



Item No. 10 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

FROM: ROBERT BARRON III, FINANCE DIRECTOR

DATE: JULY 17, 2019

**SUBJECT: ACCEPTANCE OF TREASURER’S REPORT FOR THE THIRD
QUARTER ENDED MARCH 31, 2019**

RECOMMENDATION

Accept the Treasurer’s Report for the Third Quarter Ended March 31, 2019.

BACKGROUND

The Treasurer’s Report provides an update on the cash and investment position of the Town of Atherton.

The Third Quarter Treasurer’s report for FY 2018/19 as of March 31, 2019 is attached. The total cash and investments for the Town is \$41,905,856. Of the total amount, \$27,460,034 is listed as “non-restricted” and although may be listed as such, this amount is not all available for spending. “Non-restricted” is to mean not legally restricted but the Town does have obligations and unfunded liabilities that must or may be met with non-restricted funds. Also attached is the PARS Trust account available balance as of March 31, 2019. The total amount in the PARS account is \$6,464,968. This is a “restricted” investment that is used for the Town’s OPEB liabilities.

Insight Asset Management provides non-discretionary investment advisory services to the Town for investments. Staff is working in conjunction with Insight to ensure cash and investments adhere to our goals of safety, liquidity, and yield. To facilitate the trading and safekeeping of securities, Wells Fargo Bank serves as the safe-keeping agent for the Town.

As the Town embarks on the Civic Center project, staff forecasts cash flow needs to ensure cash liquidity of funds are readily available. As investments mature staff anticipates shifting funds to more liquid instruments. LAIF offers the most liquidity and as of March 31, 2019 holds \$21,991,069.

POLICY FOCUS

The Town’s Statement of Investment Policy requires the City Manager or designee to submit quarterly and annual Treasurer’s Report to the City Council. The California Government Code

Section 53646, Subsection B(1) requires that the quarterly Treasurer's Report be submitted to the legislative body within 30 days of the close of a given quarter or within a reasonable time of scheduled council meetings. Staff strives to make this deadline. The current reporting quarter closed on March 31, 2019.

FISCAL IMPACT

None.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

In addition, the Town keeps its financial information up to date via a transparency webpage.

<https://ca-atherton.civicplus.com/index.aspx?NID=269>

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item ___ has or X has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- Civic Center Advisory Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)
- Transportation Committee (meets every other month)
- Tree Committee (meets each month)

ATTACHMENTS

Treasurer's Report for Third Quarter Ended March 31, 2019

**Town of Atherton
Quarterly Treasurer's Report
Portfolio Summary
March 31, 2019**

	Par Value	Market Value	Book Value	% of Portfolio
Cash In Bank (Schedule A)	2,752,400	2,752,400	2,752,400	6.6%
LAIF Statement	21,991,069	22,004,145	21,991,069	52.5%
Investments (Schedule B)	17,245,000	17,160,244	17,162,387	41.0%
Total Cash and Investments	41,988,469	41,916,789	41,905,856	100%

The above investments are consistent with the Town's Statement of Investment Policy and are allowable under current legislation of the State of California. Investments are selected using safety, liquidity, and yield as the criteria. The Town has sufficient cash flow to cover anticipated expenditures through the next six months.



Robert Barron, Finance Director

6/30/2019

Date

**Town of Atherton
Quarterly Treasurer's Report
Portfolio Details - Cash In Bank
March 31, 2019**

Schedule A

<u>Name of Depository</u>	<u>Investment Type</u>	<u>Reconciled Bank Balance</u>
Wells Fargo	General Account	2,701,609
Wells Fargo	Wells Fargo Trust MMF-Cash	50,791
Total		<u><u>2,752,400</u></u>

**Town of Atherton
Treasurer's Report Schedule B
Portfolio Details - Investments
March 31, 2019**

Schedule B

See next pages Cutwater Report

**Town of Atherton
Quarterly Treasurer's Report
Cash & Investments Balance By Fund
March 31, 2019**

Fund No.	Fund Name	June Balance
101	General Fund	23,721,643
105	Tennis Fund	207,478
610	Equipment Replacement Fund	556,808
614	Worker's Compensation	905,111
615	General Liability	376,823
616	Employee Benefits	1,692,172
	Total Non-Restricted	<u>27,460,034</u>
201	Special Tax Fund	2,069,015
202	County Measure A Fund	777,579
203	Gas Tax Fund	29,038
204	Measure M	319,853
209	SLES/COPS Grant	119,043
210	Road Constructions Impact Fee	-
213	Library Fund	3,983,194
215	Evans Creative Design (formerly fund 715)	7,351
221	Refuse Rate and Stabilization	1,718,094
401	GF Projects	4,928,097
402	Storm Drainage	30,829
403	Atherton Channel Drainage District	367,574
406	Facilities Construction	64,057
730	H-P Park Improvement	6,253
740	Tree Committee	25,844
	Total Restricted	<u>14,445,823</u>
	Total Cash & Investments	<u><u>41,905,856</u></u>

**Town of Atherton
Quarterly Treasurer's Report
Local Agency Investment Fund Summary (LAIF)
March 31, 2019**

Date	Begin \$\$\$	Contribution	Earnings	Expenses	Distribution	Ending \$\$\$	Date
3/1/2019	21,991,069		-	-		21,991,069	3/31/2019

**Town of Atherton
 Quarterly Treasurer's Report
 PARS Trust Account Summary
 March 31, 2019**

Date	Begin \$\$\$	Contribution	Earnings	Expenses	Distribution	Ending \$\$\$	Date
3/1/2019	6,377,535	33,491	88,762	(1,329)	(33,491)	6,464,968	3/31/2019 (*)

* Recent available PARS report