TO:        HONORABLE CITY COUNCIL
FROM:      CITY MANAGER       DEPARTMENT: ADMINISTRATIVE SERVICES
DATE:      APRIL 25, 2005       CMR: 225:05
SUBJECT:   CITY OF PALO ALTO’S INVESTMENT ACTIVITY REPORT FOR THE THIRD QUARTER, FISCAL YEAR 2004-05

This is an information report and no Council action is required.

BACKGROUND

The purpose of this report is to inform Council of the status of the City’s investment portfolio as of the end of the third quarter of fiscal year 2004-05. The City’s investment policy requires that staff report quarterly to Council on the City’s portfolio composition compared to Council-adopted policy, portfolio performance, and other key investment and cash flow information.

DISCUSSION

Investment Portfolio as of March 31, 2005
The City’s investment portfolio is detailed in Attachment B. It is grouped by investment type and includes the investment issuer, date of maturity, current market value, the book and face (par) value, and the weighted average maturity of each type of investment and of the entire portfolio as of March 31, 2005.

The par value of the City’s portfolio is $361.0 million; in comparison, last quarter it was $367.1 million. The decline in the portfolio of $6.1 million is attributable to the higher utility commodity costs.

The portfolio consists of $26.2 million in liquid accounts and $334.8 million in U. S. government treasury and agency securities. The $334.8 million includes $118.1 million in investments maturing in less than two years, comprising 35.3 percent of the City’s investment in notes and securities. The current market value of the portfolio is 99.3 percent of the book as a consequence of rising interest rates and investments purchased during the low yield environment of the past three years. This percentage will decrease for several quarters. It is important to note that because the City’s practice is to hold securities until they mature, changes in market price do not affect the City’s investment
principal. The market valuation is provided by Union Bank of California, which is the City’s safekeeping agent. The average life to maturity of the investment portfolio is 2.74 years.

**Investments Made During the Third Quarter**
During the third quarter, $18.0 million of government agency securities with an average yield of 6.4% percent matured. During the same period, government securities totaling $10.5 million with an average yield of 4.2% percent were purchased. The City’s short-term money market and pool account increased by $1.4 million compared to the second quarter of 2004-05. Investment staff continually monitors the City’s short-term cash flow needs and adjusts liquid funds to meet those needs and to take advantage of investment opportunities.

**Availability of Funds for the Next Six Months**
The normal flow of revenues from the City’s utility billings and general fund sources is sufficient to provide funds for ongoing expenditures in those respective funds. Projections indicate receipts will be $147.5 million and expenditures will be $146.5 million over the next six months, indicating an overall growth of the portfolio of about $1.0 million.

As of March 31, 2005, the City had $26.2 million deposited in the Local Agency Investment Fund (LAIF) and a money market account that could be withdrawn on a daily basis. In addition, securities totaling $28.7 million will mature between April 1, 2005 and September 30, 2005. On the basis of the above projections, staff is confident that the City will have more than sufficient funds to meet expenditure requirements for the next six months.

**Compliance with City Investment Policy**
During the third quarter of 2004-05, staff complied with all aspects of the investment policy. Attachment C lists the restrictions in the City’s investment policy compared with the portfolio’s actual compliance.

**Investment Yields**
Interest income on an accrual basis for the third quarter of 2004-05 was $3.9 million. As of March 31, 2005, the yield to maturity of the City’s portfolio was 4.19 percent. This compares to a yield of 4.27 percent in the second quarter of 2004-05. With interest rates moving upward, staff expects the portfolio’s yield to gradually increase in coming quarters. The City’s portfolio yield of 4.19 percent compares to LAIF’s average yield for the quarter of 2.39 percent and an average yield on the two-year and five-year Treasury bond during the third quarter of approximately 3.43 percent and 3.88 percent, respectively.

**Yield Trends**
Since June 2004, the Federal Open Market Committee (FOMC) has increased the federal funds rate by 1.75 percent and the discount rate by 1.50 percent. These rates currently are 2.75 and 3.50 percent, respectively.

The FOMC has maintained a “balanced” outlook on the economy in its official pronouncements. This outlook reveals an expectation that the upside and downside risks associated with sustaining economic growth are equal. With energy and other costs increasing, the FOMC has revealed a heightened concern over inflation. It is expected to continue to raise rates this year and, as a consequence, the City’s portfolio yields will rise slowly.
Funds Held by the City or Managed Under Contract
Attachment A is a consolidated report of all City investment funds, including those not held directly in the investment portfolio. These include cash in the City’s regular bank account with Bank of America. The bond proceeds, reserves, and debt service payments being held by the City’s fiscal agents are subject to the requirements of the underlying debt indenture. The trustees for the bond funds are U.S. Bank and California Asset Management Program (CAMP). Bond funds with U.S. Bank are invested in money market mutual funds that consist exclusively of U.S. Treasury securities. Bond funds in CAMP are invested in banker’s acceptance notes, certificates of deposit, commercial paper, federal agency securities, and repurchase agreements. The most recent data on funds held by the fiscal agent is as of March 31, 2005.

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ATTACHMENTS:
A) Consolidated Report of Cash and Investments
B) Investment Portfolio, as of March 31, 2005
C) Investment Policy Compliance