



# City of Burbank

Annual Investment Policy 2018

Adopted February 27, 2018

## City Council

Mayor Will Rogers  
Vice Mayor Emily Gabel-Luddy  
Councilmember Bob Frutos  
Councilmember Sharon Springer  
Councilmember Jess Talamantes

City Manager  
Ron Davis

City Treasurer  
Debbie Kukta

City of Burbank  
Statement of Investment Policy  
2018

TABLE OF CONTENTS

Introduction..... 1  
Scope ..... 1  
Prudent Investment Standard..... 2  
Objectives..... 2  
Reporting..... 3  
Ethics and Conflicts of Interest ..... 4  
Authorized Investments ..... 4  
Unauthorized Investments..... 6  
Investment Pools/Mutual Funds ..... 6  
Collateralization..... 7  
Qualified Dealers and Institutions..... 7  
Portfolio Management ..... 8  
Safekeeping of Securities..... 9  
Investment Controls ..... 9  
Delegation of Authority ..... 9  
Policy Review ..... 10  
Indemnification of Investment Officials ..... 10  
Glossary of Investment Policy Terms ..... 11  
Exhibit A – Liquidity ..... 15  
Exhibit B – Allowable Investment Instruments per State Government Code ..... 16  
Exhibit C – List of Qualified Brokers from Which the City May Purchase Investments.. 17

# CITY OF BURBANK STATEMENT OF INVESTMENT POLICY 2018

## INTRODUCTION

This statement is intended to establish the policies for prudent investment of the City's funds, and to provide guidelines for suitable investments.

It is the policy of the City of Burbank to invest public funds not required for immediate day-to-day operations in safe and liquid investments that conform to all state statutes governing the investment of public funds.

The investment policies and practices of the City of Burbank are based upon Federal, State and local law, and prudent money management. The primary goals of these policies are:

1. To assure compliance with all Federal, State and local laws governing the investment of monies under the control of the City Treasurer.
2. To maintain the principal value of assets entrusted to this office and provide adequate liquidity to meet operating expenditures.
3. Within constraints of safety and liquidity, the City's investment funds will be managed in a prudent fashion, which will generate an appropriate rate of return based on market conditions and within the parameters of this Statement of Investment Policy and the guidelines for suitable investments.

### I. **SCOPE**

In accordance with the City of Burbank Charter Section 13 and subsequent ordinance, the City Treasurer is authorized to invest the City's funds in accordance with California Government Section 53600 et seq. This policy applies to the investment of all funds, excluding the investment of debt funds and employees' retirement funds, which are outside the scope of this policy. The investment of debt proceeds and retirement funds shall be governed by the relevant documents.

All monies entrusted to the City Treasurer can be pooled in a diversified portfolio unless specifically exempted. Investments made on a pooled basis may include investments of the City and its component units, which include the City of Burbank, the Parking Authority, the Youth Endowment Services Fund (YES), the Public Financing Authority, and the Housing Authority. The funds attributed to the Successor Agency for the Redevelopment Agency are being held in separate accounts and are not being pooled. The City's Comprehensive Annual Financial Report identifies the fund types incorporated under the City's investment pool as follows:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Internal Service Funds
- Fiduciary-Agency Funds
- Any new funds created by the City Council, unless specifically exempted

## II. **PRUDENT INVESTMENT STANDARD**

Management of the City's investments is governed by the Prudent Investor Standard as set forth in California Government Code Section 53600.3:

"...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard."

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 City, that a prudent person 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 to meet the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, the City Treasurer is authorized to acquire investments as authorized by law.

## III. **OBJECTIVES**

### A. **Safety of Principal**

Safety of Principal is the foremost objective in the management of City investment funds. The overriding objective with any investment security transaction is to ensure that there is no loss of principal, especially a loss resulting from the default of an issuer or security. In addition, security transactions will be conducted to ensure that City funds, or investments, are not at risk from broker-dealer default. At the same time it is understood that there may be fluctuations in the value of the City's investments because of changes in interest rates. Nonetheless city funds will be managed in such a fashion that adverse changes in value due to interest rate or market changes are minimized. Overall, the City will seek to preserve principal by avoiding credit risk and minimizing market risk.

1. **Credit Risk.** Credit risk is defined as the risk of loss of some or all of the invested principal and/or interest because of the failure or default of an issuer or security. City funds shall be managed so that credit risk is minimized. One method of minimizing this type of risk is to adhere to California State Statutes and by diversifying the Pool so that the failure of any one issuer would not unduly impair the overall value of the City's funds.
2. **Market Risk.** Market price volatility shall be controlled through maturity diversification, as well as ensuring that adequate liquidity is available to meet cash flow requirements, thereby precluding the need to sell instruments at a market loss.

### B. **Liquidity**

The City's funds represent an important source of cash for the City's day-to-day operations. The investment of the City's funds will be structured in such a way that they provide regular, periodic cash flow from maturity securities and coupon payments. In addition, it is also important that the investment of the City's funds be undertaken so that a substantial portion of any securities purchased incorporates a high degree of secondary market liquidity. This is intended to be a "secondary" source of liquidity in the event there is an unusual need for cash. In such a situation, a security with good secondary liquidity can be sold immediately and with minimal loss, even under adverse circumstances. In managing City funds for cash flow needs, it is generally not the intention to liquidate a security prior to maturity in order to meet expected cash flow needs. However, it is important that when exceptional conditions require, and there are unexpected cash flow demands, a security sale can be done quickly.

Current liquidity is defined here as all investments maturing within one year and real estate taxes due from the county in April and December. The liquidity needed monthly has been calculated as 8 weeks of annual appropriations less purchased power (see Exhibit A). The Treasurer's investment

advisory committees will monitor the liquidity at their semi-annual meetings.

To the extent possible, investments will be made so that maturities are compatible with cash flow requirements.

**C. Maturity**

Maturities of investments will be selected based on cash flow requirements. Current and expected yield curve analysis will be monitored, and the portfolio will be invested accordingly. Investments will have a maximum remaining maturity of only the limitations imposed by government statute or five (5) years from purchase, whichever is shorter. The weighted average maturity (or duration) of the pooled portfolio shall reflect the liquidity needs and risk profile that the Treasurer deems appropriate. The Treasurer may state the current portfolio target maturity in the Investment Guidelines that accompany this Investment Policy.

**D. Diversification**

The City's investment pool will be diversified to avoid incurring unreasonable and avoidable risks. The investments will be diversified by security type, maturities of those investments, and institutions in which those investments are made.

**E. Performance/Yield**

Investment return or yield becomes a consideration only after the basic requirements of investment safety and liquidity have been met. The City's pool shall be designed to attain a competitive yield or rate of return. Periodically the portfolio yield will be compared to the twelve-month moving average of the two-year Constant Maturity Treasury Index (CMT).

**IV. REPORTING**

**A. Investment Advisory Committees**

The City Treasurer shall have an independent investment advisory committee. The appointees to the Treasurer's Oversight Review Committee (TORC) shall exhibit, through a combination of experience and education, sufficient knowledge of Investment Instruments as to provide contributory advice to the meetings of the TORC.

The TORC shall meet at least semi-annually to review the status of the investment pool and to discuss investment portfolio management strategy. The intended purpose of the TORC is to serve in an advisory capacity to the City Treasurer. Serving in this advisory capacity, the TORC will serve an oversight role to the function of City Treasurer portfolio management, ensuring that the investment decisions of the City Treasurer are made in compliance with established investment policy guidelines.

Also, the Fiscal & Treasurer's Review Group (F&TRG), which consists of the Financial Services Director, Assistant City Manager, Chief Financial Officer, BWP and the two council liaisons to the Treasurer's office, will also meet at least semi-annually to review the portfolio report that will be presented to City Council.

**B. Monthly and Semi-Annual Reporting**

The City Treasurer shall continue to submit a monthly report to the Mayor, the Council liaisons to the Treasurer's office, the City Manager, the TORC, and the F&TRG.

This report will list each investment by type, description, rating, par value, issuing entity, coupon, maturity, book yield, market price, market yield, market value, book value, and any unrealized gain or loss. The report will also contain information about any changes in the credit standing of securities, issuers or guarantors of City funds. This requires the City Treasurer to monitor the credit

standing of each security. For depository funds, the report will list each deposit by amount (par), the financial institution where funds are deposited, the maturity, the rate and the degree of collateralization.

For funds, including LAIF, the report will list the name of the fund, type of fund, the amount invested (par), the coupon and/or yield, the average maturity, rating and where appropriate, issuer/manager of the fund.

The report will contain totals or weighted averages where appropriate for each of the categories listed and any other data required by the City Council.

The City Treasurer shall make semi-annual presentations to the Treasurer's Oversight Review Committee (TORC), the Fiscal & Treasurer's Review Group (F&TRG), and to the City Council analyzing the portfolio and investment market trends.

V. **ETHICS AND CONFLICTS OF INTEREST**

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. The City Treasurer, or when appropriate the Financial Services Director, if the City Treasurer is absent, shall avoid any transaction that might impair public confidence in the City's ability to govern and manage the investment of public funds in an effective manner. The City Treasurer, or other official charged with the responsibility of making investment decisions, shall have no vested interest in any investment being made involving public funds of the City, and shall gain no financial benefit from such investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interest that could be related to the performance of the City's investment policy annually or as necessary.

VI. **AUTHORIZED INVESTMENTS**

The City shall not enter into any investment transaction that might impair public confidence in the Burbank City government. The City is governed by the California Government Code, Sections 53600 et seq. The maximums refer to the maximum allowable percentage of the City's investment funds, which can be invested in each category. Generally, investments will stay well within these maximums.

A. **United States Treasury Obligations** **Maximum of 100%**

United States Treasury Bills, Notes and Bonds, or those for which have an explicit guarantee of the full faith and credit of the United States for payment of principal and interest. This investment is both safe and liquid. There is no percentage limitation of the pool that can be invested in this category, but there are maturity limitations.

B. **U.S. Agencies and/or GSE Obligations** **Maximum of 90%**

Government National Mortgage Association (GNMA), the Federal Farm Credit Bank System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal Home Loan Mortgage Corporation (FHLMC), and the Federal National Mortgage Association (FNMA) and those insured by the Federal Housing Administration (FHA). At present the credit standing of GSEs is an implied guarantee on the part of the U.S. Treasury. This guarantee is second only to the explicit guarantee of the U.S. Treasury. The "prudent investor" rule shall apply for a single agency name, as part of the overall diversification objective in management of City funds.

C. **Non-negotiable Certificates of Deposit** **Maximum of 40%**

The City may invest in non-negotiable time deposits collateralized in accordance with the California Government Code, in those banks and savings institutions that meet the requirements for investment in certificates of deposit. All investments in time deposits must be properly collateralized in accordance with Section 53652 of the California Government Code. The City Treasurer will periodically monitor, on a discretionary yet diligent basis, the operating performance

of all financial institutions holding City time deposits, to ensure compliance to collateralization requirements.

**D. Negotiable Certificates of Deposit**

**Maximum of 30%**

The City may invest in negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5202 of the California Financial Code), a state or federal credit union, or by a federally licensed or state licensed branch of a foreign bank. All certificates of deposit must be properly collateralized in accordance with Section 53652 of the California Government Code or fully insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA). The Certificates of Deposit must comply with Government Code Section 53601(i). The City Treasurer will periodically monitor, on a discretionary yet diligent basis, the operating performance of all financial institutions that City funds are invested in.

**E. Local Agency Investment Fund**

**Maximum of \$65 million per account**

The City may invest in the Local Agency Investment Fund (LAIF) established by the State Treasurer for the benefit of local agencies up to the maximum permitted by State law.

**F. Medium-Term Notes**

**Maximum of 30%**

Medium-term notes with 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 two of the three major nationally recognized rating services. No more than thirty percent of the pool may be invested in medium-term notes. No more than 5% of the pool may be invested in notes issued by one corporation. Purchases will not be allowed for those issuers who are currently under review by one of the major rating agencies for possible downgrade.

**G. Money Market and Money Market Mutual Funds**

**Maximum of 20%**

The money market funds must have an average weighted maturity of ninety days or less, and abide by SEC (Securities & Exchange Commission) regulations; funds must receive the highest ranking by two of the three largest nationally recognized rating agencies OR retain an investment advisor registered or exempt from registration with the SEC with not less than least five years' experience managing money market funds in excess of \$500 million.

**H. State and Local Agency Obligations**

**Maximum of 15%**

These bonds, notes, warrants or other evidences of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency rated "A" or better (or its equivalent). In addition, the Fund is further authorized to purchase bonds and notes of any of the other 49 United States: "A" rated bonds shall be limited to 24 months maximum maturity, "AA" rated bonds shall be limited to 36 months maximum maturity and "AAA" rated bonds shall be limited to 60 months maximum maturity. No more than 15% of the cost value of the portfolio at time of purchase is to be invested in municipal bonds. The total value invested in any one issuer shall not exceed 5% of the issuer's net worth. Purchases of bonds from local agencies or states on negative credit watch by a major rating agency shall be prohibited.

**I. Commercial Paper**

**Maximum of 25%**

Eligible commercial paper shall be of "prime" quality of the highest ranking or the highest letter and number rating as provided by a Nationally Recognized Statistical Rating Organization, shall not exceed 270 days maturity and shall not exceed 25% of the portfolio. No more than 5% of the total

assets of the portfolio may be invested in any one issuer’s commercial paper.

**J. Repurchase Agreements Maximum of 25%**

The City may invest in repurchase agreements with banks and primary dealers with whom the City has entered into a master repurchase agreement that specifies terms and conditions of repurchase agreements. No more than 25% of the cost value of the portfolio may be invested in repurchase agreements at any time. The maturity of repurchase agreements shall not exceed 90 days.

The cost value of securities used as collateral for repurchase agreements shall be monitored daily by the Treasurer and will not be allowed to fall below the margin ratios specified in Section IX of this Policy.

**K. Supranational Obligations Maximum of 15%**

Supranational obligations are defined as United States dollar denominated senior unsecured, unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated “AA” or better by at least two Nationally Recognized Statistical Rating Organizations. There is a 15% limit on the percentage of the portfolio that can be invested in this category.

**Summary of Maximum Percentage Limitations of Investments by Investment Type**

The following summary of maximum percentage limits, by instrument, is established for the City’s total pooled funds portfolio:

<u>Investment Type</u>	<u>Percentage</u>
U.S. Treasury Bills, Notes and Bonds	0 to 100%
U.S. Government Agency Obligations	0 to 90%
Non-negotiable Certificates of Deposit	0 to 40%
Negotiable Certificates of Deposit	0 to 30%
Local Agency Investment Fund	\$65 million per account
Medium-Term Notes	0 to 30%
Money Market and Money Market Mutual Funds	0 to 20%
State and Local Agency Obligations	0 to 15%
Commercial Paper	0 to 25%
Repurchase Agreements	0 to 25%
Supranational Obligations	0 to 15%

**Legislative Changes**

Any State of California legislative action, that further restricts allowable maturities, investment type or percentage allocations, will be incorporated into the Investment Policy and supersede any and all previous applicable language (see Exhibit B, State of California Statutes applicable to Municipal Investments).

**VII. UNAUTHORIZED INVESTMENTS**

**Ineligible Investments Prohibited**

Ineligible Investments include securities not listed above, as well as inverse floaters, range notes, interest only strips derived from a pool of mortgages (collateralized mortgage obligations), and any security that could result in zero interest accrual if held to maturity, as specified in Section 53601.6.

**VIII. INVESTMENT POOLS/MUTUAL FUNDS**

A thorough investigation of any government sponsored pool and/or mutual fund is required prior to investing and on a continual basis. There shall be a questionnaire completed which will provide the

following information:

- A. A description of eligible investment securities, and a written statement of investment policy and objectives.
- B. A description of how interest is calculated and distributed, and how gains and losses are treated.
- C. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
- D. A description of who may invest in the program, how often, and what size of deposits and withdrawals are allowed.

IX. **COLLATERALIZATION**

Collateral for Non-negotiable Certificates of Deposit and Negotiable Certificates of Deposit must comply with California Government Code Section 53652. In addition, if the Certificate of Deposit is not FDIC or NCUA insured or goes over the FDIC/NCUA \$250,000 limit, collateral is required equal to 110 percent of principal. Collateral for Repurchase Agreements shall be 102 percent of market value of principal and accrued interest. Collateral can be either U.S. Treasury securities or Federal Agency securities. This will provide an additional level of security due to inevitable changes in market conditions.

Section 53649 of the California Government Code specifies that the City Treasurer is responsible for entering into deposit contracts with each depository. Investments held with Third Parties holding collateral for the investment shall be properly collateralized in accordance with collateralization requirements of the California Government Code.

X. **QUALIFIED DEALERS AND INSTITUTIONS**

The City shall transact business with nationally or state chartered banks, federal or state savings and loan institutions, registered primary investment securities dealers and qualified regional dealers. The purchase by the City of any investment other than those purchased directly from the issuer, shall be purchased either from an institution licensed by the State as a broker-dealer, as defined in Section 25004 of the Corporations Code, who is a member of the National Association of Securities Dealers, or a member of a Federally regulated securities exchange, a National or State-Chartered Bank, a Federal or State Association (as defined by Section 5102 of the Financial Code), or a brokerage firm designated as a Primary Government Dealer by the Federal Reserve Bank.

To continue to maintain regional broker/dealers with quality services, expertise, and credit worthiness, the Treasurer may, on a selective basis, have both primary dealers and "qualified regional" dealers.

A "qualified regional" dealer must demonstrate the following requirements:

- The "qualified regional" firm must be able to demonstrate their services and/or expertise are not currently being provided by a primary broker/dealer and will specifically and immediately benefit the City.
- In addition to qualifying under the Securities and Exchange Commission Rule 15C3-1, (uniform net capital rule), the regional dealer does not self-clear securities. The clearinghouse through which all transactions are cleared and settled has a minimum investment grade rating of A or better by S&P or Moody.
- The representatives chosen to work with the Treasurer are institutional brokers familiar with and experienced in the specific needs of California public funds. "Familiar" implies an institutional broker who spends the majority of their time and effort working with public funds.

All institutions which the City Treasurer wishes to do business with shall be investigated to determine if they are adequately capitalized, have pending legal action against the firm or the individual broker, make markets in the securities appropriate to the City's needs, and agree to abide by the conditions set forth in the City of Burbank's Investment Policy.

The City Treasurer shall annually send a copy of the current Investment Policy to all broker/dealers

approved to do business with the City. Confirmation is required of broker dealers of receipt of this policy and shall be considered evidence that the dealer understands the City's investment policies and intends to sell the City only appropriate investments authorized by this investment policy.

To further ensure that investments are purchased only through well established, financially sound institutions, the City Treasurer shall maintain a list of financial institutions and brokers approved for the conduct of investment transactions. All financing institutions and brokers who desire to become qualified bidders for investment transactions will be given a copy of the City's Investment Policy, and in turn must supply the City Treasurer with the following:

- Current audited financial statements (within 120 days of Fiscal Year End)
- Current FINRA report for both the firm and broker(s)
- Depository contracts, as appropriate
- A copy of the latest FDIC call report or the latest FHLBB report, as appropriate
- Proof that commercial banks, savings banks, or savings and loan associations are state or federally chartered
- Proof that brokerage firms are members in good standing on a national securities exchange
- Certification of receipt and review of the City's Investment Policy and agreement to comply with the provisions outlined in the Investment Policy

Commercial banks, savings banks, and savings and loan associations must maintain a minimum net worth to asset ratio of three percent (total regulatory net worth divided by total assets), and must have had positive net earnings for the last reporting period.

A list of qualified brokers from which the City may purchase investments will be submitted annually by the City Treasurer for approval by the City Council as part of the annual review of investment strategy (see Exhibit C).

## XI. **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 pool yield may be enhanced with limited and measurable increases in risk by extending the weighted maturity of the total pool.

**Portfolio Maturity Management** – When structuring the maturity composition of the pool, the City Treasurer 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.

**Rebalancing** – From time to time, the City Treasurer may find it necessary to adjust the average maturity, or cash flow of the City's investment funds. To this end, transactions may be considered which entail the sale of securities and the purchase of others. These transactions will be accomplished with no increase in either credit or market risk factors of the sold/purchased securities. A transaction that improves current and future investment yield may be selected even if a transaction results in an accounting loss. Documentation for rebalancing transactions will be included in the City's investment file documents.

**Competitive Bidding** – To ensure that the purchase of City investments is obtained in the most cost effective and efficient manner, the City Treasurer will encourage competitive bidding for City investment transactions. On an annual basis, the City Treasurer will accept applications from qualified members of the investment broker-dealer community interested in bidding on City investment instruments. The City Treasurer shall establish, on an annual basis, a limited array of qualified broker-dealers to serve the City's investment opportunities. Selection criteria for inclusion on the City's annual list of broker-dealers will be

based upon merit, expertise, and performance.

All investment transactions except “new issue securities” will be conducted on a competitive basis which can be executed through a bidding process involving at least three separate brokers/financial institutions or validated through the use of Bloomberg. A new issue security denotes a security that is originally brought to market.

Competitive bidding for security rebalancing transactions is also suggested, however, it is understood that certain time constraints and broker inventory limitations exist which would not accommodate the competitive bidding process. If a time or inventory constraining condition exists, the pricing of the swap should be verified to current market conditions and documented for auditing purposes.

The City Treasurer shall maintain an Investment Procedures Manual to ensure the accurate and timely processing, clearance, and settlement of all City Investments. This manual provides current details with respect to operational procedures associated with the placement and clearance of all City Investments. To ensure the accuracy and timeliness of this Investment Procedures Manual, the manual will be reviewed on an annual basis by the City’s independent auditors.

**Credit Downgrade Provision**

In the event any investment, including GSE issues, is placed on negative watch for a possible downgrade and/or downgraded, the City Treasurer shall immediately review the security(s) in question. The review shall consider whether a sale should take place based on such factors as expected rating, time to maturity, potential loss of principal, and the possible gain or loss should a sale take place, as well as the impact on the overall performance of the City’s invested funds. Information regarding rating changes with respect to any investment, including placement on negative outlook, negative watch and/or downgrade, will be included in the Treasurer’s Monthly Report.

**XII. SAFEKEEPING OF SECURITIES**

To protect against fraud, embezzlement, or potential losses caused by collapse of individual securities dealers, all securities owned by the City shall be held in safekeeping by a third party bank trust department, acting as agent for the City under the terms of a custody agreement or professional services agreement (repurchase agreement collateral). All trades executed by a dealer will settle delivery vs. payment (DVP) through the City’s safekeeping agent.

Upon purchase, sale, or maturity of investment securities, standing settlement instructions are provided to the servicing banks and broker/dealers involved in the transactions. Adherence to these standing settlement instructions ensures accurate and timely settlement of investment security transactions. Standing settlement instructions are restricted in nature, ensuring investment settlements are with established institutions.

**XIII. INVESTMENT CONTROLS**

The City Treasurer will maintain a system of internal investment controls and segregations of responsibilities of investment functions in order to assure an adequate system of internal control over the investment function. Investment controls shall include the establishment of an annual process of independent review of investment transactions by an external auditor. This review will provide internal control by assuring compliance with investment policies and procedures, the results of which will be presented to the City Council at a regularly scheduled Council meeting.

**XIV. DELEGATION OF AUTHORITY**

The Charter of the City of Burbank and the authority granted by the City Council assign the responsibility of investing unexpended cash to the City Treasurer. In the absence of the City Treasurer, the authority to execute investment transactions will be restricted to the Financial Services Director, after notification to the City Council.

XV. **POLICY REVIEW**

This Investment Policy shall be reviewed annually by the Treasurer's Oversight Review Committee (TORC) and the Fiscal & Treasurer's Review Group (F&TRG) to ensure its consistency with the overall objectives of preservation of PRINCIPAL, LIQUIDITY AND YIELD, its relevance to current financial and economic trends, and ability to meet the cash flow operational needs of the City. As part of the City Council's annual review of the City's Statement of Investment Policy, and in accordance with the requirements of the California Government Code, the City Council will adopt the City's Statement of Investment Policy, inclusive of amendments, on an annual basis.

XVI. **INDEMNIFICATION OF INVESTMENT OFFICIALS**

Any investment officer exercising his or her assigned authority with due diligence and prudence, and in accordance with the City's Investment Policy, will not be held personally liable for any individual investment losses or for total portfolio losses.

## **CITY OF BURBANK**

### **Glossary of Investment Policy Terms**

**Accrued Interest:** Interest earned but not yet received.

**Active Deposits:** Funds which are immediately required for disbursement.

**Agencies:** Agencies of the Federal government set up to supply credit to various classes of institutions (EG S&Ls, small business firms, students, farmers, housing agencies, etc.). Examples include Federal Home Loan Mortgage Corporation (FHLMC), Federal National Mortgage Association (FNMA), Federal Home Loan Bank (FHLB) and Federal Farm Credit Bank (FFCB).

**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.

**Bankers' Acceptance (BA):** A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**Basis Point:** 1/100<sup>th</sup> of 1 percent of yield. If a yield increases from 8.25% to 8.50%, the difference is referred to as a 25 basis point increase.

**Bear Market:** A period of generally pessimistic attitudes and declining market prices.

**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.

**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 or Municipal Securities Broker:** A Person or Firm which acts as an intermediary by purchasing and selling securities (in the case of a "municipal securities broker," municipal securities) for others rather than for its own account. For purposes of the Securities Exchange Act of 1934 the term does not include a dealer bank. The term is also colloquially used to refer to a municipal securities broker's broker.

**Broker/Dealer:** A general term for a securities firm which is engaged in both buying and selling securities on behalf of customers and also buying and selling on behalf of its own account. The term would not be used to refer to a dealer bank or a municipal securities broker's broker.

**Bull Market:** A period of generally optimistic attitudes and increasing market prices.

**Callables:** Securities that the issuer has the right to redeem prior to maturity.

**Certificate of Deposit:** A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CDs are typically negotiable.

**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 monies.

**Comprehensive Annual Financial Report (CAFR):** The official annual financial report for the City. It includes combined statements and basic financial statements for each individual fund and account group prepared in conformity with Generally Accepted Accounting Principles (GAAP).

**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 bond holder on the bond's face value.

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

**Credit Risk:** Default Risk. The risk that an investor will not receive scheduled principal or interest payment. "Safety of Principal is foremost objective of Investment Program.

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

**Delivery vs. Payment:** Delivery of securities with a simultaneous exchange of money.

**Demand Account:** An account with a commercial bank from which check withdrawals may be made at any time.

**Discount:** The amount by which the par value of a security exceeds the price paid for the security.

**Discount Security:** A security which can be purchased for less than the par value.

**Federal Home Loan Banks (FHLB):** The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-a-vis member commercial banks.

**Governmental Accounting Standards Board:** The independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments.

**Liquidity Risk:** The risk that funds will not be available for payments of liabilities without prematurely liquidating a security at a loss.

**Local Agency Investment Fund (LAIF):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**Market Value:** The amount a seller may expect to obtain in the open market.

**Market Risk:** The risk that the change in value of a security or portfolio due to a change in the level of interest rates will significantly change the market value of the security or portfolio.

**Medium-Term Notes:** All corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S.

**Money Market:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**Nationally Recognized Statistical Rating Organization (NRSRO):** A rating organization designated by the SEC as being nationally recognized

**Offer:** The price asked by a seller of securities. (When you are buying securities, you ask for an offer.)

**Par:** 100% of face value of a security.

**Par Bond:** A bond selling at its face value.

**Portfolio Duration:** Indicator of the effect of an interest rate change on a bond price. The longer the duration, the greater the expected change in a portfolio's value when interest rates change.

**Portfolio Yield:** The percentage of interest earned on a portfolio of securities.

**Premium:** The amount by which the price paid for a security exceeds the security's par value.

**Primary Dealer:** A group of government securities dealers that serve as trading counterparties of the New York Fed in its implementation of monetary policy. This role includes the obligations to: (i) participate consistently in open market operations to carry out U.S. monetary policy pursuant to the direction of the Federal Open Market Committee (FOMC); and (ii) provide the New York Fed's trading desk with market information and analysis helpful in the formulation and implementation of monetary policy. Primary dealers are also required to participate in all auctions of U.S. government debt and to make reasonable markets for the New York Fed when it transacts on behalf of its foreign official account-holders.

**Premium Security:** A security that can be purchased at a price in excess of the par value.

**Prudent Person Rule:** An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state-- the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**Rebalancing:** The process of realigning the proportions of assets in a portfolio as needed.

**Reinvestment Risk:** The risk that a fixed-income investor will be unable to reinvest income proceeds from a security holding at the same rate of return currently generated by the holding.

**Repurchase Agreement (Repo):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate them for this.

**Supranational Obligations (Supranationals):** Development banks that share the same goal of providing an improved standard of living in their member countries, but each having different mandates. There are three banks (supranationals) in which California local agencies can invest in their debt obligations: the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB).

**Swap:** The sale of one issue and the simultaneous purchase of another for some perceived advantage.

**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.

**Uniform Net Capital Rule:** Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a minimum ratio of indebtedness to liquid capital of 15 to 1; also called *net capital rule* and *net capital ratio*. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**U.S. Government Agencies:** Instruments issued by various U.S. 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 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.

**Yield to Maturity:** The rate of income 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.

CITY OF BURBANK  
INVESTMENT POLICY FOR 2018

EXHIBIT A – LIQUIDITY

The liquidity needed monthly for 2018 is \$92 million.

This has been calculated as 8 weeks of annual appropriations less purchased power (wholesale only):

Annual Appropriations	\$ 660,695,415
Purchased Power (Wholesale Only)	<u>( 68,289,503)</u>
Net	<u>\$ 592,405,912</u>

LIQUIDITY – 8 Weeks of Annual Appropriations less Purchased Power                      \$ 91,139,371  
(Rounded up to \$92 million)

**CITY OF BURBANK  
INVESTMENT POLICY FOR 2018**

**EXHIBIT B: ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE  
(AS OF JANUARY 1, 2018)<sup>i</sup> APPLICABLE TO ALL LOCAL AGENCIES**

Investment Type	Maximum Maturity <sup>ii</sup>	Maximum Specified % of Portfolio	Minimum Quality Requirements
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
State Obligations - CA and Others	5 years	None	None
CA Local Agency Obligations	5 years	None	None
U.S. Agency Obligations	5 years	None	None
Commercial Paper – Non-Pooled Funds <sup>iii</sup>	270 days	25% of the agency’s money <sup>iv</sup>	“A-1”; if the issuer has issued long-term debt, it must be rated “A” without regard to modifiers <sup>v</sup>
Negotiable Certificates of Deposit	5 years	30%	None
Non-negotiable Certificates of Deposit	5 years	None	None
Repurchase Agreements	1 year	None	None
Medium-Term Notes <sup>vi</sup>	5 years	30%	“A” rating
Mutual Funds and Money Market Mutual Funds	N/A	20% <sup>vii</sup>	Multiple <sup>viii ix</sup>
Collateralized Bank Deposits	5 years	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Supranational Obligations	5 years	30%	“AA” rating category or its equivalent or better <sup>x</sup>

<sup>i</sup> Sources: Sections 16340, 16429.1, 53601, 53601.8, 53635, 53635.8, and 53638.

<sup>ii</sup> Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five-year maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.

<sup>iii</sup> “Select Agencies” are defined as a “city, a district, or other local agency that do(es) not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.”

<sup>iv</sup> Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper of any single issuer.

<sup>v</sup> Issuing corporation must be organized and operating within the U.S. and have assets in excess of \$500 million.

<sup>vi</sup> “Medium-term notes” are defined in Section 53601 as “all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, 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.”

<sup>vii</sup> No more than 10 percent invested in any one mutual fund.

<sup>viii</sup> A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years’ experience investing in instruments authorized by Sections 53601 and 53635.

<sup>ix</sup> A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years’ experience investing in money market instruments with assets under management in excess of \$500 million.

<sup>x</sup> Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB).

CITY OF BURBANK  
INVESTMENT POLICY FOR 2018

EXHIBIT C

LIST OF QUALIFIED BROKERS FROM WHICH THE CITY  
MAY PURCHASE INVESTMENTS

Per Section X "Qualified Dealers and Institutions"  
of the City's Statement of Investment Policy

Ben Finkelstein/Kevin Webb	Cantor Fitzgerald
Michael Harris	Financial Northeastern Securities
Deb Higgins	Higgins Capital
Peter Li	Great Pacific Securities
Rosa Schulte	Raymond James
Doug Robinson	Securities America, Inc.
John Doke	UBS Securities
Jaime Loftin Picunko	Vining Sparks
Don Collins	WedBush Morgan Securities