

# TOWN OF SAN ANSELMO

## TOWN COUNCIL RESOLUTION NO. 4142

### A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL SETTING A STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2015-2016

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**WHEREAS**, the State of California Government Code requires the Town to review and update the Town's Statement of Investment Policy annually;

**NOW THEREFORE BE IT RESOLVED**, that the San Anselmo Town Council hereby adopts the Statement of Investment Policy for Fiscal Year 2015-2016 attached hereto.

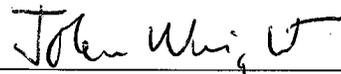
**PASSED AND ADOPTED** by the San Anselmo Town Council at a regularly scheduled meeting on October 13, 2015 by the following vote:

AYES: Coleman, McInerney, Greene, Kelly, Wright

NOES: None

ABSENT: None

ABSTAIN: None

  
\_\_\_\_\_  
John Wright, Mayor

ATTEST:

  
\_\_\_\_\_  
Carla Kacmar, Deputy Clerk

# TOWN OF SAN ANSELMO

## STATEMENT OF INVESTMENT POLICY

Fiscal Year 2015-16

### PURPOSE

This Statement is intended to provide guidelines for the prudent investment of the Town's temporary idle cash, and to outline the policies for maximizing the efficiency of the Town's cash management system. The ultimate goal is to enhance the economic status of the Town while protecting its pooled cash. The Statement of Investment Policy is reviewed annually by the Town Council, and any modifications to the statement must be approved by the Town Council.

### OBJECTIVE

The Town's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the town to invest funds to the fullest extent possible. The town attempts to obtain the highest yield obtainable as long as investments meet the criteria established for safety and liquidity.

### POLICY

San Anselmo operates its temporary pooled idle cash investments under the prudent investor standard as defined in Government Code Section 53600.3. "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence... 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." This affords the Town a broad spectrum of investment opportunities as long as the investment is deemed prudent and is allowable under Government Code Section 53600, et seq.

#### Criteria for selecting investments and the order of priority are:

1. **Safety:** The safety and risk associated with an investment refers to the potential loss of principal and interest, or a combination of these elements. There is safety if there is assurance that principal will be preserved.
2. **Liquidity:** An investment is liquid if it can be converted to cash with a minimal chance of losing principal or interest.
3. **Yield:** Yield is the potential earnings of an investment, or its rate of return.

**Investments may be made in the following instruments:**

- **United States Treasury obligations.**
- **United States Agency obligations.**
- **Federal Instrumentalities.**
- **State of California Bonds and Registered Warrants.**
- **Bonds, Notes, Warrants** or other evidence of indebtedness of a **local agency** within the State of California.
- **Medium-term notes** of a maximum of five years maturity issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment shall be rated in a rating category of "A" or its equivalent or better by a nationally recognized rating service. Purchase of eligible medium-term notes may not exceed thirty percent (30%) of the Town's surplus money.
- **California State Local Agency Investment Fund (LAIF) Pooled Money Investment Program** operated by the State Treasurer's office.
- **Passbook Savings Account Demand Deposits.**

Other investment instruments authorized by State legislation shall not be used unless Town Council approval is obtained.

**Safekeeping:**

Securities purchased from broker/dealers shall be held in third party safekeeping by the trust department of the Town's bank, or other designated third party trust, and in the Town's name and control whenever possible.

**Town Constraints:**

The Town strives to maintain the level of investment of all funds as near to 100% as possible through daily and projected cash flow determinations. Idle cash management and investment transactions are the responsibility of the Finance and Administrative Services Director.

All participants in the investment process shall act responsibly as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of

professionalism that is worthy of the public trust. Nevertheless, in a diversified portfolio, it must be recognized that occasional measured losses are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented. The basic premise underlying the Town's Investment Policy is to ensure the Town's financial integrity.

Debra Stutsman

Debra Stutsman, Town Manager

Dated: 10-19-15