal Agent Financial Services Manager. Investment performance is monitored and evaluated by the Fiscal Agent's Investment Committee and provided to the **C/CAG Finance Committee** and C/CAG Board on a quarterly basis. Investment performance statistics and activity reports are generated on a quarterly basis for review by the Fiscal Agent's Investment Committee and presentation to the **C/CAG Finance Committee**, and to the C/CAG Board. Annually, a statement of investment policy, and any proposed changes to the policy, will be rendered to the **C/CAG Finance Committee** and to the C/CAG Board for consideration at a public meeting.

C/CAG's investment portfolio is designed to at least attain a market average rate of return through economic cycles. The market average rate of return is defined as average return on the Local Agency Investment Fund (assuming the State does not adversely affect LAIF's returns due to budget constraints).

DELEGATION OF AUTHORITY

The Joint Powers Authority Agreement of the City and County Association of Governments of San Mateo County and the authority granted by the C/CAG Board, assign the responsibility of investing unexpended cash to the City's Administrative Services Director. Daily management responsibility of the investment program may be delegated to the City's Financial Services Manager, who shall establish procedures for the operation consistent with this investment policy. For the longer term investments the C/CAG Fiscal Agent shall invest in accordance with the directions provided by C/CAG Board.

FISCAL AGENT INVESTMENT COMMITTEE

An investment committee consisting of the City of San Carlos Treasurer, City Manager, and Administrative Services Director shall be established to provide general oversight and direction concerning the policy related to management of C/CAG's investment pool. The Financial Services Manager shall not be a member of the committee but shall serve in a staff and advisory capacity. The committee shall review and approve quarterly investment reports prepared by the Finance Department and reviewed by the Financial Services Manager or meet as necessary to discuss changes to the report or the investment strategy. The Investment Committee serving as the legislative body of the Investment Policy will have the quarterly reports for their review within thirty (30) days following the end of the quarter covered by the report as per Section 53646 (b)(1) of the California Government Code.

ETHICS AND CONFLICTS OF INTEREST

The **C/CAG Finance Committee**, Officers, and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program, or impairs their ability to make impartial investment decisions. Additionally the ~~City's Fiscal Agent's~~ Administrative Services Director and the Financial Services Manager, are required to annually file applicable financial disclosures (Form 700 etc.) as required by the Fair Political Practices Commission (FPPC).

SAFEKEEPING OF SECURITIES

To protect against fraud or embezzlement or losses caused by collapse of an individual securities dealer, all securities owned by C/CAG shall be held in safekeeping by a third party bank trust department, acting as agent for C/CAG under the terms of a custody agreement. All trades executed by a dealer will settle delivery versus payment (DVP) through C/CAG's safekeeping agent.

A receipt shall be provided for securities held in custody for C/CAG and shall be monitored by the ~~Fiscal Agent's~~ Administrative Services Director to verify investment holdings.

All exceptions to this safekeeping policy must be approved by the Fiscal Agent's Administrative Services Director in written form and included in the quarterly reporting to the C/CAG Board.

INTERNAL CONTROL

Separation of functions between the ~~City's Fiscal Agent's~~ Administrative Services Director or Financial Services Manager and/or the Senior Accountant is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions.

Investment decisions are made by the Fiscal Agent's Administrative Services Director, executed by the Fiscal Agent's Administrative Services Director or Financial Services Manager and confirmed by the Senior Accountant. All wire transfers initiated by the Fiscal Agent's Administrative Services Director or Financial Services Manager must be reconfirmed by the appropriate financial institution by the Senior Accountant. Proper documentation obtained from confirmation and cash disbursement wire transfers is required for each investment transaction. Timely bank reconciliation is conducted to ensure proper handling of all transactions.

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Fiscal Agent's Senior Accountant on a monthly basis. An independent analysis by an external auditor shall be conducted annually to review and perform procedure testing on the Agency's cash and investments that have a material impact on the financial statements. The Fiscal Agent's Administrative Services Director and/or C/CAG Executive Director shall review and assure compliance with investment process and procedures.

REPORTING

The ~~Administrative Services Director Fiscal Agent's Investment Committee~~ shall review and render quarterly reports to the C/CAG Executive Director and to the C/CAG Board which shall include the face amount of the cash investment, the classification of the investment, the name of the institution or entity, the rate of interest, the maturity date, the current market value and accrued interest due for all securities. The quarterly reports will be submitted to the Fiscal Agent's Investment Committee C/CAG Executive Director within thirty (30) days following the end of the quarter covered by the report as per Section 53646 (b)(1) of the California Government Code. Once approved by the ~~C/CAG Executive Director~~ Fiscal Agent's Investment Committee, the quarterly reports ~~is submitted to the C/CAG Executive Director and the C/CAG Finance Committee for review.~~ The quarterly reports shall be placed on C/CAG's meeting agenda for its review and approval no later than 75 days after the quarter ends.

QUALIFIED BROKER/DEALERS

C/CAG shall transact business only with banks, savings and loans, and with broker/dealers registered with the State of California or the Securities and Exchange Committee. The broker/dealers should be primary or regional dealers. ~~The City's Administrative Services Director will maintain a list of approved dealers.~~ Investment staff shall investigate dealers

wishing to do business with C/CAG's staff to determine if they are adequately capitalized, have pending legal action against the firm or the individual broker and make markets in the securities appropriate to C/CAG's needs. The Investment staff shall recommend additions to the approved dealer list to the C/CAG Executive Director for approval.

~~The Administrative Services Director or Financial Services Manager shall annually send a copy of the current investment policy to all broker/dealers approved to do business with C/CAG. Confirmation of receipt of this policy shall be considered evidence that the dealer understands C/CAG's investment policies and intends to sell C/CAG only appropriate investments authorized by this investment policy.~~

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COLLATERAL REQUIREMENTS

Collateral is required for investments in certificates of deposit. In order to reduce market risk, the collateral level will be at least 110% of market value of principal and accrued interest. Collaterals should be held by an independent third party. Collaterals should be required for investments in CDs in excess of FDIC insured amounts.

~~In order to conform with the provisions of the Federal Bankruptcy Code which provides for liquidation of securities held as collateral, the only securities acceptable as collateral shall be certificates of deposit, commercial paper, eligible banker's acceptances, medium term notes or securities that are direct obligations of, or are fully guaranteed as to principal and interest by, the United States or any agency of the United States.~~

AUTHORIZED INVESTMENTS

Investment of C/CAG's funds is governed by the California Government Code Sections 53600 et seq. The level of investment in all areas will be reviewed by the C/CAG Executive Director. Within the context of the limitations, the following investments are authorized, as further limited herein:

1. United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable.
2. Obligations issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC). There is no percentage limitation of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable.

Investments detailed in items 3 through [910](#) are further restricted to a percentage of the cost value of the portfolio in any single issuer name to a maximum of 5%. The total value

invested in any one issuer shall not exceed 5% of the issuer's net worth. Again, a five-year maximum maturity limitation is applicable unless further restricted by this policy.

3. Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances. Banker's acceptances purchased may not exceed 180 days to maturity or 30% of the cost value of the portfolio ~~and no more than 5% of the portfolio to any one corporate borrower.~~
4. Commercial paper ranked P1 by Moody's Investor Services or A1+ by Standard & Poor's, and issued by domestic corporations having assets in excess of \$500,000,000 and having an AA or better rating on its' long term debentures as provided by Moody's or Standard & Poor's. Purchases of eligible commercial paper may not exceed 270 days to maturity nor represent more than ~~105%~~ 105% of the outstanding paper of the issuing corporation. Purchases of commercial paper may not exceed ~~1525%~~ 1525% of the cost value of the portfolio ~~and no more than 5% of the portfolio to any one corporate borrower.~~
5. Negotiable Certificates of Deposit issued by nationally or state chartered banks (FDIC insured institutions) or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio ~~with a one year maturity and 20 % with a one to five year maturity.~~ A maturity limitation of five years is applicable ~~and no more than 5% of the portfolio to any one corporate borrower.~~
6. Local Agency Investment Fund (LAIF) which is a State of California managed investment pool, and San Mateo County Investment pool, may be used up to the maximum permitted by California State Law. A review of the pool/fund is required when they are part of the list of authorized investments.
7. Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio ~~with a one year maturity and 20 % with a one to five year maturity~~ may be invested in this investment type ~~and no more than 5% of the portfolio to any one corporate borrower.~~
8. Medium Term Corporate Notes, with a maximum maturity of five years may be purchased. Securities eligible for investment shall be rated AA or better by Moody's or Standard & Poor's rating services. Purchase of medium term notes may not exceed 30% of the market value of the portfolio ~~with a one year maturity and 20 % with a one to five year maturity~~ and no more than 5% of the market value of the portfolio may be invested in notes issued by one corporation. Commercial paper holdings should also be included when calculating the limitation. The C/CAG portfolio should ~~not have more than 5% of its investment portfolio (cumulative for all categories of investment) in any one corporate borrower~~ also be included when calculating the 15% limitation.
9. Ineligible investments are those that are not described herein, including but not limited to, common stocks and long term (over five years in maturity) notes and bonds are prohibited from use in this portfolio. It is noted that special circumstances may arise that necessitate the purchase of securities beyond the five-year limitation. On such occasions,

requests must be reviewed by the C/CAG Executive Director and approved by the C/CAG Board prior to purchase.

10. Various daily money market funds administered for or by trustees, paying agents and custodian banks contracted by the City and County Association of Governments may be purchased as allowed under State of California Government Code. Only funds holding U.S. Treasury or Government agency obligations can be utilized.

The following summary of maximum percentage limits, by instrument, is established for C/CAG's total pooled funds portfolio:

<u>Investment Type</u>	<u>Percentage/Amount</u>
Repurchase Agreements	Not Allowed
Local Agency Investment Fund	\$ 40,000,000 per account
San Mateo County Investment Pool	\$ 40,000,000 per account
US Treasury Bonds/Notes/Bills	0 to 100%
US Government Agency Obligations	0 to 100%
Bankers' Acceptances	0 to 30%
Commercial Paper	0 to 5%
Negotiable Certificates of Deposit	0 to 30%
Time Certificates of Deposit	0 to 25%
Medium Term Corporate Notes	0 to 5%
Reverse Repurchase Agreements	0%

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Minimum Credit Quality</u>	<u>Maximum in Portfolio</u>	<u>Maximum Investment in One Issuer</u>
<u>Local Agency Investment Fund (LAIF)</u>	<u>Upon Demand</u>	<u>N/A</u>	<u>\$40 million per account</u>	<u>N/A</u>
<u>San Mateo County Investment Pool</u>	<u>Upon Demand</u>	<u>N/A</u>	<u>\$40 million per account</u>	<u>N/A</u>
<u>Treasury Bills</u>	<u>5 Years</u>	<u>N/A</u>	<u>100%</u>	<u>N/A</u>
<u>US Government Agency and Federal Agency Securities</u>	<u>5 Years</u>	<u>N/A</u>	<u>100%</u>	<u>N/A</u>
<u>Bankers Acceptances</u>	<u>180 Days</u>	<u>N/A</u>	<u>30%</u>	<u>(A), (B)</u>
<u>Commercial Paper</u>	<u>270 Days</u>	<u>AA</u>	<u>25%</u>	<u>(A), (B)</u>
<u>Negotiable Certificates of Deposit</u>	<u>5 Years</u>	<u>N/A</u>	<u>30%</u>	<u>(A), (B)</u>
<u>Time Certificates of Deposit – Banks or Savings and Loans</u>	<u>5 Years</u>	<u>N/A</u>	<u>25%</u>	<u>(A), (B)</u>
<u>Medium Term Corporate Notes</u>	<u>5 Years</u>	<u>AA</u>	<u>30%</u>	<u>(A), (B)</u>

(A) 5% of outstanding paper of issuing corporation
(B) 5% of the portfolio in one corporation

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DERIVATIVE INVESTMENTS

Derivatives are investments whose value is "derived" from a benchmark or index. That benchmark can be almost any financial measure from interest rates to commodity and stock prices. ~~The Joint Powers Authority will not invest directly in derivative investments. However, derivative investments could be made by the San Mateo County Pool or the Local Agency Investment Fund (LAIF) in which C/CAG invests. Therefore, the C/CAG Board may limit or prohibit how much is invested in the pools. Securities or investments classified as derivatives must be issued by an agency or entity authorized by this policy.~~ The use of derivatives is prohibited under this policy.

LEGISLATIVE CHANGES

Any State of California legislative action that further restricts allowable maturities, investment type, or percentage allocations will be incorporated into the City and County Association of Governments' Investment Policy and supersede any and all previous applicable language.

INTEREST EARNINGS

All moneys earned and collected from investments authorized in this policy shall be allocated quarterly based on the cash balance in each fund at quarter end as percentage of the entire pooled portfolio.

LIMITING MARKET VALUE EROSION

The longer the maturity of securities, the greater their market price volatility. Therefore, it is the general policy of C/CAG to limit the potential effects from erosion in market values by adhering to the following guidelines:

All immediate and anticipated liquidity requirements will be addressed prior to purchasing all investments.

Maturity dates for long-term investments will coincide with significant cash flow requirements where possible, to assist with short term cash requirements at maturity.

All long-term securities will be purchased with the intent to hold all investments to maturity under then prevailing economic conditions. However, economic or market conditions may change, making it in C/CAG's best interest to sell or trade a security prior to maturity.

PORTFOLIO MANAGEMENT ACTIVITY

The investment program shall seek to augment returns consistent with the intent of this policy, identified risk limitations and prudent investment principals. These objectives will be achieved by use of the following strategies:

Active Portfolio Management. Through active fund and cash flow management, taking advantage of current economic and interest rate trends, the portfolio yield may be enhanced with

limited and measurable increases in risk by extending the weighted maturity of the total portfolio.

Portfolio Maturity Management. When structuring the maturity composition of the portfolio, C/CAG shall evaluate current and expected interest rate yields and necessary cash flow requirements. It is recognized that in normal market conditions longer maturities produce higher yields. However, the securities with longer maturities also experience greater price fluctuations when the level of interest rates change.

Security Swaps. C/CAG may take advantage of security swap opportunities to improve the overall portfolio yield. A swap, which improves the portfolio yield, may be selected even if the transactions result in an accounting loss. Documentation for swaps will be included in C/CAG's permanent investment file documents. No swap may be entered into without the approval of the C/CAG Executive Director and the C/CAG Board.

Competitive Bidding. It is the policy of C/CAG to require competitive bidding for investment transactions that are not classified as "new issue" securities. For the purchase of non-"new issue" securities and the sale of all securities at least three bidders must be contacted. Competitive bidding for security swaps is also suggested, however, it is understood that certain time constraints and broker portfolio limitations exist which would not accommodate the competitive bidding process. If a time or portfolio constraining condition exists, the pricing of the swap should be verified to current market conditions and documented for auditing purposes.

POLICY REVIEW

The City/County Association of Governments' investment policy shall be adopted by resolution of the C/CAG Board on an annual basis. This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends. The Investment Policy, including any amendments to the policy shall be forwarded to the C/CAG Board for approval.

Glossary of Terms

Accrued Interest- Interest earned but not yet received.

Active Deposits- Funds which are immediately required for disbursement.

Amortization- An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

Asked Price- The price a broker dealer offers to sell securities.

Basis Point- One basis point is one hundredth of one percent (.01).

Bid Price- The price a broker dealer offers to purchase securities.

Bond- A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Bond Swap - Selling one bond issue and buying another at the same time in order to create an advantage for the investor. Some benefits of swapping may include tax-deductible losses, increased yields, and an improved quality portfolio.

Book Entry Securities - Securities, such as stocks held in "street name," that are recorded in a customer's account, but are not accompanied by a certificate. The trend is toward a certificate-free society in order to cut down on paperwork and to diminish investors' concerns about the certificates themselves. All the large New York City banks, including those that handle the bulk of the transactions of the major government securities dealers, now clear most of their transactions with each other and with the Federal Reserve through the use of automated telecommunications and the "book-entry" custody system maintained by the Federal Reserve Bank of New York. These banks have deposited with the Federal Reserve Bank a major portion of their government and agency securities holdings, including securities held for the accounts of their customers or in a fiduciary capacity. Virtually all transfers for the account of the banks, as well as for the government securities dealers who are their clients, are now effected solely by bookkeeping entries. The system reduces the costs and risks of physical handling and speeds the completion of transactions.

Bearer and Registered Bonds - In the past, bearer and registered bonds were issued in paper form. Those still outstanding may be exchanged at any Federal Reserve Bank or branch for an equal amount of any authorized denomination of the same issue. Outstanding bearer bonds are interchangeable with registered bonds and bonds in "book-entry" form. That is, the latter exist as computer entries only and no paper securities are issued. New bearer and registered bonds are no longer being issued. Since August 1986, the Treasury's new issues of marketable notes and bonds are available in book-entry form only. All Treasury bills and more than 90% of all other marketable securities are now in book-entry form. Book-entry obligations are transferable only pursuant to regulations prescribed by the Secretary of the Treasury.

Book Value- The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

Broker - In securities, the intermediary between a buyer and a seller of securities. The broker, who usually charges a commission, must be registered with the exchange in which he or she is trading, accounting for the name registered representative.

Certificate of Deposit- A deposit insured up to \$100,000 by the FDIC at a set rate for a specified period of time.

Collateral- Securities, evidence of deposit or pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public moneys.

Constant Maturity Treasury (CMT)- An average yield of a specific Treasury maturity sector for a specific time frame. This is a market index for reference of past direction of interest rates for the given Treasury maturity range.

Coupon- The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

County Pool- County of San Mateo managed investment pool.

Credit Analysis- A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

Current Yield- The interest paid on an investment expressed as a percentage of the current price of the security.

Custody- A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principle.

Delivery vs. Payment (DVP)- Delivery of securities with a simultaneous exchange of money for the securities.

Discount- The difference between the cost of a security and its value at maturity when quoted at lower than face value.

Diversification- Dividing investment funds among a variety of securities offering independent returns and risk profiles.

Duration- The weighted average maturity of a bond's cash flow stream, where the present value of the cash flows serve as the weights; the future point in time at which on average, an investor has received exactly half of the original investment, in present value terms; a bond's zero-coupon equivalent; the fulcrum of a bond's present value cash flow time line.

Fannie Mae- Trade name for the Federal National Mortgage Association (FNMA), a U.S. sponsored corporation.

Federal Reserve System- The central bank of the U.S. that consists of a seven member Board of Governors, 12 regional banks and 5,700 commercial banks that are members.

Federal Deposit Insurance Corporation (FDIC)- Insurance provided to customers of a subscribing bank that guarantees deposits to a set limit (currently \$100,000) per account.

Fed Wire- A wire transmission service established by the Federal Reserve Bank to facilitate the transfer of funds through debits and credits of funds between participants within the Fed system.

Fiscal Agent - The organization that is essentially the checkbook for C/CAG funds.

Freddie Mac- Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

Ginnie Mae- Trade name for the Government National Mortgage Association (GNMA), a direct obligation bearing the full faith and credit of the U.S. Government.

Inactive Deposits- Funds not immediately needed for disbursement.

Interest Rate- The annual yield earned on an investment, expressed as a percentage.

Investment Agreements- An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

Local Agency Investment Fund (LAIF) - State of California managed investment pool.

Liquidity- Refers to the ability to rapidly convert an investment into cash.

Market Value- The price at which a security is trading and could presumably be purchased or sold.

Maturity- The date upon which the principal or stated value of an investment becomes due and payable.

New Issue- Term used when a security is originally "brought" to market.

Perfected Delivery- Refers to an investment where the actual security or collateral is held by an independent third party representing the purchasing entity.

Portfolio- Collection of securities held by an investor.

Primary Dealer- A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

Purchase Date- The date in which a security is purchased for settlement on that or a later date.

Rate of Return- The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Repurchase Agreement (REPO)- A transaction where the seller (bank) agrees to buy back from the buyer (C/CAG) the securities at an agreed upon price after a stated period of time.

Reverse Repurchase Agreement (REVERSE REPO)- A transaction where the seller (C/CAG) agrees to buy back from the buyer (bank) the securities at an agreed upon price after a stated period of time.

Risk- Degree of uncertainty of return on an asset.

Safekeeping- see custody.

Sallie Mae- Trade name for the Student Loan Marketing Association (SLMA), a U.S. sponsored corporation.

Secondary Market- A market made for the purchase and sale of outstanding issues following the initial distribution.

Settlement Date- The date on which a trade is cleared by delivery of securities against funds.

Time Deposit - A deposit in an interest-paying account that requires the money to remain on account for a specific length of time. While withdrawals can generally be made from a passbook account at any time, other time deposits, such as certificates of deposit, are penalized for early withdrawal.

Treasury Bills- U.S. Treasury Bills which are short-term, direct obligations of the U.S. Government issued with original maturities of 13 weeks, 26 weeks and 52 weeks; sold in minimum amounts of \$10,000 in multiples of \$5,000 above the minimum. Issued in book entry form only. T-bills are sold on a discount basis.

U.S. Government Agencies- Instruments issued by various US Government Agencies most of which are secured only by the credit worthiness of the particular agency.

Yield- The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

Yield to Maturity- The rate of income return on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

Yield Curve- The yield on bonds, notes or bills of the same type and credit risk at a specific date for maturities up to thirty years.

C/CAG AGENDA REPORT

Date: November 7, 2014
To: C/CAG Finance Committee
From: Sandy Wong, Executive Director
Subject: Develop the 2015 Finance Committee meeting Calendar

(For further information or response to questions, contact Sandy Wong at 599-1409)

RECOMMENDATION

It is recommended that the Finance Committee develop the regular quarterly meeting calendar for 2015.

FISCAL IMPACT

None

SOURCE OF FUNDS

None

BACKGROUND

The Quarterly Investment report developed by San Carlos staff requires an internal review and approval process by the City's Investment Committee. Reports are typically available to C/CAG one and a half months following the end of the quarter.

Due to current scheduling difficulties associated with the San Carlos process and procedures it is proposed to move the Finance Committee meetings to the fourth Thursday of the second month following the quarter. Hence the following dates are proposed:

Review Quarter	Meeting Date (Noon- 1:00pm)
October-December 2014	Thursday, February 26, 2015
January-March 2015	Thursday, May 28, 2015
April-June 2015	Thursday, August 27, 2015
July- September 2015	Friday, November 20, 2015*

* Moved due to the Thanksgiving Holiday

It is recognized that there may be conflicts with Committee member schedules so it is proposed that the schedule be discussed and modified/refined at the meeting.

ATTACHMENTS

None