



Council Agenda Report

From: Catherine Piatti, Finance Manager
Ryan Cornell, Administrative Services Director/City Treasurer

Subject: Receipt of Treasurer's Report – December 2023

CEQA: The city finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

Date: April 2, 2024

Facts

1. The City has a fiduciary responsibility to maximize the productive use of its assets entrusted to its care and to manage those public funds wisely and prudently. To achieve this responsibility, the City has an adopted [Investment Policy](#) to guide the investment of idle City funds.
2. California Government Code Sections 41004 and 53607 require the City to report certain investment and financial activity each month. As a result, this report presents the fund balances, receipts, and disbursements for the City's operating cash, investment portfolio, and restricted investments for the month of December 2023. Total investment portfolio assets are shown in the attachment and reflect all investments under the care and control of the city.
3. The investment portfolio contains three components: liquidity funds, short-term and long-term portfolios. The liquidity funds are monies that are generally available to the City with little-to-no notice and include funds held in the Local Agency Investment Fund (LAIF), money markets, and California Asset Management Program (CAMP). The short-term portfolio is made up of fixed income securities that mature in less than one year and the long-term portfolio is made up of fixed income securities whose maturities are greater than one year, but less than five years.
4. PFM Asset Management LLC provides advisory services to the City for the short-term and long-term portfolios; liquidity funds are managed by the Administrative Services Director/City Treasurer.
5. The investment portfolio complies with all State laws and Council policy and provides sufficient liquidity to meet the City's needs over the next six months.

Options

1. Take no action.
2. Receive and file the Treasurer's Reports for the month of December 2023.
3. Provide alternative direction to staff.

Analysis and Conclusions

Government Code Section 53607 requires the city to report on investment activity monthly. Additionally, Government Code Section 41004 requires that the City Treasurer submit to the City Clerk and the legislative body a written report and accounting of all receipts, disbursements, and fund balances. As a result, this report presents the fund balances, receipts, and disbursements for the City's operating cash, investment portfolio, and restricted investments for the month of December 2023. Total investment

portfolio assets are shown in the attachment and reflect all investments under the care and control of the city.

The City's total investment funds on hand as of December 31, 2023, is shown below. The City Treasurer has certified that all City investments provide sufficient liquidity to meet the City's cash flow requirements for the next six months and follow all State and Council laws and policies.

Investments	As of 12/31/23				
	Beginning Fund Balance	Receipts	Disbursements	Ending Fund Balance	Market Value
Operating Cash	\$1,211,958	\$13,752,781	\$13,977,213	\$987,526	\$987,526
Liquidity	41,820,121	5,857,134	3,400,000	44,277,256	44,277,256
Short / Long Term	94,535,324	3,919,216	4,082,459	94,372,081	92,881,281
Total Investments	137,567,404	23,529,131	21,459,672	139,636,863	138,146,063

Restricted Investments	As of 12/31/23				
	Beginning Fund Balance	Receipts	Disbursements	Ending Fund Balance	Market Value
Section 115 Trust	8,947,259	95,560	2,120	9,040,699	9,298,061
OPEB Trust	9,255,418	496,042	51,401	9,700,059	9,700,059
Bond Trust	1,529,618	319,396	136,242	1,712,773	1,712,773
Total Restricted	\$19,732,295	\$910,998	\$189,763	\$20,453,530	\$20,710,892

Fiscal Impact

None

CEQA

The city finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

Recommendation

Receive and file the Monthly Treasurer's Report for December 2023.

Attachments

1. December 2023 Treasurer's Report.