

**RESOLUTION NO. 13-46**

**RESOLUTION OF THE TOWN COUNCIL  
OF THE TOWN OF MAMMOTH LAKES, STATE OF CALIFORNIA  
APPROVING THE TOWN'S INVESTMENT POLICY**

WHEREAS, the Town Council has adopted the Town's Investment Policy; and

WHEREAS, the Investment Policy is typically reviewed on an annual basis; and

WHEREAS, upon a recent review of the Investment Policy, the Town Council finds the need to amend the current Policy to reflect current position titles but keep the rest of the policy the same, as it provides for the safety, liquidity and prudent investment of Town funds; and

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Mammoth Lakes does hereby approve the attached Investment Policy, and directs the Treasurer/Finance Manager and Town Manager to prudently manage Town funds in accordance with the adopted policy.

APPROVED AND ADOPTED THIS 19<sup>th</sup> day of June, 2013.



\_\_\_\_\_  
RICK WOOD, Mayor

ATTEST:

  
\_\_\_\_\_  
JAMIE GRAY, Town Clerk

**TOWN OF MAMMOTH LAKES  
INVESTMENT POLICY  
Fiscal Year 2013-14**

**I. Scope**

The Town's Investment Policy establishes a framework for prudent investment of the Town's resources. This Policy is intended to apply to all funds and investment activities under the direct authority of the Town of Mammoth Lakes.

**II. Definition of Treasurer**

The Finance Manager, or another Town employee designated to perform the Finance Manager's duties, serves as the Town Treasurer.

**III. Objectives**

- A. SAFETY: It is the primary duty and responsibility of the Treasurer to protect, preserve and maintain cash and investments placed in his/her trust on behalf of the citizens of the community.
- B. LIQUIDITY: An adequate percentage of the portfolio should be maintained in liquid short-term securities, which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis should be on marketable securities with low sensitivity to market risk.
- C. YIELD: Yield should become a consideration only after the basic requirements of safety and liquidity have been met.
- D. MARKET-AVERAGE RATE OF RETURN: The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the Town's risk constraints, the cash flow characteristics of the Town's portfolio, and State and Local laws, ordinances or resolutions that restrict investments.
- E. DIVERSIFICATION: The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risk regarding specific security types or individual financial institutions.
- F. PRUDENCE: The Town's investment strategies shall adhere to the guidance provided by the "prudent man rule", which obligates a fiduciary to insure that:

"...investment shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived."

G. PUBLIC TRUST: All participants in the investment process shall act 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. 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.

#### **IV. Delegation of Authority**

The Treasurer and the Town Manager shall act jointly to make investments on behalf of the Town of Mammoth Lakes. Neither the Treasurer nor the Town Manager has authority to make investments independently of the other. An Investment Summary Sheet (Exhibit A) shall be signed by the Treasurer and Town Manager for all investments other than LAIF. Investments shall be limited to the types of investments specified in Section VII. When specific Town Council approval is required, the investment shall not be made until the Treasurer receives and files with the Town Clerk written evidence of such Council approval.

#### **V. Reporting**

The Treasurer shall submit a monthly investment report to the Town Council of Mammoth Lakes. This report can be posted online for the Town Council's and public's view. This report will include all required elements of the monthly report as prescribed by Government Code Section 53646.

Required elements of the monthly report:

- Type of investment.
- Institution.
- Date of maturity.
- Amount of deposit or cost of the security.
- Current market value of securities with maturity in excess of 12 months.
- Rate of interest.
- Statement that there are sufficient and readily available liquid funds to meet the next 30 days' obligations.
- Accrued interest as prescribed by the California Section 53646, if required by the Legislative Body.

#### **VI. Investment Instruments**

Authorized investment instruments which may be utilized and which are in accordance with Government Code Section 53601 are as follows:

<u>Permitted Investments/Deposits</u>	<u>Maximum Percentages or Amount</u>	<u>Maximum Maturity</u>
<u>Investment Type A:</u>		
Securities of the US Government	Unlimited	5 years
Certificates of Deposit	Unlimited	5 years
Commercial Paper (A1, P1 only)	30%	180 days
LAIF	\$40,000,000	n/a
Passbook Deposits	----	n/a
<u>Investment Type B:</u>		
Negotiable Certificates of Deposit	30%	5 years
Bankers Acceptances	40%	270 days
Repurchase agreements	----	1 year
Mutual Funds	15%	5 years
Medium Term Notes	30%	5 years

Type A investments do not require any specific approval of the Council. All Type B investments require a specific resolution of approval of the Town Council prior to the investment purchase/deposit.

**VII. Internal Controls**

Internal controls are designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the Governmental Agency. A System of Internal Control shall be documented and attached hereto (Exhibit B).

**VIII. Maturities**

Maturities shall be in conformance with the legal limits as specified in Section VII. Although the allowable maturity limit is up to five years for certain types of investments, the focus the investment should remain within the immediate two-year period for reasons of prudence.

**IX. Banks and Securities Dealers**

In selecting financial institutions for the deposit or investment of Government Agency funds, the Treasurer shall consider the creditworthiness of institutions. The Treasurer shall continue to monitor financial institutions' credit characteristics and financial history throughout the period in which agency funds are deposited or invested.

**X. Risk Tolerance**

The Governmental Agency recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Portfolio diversification is employed as a way to control risk. The Treasurer and Town Manager are expected to display prudence in the selection of securities, as a way to minimize default risk. No individual investment transaction shall be undertaken which jeopardizes the

total capital position of the overall portfolio. The Treasurer shall periodically establish guidelines and strategies to control risks of default, market price changes and illiquidity.

In addition to these general policy considerations, the following specific policies will be strictly observed.

- A. All transactions will be executed on a delivery versus payment basis.
- B. A competitive bid process, when practical, will be used to place all investment purchases.

**XI. Safekeeping and Custody**

The Treasurer is responsible for maintaining the proper mix of investments, taking into consideration limits imposed by law and the need for liquidity.

All investments shall be held in the name of the Town of Mammoth Lakes. The Town Council shall from time to time execute such documents as are necessary to provide evidence of the Treasurer's and Town Manager's joint trading authority as set forth in this document.

**XII. Annual Review and Confirmation of the Investment Policy**

The Investment Policy shall be reviewed and confirmed annually by the Town Council of Mammoth Lakes.

EXHIBIT A

INVESTMENT SUMMARY SHEET

THE PURPOSE OF THIS DOCUMENT IS  
TO CONFIRM THAT A JOINT DECISION  
WAS MADE WHEN INVESTING TOWN FUNDS  
IN NON-LAIF INSTRUMENTS

The following investment has been reviewed by both the  
Treasurer and the Town Manager and has been found to be  
in conformance with the Town's investment policy

SETTLEMENT DATE: \_\_\_\_\_  
MATURITY DATE: \_\_\_\_\_  
INVESTMENT: \_\_\_\_\_  
PAR VALUE: \_\_\_\_\_  
PRICE: \_\_\_\_\_  
PRINCIPAL COST: \_\_\_\_\_  
ACCRUED INTEREST: \_\_\_\_\_  
TOTAL COST: \_\_\_\_\_  
DATE INTEREST PAID: \_\_\_\_\_  
CUSIP: \_\_\_\_\_  
YIELD TO MATURITY: \_\_\_\_\_  
INTEREST RATE: \_\_\_\_\_

We hereby confirm the above investment directive on behalf  
of the Town of Mammoth Lakes.

\_\_\_\_\_  
Treasurer, Finance Manager

\_\_\_\_\_  
Town Manager

## EXHIBIT B

### INTERNAL CONTROL SYSTEM FOR TREASURY FUNCTION

#### OBJECTIVES OF INTERNAL CONTROL

Internal control is the plan of organization and all related systems established by the management's objectives of ensuring, as far as practicable:

- The orderly and efficient conduct of business, including adherence to management policies
- The safeguarding of assets
- The prevention or detection of errors and fraud
- The accuracy and completeness of the accounting records
- The timely preparation of reliable financial information

#### LIMITATION OF INTERNAL CONTROL

No internal control system, however elaborate, can by itself guarantee the achievement of management's objectives. Internal control, because of its inherent limitations, can only provide reasonable assurance that the objectives are met.

Elements of a system of internal control are the means by which the Town of Mammoth Lakes can satisfy the objectives of internal control.

#### CONTROL ELEMENTS

The Treasurer/Finance Manager and Town Manager should approve investment transactions.

The Treasurer/Finance Manager should execute investment transactions.

Recording of investment transactions in the Town's accounting records should be done by the Town's Accountant.

The Town's Accountant should do verification of investment, i.e., match broker confirmation to the Town's Accounting Records.

Periodic review of the investment portfolio as prepared by the Treasurer/Finance Manager, specifically investment types, purchase price, market values, maturity dates, investment yields, conformance to stated investment policy shall be performed on an ongoing basis by the Town Manager, and annually by the external auditors during the course of the annual audit.

STATE OF CALIFORNIA        )  
COUNTY OF MONO            )  
TOWN OF MAMMOTH LAKES)        ss.

I, JAMIE GRAY, Town Clerk of the Town of Mammoth Lakes, DO HEREBY CERTIFY under penalty of perjury that the foregoing is a true and correct copy of Resolution No. 13-46 adopted by the Town Council of the Town of Mammoth Lakes, California, at a meeting thereof held on the 19th day of June, 2013, by the following vote:

AYES:                        Councilmembers Lehman, Raimondo, Mayor Pro Tem Bacon, and Mayor Wood

NOES:                        Councilmember Eastman

ABSENT:                    None

ABSTAIN:                   None

DISQUALIFICATION:       None

  
\_\_\_\_\_  
JAMIE GRAY, Town Clerk