



Agenda

CITY OF MANHATTAN BEACH

Meeting of the Finance Subcommittee

August 29, 2024 – 3:00pm

Sunset Room

Joslyn Community Center

1601 Valley Drive

Manhattan Beach, CA 90266

1. **Public Comments**
2. **Approval of Minutes from May 9, 2024, Finance Subcommittee Meeting**
Recommended Action: Approve
3. **Banking Agreement and Services**
Recommended Action: Approve
4. **Annual Review of Investment Policy**
Recommended Action: Approve
5. **Update on Broker/Dealer Investment Services**
Recommended Action: Discuss and Provide Direction
6. **Investment Portfolio for June 2024**
Recommended Action: Receive and File
7. **Preliminary Month-End Financials for June 2024**
Recommended Action: Receive and File
8. **Fiscal Year 2023-2024 Monthly Schedule of Transient Occupancy Tax, Lease Payments and Miscellaneous Accounts Receivables**
Recommended Action: Receive and File
9. **April 2024 through June 2024 Bad Debt Write Offs for Miscellaneous Accounts Receivables, Utility Billing and Ambulance Transports Referred to Collections**
Recommended Action: Receive and File

Adjourn

Finance Subcommittee Meeting Draft Action Minutes

Meeting Date: May 9, 2024, 3:00 p.m.
Location: City Manager's Conference Room – City Hall
Recording Secretary: Helga Foushanes

In Attendance: Tim Lilligren, Treasurer
Joe Franklin, Mayor
Steve Napolitano, Council Member
Bruce Moe, City Manager
Steve S. Charelian, Finance Director
Julie Bondarchuk, Financial Controller
Libby Bretthauer, Financial Services Manager
Emy-Rose Hanna, Revenue Services Supervisor
Amira Khodari, Accounting Supervisor

Called to Order: 3:05 p.m. by Mayor Joe Franklin

Agenda Item #1 – Public Comments

None.

Agenda Item #2 - Approval of Minutes from February 6, 2024, Finance Subcommittee Meeting

The Finance Subcommittee approved the minutes of the February 6, 2024, meeting.

Agenda Item #3 – Comprehensive User Fee Study and Cost Allocation Plan (CAP) Consultant Selection

The Finance Subcommittee directed staff to come back in October with an update on the study. The Finance Subcommittee received and filed the report.

Agenda Item #4 – Fiduciary Consultant for Employee Retirement Accounts

The Finance Subcommittee received and filed the report.

Agenda Item #5 – Discuss Revenue Enhancement Measures

Staff provided an update regarding revenue enhancements; the sales tax measure was discussed, and the committee directed staff to conduct a citywide survey before placing the measure on the November ballot.

Agenda Item #6 – Investment Portfolio for March 2024

The Finance Subcommittee received and filed the report.

Agenda Item #7 – Month-End Financials for March 2024

The Finance Subcommittee received and filed the report.

Agenda Item #8 – Fiscal Year 2023-2024 Monthly Schedule of Transient Occupancy Tax, Lease Payments and Miscellaneous Accounts Receivables

The Finance Subcommittee received and filed the report.

Agenda Item #9 – January 1, 2024, through March 31, 2024, Bad Debt Write Offs for Miscellaneous Accounts Receivables, Utility Billing and Ambulance Transports Referred to Collections

The Finance Subcommittee received and filed the report.

Adjournment

The meeting adjourned at 3:46 p.m.



CITY OF MANHATTAN BEACH FINANCE SUBCOMMITTEE STAFF REPORT

TO: Members of the Finance Subcommittee
THROUGH: Onyx Jones, Interim Finance Director
FROM: Julie Bondarchuk, Financial Controller
SUBJECT: Banking Agreement and Services
DATE: August 29, 2024

RECOMMENDATION:

Staff recommends that the Finance Subcommittee discuss contract options, make a selection, and approve a three-year agreement with US Bank with an optional two-year extension.

FISCAL IMPLICATION:

Bank service charges and credit card fees are budgeted as part of the annual budget process. Approving a new agreement can save the City an estimated \$18,945 annually in fees. Additionally, interest earnings can be enhanced for further savings if the Finance Subcommittee decides to add a mutual fund sweep option to the services.

DISCUSSION:

The City selected Union Bank for banking services through a request for proposal in 1998. Union Bank provides general banking services to the City, including recordkeeping, lockbox, check and wire services, payment processing, fraud protection, internet banking, and many more. Since making the switch to Union Bank, Finance staff has been pleased with the level of service and maintains a strong banking relationship.

The change of banks is a major undertaking and is not typically a service subject to the competitive bidding process. Transitioning banks is labor intensive, time consuming, and disruptive to operations. For these reasons, making a change in banking service is typically initiated through operational or service needs.

The parent company of US Bank, US Bancorp, acquired Union Bank in December 2022 and subsequently, the Finance Department completed the transition from Union Bank to US Bank in May 2023. Since the change, Finance staff continued to experience exceptional service and remains satisfied with the banking services.

Since the transition, Finance staff took the opportunity to review the current agreement and renegotiate the pricing. Due to the City's long banking relationship, US Bank offered the City very competitive terms. The proposed contract is a three-year term with an optional two-year extension with the following benefits:

- 1.50% Earnings Credit Rate (ERC)
- \$5,000 loyalty bonus to be used for any banking services
- Cutting an additional 4.3% off fees

In the most recent 12-month period (August 2023-July 2024), the City was charged \$60,483 in fees, offset by \$45,343 in interest (ERC of .75%), which netted out to \$15,140 in payments. With the current contract, the City would need to keep a total of \$7,722,092 in the bank balance to offset these fees. With the renegotiated rates, that balance lowers to \$4,058,702. If these terms were in place the last 12-months, the City would not have had to pay any fees.

In addition to continuing current services, staff recommends enrolling in the money market fund overnight sweep service to enhance the City's interest earning potential. This service will sweep a designated amount of funds overnight into a selected mutual fund for investment, and then re-deposit the funds the next morning for operational use. The three mutual funds offered by US Bank are listed below along with the interest rate as of July 13th and a description of the fund:

First American US Treasury Money Market Y Fund (FOYXX) – 4.91%

The Fund will exclusively invest in direct obligations of the U.S. Treasury. The U.S. Treasury obligations in which the fund invests include U.S. Treasury bonds, notes, and bills.

First American Government Obligation Y Fund (FGVXX) – 4.91%

The Fund will primarily invest in short-term U.S. government securities, including repurchase agreements secured by U.S. government securities.

First American Treasury Obligation Y Fund (FOCXX) – 4.89%

The Fund will exclusively invest in short-term U.S. Treasury obligations, including repurchase agreements secured by U.S. Treasury obligations such as U.S. Treasury bonds, notes, and bills.

Of the three options, FOYXX is the only mutual fund that does not include repurchase agreements in its portfolio. The monthly maintenance cost for this service is \$225. Incorporating the money market sweep can help the City increase interest earnings on our operating account. The City can cancel the money market sweep service at any time with a ten-day notice.

In summary, staff recommends that the Finance Subcommittee discuss overnight money market fund investment options, make a service selection, and approve going forward with a banking contract with US Bank. Once approved by the Finance Subcommittee, staff will bring the item forth to City Council for approval.

Attachments: Money Market Mutual Fund Summaries

First American Money Market Funds

Government Obligations Fund – Y Class

Investment Strategy: Seeks to provide maximum current income and daily liquidity by purchasing U.S. government securities and repurchase agreements collateralized by such obligations.

Net Annualized Monthly Average Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
See FirstAmericanFunds.com for additional historical performance information.												
2022	0.01%	0.01%	0.01%	0.01%	0.30%	0.66%	1.11%	1.69%	2.03%	2.56%	3.26%	3.59%
2023	3.81%	4.02%	4.17%	4.38%	4.62%	4.68%	4.74%	4.93%	4.94%	4.95%	4.97%	4.97%
2024	4.95%	4.92%	4.92%	4.91%	4.92%	4.92%	4.92%					

Performance quoted represents past performance and does not guarantee future results. Investment return will fluctuate so that an investor's shares, when redeemed, may be worth more or less than the original cost. Current performance may be lower or higher than quoted. For current month-end performance information, call 800.677.3863. Performance assumes the reinvestment of dividends and capital gains. Investment performance reflects fee waivers. Without waivers, returns and yields would be reduced.

Portfolio Characteristics

Total Net Assets (all classes)	\$88.2 billion
Weighted Average Maturity (WAM)	37 days
Inception Date	03/01/1990
Expense Ratio	
Gross	0.45%
Net [†]	0.45%

Ticker

FGVXX 31846V203

CUSIP

Cutoff Times

Purchases and Redemptions 3:45 p.m. CT

Current Yield[†] Sub. Unsub.

7-Day Yield 4.92% 4.92%

Ratings

Moody's Aaa-mf
Standard & Poor's AAAM
Fitch AAAMmf

For more information and ratings methodology, please visit moodys.com, spglobal.com, and fitchratings.com.

[†]Subsidized (Sub.) yields reflect fee waivers in effect. Without such waivers, yields would be reduced. Unsubsidized (Unsub.) yields do not reflect fee waivers in effect.

[†]The advisor has contractually agreed to waive fees and reimburse fund expenses through December 31, 2024, so that the total annual fund operating expenses do not exceed as stated. These waivers and reimbursements may be terminated any time after December 31, 2024 by the advisor. Prior to that time, waivers and reimbursements may not be terminated without approval of the fund's board.

Fitch AAAMmf Rating: Money market funds with this rating are judged to have the highest credit quality and safety of principal.

Moody's Aaa-mf Rating: Money market funds with this rating are judged to be of an investment quality similar to Aaa-rated fixed-income obligations; that is, they are judged to be of the highest quality.

Portfolio Maturity: Maturities of the portfolio's securities are determined using provisions of SEC Rule 2a-7, which allow the fund to consider certain floating- and variable-rate securities as having maturities shorter than their stated maturity dates.

Standard & Poor's AAAM Rating: S&P Global evaluates a number of factors, including credit quality, market price, exposure, and management.

Weighted Average Maturity (WAM) is the time to maturity of all the securities held in the fund, weighted by each security's percentage of total investments. WAM measures a fund's sensitivity to interest rate changes.

Mutual fund investing involves risk. This material must be preceded or accompanied by a current prospectus. It contains more information that investors should carefully consider about each fund, including risks, charges and expenses: call 800.677.3863 or visit www.FirstAmericanFunds.com. Please read it carefully before investing.

For Government Obligations - You could lose money by investing in the Fund. Although the Fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee to do so. An investment in the Fund is not a deposit of U.S. Bank National Association and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. The Fund's sponsor is not required to reimburse the fund for losses, and you should not expect that the sponsor will provide financial support to the Fund at any time, including during periods of market stress.

Portfolio Maturity

Overnight	55%
2-7 days	10%
8-29 days	6%
30-60 days	11%
61-120 days	4%
121+ days	14%

Portfolio Allocation* (% of Market Value)

Investment Companies	0.7%
U.S. Government Agency Debt	19.3%
U.S. Government Agency Repurchase Agreements	6.0%
U.S. Treasury Debt	31.9%
U.S. Treasury Repurchase Agreements	42.1%

*Portfolio allocations may change and are not recommendations to buy or sell.

Portfolio Managers

James Palmer, CFA

37 years of financial industry experience

Jeffrey Plotnik

31 years of financial industry experience

Michael Welle, CFA

32 years of financial industry experience

Contact us at 800.677.3863 or www.FirstAmericanFunds.com.

First American Money Market Funds

Treasury Obligations Fund – Y Class

Investment Strategy: Seeks to provide maximum current income and daily liquidity by purchasing U.S. Treasury securities and repurchase agreements collateralized by such obligations.

Net Annualized Monthly Average Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
See FirstAmericanFunds.com for additional historical performance information.												
2022	0.01%	0.01%	0.01%	0.01%	0.31%	0.70%	1.19%	1.78%	2.15%	2.67%	3.36%	3.68%
2023	3.91%	4.13%	4.25%	4.42%	4.66%	4.71%	4.76%	4.94%	4.94%	4.95%	4.97%	4.96%
2024	4.94%	4.92%	4.91%	4.90%	4.90%	4.90%	4.89%					

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Portfolio Characteristics

Total Net Assets (all classes)	\$46.1 billion
Weighted Average Maturity (WAM)	40 days
Inception Date	01/24/1995
Expense Ratio	
Gross	0.45%
Net [†]	0.45%

Ticker

FOCXX 31846V807

CUSIP

Cutoff Times

Purchases and Redemptions 3:45 p.m. CT

Current Yield[†] Sub. Unsub.

7-Day Yield 4.90% 4.90%

Ratings

Moody's Aaa-mf
Standard & Poor's AAAM
Fitch AAAMmf

For more information and ratings methodology, please visit moody.com, spglobal.com, and fitchratings.com.

NAIC U.S. Direct Obligations/Full Faith & Credit Exempt List

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Fitch AAAMmf Rating: Money market funds with this rating are judged to have the highest credit quality and safety of principal.

Moody's Aaa-mf Rating: Money market funds with this rating are judged to be of an investment quality similar to Aaa-rated fixed-income obligations; that is, they are judged to be of the highest quality.

NAIC U.S. Direct Obligations/Full Faith and Credit Exempt (Exempt) List: A money market fund is eligible for listing on the NAIC (National Association of Insurance Commissioners) Exempt List if the fund: (1) maintains a money market fund rating of AAAM from Standard & Poor's or Aaa-mf from Moody's Investor Services or an equivalent money market fund rating from any NAIC CRP (2) maintains a stable net asset value per share of \$1.00 (3) allows a maximum of seven-day redemption of proceeds (4) invests 100% of its total assets in securities that are direct obligations of the U.S. government and/or in securities that are backed by the full faith and credit of the U.S. government or collateralized repurchase agreements comprised of such obligations at all times. **NAIC designations are suitable for NAIC members' use in determining whether a fund has met certain eligibility requirements for NAIC listing. NAIC designation should not be considered an investment criteria for non-members.**

Portfolio Maturity: Maturities of the portfolio's securities are determined using provisions of SEC Rule 2a-7, which allow the fund to consider certain floating- and variable-rate securities as having maturities shorter than their stated maturity dates.

Standard & Poor's AAAM Rating: S&P Global evaluates a number of factors, including credit quality, market price, exposure, and management.

Weighted Average Maturity (WAM) is the time to maturity of all the securities held in the fund, weighted by each security's percentage of total investments. WAM measures a fund's sensitivity to interest rate changes.

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Portfolio Maturity

Overnight	55%
2-7 days	8%
8-29 days	8%
30-60 days	10%
61-120 days	4%
121+ days	15%

Portfolio Allocation* (% of Market Value)

U.S. Treasury Debt	46.9%
U.S. Treasury Repurchase Agreements	53.1%

*Portfolio allocations may change and are not recommendations to buy or sell.

Portfolio Managers

James Palmer, CFA

37 years of financial industry experience

Jeffrey Plotnik

31 years of financial industry experience

Michael Welle, CFA

32 years of financial industry experience

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First American Money Market Funds

U.S. Treasury Money Market Fund – Y Class

Investment Strategy: Seeks to provide maximum current income and daily liquidity by purchasing U.S. Treasury and other money market funds that invest exclusively in such obligations.

Net Annualized Monthly Average Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
See FirstAmericanFunds.com for additional historical performance information.												
2022	0.00%	0.00%	0.00%	0.04%	0.22%	0.44%	0.82%	1.57%	2.03%	2.59%	3.19%	3.60%
2023	3.81%	4.00%	4.11%	4.18%	4.29%	4.60%	4.77%	4.91%	4.94%	4.97%	4.99%	4.96%
2024	4.93%	4.92%	4.91%	4.90%	4.92%	4.91%	4.90%					

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Portfolio Characteristics

Total Net Assets (all classes)	\$6.5 billion
Weighted Average Maturity (WAM)	48 days
Inception Date	10/25/2004
Expense Ratio	
Gross	0.46%
Net [†]	0.45%

Ticker

FOYXX 31846V534

CUSIP

31846V534

Ratings

Moody's Aaa-mf
Standard & Poor's AAAM

Cutoff Times

Purchases and Redemptions 12:30 p.m. CT

For more information and ratings methodology, please visit moody's.com and spglobal.com.

Current Yield[†] Sub. Unsub.

7-Day Yield 4.90% 4.90%

NAIC U.S. Direct Obligations/Full Faith & Credit Exempt List

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Portfolio Maturity

Overnight	13%
2-7 days	3%
8-29 days	27%
30-60 days	29%
61-120 days	23%
121+ days	5%

Portfolio Allocation* (% of Market Value)

U.S. Treasury Debt	100.0%
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*Portfolio allocations may change and are not recommendations to buy or sell.

Portfolio Managers

James Palmer, CFA
37 years of financial industry experience

Jeffrey Plotnik
31 years of financial industry experience

Michael Welle, CFA
32 years of financial industry experience

Contact us at 800.677.3863 or www.FirstAmericanFunds.com.



CITY OF MANHATTAN BEACH FINANCE SUBCOMMITTEE STAFF REPORT

TO: Members of the Finance Subcommittee
THROUGH: Onyx Jones, Interim Finance Director
FROM: Libby Bretthauer, Financial Services Manager
SUBJECT: Annual Review of City Investment Policy
DATE: August 29, 2024

RECOMMENDATION:

Staff recommends that the Finance Subcommittee approve the FY 2024-2025 Investment Policy.

FISCAL IMPLICATION:

There are no immediate fiscal implications associated with the recommended action.

BACKGROUND:

The City's adopted Financial Policies state that the City Council shall annually review, and modify as appropriate, the City's Investment Policy. The Finance Subcommittee reviews and approves the policy in advance of City Council review and adoption.

DISCUSSION:

City staff, as well as the City's investment brokers, reviewed the City's current Investment Policy and discussed the need for potential changes based on current laws, regulations and changing market conditions. Furthermore, Investment Policy Certification program guidelines issued by the California Municipal Treasurers Association (CMTA), California Debt and Investment Advisory Commission (CDIAC) and the Association of Public Treasurers of the United States and Canada (APT US&C) were reviewed and are incorporated as appropriate.

The City's Investment Policy was last certified by CMTA in FY 2021-2022. This Investment Policy Certification recognizes and validates that the City of Manhattan Beach's Investment Policy adheres

with the State of California Government Code and meets the program requirements within 18 different topics areas deemed to be best practices for investment policies. Those topics include:

- Scope
- Prudence
- Objective
- Delegation of Authority
- Ethics and Conflicts of Interest
- Authorized Financial Dealers and Institutions
- Authorized and Suitable Investments
- Review of Investment Portfolio
- Investment Pools/Mutual Funds
- Collateralization
- Safekeeping and Custody
- Diversification
- Maximum Maturities
- Internal Controls
- Performance Standards
- Reporting
- Investment Policy Adoption
- Glossary

Since the last certification in FY 2021-2022, no substantive changes to the Investment Policy have been necessary. For FY 2024-2025, only minor and immaterial edits were made to reflect language in the current California Statutes and in the Glossary for clarity.

Staff requests that the Finance Subcommittee review and approve the Policy and authorize staff to submit it to the full City Council for approval on September 17, 2024.

Attachments:

1. Investment Policy for FY 2024-2025 (Red-line)
2. Investment Policy for FY 2024-2025 (Clean)



CITY OF MANHATTAN BEACH

INVESTMENT POLICY

Reviewed/Revised July 2024

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1. Policy

The purpose of this document is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment process. The initial step toward a prudent investment policy is to organize and formalize investment-related activities. Related activities which comprise good cash management include accurate cash projection, the expeditious collection of revenue, the control of disbursements, cost-effective banking relations, and short-term borrowing programs which coordinate working capital requirements and investment opportunity. In concert with these requirements are the many facets of an appropriate and secure short-term investment program.

2. Scope

It is intended that this policy cover all short-term operating funds and investment activities under the direct authority of the City. These funds are described in the City's annual financial report and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Internal Service Funds
- Fiduciary Funds

This investment policy does not apply to Bond Proceeds or Deferred Compensation Funds. California Government Code Section 5922(d) authorizes bond, certificates of participation notes and other debt issue proceeds to be invested in accordance with the related offering documentation. These Code Sections recognize the unique needs and objectives of such proceeds. Likewise, Deferred Compensation Plans are covered under California Government Code.

3. Objectives

- A. Safety: Safety of principal is the foremost objective of the City, followed by liquidity and yield. Each investment transaction shall seek to first ensure that capital losses are avoided, whether from securities defaults or erosion of market value.

Investment decisions should not incur unreasonable credit or market risks in order to obtain current investment income.

Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in only very safe securities and by diversifying the investment portfolio so that the failure of any one issuer would not unduly harm the City's cash flow.

Market risk, defined as the risk of market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by structuring the portfolio so that securities mature at the same time that major cash outflows occur, thus eliminating the need to sell securities prior to their maturity. It shall also be mitigated by prohibiting the taking of short positions (selling securities that the City does not own). It is explicitly recognized herein, however, that in a diversified portfolio occasional measured losses are inevitable and must be considered within the context of overall investment return.

- B. Liquidity: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements, which might be reasonably anticipated. This need for investment liquidity may be tempered to the extent that the City is able to issue short-term notes to meet its operating requirements, if beneficial.
- C. Return on Investments: The investment portfolio shall be managed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow requirements, and state and local law, ordinances or resolutions that restrict the placement of short-term funds.
- D. While the City will not make investments for the purpose of trading or speculation as the dominant criterion, the Treasurer and Director of Finance shall seek to enhance total portfolio return by means of ongoing portfolio management. The prohibition of speculative investments precludes investments primarily directed at gains or profits from conjectural fluctuations in market prices.

4. Prudence

The City adheres to the guidance provided by the "prudent investor standard" in the context of managing its overall portfolio. Persons authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the prudent investor standard which states, "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 agency, 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”.

All participants in the investment process shall act responsibly as custodians of the public trust. The Treasurer and City Staff 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.

By exercising their authority with due diligence and prudence, and in accordance with the City of Manhattan Beach Investment Policy, the Treasurer and City Staff will not be held personally liable for any individual investment losses or for total portfolio losses.

5. Delegation of Authority

Pursuant to the California Government Code 53607, the legislative body (City Council) may invest the City’s funds or delegate that responsibility to the City Treasurer, who assumes full responsibility for all investment transactions and ensures a monthly report of those transactions is provided to the City Council until the delegation is revoked or expired. The City Council may renew the delegation of authority each year.

The City Treasurer shall establish a system of controls with the Finance Director to regulate the activities of City officials and their procedures, in the event circumstances require timely action and the City Treasurer is not present or able to carry out his/her duties as Treasurer.

6. Ethics and Conflicts of Interest

The Treasurer and City Staff shall refrain from personal business activity that could conflict with proper execution and management of the policy and the investment program, or which could impair their ability to make impartial decisions. The Treasurer and City Staff involved with investments must provide a public disclosure document annually to the office of the City Clerk. Furthermore, these investment officials must refrain from undertaking personal investment transactions with the same individual(s) employed by the financial institution with whom business is conducted on behalf of the City, and they shall further

disclose any large personal financial/investment positions that could be related to the performance of the City to the office of the City Clerk.

7. Finance Subcommittee

The City Council will appoint a Finance Subcommittee for the purpose of overseeing the implementation of the City's investment program and assuring it is consistent with the investment policy as approved by the City Council. The Finance Subcommittee shall consist of the City Treasurer as Chairperson and two members of the City Council and shall meet at least quarterly to determine general strategies and to monitor results. The Finance Subcommittee shall include in its deliberations such topics as: economic outlook, portfolio diversification and maturity structure, potential risks to the City's funds, approval of authorized financial institutions, and the target rate of return on the investment portfolio. Written investment procedures must be approved by the Finance Subcommittee. Professional and technical advisory support for the Finance Subcommittee shall be provided by the City Treasurer, City Manager and Director of Finance.

8. Reporting

The Director of Finance shall prepare a monthly investment report and submit to the City Manager, the City Council and the City Treasurer. Schedules of the monthly report shall itemize the month's investment purchases, sales and maturities and indicate their effect on portfolio value; itemize all investments and deposits in the portfolio by investment or deposit category, providing essential identifying characteristics for each investment or deposit; indicate the percentage of the portfolio represented by each investment and by each investment category; show all par values, market values and costs at time of purchase, together with each item's coupon or discount rate and current earning rate; show the average earning rate for the portfolio; indicate distribution of the portfolio by maturity category and provide other relevant detail to accomplish disclosure of investment activity and portfolio status.

9. Investment Instruments

General guidelines that the City should follow in managing its investments are as follows:

- No investment will be purchased which matures more than five years from the date of settlement without approval by the City Council at least three months prior. Purchases with a forward settlement date exceeding 45 days from the time of investment are prohibited.

- Maturities of individual investments shall be diversified, attempting to match cash flow requirements where possible.
- The use of callable securities is permitted within the investment classes listed.

To reduce overall portfolio risk while attempting to attain market value rates of return consistent with the primary objectives of safety and availability of funds, investments shall be diversified across types of investments, maturities of those investments, and institutions in which those investments are made. Generally, the portfolio is to be invested in U.S. Treasury and Federal Agency securities with a modest addition of Bankers Acceptances (BA's) and Certificates of Deposit (CD's), and high-grade Medium-Term Corporate Notes.

Permitted Investments per City Policy

Investments shall be made only in those instruments specifically authorized by California State laws (section 53600-53609). The City's specific permitted investment guidelines are listed below. **These are in addition to, and must be used in conjunction with, the State of California statutes applicable to Municipal Investments (see Attachment A).** It should be noted that in some cases the City's permitted investments are more restrictive than the State guidelines.

Permitted Instruments	City Policies/Limitations
State (LAIF) or County Investment Pools	Dollar Maximum: \$75 million (State limit) Portfolio Maximum: 50% (City limit, unless authorized by Finance Subcommittee – see below)
Federally Insured Banks & Thrifts/Time Deposits	Dollar Maximum: Amount insured including accrued interest Term Maximum: 5 Years
U.S. Treasuries	Dollar Maximum: None Term Maximum: 5 Years
Government Sponsored Enterprises* (US Agencies)	Term Maximum: 5 Years Portfolio Maximum: 60%; 33-1/3% per issuer
Bankers Acceptances	Term Maximum: 180 Days Portfolio Maximum: 20%; 5% per issuer
Commercial Paper	Term Maximum: 270 Days Portfolio Maximum: 15%; 5% per issuer (including Medium-Term Notes)
Medium-Term Notes	Term Maximum: 5 Years Portfolio Maximum: 20%; 10% per sector; 5% per issuer (including Commercial paper)

	<p>Ratings Minimum: Aaa to A1 (Moody's) or AAA to A+ (Standard and Poor's)</p> <p>Make Whole Call: Only when the MTN is purchased at a discount (i.e. yield-to-maturity exceeds coupon) or par</p>
Negotiable Certificates of Deposit	<p>Term Maximum: 5 Years</p> <p>Portfolio Maximum: 20%; lesser of 5% or \$1 million per issuer</p> <p>Ratings Minimum: Aaa to A1 (Moody's) or AAA to A+ (Standard and Poor's) above FDIC Insurance Limit</p>
Repurchase Agreements	<p>Term Maximum: 1 Year</p> <p>Portfolio Maximum: 20%</p> <p>A Master Repurchase Agreement must be signed with the bank or dealer. (See Collateralization section below.)</p>
Money Market Mutual Funds	<p>Portfolio Maximum: 20%; 5% per issuer.</p> <p>Issuer must be institutional government money market mutual fund that abides by SEC regulations and have assets under management in excess of \$500+ million.</p>

**Federal National Mortgage Association (FNMA); Federal Home Loan Mortgage Corporation (FHLMC); Federal Home Loan Bank (FHLB); Federal Farm Credit Bank (FFCB); Federal Agricultural Mortgage Corp (FAMC); Tennessee Valley Authority (TVA); and any other U.S. Federal agency or instrumentality.*

State Local Agency Investment Fund (LAIF)

The City's policy with regard to LAIF is that no more than 50% of the investment portfolio may be deposited in LAIF at any time (as calculated at month end). Recognizing that LAIF is often the preferred depository for liquid funds, and in-flows during certain cash positive months results in higher LAIF balances, allowances may need to be made for short term holdings in LAIF that exceed 50%. As a result, in the event LAIF reaches the 50% threshold at any given month end, the portfolio must be reduced to the 50% level by the end of the next monthly reporting period.

When circumstances warrant, the City Treasurer may at his/her sole discretion permit the LAIF balance to exceed 50% of the portfolio for more than the one month period when market conditions make LAIF the preferred deposit for liquid-to-short term investment of City funds. The City Treasurer will provide written notification to the Subcommittee if LAIF exceeds 50% for more than 30 days.

Investments Not Permitted per City Policy

Certain investments are prohibited by Government Code section 53601.6, including inverse floaters, range notes, mortgage-derived interest-only strips and securities that result in zero interest accrual if held to maturity (except for money market funds). Besides investments prohibited by statute, this policy also disallows investment in the following due to a higher perceived risk:

- Asset Backed Securities
- State Obligations, including for California and the other 49 states
- Municipal Obligations, including for the City of Manhattan Beach and other local agencies
- Mortgage Pass-Through Securities
- Reverse Repurchase Agreements

10. Review of Investment Portfolio

The securities held by the City must be in compliance with Section 9. Investment Instruments at the time of purchase. Because some securities may not comply with Section 9. Investment Instruments subsequent to the date of purchase, the Treasurer and City Staff will review the portfolio annually as part of fiscal year-end procedures to identify those securities that do not comply. A subsequent change in rating status does not necessarily force the sale or disposition of the investment. In the event that a security has been downgraded or otherwise found to be noncompliant, the Treasurer and City Staff will assess the risk exposure, make a decision on the course of action, and advise the Finance Subcommittee.

11. Diversification

The City will diversify its investments by security type and institution to avoid incurring unreasonable and avoidable risks associated with concentrating investments in specific security types, maturity segments, or in individual financial institutions. Specific limitations are identified in Section 9. Investment Instruments.

12. Maximum Maturities

Maximum maturities identified in the chart of Permitted Investments refer to the total remaining term from settlement date, which may differ from the original term at time of issue.

To the extent possible, the City attempts to match its investments with anticipated cash flow requirements. The City will not directly invest in securities maturing more than five years from the date of purchase. The Treasurer may temporarily exceed this guideline when repositioning the portfolio to match a specific cash flow need, provided that the City Council has given approval at least three months prior to purchasing any investment maturing more than five years from the date of purchase.

13. Relationships with Financial Institutions

- A. The City may only purchase statutorily authorized investments, not purchased directly from the issuer, but from either an institution licensed by the state as a broker/dealer, from a national or state chartered bank, from a federal or state savings institution, from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank, or a member of a securities exchange.
- B. Financial institutions with which the City conducts investment activities must agree in writing to undertake reasonable efforts to prevent illegal and/or imprudent transactions involving City funds. Should it come to the attention of the Director of Finance that City funds have been involved in illegal and/or imprudent transactions, it will be reported to the City Council along with options for dealing with the situation.

All security dealers who wish to engage in transactions with the City must meet the City's requirements for reliability and safety.

- C. To ensure yields consistent with this policy and to provide for the objective investment of City funds, the City's investment procedures shall be designed to include transactions with several firms that compete directly for public business, and to encourage competitive bidding on transactions. Such bids and offers shall be made available upon request to the Finance Subcommittee and the City Manager.
- D. The City shall utilize a minimum of two financial institutions deemed eligible by the Finance Subcommittee to place all investment purchases. Based on a periodic evaluation, securities dealers, banks and other financial institutions will be dropped or continued on the eligibility list. The following criteria will be used in the evaluation:
 - 1. Prompt and accurate confirmation of transactions
 - 2. Efficient securities delivery

3. Accurate market information account servicing

In order to assist in identifying “qualified financial institutions,” the Director of Finance shall forward copies of the City’s investment policy to those financial institutions with which the City is interested in doing business and require written acknowledgement of the Policy.

All qualified financial dealers must supply the City with the following:

- Annual audited financial statements
- Proof of Financial Industry Regulatory Authority (FINRA) certification
- Trading Resolution
- Proof of State of California registration
- Completed Broker/Dealer Questionnaire
- Certification of having read the City’s policy

The City will maintain an authorized agreement with at least one eligible broker who is associated with an institutional (versus retail) division of a primary brokerage firm. An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer (or Finance Director). A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the City invests.

14. Investment Pools/Money Market Mutual Funds

A thorough investigation of the investment pool and/or money market mutual fund is required prior to investing and on a continual basis thereafter to evaluate the suitability and risks of the pool. The investigation will, at a minimum, obtain the general information:

- A description of eligible investment securities, and a written statement of investment policy and objectives;
- A description of interest calculations and how they are distributed, and how gains and losses are treated;
- A description of how the securities are safeguarded (including the settlement processes) and how often the securities are priced and the program audited;
- A description of who may invest in the program, how often, and what size deposits and withdrawals are allowed;
- A schedule for receiving statements and portfolio listings;

- A description of the utilization and level of reserves, retained earnings or other collateral used by the fund;
- A fee schedule that discloses when and how fees are assessed; and
- Whether the fund is eligible for bond proceeds and/or whether it will accept such proceeds.

15. Collateralization

Collateralization is normally required on two types of investments: certificates of deposit and repurchase agreements. The City does not invest in time deposits or certificates of deposit above the FDIC-insured limit. In order to anticipate market changes and provide a level of security for all funds, the collateralization level for repurchase agreements will be marked-to-market daily to a market valuation of 102% of principal and accrued interest.

16. Safekeeping and Custody

- A. All City investments shall have the City of Manhattan Beach as its registered owner, and all interest and principal payments and withdrawals shall indicate the City of Manhattan Beach as the payee.
- B. All securities shall be safe kept with a qualified financial institution, contracted by the City as a third-party custodian. All securities shall be acquired by the safekeeping institution on a “delivery-versus-payment” (DVP) basis. In other words, the security must be delivered before City funds are released. The DVP basis for delivery also applies to the delivery and safekeeping of repurchase agreement collateral.
- C. Original copies of non-negotiable certificates of deposit and confirming copies of all other investment transactions must be delivered to the City.

17. Internal Control

The Director of Finance shall establish a system of internal controls, which shall be documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City. Controls deemed most important include: control of collusion, separation of duties, separating transaction authority from accounting and recordkeeping, custodial safekeeping, clear delegation of authority, specific limitations regarding securities losses

and remedial action, written confirmation of telephone transactions, minimizing the number of authorized portfolio managers, documentation of transactions and strategies, and ethical standards.

The Director of Finance shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with established policies and procedures.

18. Risk Tolerance

The City 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, as referenced above in paragraph III.D. The Treasurer and City Staff 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.

19. Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and cash flow needs. Investment return becomes a consideration only after the basic requirements of investment safety and liquidity have been met.

The City's investment strategy is passive (buy-and-hold). Given this strategy, the Treasurer and/or Finance Director shall determine whether market yields are being achieved by comparing the total return of the portfolio to the monthly LAIF rate and the 12-month rolling average 2-Year Treasury Constant Maturity rate. However, the reporting of these benchmarks is only to be used as a reference tool and therefore should not imply that the City should add additional risk to the portfolio in order to attain or exceed a benchmark. Benchmarks may change over time based on changes to market conditions or cash flow requirements.

20. Investment Policy Adoption

The policy shall be reviewed annually by the Finance Subcommittee and any modifications made thereto must be approved by the City Council. The City's investment policy shall be adopted annually by the City Council.

The Director of Finance shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, master repurchase agreements, wire transfer agreements, banking service contracts and depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City.

**ATTACHMENT A:
Summary of State of California Statutes Applicable to Municipal Investment**

The following investments are authorized by California State Code, Title 5, Division 2, Sections 16340, 16429.1, 53601, 53601.8, 53635, 53635.2, and 53638.

California Authorized Investments	Key Limitation Summary*
Local Agency Bonds	Portfolio Maximum: None
US Treasury Obligations	Portfolio Maximum: None
State Obligations – CA and Others	Portfolio Maximum: None
CA Local Agency Obligations	Portfolio Maximum: None
United States Agency Obligations	Portfolio Maximum: None
Bankers Acceptances	Portfolio Maximum: 40%; 30% in any one issuer Term Maximum: 180 days
Commercial Paper	Domestic corporation with total assets greater than \$500 million Ratings Minimum: A-1 rated commercial paper Portfolio Maximum: 25%; 10% in outstanding CP and medium-term notes of any single issuer Term Maturity: 270 days
Negotiable Certificates of Deposit and CD Placement Service	Nationally or state-chartered bank, a savings association or a federal association, a state of federal credit union, or a state licensed branch of a foreign bank. Portfolio Maximum: 30%
Medium Term Corporate Notes	Domestic corporations rated “A” or better by an NRSRO Portfolio Maximum: 30%
Repurchase Agreements	Maximum Maturity: One Year
Reverse Repurchase Agreements	Security subject to repurchase has been owned & fully paid for at least 30 days prior to sale. Funds received cannot be used to purchase securities with a maturity longer than 92 days. Portfolio Maximum: 20% of the base value of the portfolio Term Maximum: 92 days

California Authorized Investments	Key Limitation Summary*
Supranational Obligations	<p>Portfolio Maximum: 30%</p> <p>Minimum Rating: "AA" rating category or its equivalent or better</p>
Shares of Beneficial Interest Issued By Diversified Management Companies (Mutual & Money Market Funds)	<p>Portfolio Maximum: 20%; 10% per fund</p> <p>Money Market funds registered with the SEC; attained the highest ranking by not less than two nationally recognized rating organizations; assets in excess of \$500 million; investment advisor with not less than five years of experience</p>
Local Agency Investment Fund	<p>Investment Maximum: \$50 million</p>
Mortgage pass-through and Asset-Backed Securities	<p>Portfolio Maximum: 20%</p> <p>Minimum Rating: "AA" national rating</p>
<p>Other Obligation Valuation Requirements:</p> <p>Promissory notes secured by first mortgages and first trust deeds which comply with Section 53651.2.</p> <p>With the consent of the treasurer, letters of credit issued by the Federal Home Loan Bank of San Francisco which comply with Section 53651.6.</p>	<p>(a) Eligible securities, except eligible securities of the classes described in subdivisions (m) and (p) of Section 53651, shall have a market value of at least 10 percent in excess of the total amount of all deposits of a depository secured by the eligible securities.</p> <p>(b) Eligible securities of the class described in subdivision (m) of Section 53651 shall have a market value at least 50 percent in excess of the total amount of all deposits of a depository secured by those eligible securities.</p> <p>(c) Eligible securities of the class described in subdivision (p) of Section 53651 shall have a market value of at least 5 percent in excess of the total amount of all deposits of a depository secured by those eligible securities.</p>

California Authorized Investments	Key Limitation Summary*
Moneys held by a trustee or fiscal agent pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements	May be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.
Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest	Securities of the types listed by Section 53651 Market value of at least 110% of underlying security value
Other Code Restrictions & Clarifications	<p>A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in inverse floaters, range notes, or mortgage-derived, interest-only strips.</p> <p>A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in any security that could result in zero interest accrual if held to maturity.</p> <p>No more than 5 percent of the total assets of the investments held by a local agency may be invested in the securities of any one issuer, except the obligations of the United States government, United States government agencies, and United States government-sponsored enterprises.</p> <p>Where this section specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase.</p>

**Unless otherwise stated, all investments have a five-year maximum maturity limitation.*

ATTACHMENT B:

GLOSSARY

AGENCIES: Federal agency securities and/or government-sponsored enterprises, such as Federal Home Loan Bank (FHLB), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), Federal Farm Credit Bank (FFCB), etc.

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

BROKER: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides. In the money market, brokers are active in markets in which banks buy and sell money and in inter-dealer markets.

CERTIFICATES OF DEPOSIT (CD): Time deposits of a bank or savings and loan. They are purchased in various denominations with maturities ranging from 30 to multiple years. The interest is calculated on a 360-day, actual day month basis and is payable monthly.

NEGOTIABLE CERTIFICATES OF DEPOSIT: Unsecured obligations of the financial institution, bank or savings and loan, bought at par value with the promise to pay face value plus accrued interest at maturity. They are high-grade negotiable instruments, paying a higher interest rate than regular certificates of deposit. The primary market issuance is in multiples of \$1,000,000, the secondary market usually trades in denominations of \$500,000, although smaller lots are occasionally available. As a matter of practice, only the ten largest U.S. banks, where there is a secondary market established for continued liquidity, are considered for investment.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMMERCIAL PAPER: Short-term unsecured promissory note issued by a corporation to raise working capital. These negotiable instruments are purchased at a discount to par value or at par value with interest bearing. Commercial paper is issued by corporations such as IBM, Bank of America, etc.

Local agencies are permitted by State law to invest in commercial paper of "prime" quality of the highest ranking or of the highest letter and numerical ratings as provided by Moody's Investor's Service, Inc., or Standard and Poor's Corporation. Purchases of eligible commercial paper may not exceed 270 days maturity nor exceed 30% of the local agency's surplus funds.

COUPON: The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DELIVERY VERSUS PAYMENT (DVP): There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipts is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DIVERSIFICATION: Dividing investment funds among a variety of securities and issuers offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g. S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL FUNDS: Non-interest bearing deposits held by member banks at the Federal Reserve. Also used to denote "immediately available" funds in the clearing sense. "Fed Funds" also used to refer to these funds.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 Regional Banks and about 5,700 commercial banks that are members of the system.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures financial institutions' deposits, currently up to \$250,000 per account.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC): A U.S. Corporation and instrumentality of the U.S. government. Through its purchases of conventional mortgages, it provides liquidity to the mortgage markets, much like FNMA. FHLMC'S Securities are highly liquid and widely accepted. FHLMC assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing & Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

GOVERNMENTAL NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by FHA, VA or FMHM mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LAIF (Local Agency Investment Fund): A special fund in the California State Treasury which local agencies may use to deposit funds for investment. There is no minimum investment period and the minimum transaction is \$5,000, in multiples of \$1,000 above that, with a maximum balance of \$75 million for any agency. The City is restricted to a maximum of fifteen transactions per month. It offers high liquidity because deposits can be converted to cash in twenty-four hours and no interest is lost. All interest is distributed to those agencies participating on a proportionate

share basis determined by the amounts deposited and the length of time they are deposited. Interest is paid quarterly. The State retains an amount for reasonable costs of making the investments, not to exceed one-quarter of one percent of the earnings.

MAKE WHOLE CALL: A type of call provision on a bond allowing the borrower to pay off remaining debt early. The borrower makes a lump sum payment derived from a formula based on a predetermined spread to an index (typically a Treasury Note), or par value of the bond.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold at a particular point in time.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase--reverse agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MEDIUM-TERM CORPORATE NOTES: Unsecured promissory notes issued by a corporation organized and operating in the United States. These are negotiable instruments and are traded in the secondary market. Medium term corporate notes can be defined as extended maturity commercial paper.

MONEY MARKET MUTUAL FUNDS: Mutual funds that invest exclusively in short-term money market instruments. MMF's seek the preservation of capital as a primary goal while maintaining a high degree of liquidity and providing income representative of the market for short-term investments.

NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO): A credit rating agency that issues credit ratings that the Securities and Exchange Commission (SEC) permits other financial firms to use for certain regulatory purposes.

PORTFOLIO: Collection of securities held by an investor.

PORTFOLIO MANAGER: City Treasurer or Director of Finance.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

REPURCHASE AGREEMENTS (RP OR REPO): A repo or reverse-repo is a short-term investment transaction. Banks buy temporarily idle funds from a customer by selling U.S. Government or other securities with a contractual agreement to repurchase the same securities on a future date. Repurchase agreements are typically for one to ten days in maturity. The customer receives interest from the bank. The interest rate reflects both the prevailing demand for Federal funds and the maturity of the repo. Some banks will execute repurchase agreements for a minimum of \$100,000 to \$500,000, but most banks have a minimum of \$1,000,000. A reverse-repo is exactly what the name implies.

SAFEKEEPING SERVICE: Storage and protection of assets provided by an institution serving as an agent.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES AND EXCHANGE COMMISSION (SEC): Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SETTLEMENT DATE: The date on which a trade is cleared by delivery of securities against funds. This date may be the same as the trade date or later.

SUPRANATIONAL: Organization formed by a group of countries through an international treaty with specific objectives such as promoting economic development. Examples include International Bank for Reconstruction and Development (IBRD or World Bank), International Finance Corporation (IFC) and InterAmerican Development Bank (IADB).

TENNESSEE VALLEY AUTHORITY (TVA): A U.S. Corporation created in the 1930's, to electrify the Tennessee Valley area; currently a major utility headquartered in Knoxville Tennessee. TVA's securities are highly liquid and are widely accepted.

TRADE DATE: The date on which a transaction is initiated or entered into by the buyer and seller.

U.S. TREASURY BILLS: Issued weekly with maturity dates up to one year. They are issued and traded on a discount basis with interest figured on a 360-day basis, actual number of days. They are issued in amounts of \$10,000 and up, in multiples of \$5,000. They are a highly liquid security.

U.S. TREASURY NOTES: Initially issued with two- to ten-year maturities. They are actively traded in a large secondary market and are very liquid. The Treasury may issue note issues with a minimum of \$1,000, however, the average minimum is \$5,000.

YIELD: The current rate of return on an investment security generally expressed as a percentage of the securities current price.

YIELD TO MATURITY: The rate of return to the investor earned from payments of principal and interest, with interest compounded semi-annually at the stated yield as long as the security remains outstanding until the maturity date.



CITY OF MANHATTAN BEACH INVESTMENT POLICY

Reviewed/Revised July 2024 Adopted on October 17, 2023

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Reviewed/Revised July 2024 Adopted October 17, 2023

1. Policy

The purpose of this document is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment process. The initial step toward a prudent investment policy is to organize and formalize investment-related activities. Related activities which comprise good cash management include accurate cash projection, the expeditious collection of revenue, the control of disbursements, cost-effective banking relations, and short-term borrowing programs which coordinate working capital requirements and investment opportunity. In concert with these requirements are the many facets of an appropriate and secure short-term investment program.

2. Scope

It is intended that this policy cover all short-term operating funds and investment activities under the direct authority of the City. These funds are described in the City's annual financial report and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Internal Service Funds
- Fiduciary Funds

This investment policy does not apply to Bond Proceeds or Deferred Compensation Funds. California Government Code Section 5922(d) authorizes bond, certificates of participation notes and other debt issue proceeds to be invested in accordance with the related offering documentation. These Code Sections recognize the unique needs and objectives of such proceeds. Likewise, Deferred Compensation Plans are covered under California Government Code.

3. Objectives

- A. **Safety:** Safety of principal is the foremost objective of the City, followed by liquidity and yield. Each investment transaction shall seek to first ensure that capital losses are avoided, whether from securities defaults or erosion of market value.

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Investment decisions should not incur unreasonable credit or market risks in order to obtain current investment income.

Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in only very safe securities and by diversifying the investment portfolio so that the failure of any one issuer would not unduly harm the City's cash flow.

Market risk, defined as the risk of market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by structuring the portfolio so that securities mature at the same time that major cash outflows occur, thus eliminating the need to sell securities prior to their maturity. It shall also be mitigated by prohibiting the taking of short positions (selling securities that the City does not own). It is explicitly recognized herein, however, that in a diversified portfolio occasional measured losses are inevitable and must be considered within the context of overall investment return.

- B. Liquidity: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements, which might be reasonably anticipated. This need for investment liquidity may be tempered to the extent that the City is able to issue short-term notes to meet its operating requirements, if beneficial.
- C. Return on Investments: The investment portfolio shall be managed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow requirements, and state and local law, ordinances or resolutions that restrict the placement of short-term funds.
- D. While the City will not make investments for the purpose of trading or speculation as the dominant criterion, the Treasurer and Director of Finance shall seek to enhance total portfolio return by means of ongoing portfolio management. The prohibition of speculative investments precludes investments primarily directed at gains or profits from conjectural fluctuations in market prices.

4. Prudence

The City adheres to the guidance provided by the "prudent investor standard" in the context of managing its overall portfolio. Persons authorized to make investment decisions

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on behalf of the City are trustees and therefore fiduciaries subject to the prudent investor standard which states, "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 agency, 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".

All participants in the investment process shall act responsibly as custodians of the public trust. The Treasurer and City Staff 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.

By exercising their authority with due diligence and prudence, and in accordance with the City of Manhattan Beach Investment Policy, the Treasurer and City Staff will not be held personally liable for any individual investment losses or for total portfolio losses.

5. Delegation of Authority

Pursuant to the California Government Code 53607, the legislative body (City Council) may invest the City's funds or delegate that responsibility to the City Treasurer, who assumes full responsibility for all investment transactions and ensures a monthly report of those transactions is provided to the City Council until the delegation is revoked or expired. The City Council may renew the delegation of authority each year.

The City Treasurer shall establish a system of controls with the Finance Director to regulate the activities of City officials and their procedures, in the event circumstances require timely action and the City Treasurer is not present or able to carry out his/her duties as Treasurer.

6. Ethics and Conflicts of Interest

The Treasurer and City Staff shall refrain from personal business activity that could conflict with proper execution and management of the policy and the investment program, or which could impair their ability to make impartial decisions. The Treasurer and City Staff

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involved with investments must provide a public disclosure document annually to the office of the City Clerk. Furthermore, these investment officials must refrain from undertaking personal investment transactions with the same individual(s) employed by the financial institution with whom business is conducted on behalf of the City, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City to the office of the City Clerk.

7. Finance Subcommittee

The City Council will appoint a Finance Subcommittee for the purpose of overseeing the implementation of the City's investment program and assuring it is consistent with the investment policy as approved by the City Council. The Finance Subcommittee shall consist of the City Treasurer as Chairperson and two members of the City Council, and shall meet at least quarterly to determine general strategies and to monitor results. The Finance Subcommittee shall include in its deliberations such topics as: economic outlook, portfolio diversification and maturity structure, potential risks to the City's funds, approval of authorized financial institutions, and the target rate of return on the investment portfolio. Written investment procedures must be approved by the Finance Subcommittee. Professional and technical advisory support for the Finance Subcommittee shall be provided by the City Treasurer, City Manager and Director of Finance.

8. Reporting

The Director of Finance shall prepare a monthly investment report and submit to the City Manager, the City Council and the City Treasurer. Schedules of the monthly report shall itemize the month's investment purchases, sales and maturities and indicate their effect on portfolio value; itemize all investments and deposits in the portfolio by investment or deposit category, providing essential identifying characteristics for each investment or deposit; indicate the percentage of the portfolio represented by each investment and by each investment category; show all par values, market values and costs at time of purchase, together with each item's coupon or discount rate and current earning rate; show the average earning rate for the portfolio; indicate distribution of the portfolio by maturity category and provide other relevant detail to accomplish disclosure of investment activity and portfolio status.

9. Investment Instruments

General guidelines that the City should follow in managing its investments are as follows:

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- No investment will be purchased which matures more than five years from the date of settlement without approval by the City Council at least three months prior. Purchases with a forward settlement date exceeding 45 days from the time of investment are prohibited.
- Maturities of individual investments shall be diversified, attempting to match cash flow requirements where possible.
- The use of callable securities is permitted within the investment classes listed.

To reduce overall portfolio risk while attempting to attain market value rates of return consistent with the primary objectives of safety and availability of funds, investments shall be diversified across types of investments, maturities of those investments, and institutions in which those investments are made. Generally, the portfolio is to be invested in U.S. Treasury and Federal Agency securities with a modest addition of Bankers Acceptances (BA's) and Certificates of Deposit (CD's), and high-grade Medium-Term Corporate Notes.

Permitted Investments per City Policy

Investments shall be made only in those instruments specifically authorized by California State laws (section 53600-53609). The City's specific permitted investment guidelines are listed below. **These are in addition to, and must be used in conjunction with, the State of California statutes applicable to Municipal Investments (see Attachment A).** It should be noted that in some cases the City's permitted investments are more restrictive than the State guidelines.

Permitted Instruments	City Policies/Limitations
State (LAIF) or County Investment Pools (LAIF)	Dollar Maximum: \$75 million (State limit) Portfolio Maximum: 50% (City limit, unless authorized by Finance Subcommittee – see below)
Federally Insured Banks & Thrifts/Time Deposits	Dollar Maximum: Amount insured including accrued interest Term Maximum: 5 Years
U.S. Treasuries	Dollar Maximum: None Term Maximum: 5 Years
Government Sponsored Enterprises* (US Agencies)	Term Maximum: 5 Years Portfolio Maximum: 60%; 33-1/3% per issuer
Bankers Acceptances	Term Maximum: 180 Days Portfolio Maximum: 20%; 5% per issuer
Commercial Paper	Term Maximum: 270 Days

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	Portfolio Maximum: 15%; 5% per issuer (including Medium-Term Notes)
Medium-Term Notes	Term Maximum: 5 Years Portfolio Maximum: 20%; 10% per sector; 5% per issuer (including Commercial paper) Ratings Minimum: Aaa to A1 (Moody's) or AAA to A+ (Standard and Poor's) Make Whole Call: Only when the MTN is purchased at a discount (i.e. yield-to-maturity exceeds coupon) or par
Negotiable Certificates of Deposit	Term Maximum: 5 Years Portfolio Maximum: 20%; lesser of 5% or \$1 million per issuer Ratings Minimum: Aaa to A1 (Moody's) or AAA to A+ (Standard and Poor's) above FDIC Insurance Limit
Repurchase Agreements	Term Maximum: 1 Year Portfolio Maximum: 20% A Master Repurchase Agreement must be signed with the bank or dealer. (See Collateralization section below.)
Money Market Mutual Funds	Portfolio Maximum: 20%; 5% per issuer. Issuer must be institutional government money market mutual fund that abides by SEC regulations and have assets under management in excess of \$500+ million.

**Federal National Mortgage Association (FNMA); Federal Home Loan Mortgage Corporation (FHLMC); Federal Home Loan Bank (FHLB); Federal Farm Credit Bank (FFCB); Federal Agricultural Mortgage Corp (FAMC); Tennessee Valley Authority (TVA); and any other U.S. Federal agency or instrumentality.*

State Local Agency Investment Fund (LAIF)

The City's policy with regard to LAIF is that no more than 50% of the investment portfolio may be deposited in LAIF at any time (as calculated at month end). Recognizing that LAIF is often the preferred depository for liquid funds, and in-flows during certain cash positive months results in higher LAIF balances, allowances may need to be made for short term holdings in LAIF that exceed 50%. As a result, in the event LAIF reaches the 50% threshold at any given month end, the portfolio must be reduced to the 50% level by the end of the next monthly reporting period.

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When circumstances warrant, the City Treasurer may at his/her sole discretion permit the LAIF balance to exceed 50% of the portfolio for more than the one month period when market conditions make LAIF the preferred deposit for liquid-to-short term investment of City funds. The City Treasurer will provide written notification to the Subcommittee if LAIF exceeds 50% for more than 30 days.

Investments Not Permitted per City Policy

Certain investments are prohibited by Government Code section 53601.6, including inverse floaters, range notes, mortgage-derived interest-only strips and securities that result in zero interest accrual if held to maturity (except for money market funds). Besides investments prohibited by statute, this policy also disallows investment in the following due to a higher perceived risk:

- Asset Backed Securities
- State Obligations, including for California and the other 49 states
- Municipal Obligations, including for the City of Manhattan Beach and other local agencies
- Mortgage Pass-Through Securities
- Reverse Repurchase Agreements

10. Review of Investment Portfolio

The securities held by the City must be in compliance with Section 9. Investment Instruments at the time of purchase. Because some securities may not comply with Section 9. Investment Instruments subsequent to the date of purchase, the Treasurer and City Staff will review the portfolio annually as part of fiscal year-end procedures to identify those securities that do not comply. A subsequent change in rating status does not necessarily force the sale or disposition of the investment. In the event that a security has been downgraded or otherwise found to be noncompliant, the Treasurer and City Staff will assess the risk exposure, make a decision on the course of action, and advise the Finance Subcommittee.

11. Diversification

The City will diversify its investments by security type and institution to avoid incurring unreasonable and avoidable risks associated with concentrating investments in specific security types, maturity segments, or in individual financial institutions. Specific limitations are identified in Section 9. Investment Instruments.

12. Maximum Maturities

Maximum maturities identified in the chart of Permitted Investments refer to the total remaining term from settlement date, which may differ from the original term at time of issue.

To the extent possible, the City attempts to match its investments with anticipated cash flow requirements. The City will not directly invest in securities maturing more than five years from the date of purchase. The Treasurer may temporarily exceed this guideline when repositioning the portfolio to match a specific cash flow need, provided that the City Council has given approval at least three months prior to purchasing any investment maturing more than five years from the date of purchase.

13. Relationships with Financial Institutions

- A. The City may only purchase statutorily authorized investments, not purchased directly from the issuer, but from either an institution licensed by the state as a broker/dealer, from a national or state chartered bank, from a federal or state savings institution, from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank, or a member of a securities exchange.

- B. Financial institutions with which the City conducts investment activities must agree in writing to undertake reasonable efforts to prevent illegal and/or imprudent transactions involving City funds. Should it come to the attention of the Director of Finance that City funds have been involved in illegal and/or imprudent transactions, it will be reported to the City Council along with options for dealing with the situation.

All security dealers who wish to engage in transactions with the City must meet the City's requirements for reliability and safety.

- C. To ensure yields consistent with this policy and to provide for the objective investment of City funds, the City's investment procedures shall be designed to include transactions with several firms that compete directly for public business, and to encourage competitive bidding on transactions. Such bids and offers shall be made available upon request to the Finance Subcommittee and the City Manager.

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D. The City shall utilize a minimum of two financial institutions deemed eligible by the Finance Subcommittee to place all investment purchases. Based on a periodic evaluation, securities dealers, banks and other financial institutions will be dropped or continued on the eligibility list. The following criteria will be used in the evaluation:

1. Prompt and accurate confirmation of transactions
2. Efficient securities delivery
3. Accurate market information account servicing

In order to assist in identifying "qualified financial institutions," the Director of Finance shall forward copies of the City's investment policy to those financial institutions with which the City is interested in doing business and require written acknowledgement of the Policy.

All qualified financial dealers must supply the City with the following:

- Annual audited financial statements
- Proof of Financial Industry Regulatory Authority (FINRA) certification
- Trading Resolution
- Proof of State of California registration
- Completed Broker/Dealer Questionnaire
- Certification of having read the City's policy

The City will maintain an authorized agreement with at least one eligible broker who is associated with an institutional (versus retail) division of a primary brokerage firm. An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer (or Finance Director). A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the City invests.

14. Investment Pools/Money Market Mutual Funds

A thorough investigation of the investment pool and/or money market mutual fund is required prior to investing and on a continual basis thereafter to evaluate the suitability and risks of the pool. The investigation will, at a minimum, obtain the general information:

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- A description of eligible investment securities, and a written statement of investment policy and objectives;
- A description of interest calculations and how they are distributed, and how gains and losses are treated;
- A description of how the securities are safeguarded (including the settlement processes) and how often the securities are priced and the program audited;
- A description of who may invest in the program, how often, and what size deposits and withdrawals are allowed;
- A schedule for receiving statements and portfolio listings;
- A description of the utilization and level of reserves, retained earnings or other collateral used by the fund;
- A fee schedule that discloses when and how fees are assessed; and
- Whether the fund is eligible for bond proceeds and/or whether it will accept such proceeds.

15. Collateralization

Collateralization is normally required on two types of investments: certificates of deposit and repurchase agreements. The City does not invest in time deposits or certificates of deposit above the FDIC-insured limit. In order to anticipate market changes and provide a level of security for all funds, the collateralization level for repurchase agreements will be marked-to-market daily to a market valuation of 102% of principal and accrued interest.

16. Safekeeping and Custody

- A. All City investments shall have the City of Manhattan Beach as its registered owner, and all interest and principal payments and withdrawals shall indicate the City of Manhattan Beach as the payee.
- B. All securities shall be safe kept with a qualified financial institution, contracted by the City as a third-party custodian. All securities shall be acquired by the safekeeping institution on a "delivery-versus-payment" (DVP) basis. In other words, the security must be delivered before City funds are released. The DVP basis for delivery also applies to the delivery and safekeeping of repurchase agreement collateral.

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- C. Original copies of non-negotiable certificates of deposit and confirming copies of all other investment transactions must be delivered to the City.

17. Internal Control

The Director of Finance shall establish a system of internal controls, which shall be documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City. Controls deemed most important include: control of collusion, separation of duties, separating transaction authority from accounting and recordkeeping, custodial safekeeping, clear delegation of authority, specific limitations regarding securities losses and remedial action, written confirmation of telephone transactions, minimizing the number of authorized portfolio managers, documentation of transactions and strategies, and ethical standards.

The Director of Finance shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with established policies and procedures.

18. Risk Tolerance

The City 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, as referenced above in paragraph III.D. The Treasurer and City Staff 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.

19. Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and cash flow needs. Investment return becomes a consideration only after the basic requirements of investment safety and liquidity have been met.

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The City's investment strategy is passive (buy-and-hold). Given this strategy, the Treasurer and/or Finance Director shall determine whether market yields are being achieved by comparing the total return of the portfolio to the monthly LAIF rate and the 12-month rolling average 2-Year Treasury Constant Maturity rate. However, the reporting of these benchmarks is only to be used as a reference tool and therefore should not imply that the City should add additional risk to the portfolio in order to attain or exceed a benchmark. Benchmarks may change over time based on changes to market conditions or cash flow requirements.

20. Investment Policy Adoption

The policy shall be reviewed annually by the Finance Subcommittee and any modifications made thereto must be approved by the City Council. The City's investment policy shall be adopted annually by the City Council.

The Director of Finance shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, master repurchase agreements, wire transfer agreements, banking service contracts and depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City.

ATTACHMENT A:
Summary of State of California Statutes Applicable to Municipal Investment

The following investments are authorized by California State Code, Title 5, Division 2, Sections 16340, 16429.1, 53601, 53601.8, 53635, 53635.2, and 53638.

California Authorized Investments	Key Limitation Summary*
Local Agency Bonds	Portfolio Maximum: None
US Treasury Obligations, Notes, Bonds, Bills	Portfolio Maximum: None
State Obligations - CA and Others California State Warrants, Treasury Notes or Bonds	Portfolio Maximum: None
Bonds, Notes, Warrants of any local agency within the State CA Local Agency Obligations	Portfolio Maximum: None
Federal Agency or United States Agency Obligations government-sponsored enterprise obligations	Portfolio Maximum: None
Bankers Acceptances	Portfolio Maximum: 40%; 30% in any one issuer Term Maximum: 180 days
Commercial Paper	Domestic corporation with total assets greater than \$500 million Ratings Minimum: A-1 rated commercial paper Portfolio Maximum: 25%; 10% in outstanding CP and medium-term notes of any single issuer Term Maturity: 270 days
Negotiable Certificates of Deposit and CD Placement Service	Nationally or state-chartered bank, a savings association or a federal association, a state of federal credit union, or a state licensed branch of a foreign bank. Portfolio Maximum: 30%
Medium Term Corporate Notes	Domestic corporations rated "A" or better by an NRSRO Portfolio Maximum: 30%
Repurchase Agreements	102% underlying security valuation Term Maximum: One Year
Reverse Repurchase Agreements	Security subject to repurchase has been owned &

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fully paid for at least 30 days prior to sale. Funds received cannot be used to purchase securities with a maturity longer than 92 days.

Portfolio Maximum: 20% ~~Maximum limitation of~~
~~the base value of the portfolio~~

Term Maximum: 92 days

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California Authorized Investments	Key Limitation Summary*
Medium Term Corporate Notes Supranational Obligations	Domestic corporations rated "A" or better by an NRSRO Portfolio Maximum: 30% Minimum Rating: "AA" rating category or its equivalent or better
Shares of Beneficial Interest Issued By Diversified Management Companies (Mutual & Money Market Funds)	Portfolio Maximum: 20%; 10% per fund Money Market funds registered with the SEC; attained the highest ranking by not less than two nationally recognized rating organizations; assets in excess of \$500 million; investment advisor with not less than five years of experience
Local Agency Investment Fund Mortgage pass-through and Asset-Backed Securities Any mortgage pass through security, collateralized mortgage obligation, mortgage-backed or other pay through bond, equipment lease-backed certificate, consumer receivable pass through certificate, or consumer receivable-backed bond	Investment Maximum: \$50 million Portfolio Maximum: 20% Minimum Rating: "AA" national rating

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Other Obligation Valuation Requirements:

~~(m)~~ Promissory notes secured by first mortgages and first trust deeds which comply with Section 53651.2.

~~(p)~~ With the consent of the treasurer, letters of credit issued by the Federal Home Loan Bank of San Francisco which comply with Section 53651.6.

(a) Eligible securities, except eligible securities of the classes described in subdivisions (m) and (p) of Section 53651, shall have a market value of at least 10 percent in excess of the total amount of all deposits of a depository secured by the eligible securities.

(b) Eligible securities of the class described in subdivision (m) of Section 53651 shall have a market value at least 50 percent in excess of the total amount of all deposits of a depository secured by those eligible securities.

(c) Eligible securities of the class described in subdivision (p) of Section 53651 shall have a market value of at least 5 percent in excess of the total amount of all deposits of a depository secured by those eligible securities.

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California Authorized Investments	Key Limitation Summary*
Moneys held by a trustee or fiscal agent pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements	May be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.
Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest	Securities of the types listed by Section 53651 Market value of at least 110% of underlying security value
Other Code Restrictions & Clarifications	<p>A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in inverse floaters, range notes, or mortgage-derived, interest-only strips.</p> <p>A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in any security that could result in zero interest accrual if held to maturity.</p> <p>No more than 5 percent of the total assets of the investments held by a local agency may be invested in the securities of any one issuer, except the obligations of the United States government, United States government agencies, and United States government-sponsored enterprises.</p> <p>Where this section specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase.</p>

**Unless otherwise stated, all investments have a five year maximum maturity limitation.*

ATTACHMENT B:

GLOSSARY

AGENCIES: Federal agency securities and/or government-sponsored enterprises, such as Federal Home Loan Bank (FHLB), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), Federal Farm Credit Bank (FFCB), etc.

~~**BANKERS' ACCEPTANCE (BA):** Short term credit arrangements to enable businesses to obtain funds to finance commercial transactions. They are time drafts drawn on a bank by an exporter or importer to obtain funds to pay for specific merchandise. By its acceptance, the bank becomes primarily liable for the payment of the draft at its maturity. An acceptance is a high-grade negotiable instrument. Acceptances are purchased in various denominations for 30, 60, or 90 days, but no longer than 180 days. The interest is calculated on a 360-day discount basis similar to treasury bills. Local agencies may not invest more than 40% of their surplus money in banker's acceptance.~~

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

BROKER: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides. In the money market, brokers are active in markets in which banks buy and sell money and in inter-dealer markets.

CERTIFICATES OF DEPOSIT (CD): Time deposits of a bank or savings and loan. They are purchased in various denominations with maturities ranging from 30 to multiple years. The interest is calculated on a 360-day, actual day month basis and is payable monthly.

NEGOTIABLE CERTIFICATES OF DEPOSIT: Unsecured obligations of the financial institution, bank or savings and loan, bought at par value with the promise to pay face value plus accrued interest at maturity. They are high-grade negotiable instruments, paying a higher interest rate than regular certificates of deposit. The primary market issuance is in multiples of \$1,000,000, the secondary market usually trades in denominations of \$500,000, although smaller lots are occasionally available. As a matter of practice, only the ten largest U.S. banks, where there is a secondary market established for continued liquidity, are considered for investment.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

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COMMERCIAL PAPER: Short-term unsecured promissory note issued by a corporation to raise working capital. These negotiable instruments are purchased at a discount to par value or at par value with interest bearing. Commercial paper is issued by corporations such as IBM, Bank of America, etc.

Local agencies are permitted by State law to invest in commercial paper of "prime" quality of the highest ranking or of the highest letter and numerical ratings as provided by Moody's Investor's Service, Inc., or Standard and Poor's Corporation. Purchases of eligible commercial paper may not exceed 270 days maturity nor exceed 30% of the local agency's surplus funds.

COUPON: The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DELIVERY VERSUS PAYMENT (DVP): There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipts is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DIVERSIFICATION: Dividing investment funds among a variety of securities and issuers offering independent returns.

~~**DERIVATIVE:** An asset that derives its value from another asset. For example, a call option on the stock of Coca-Cola is a derivative security that obtains value from the shares of Coca-Cola that can be purchased with the call option. Call options, put options, convertible bonds, futures contracts, and convertible preferred stock are examples of derivatives. A derivative can be either a risky or low-risk investment, depending upon the type of derivative and how it is used.~~

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g. S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

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FEDERAL FUNDS: Non-interest bearing deposits held by member banks at the Federal Reserve. Also used to denote "immediately available" funds in the clearing sense. "Fed Funds" also used to refer to these funds.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 Regional Banks and about 5,700 commercial banks that are members of the system.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures financial institutions' deposits, currently up to \$250,000 per account.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC): A U.S. Corporation and instrumentality of the U.S. government. Through its purchases of conventional mortgages, it provides liquidity to the mortgage markets, much like FNMA. FHLMC'S Securities are highly liquid and widely accepted. FHLMC assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing & Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages.

City of Manhattan Beach Investment Policy
Reviewed/Revised July 2024 Adopted October 17, 2023

FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

GOVERNMENTAL NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by FHA, VA or FMHM mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LAIF (Local Agency Investment Fund): A special fund in the California State Treasury which local agencies may use to deposit funds for investment. There is no minimum investment period and the minimum transaction is \$5,000, in multiples of \$1,000 above that, with a maximum balance of \$75 ~~million,000,000~~ for any agency. The City is restricted to a maximum of fifteen transactions per month. It offers high liquidity because deposits can be converted to cash in twenty-four hours and no interest is lost. All interest is distributed to those agencies participating on a proportionate share basis determined by the amounts deposited and the length of time they are deposited. Interest is paid quarterly. The State retains an amount for reasonable costs of making the investments, not to exceed one-quarter of one percent of the earnings.

MAKE WHOLE CALL: A type of call provision on a bond allowing the borrower to pay off remaining debt early. The borrower makes a lump sum payment derived from a formula based on a predetermined spread to an index (typically a Treasury Note), or par value of the bond.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold at a particular point in time.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase--reverse agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

City of Manhattan Beach Investment Policy
Reviewed/Revised July 2024/Adopted October 17, 2023

MEDIUM-TERM CORPORATE NOTES: Unsecured promissory notes issued by a corporation organized and operating in the United States. These are negotiable instruments and are traded in the secondary market. Medium term corporate notes can be defined as extended maturity commercial paper.

~~Local agencies are restricted by the Government Code to investments in corporations rated in the upper investment grade categories by a nationally recognized statistical rating organization. Further restrictions are a maximum term of five years to maturity and total investments in medium term corporate notes may not exceed 30% of the local agency's surplus funds.~~

MONEY MARKET MUTUAL FUNDS: ~~Mutual funds that invest exclusively in short-term money market instruments. MMF's seek the preservation of capital as a primary goal while maintaining a high degree of liquidity and providing income representative of the market for short-term investments. Open-ended mutual fund that invests in highly liquid and safe securities (bills, commercial paper, bankers' acceptances, CD's, etc.) and pays money market rates of interest. The fund's net asset value remains a constant \$1 a share.~~

NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO): A credit rating agency that issues credit ratings that the Securities and Exchange Commission (SEC) permits other financial firms to use for certain regulatory purposes.

PORTFOLIO: Collection of securities held by an investor.

PORTFOLIO MANAGER: City Treasurer or Director of Finance.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

REPURCHASE AGREEMENTS (RP OR REPO): ~~—~~A repo or reverse-repo is a short-term investment transaction. Banks buy temporarily idle funds from a customer by selling U.S. Government or other securities with a contractual agreement to repurchase the same securities on a future date. Repurchase agreements are typically for one to ten days in maturity. The customer receives interest from the bank. The interest rate reflects both the prevailing demand for Federal funds and the maturity of the repo. Some banks will execute repurchase agreements for a minimum of \$100,000 to \$500,000, but most banks have a minimum of \$1,000,000. A reverse-repo is exactly what the name implies.

City of Manhattan Beach Investment Policy
Reviewed/Revised July 2024/Adopted-October 17, 2023

SAFEKEEPING SERVICE: ~~Storage and A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection of assets provided by an institution serving as an agent.~~

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES AND EXCHANGE COMMISSION (SEC): Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SETTLEMENT DATE: The date on which a trade is cleared by delivery of securities against funds. This date may be the same as the trade date or later.

~~**SUPRANATIONAL:** Organization formed by a group of countries through an international treaty with specific objectives such as promoting economic development. Examples include International Bank for Reconstruction and Development (IBRD or World Bank), International Finance Corporation (IFC) and InterAmerican Development Bank (IADB).~~

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TENNESSEE VALLEY AUTHORITY (TVA): A U.S. Corporation created in the 1930's, to electrify the Tennessee Valley area; currently a major utility headquartered in Knoxville Tennessee. TVA's securities are highly liquid and are widely accepted.

TRADE DATE: The date on which a transaction is initiated or entered into by the buyer and seller.

U.S. TREASURY BILLS: Issued weekly with maturity dates up to one year. They are issued and traded on a discount basis with interest figured on a 360-day basis, actual number of days. They are issued in amounts of \$10,000 and up, in multiples of \$5,000. They are a highly liquid security.

U.S. TREASURY NOTES: Initially issued with two- to ten-year maturities. They are actively traded in a large secondary market and are very liquid. The Treasury may issue note issues with a minimum of \$1,000, however, the average minimum is \$5,000.

YIELD: The ~~current~~ rate of ~~annual income~~ return on an investment ~~security; generally~~ expressed as a percentage ~~of the securities current price.~~ ~~(a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security.~~ ~~(b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.~~

City of Manhattan Beach Investment Policy
~~Reviewed/Revised July 2024~~ ~~Adopted October 17, 2023~~

YIELD TO MATURITY: The rate of return ~~to the investor earned from payments of principal and interest, with interest compounded semi-annually at the stated yield as long as the security remains outstanding until the maturity date, yielded by a debt security held to maturity when both interest payments and the investor's capital gain or loss on the security are taken into account.~~



CITY OF MANHATTAN BEACH FINANCE SUBCOMMITTEE STAFF REPORT

TO: Members of the Finance Subcommittee
THROUGH: Onyx Jones, Interim Finance Director
FROM: Libby Bretthauer, Financial Services Manager
SUBJECT: Update on Broker/Dealer Investment Services
DATE: August 29, 2024

RECOMMENDATION:

Staff recommends that the Finance Subcommittee discuss and provide direction.

FISCAL IMPLICATION:

There are no immediate fiscal implications associated with the recommended action. When the City purchases a security, the investment broker receives a commission from the issuer. This cost is reflected in the purchase price of the investment and therefore not paid directly by the City.

BACKGROUND:

The City currently utilizes three broker/dealers to purchase investment securities: Wedbush Securities, Higgins Capital Management, and UBS Financial Services. The City has utilized Wedbush since 2013, and Higgins and UBS were appointed in 2017.

DISCUSSION:

While the City has been pleased with all three of the currently appointed brokers, a key retirement at Wedbush Securities prompted the City Treasurer and staff to quickly solicit proposals for broker/dealers to augment investment resources. As a result, staff issued a "Broker/Dealer Questionnaire" per industry practice in July 2024.

A total of nine proposals were received from the following firms:

Academy Securities, Inc.

Rice Financial Products Company

Great Pacific Securities

Stern Brothers & Company

Higgins Capital Management, Inc.

Stifel

Hilltop Securities Inc.

UBS Financial Services Inc.

Mischler Financial Group, Inc.

It is recommended that the Finance Subcommittee delegate the initial screening process of proposals to the City Treasurer and staff. That process will include reviewing the submissions and conducting interviews (as needed). The City Treasurer and staff will develop recommendations which will be presented to the Finance Subcommittee for approval.



CITY OF MANHATTAN BEACH FINANCE SUBCOMMITTEE STAFF REPORT

TO: Members of the Finance Subcommittee

THROUGH: Onyx Jones, Finance Director

FROM: Libby Bretthauer, Financial Services Manager
Julie Bondarchuk, Financial Controller

SUBJECT: Investment Portfolio as of June 30, 2024

DATE: August 29, 2024

RECOMMENDATION:

Staff recommends that the Finance Subcommittee receive and file this report.

FISCAL IMPLICATION:

There are no fiscal implications associated with the recommended action. As of June 30, 2024, the City's investment portfolio totaled \$133.5 million in book value (\$135.2 million par value).

DISCUSSION:

Since the last update as of March 31, 2024, the City's total cash and investments portfolio has increased overall by \$16.3 million in par value. Cash flow trends have been mostly consistent with prior years, including the usual pattern of the summer months operating at a deficit when normal operating activities (warrants and payroll coverage) exceed revenues. Property Taxes received during the months of December, January, April and May help offset the operational deficits occurring during the summer months. Spending on large capital projects is also drawing down reserves, however, anticipated grant reimbursements will help balance some of the construction expenditures.

Activity

The following purchase and redemption activity took place between April, 2024, and July 1, 2024:

RECENT ACTIVITY					
Security	Date of Activity	Maturity Date	Purchase (Par)	Maturing/Call	YTM
FHLB - 4.625% Coupon	5/7/2024	3/9/2029	2,000,000		4.514%
FFCB - 4.75% Coupon	5/7/2024	4/30/2029	2,000,000		4.527%
T - 4.25% Coupon	5/7/2024	2/28/2029	1,000,000		4.430%
T - 4.125% Coupon	5/7/2024	3/31/2029	1,000,000		4.474%
T - 4.625% Coupon	5/7/2024	4/30/2029	1,000,000		4.421%
Total Purchases			\$7,000,000		4.487%
Matured: FFCB - 2.625% Coupon	5/16/2024	5/16/2024		2,000,000	2.625%
Matured: FHLB - 2.875% Coupon	6/14/2024	6/14/2024		1,000,000	0.312%
Matured: FHLB - 2.75% Coupon	6/28/2024	6/28/2024		1,000,000	3.230%
Total Maturing/Calls				\$4,000,000	2.198%

FFCB = Federal Farm Credit Bank; FHLB = Federal Home Loan Bank; FHLMC = Federal Home Loan Mortgage Corporation (Freddie Mac); FNMA = Federal National Mortgage Association (Fannie Mae); MTN = Corporate Medium-Term Note

Average Yield to Maturity on the City's portfolio book value increased to 3.238% in June from 2.940% in March. During this period, investment purchases included \$3.0 million in U.S. Treasury securities and \$4.0 million in government agency securities. Investment maturities totaled \$4.0 million. Currently, \$36.2 million is being held in LAIF as market conditions and investment opportunities are monitored in accordance with the City's Investment Policy. Efforts are made to ensure the portfolio is well-balanced by investing in high-grade securities diversified in origin and maturity date.

Attachments: Investment Portfolio Report as of June 30, 2024

City of Manhattan Beach

Finance Department



Investment Portfolio

June 2024

As Finance Director for the City of Manhattan Beach, I hereby certify that these investments are in compliance with the City's investment policy (unless otherwise noted). Sufficient liquidity has been maintained to meet budget expenditure requirements for the current six month period.

Onyx Jones
Onyx Jones (Aug 6, 2024 13:52 PDT)

Onyx Jones, Interim Finance Director

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Summary
June 1, 2024 through June 30, 2024

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
LAIF	36,162,565.44	36,162,565.44	36,162,565.44	27.08	1	1	4.419	4.480
Medium Term Notes	23,000,000.00	21,853,390.00	22,188,230.94	16.62	1,659	981	3.576	3.625
Federal Agency Issues - Coupon	31,000,000.00	30,470,210.00	30,841,134.01	23.10	1,569	702	2.858	2.898
Treasury Securities - Coupon	45,000,000.00	42,769,190.00	44,334,618.26	33.20	1,605	814	2.237	2.269
	135,162,565.44	131,255,355.44	133,526,548.65	100.00%	1,171	596	3.194	3.238
Investments								
<hr/>								
Cash								
Passbook/Checking (not included in yield calculations)	3,373,003.78	3,373,003.78	3,373,003.78		1	1	0.000	0.000
Total Cash and Investments	138,535,569.22	134,628,359.22	136,899,552.43		1,171	596	3.194	3.238
<hr/>								
Total Earnings	June 30	Month Ending	Fiscal Year To Date	Fiscal Year Ending				
Current Year	304,676.56		2,965,739.50	2,965,739.50				

Reporting period 06/01/2024-06/30/2024

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CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Investments
June 30, 2024

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM	Days to Maturity	Maturity Date
LAIF											
SYS3000	3000	Local Agency Invest. Fund	07/01/2018	36,162,565.44	36,162,565.44	36,162,565.44	4.480		4.480	1	
Subtotal and Average				36,162,565.44	36,162,565.44	36,162,565.44			4.480	1	

Medium Term Notes

037833DB3	MTN0112	APPLE INC	10/25/2022	1,000,000.00	944,440.00	943,931.65	2.900	AA+	4.905	1,168	09/12/2027
037833ET3	MTN0121	APPLE INC	06/12/2023	1,000,000.00	979,230.00	992,446.00	4.000	AA+	4.171	1,409	05/10/2028
023135BX3	MTN0111	AMAZON.COM LLC	02/24/2022	1,000,000.00	930,320.00	981,907.34	1.000	AA	1.963	680	05/12/2026
023135BC9	MTN0116	AMAZON.COM LLC	02/09/2023	1,000,000.00	949,540.00	966,354.70	3.150	AA	4.282	1,147	08/22/2027
06406RAL1	MTN0109	BANK OF NY MELLO	02/10/2020	1,000,000.00	989,300.00	1,011,205.00	2.100	A	1.850	115	10/24/2024
06406RAF4	MTN0118	BANK OF NY MELLO	04/14/2023	1,000,000.00	950,110.00	967,997.71	3.400	A	4.410	1,307	01/29/2028
194162AR4	MTN0123	COLGATE-PALM CO	07/10/2023	2,000,000.00	1,996,640.00	1,992,460.00	4.600	AA-	4.690	1,339	03/01/2028
22160KAN5	MTN0117	COSTCO COMPANIES	04/14/2023	1,000,000.00	908,330.00	931,869.54	1.375	A+	3.743	1,084	06/20/2027
22160KAN5	MTN0119	COSTCO COMPANIES	04/18/2023	1,000,000.00	908,330.00	931,086.17	1.375	A+	3.765	1,084	06/20/2027
254687FK7	MTN0107	Walt Disney	12/12/2019	2,000,000.00	1,986,600.00	1,999,271.68	1.750	A-	1.977	60	08/30/2024
478160CP7	MTN0113	Johnson & Johnson	10/25/2022	1,000,000.00	891,000.00	896,074.87	0.950	AAA	4.593	1,157	09/01/2027
478160CP7	MTN0114	Johnson & Johnson	12/22/2022	1,000,000.00	891,000.00	911,850.46	0.950	AAA	3.880	1,157	09/01/2027
191216CL2	MTN0108	COCA-COLA CO	12/12/2019	1,000,000.00	992,830.00	993,679.00	1.750	A+	1.890	67	09/06/2024
191216DD9	MTN0124	COCA-COLA CO	07/10/2023	1,000,000.00	877,660.00	882,607.15	1.000	A+	4.374	1,353	03/15/2028
191216DD9	MTN0126	COCA-COLA CO	02/05/2024	1,000,000.00	877,660.00	896,438.27	1.000	A+	3.556	1,353	03/15/2028
594918BY9	MTN0115	MICROSOFT CORP	12/22/2022	1,000,000.00	964,600.00	978,929.29	3.300	AAA	4.163	950	02/06/2027
58933YAY1	MTN0110	MERCK & CO INC	10/05/2021	1,000,000.00	933,790.00	991,420.00	0.750	A+	0.950	603	02/24/2026
58933YBH7	MTN0120	MERCK & CO INC	06/12/2023	1,000,000.00	978,970.00	992,917.00	4.050	A+	4.210	1,416	05/17/2028
713448FR4	MTN0125	Pepsico	11/02/2023	1,000,000.00	993,430.00	980,093.27	4.450	A+	5.044	1,414	05/15/2028
89236TLL7	MTN0127	TOYOTA MOTOR CREDIT	02/05/2024	1,000,000.00	987,770.00	1,008,418.76	4.650		4.493	1,649	01/05/2029
931142ERO	MTN0122	WALMART INC	06/12/2023	1,000,000.00	921,840.00	937,273.08	1.050	AA	4.183	808	09/17/2026
Subtotal and Average				23,000,000.00	21,853,390.00	22,188,230.94			3.625	981	

Federal Agency Issues - Coupon

31422XW99	FAC0304	FARMER MAC	02/14/2023	1,000,000.00	978,610.00	1,000,000.00	3.850		3.850	1,323	02/14/2028
3133ENPX2	FAC0294	FED FARM CR BK	02/24/2022	1,000,000.00	965,460.00	997,642.00	1.800	AA+	1.870	417	08/22/2025
3133EJDV8	FAC0296	FED FARM CR BK	04/11/2022	2,000,000.00	1,925,400.00	2,021,594.07	3.150	AA+	2.747	994	03/22/2027
3133ENEJ5	FAC0301	FED FARM CR BK	06/17/2022	1,000,000.00	982,880.00	991,127.44	0.875		3.250	140	11/18/2024
3133ENV72	FAC0303	FED FARM CR BK	10/27/2022	1,000,000.00	993,650.00	998,356.00	4.500		4.550	756	07/27/2026
3133EPA47	FAC0309	FED FARM CR BK	11/02/2023	1,000,000.00	1,017,100.00	1,000,600.00	4.875	AA+	4.860	1,584	11/01/2028
3133ERDH1	FAC0311	FED FARM CR BK	05/08/2024	2,000,000.00	2,029,060.00	2,023,573.04	4.750		4.527	1,764	04/30/2029
3130A2UW4	FAC0285	Federal Home Loan Bank	12/11/2019	2,000,000.00	1,989,660.00	2,004,515.18	2.875		1.771	74	09/13/2024

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CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Investments
June 30, 2024

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM	Days to 365 Maturity	Maturity Date
Federal Agency Issues - Coupon											
3130AGWK7	FAC0289	Federal Home Loan Bank	02/07/2020	1,000,000.00	995,090.00	1,001,306.00	1.500	AA+	1.470	45	08/15/2024
3130A8ZQ9	FAC0293	Federal Home Loan Bank	02/24/2022	1,000,000.00	964,380.00	995,852.00	1.750	AA+	1.871	438	09/12/2025
3130AN4T4	FAC0302	Federal Home Loan Bank	10/24/2022	1,000,000.00	926,970.00	934,623.29	0.875		4.343	711	06/12/2026
3130A3DU5	FAC0306	Federal Home Loan Bank	06/12/2023	1,000,000.00	958,730.00	975,013.99	3.000	AA+	4.048	984	03/12/2027
3130AWC24	FAC0307	Federal Home Loan Bank	07/10/2023	1,000,000.00	986,700.00	984,533.05	4.000	AA+	4.483	1,439	06/09/2028
3130AXEL8	FAC0308	Federal Home Loan Bank	11/02/2023	1,000,000.00	1,013,560.00	995,280.00	4.750	AA+	4.861	1,530	09/08/2028
3130B13J4	FAC0310	Federal Home Loan Bank	05/09/2024	2,000,000.00	2,018,820.00	2,013,840.13	4.625		4.514	1,712	03/09/2029
3137EAXE3	FAC0298	Federal Home Loan Mortgage	05/13/2022	2,000,000.00	1,890,240.00	1,943,414.62	0.375	AA+	2.722	449	09/23/2025
3135G0W66	FAC0286	Fannie Mae	12/11/2019	2,000,000.00	1,979,380.00	1,993,020.00	1.625	AA+	1.700	106	10/15/2024
3135G0W66	FAC0287	Fannie Mae	02/07/2020	2,000,000.00	1,979,380.00	2,011,260.00	1.625	AA+	1.500	106	10/15/2024
3135G0V75	FAC0288	Fannie Mae	02/07/2020	2,000,000.00	1,999,780.00	2,000,027.87	1.750	AA+	1.526	1	07/02/2024
3135G0V75	FAC0290	Fannie Mae	02/04/2021	1,000,000.00	999,890.00	1,000,084.57	1.750	AA+	0.259	1	07/02/2024
3135G05Y5	FAC0305	Fannie Mae	04/14/2023	1,000,000.00	885,030.00	915,277.45	0.750		3.597	1,194	10/08/2027
880591EW8	FAC0295	Tennessee Valley Authority	02/24/2022	1,000,000.00	962,050.00	990,779.81	0.750	AA+	1.763	318	05/15/2025
880591CJ9	FAC0299	Tennessee Valley Authority	05/13/2022	1,000,000.00	1,028,390.00	1,049,413.50	6.750	AA+	2.894	488	11/01/2025
Subtotal and Average				31,000,000.00	30,470,210.00	30,841,134.01			2.898	702	
Treasury Securities - Coupon											
9128282U3	UST0035	US TREASURY	02/07/2020	2,000,000.00	1,987,860.00	2,001,379.86	1.875		1.493	61	08/31/2024
912828ZW3	UST0036	US TREASURY	05/28/2021	1,000,000.00	953,100.00	996,637.25	0.250		0.561	364	06/30/2025
912828ZW3	UST0039	US TREASURY	08/11/2021	1,000,000.00	953,100.00	996,542.18	0.250		0.591	364	06/30/2025
912828ZT0	UST0047	US TREASURY	12/08/2021	1,000,000.00	956,220.00	992,734.35	0.250		1.058	334	05/31/2025
912828ZC7	UST0051	US TREASURY	12/09/2021	1,000,000.00	973,270.00	1,003,906.25	1.125		1.001	242	02/28/2025
912828Z78	UST0054	US TREASURY	04/08/2022	2,000,000.00	1,850,940.00	1,942,665.19	1.500		2.665	944	01/31/2027
9128282A7	UST0057	US TREASURY	06/17/2022	1,000,000.00	935,780.00	962,656.44	1.500		3.287	775	08/15/2026
912828X88	UST0059	US TREASURY	09/01/2022	1,000,000.00	941,800.00	975,290.12	2.375		3.285	1,048	05/15/2027
912828X88	UST0060	US TREASURY	09/01/2022	1,000,000.00	941,800.00	975,011.88	2.375		3.295	1,048	05/15/2027
912828ZV5	UST0062	US TREASURY	09/01/2022	1,000,000.00	888,560.00	922,684.54	0.500		3.241	1,094	06/30/2027
912828YQ7	UST0064	US TREASURY	10/25/2022	1,000,000.00	933,870.00	940,644.20	1.625		4.180	852	10/31/2026
9128282R0	UST0066	US TREASURY	02/09/2023	1,000,000.00	934,340.00	954,216.88	2.250		3.747	1,140	08/15/2027
91282CAB7	UST0037	US TREASURY	05/28/2021	2,000,000.00	1,899,300.00	1,992,499.32	0.250		0.576	395	07/31/2025
91282CAJ0	UST0038	US TREASURY	05/28/2021	1,000,000.00	946,130.00	995,505.14	0.250		0.620	426	08/31/2025
91282CAB7	UST0040	US TREASURY	08/11/2021	1,000,000.00	949,650.00	996,228.70	0.250		0.601	395	07/31/2025
91282CAJ0	UST0041	US TREASURY	08/11/2021	1,000,000.00	946,130.00	995,729.88	0.250		0.586	426	08/31/2025
91282CAZ4	UST0042	US TREASURY	08/09/2021	1,000,000.00	938,160.00	995,884.44	0.375		0.658	517	11/30/2025
91282CAB7	UST0043	US TREASURY	10/05/2021	1,000,000.00	949,650.00	995,194.98	0.250		0.681	395	07/31/2025

Portfolio CITY
CP

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Investments
June 30, 2024

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM	Days to 365 Maturity	Maturity Date
Treasury Securities - Coupon											
91282CAT8	UST0044	US TREASURY	10/05/2021	2,000,000.00	1,879,620.00	1,986,800.82	0.250		0.707	487	10/31/2025
91282CCW9	UST0045	US TREASURY	10/05/2021	1,000,000.00	919,690.00	992,500.00	0.750		0.907	791	08/31/2026
91282CCP4	UST0046	US TREASURY	10/05/2021	1,000,000.00	919,920.00	994,414.00	0.625		0.892	760	07/31/2026
91282CCF6	UST0048	US TREASURY	12/09/2021	1,000,000.00	927,380.00	991,815.34	0.750		1.191	699	05/31/2026
91282CCJ8	UST0049	US TREASURY	12/09/2021	1,000,000.00	927,660.00	993,675.72	0.875		1.176	729	06/30/2026
91282CCZ2	UST0050	US TREASURY	12/09/2021	1,000,000.00	920,350.00	992,487.39	0.875		1.210	821	09/30/2026
91282CAM3	UST0052	US TREASURY	02/24/2022	2,000,000.00	1,885,780.00	1,961,979.95	0.250		1.678	456	09/30/2025
91282CDG3	UST0053	US TREASURY	04/08/2022	1,000,000.00	922,850.00	965,661.46	1.125		2.581	852	10/31/2026
91282CEH0	UST0055	US TREASURY	05/16/2022	1,000,000.00	980,260.00	996,500.00	2.625		2.750	288	04/15/2025
91282CCP4	UST0056	US TREASURY	06/17/2022	1,000,000.00	919,920.00	946,618.08	0.625		3.187	760	07/31/2026
91282CCZ2	UST0058	US TREASURY	06/17/2022	1,000,000.00	920,350.00	947,668.91	0.875		3.302	821	09/30/2026
91282CEW7	UST0061	US TREASURY	09/01/2022	1,000,000.00	964,880.00	997,755.04	3.250		3.300	1,094	06/30/2027
91282CFB2	UST0063	US TREASURY	09/01/2022	1,000,000.00	949,530.00	984,738.49	2.750		3.309	1,125	07/31/2027
91282CFB2	UST0065	US TREASURY	12/22/2022	1,000,000.00	949,530.00	969,708.53	2.750		3.787	1,125	07/31/2027
91282CGH8	UST0067	US TREASURY	02/09/2023	2,000,000.00	1,936,960.00	1,982,503.95	3.500		3.804	1,309	01/31/2028
91282CHX2	UST0068	US TREASURY	11/01/2023	1,000,000.00	998,830.00	985,413.83	4.375		4.816	1,522	08/31/2028
91282CJW2	UST0069	US TREASURY	02/02/2024	2,000,000.00	1,969,220.00	2,020,691.46	4.000		3.786	1,675	01/31/2029
91282CKD2	UST0070	US TREASURY	05/08/2024	1,000,000.00	995,510.00	992,220.00	4.250		4.430	1,703	02/28/2029
91282CKG5	UST0071	US TREASURY	05/08/2024	1,000,000.00	989,810.00	987,053.69	4.125		4.474	1,734	03/31/2029
91282CKP5	UST0072	US TREASURY	05/08/2024	1,000,000.00	1,011,480.00	1,009,000.00	4.625		4.421	1,764	04/30/2029
Subtotal and Average				45,000,000.00	42,769,190.00	44,334,618.26			2.269	814	
Total and Average				135,162,565.44	131,255,355.44	133,526,548.65			3.238	596	

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Cash
June 30, 2024

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity
Money Market Fund										
SYS39903-39902	39901	UNION BANK	07/01/2018	3,373,003.78	3,373,003.78	3,373,003.78			0.000	1
Subtotal and Average										1
Total Cash and Investments				138,535,569.22	134,628,359.22	136,899,552.43			3.238	596



City of Manhattan Beach Investment Portfolio Summary *As of June 30, 2024*

PORTFOLIO PROFILE	Jun 30, 2024	May 31, 2024	Apr 30, 2024	Mar 31, 2024	Feb 29, 2024
Total Book Value (Excluding Trust Funds)	\$133,526,549	\$135,224,288	\$127,197,886	\$116,944,095	\$119,938,925
Increase/(Decrease) from Prior Period	(1,697,740)	8,026,402	10,253,791	(2,994,830)	5,921,881
Percentage Change	(1.3%)	6.3%	8.8%	(2.5%)	5.2%
Average Yield to Maturity (365 Days)	3.238%	3.179%	3.055%	2.940%	2.934%
Increase/(Decrease) from Prior Period	0.059%	0.124%	0.115%	0.006%	(0.021%)

PORTFOLIO ALLOCATIONS

By Security	Value (Par)	Percent	Par YTM	Time Horizon	Percent
LAIF*	\$36,162,565	26.75%	4.480%	Next 12 months	44%
Medium Term Notes	23,000,000	17.0%	3.625%	Months 13-24	16%
Federal Agencies	31,000,000	22.9%	2.898%	Months 25-36	16%
U.S. Treasuries	45,000,000	33.3%	2.267%	Months 37-48	15%
Total	\$135,162,565	100.0%	3.235%	Months 49-60	10%
				Total	100.0%

*LAIF YTM as of June 30, 2024

RECENT ACTIVITY

Security	Date of Activity	Maturity Date	Purchase (Par)	Maturing/Call	YTM
FHLB - 4.625% Coupon	5/7/2024	3/9/2029	2,000,000		4.514%
FFCB - 4.75% Coupon	5/7/2024	4/30/2029	2,000,000		4.527%
T - 4.25% Coupon	5/7/2024	2/28/2029	1,000,000		4.430%
T - 4.125% Coupon	5/7/2024	3/31/2029	1,000,000		4.474%
T - 4.625% Coupon	5/7/2024	4/30/2029	1,000,000		4.421%
Total Purchases			\$7,000,000		4.487%
Matured: T - 2.125% Coupon	2/29/2024	2/29/2024		1,000,000	2.234%
Matured: T - 2.125% Coupon	3/31/2024	3/31/2024		1,000,000	2.240%
Matured: FFCB - 2.625% Coupon	5/16/2024	5/16/2024		2,000,000	2.625%
Matured: FHLB - 2.875% Coupon	6/14/2024	6/14/2024		1,000,000	0.312%
Matured: FHLB - 2.75% Coupon	6/28/2024	6/28/2024		1,000,000	3.230%
Total Maturing/Calls				\$6,000,000	2.211%



City of Manhattan Beach
Investment Portfolio Summary
As of June 30, 2024

US Treasuries Yield Curve

www.treas.gov



	3-Month	6-Month	2-Year	5-Year	10-Year
◆ April 2024	5.44%	5.38%	4.87%	4.56%	4.54%
▲ May 2024	5.46%	5.42%	4.86%	4.50%	4.48%
■ June 2024	5.51%	5.37%	4.74%	4.32%	4.31%

Monthly yields are interpolated by the Treasury from the daily yield curve.

CITY OF MANHATTAN BEACH
Portfolio Maturity Structure
July 2024 through June 2029

HELD TO MATURITY
Rolling 60 Months

Mth	Mat.	YTM	Inv	Call	Amt	Mth	Mat.	YTM	Inv	Call	Amt	Mth	Mat.	YTM	Inv	Call	Amt	Mth	Mat.	YTM	Inv	Call	Amt						
Jul 24	7/2/24	1.5%	FNMA	nc	\$2.0M	Jul 25	7/31/25	0.58%	T	nc	\$2.0M	Jul 26	7/31/26	0.89%	T	nc	\$1.0M	Jul 27	7/31/27	3.31%	T	nc	\$1.0M	Jul 28					
	7/2/24	0.3%	FNMA	nc	\$1.0M		7/31/25	0.60%	T	nc	\$1.0M		7/31/26	3.19%	T	nc	\$1.0M		7/31/27	3.79%	T	nc	\$1.0M						
							7/31/25	0.68%	T	nc	\$1.0M		7/27/26	4.55%	FFCB	nc	\$1.0M												
Aug 24	8/15/24	1.5%	FHLB	nc	\$1.0M	Aug 25	8/31/25	0.62%	T	nc	\$1.0M	Aug 26	8/31/26	0.91%	T	nc	\$1.0M	Aug 27	8/15/27	3.75%	T	nc	\$1.0M	Aug 28	8/31/28	4.82%	T	nc	\$1.0M
	8/30/24	2.0%	DIS	7/30/24	\$2.0M		8/31/25	0.59%	T	nc	\$1.0M		8/15/26	3.29%	T	nc	\$1.0M		8/22/27	4.28%	AMZN	nc	\$1.0M						
	8/31/24	1.5%	T	nc	\$2.0M		8/22/25	1.87%	FFCB	nc	\$1.0M																		
Sep 24	9/6/24	1.9%	KO	9/6/24	\$1.0M	Sep 25	9/12/25	1.87%	FHLB	nc	\$1.0M	Sep 26	9/30/26	1.21%	T	nc	\$1.0M	Sep 27	9/12/27	4.91%	AAPL	nc	\$1.0M	Sep 28	9/8/28	4.86%	FHLB	nc	\$1.0M
	9/13/24	1.8%	FHLB	nc	\$2.0M		9/23/25	2.72%	FHLMC	nc	\$2.0M		9/30/26	3.30%	T	nc	\$1.0M		9/1/27	4.59%	JNJ	nc	\$1.0M						
							9/30/25	1.68%	T	nc	\$2.0M		9/17/26	4.18%	WMT	nc	\$1.0M		9/1/27	3.88%	JNJ	nc	\$1.0M						
Oct 24	10/15/24	1.7%	FNMA	nc	\$2.0M	Oct 25	10/31/25	0.71%	T	nc	\$2.0M	Oct 26	10/31/26	2.58%	T	nc	\$1.0M	Oct 27	10/8/27	3.60%	FNMA	nc	\$1.0M	Oct 28					
	10/15/24	1.5%	FNMA	nc	\$2.0M							10/31/26	4.18%	T	nc	\$1.0M													
	10/24/24	1.9%	BK	9/6/24	\$1.0M																								
Nov 24	11/18/24	3.3%	FFCB	nc	\$1.0M	Nov 25	11/30/25	0.66%	T	nc	\$1.0M	Nov 26						Nov 27						Nov 28	11/1/28	4.86%	FFCB	nc	\$1.0M
							11/1/25	2.89%	TVA	nc	\$1.0M																		
Dec 24						Dec 25						Dec 26						Dec 27						Dec 28					
Jan 25						Jan 26						Jan 27	1/31/27	2.67%	T	nc	\$2.0M	Jan 28	1/29/28	4.41%	BK	nc	\$1.0M	Jan 29	1/5/29	4.49%	TOYOTA	nc	\$1.0M
																			1/31/28	3.80%	T	nc	\$2.0M		1/31/29	3.75%	T	nc	\$2.0M
Feb 25	2/28/25	1.0%	T	nc	\$1.0M	Feb 26	2/24/26	0.95%	MRK	MW: 10	\$1.0M	Feb 27	2/6/27	4.16%	MSFT	nc	\$1.0M	Feb 28	2/14/28	3.85%	FAMCA	nc	\$1.0M	Feb 29	2/28/29	4.43%	T	nc	\$1.0M
Mar 25						Mar 26						Mar 27	3/22/27	2.75%	FFCB	nc	\$2.0M	Mar 28	3/1/28	4.69%	CL	nc	\$2.0M	Mar 29	3/31/29	4.47%	T	nc	\$1.0M
													3/12/27	4.05%	FHLB	nc	\$1.0M		3/15/28	4.37%	KO	nc	\$1.0M		3/9/29	4.51%	FHLB	nc	\$2.0M
																			3/15/28	3.56%	KO	nc	\$1.0M						
Apr 25	4/15/25	2.8%	T	nc	\$1.0M	Apr 26						Apr 27						Apr 28						Apr 29	4/30/29	4.42%	T	nc	\$1.0M
																									4/30/29	4.53%	FFCB	nc	\$2.0M
May 25	5/15/25	1.8%	TVA	nc	\$1.0M	May 26	5/31/26	1.19%	T	nc	\$1.0M	May 27	5/15/27	3.28%	T	nc	\$1.0M	May 28	5/10/28	4.17%	AAPL	nc	\$1.0M	May 29					
	5/31/25	1.1%	T	nc	\$1.0M		5/12/26	1.96%	AMZN	nc	\$1.0M		5/15/27	3.29%	T	nc	\$1.0M		5/17/28	4.21%	MRK	nc	\$1.0M						
													5/15/28	5.04%	PEP	nc	\$1.0M		5/15/28	5.04%	PEP	nc	\$1.0M						
Jun 25	6/30/25	0.6%	T	nc	\$1.0M	Jun 26	6/30/26	1.18%	T	nc	\$1.0M	Jun 27	6/20/27	3.74%	COST	nc	\$1.0M	Jun 28	6/9/28	4.48%	FHLB	nc	\$1.0M	Jun 29					
	6/30/25	0.6%	T	nc	\$1.0M		6/12/26	4.34%	FHLB	nc	\$1.0M		6/30/27	3.24%	T	nc	\$1.0M												
													6/30/27	3.30%	T	nc	\$1.0M												
													6/20/27	3.76%	COST	nc	\$1.0M												
Total By Year (excl LAIF)					\$23.0m						\$21.0m						\$20.0m						\$13.0m						
Average YTM		1.6%						1.5%						3.1%						4.1%			4.5%						
% of Total Securities (excl LAIF)					23%						21%						20%						13%						
% of Total Investments (incl LAIF)					44%						16%						15%						10%						

Total Securities	73%	\$99.0M
LAIF	27%	\$36.2M
Total Investments	100%	\$135.2M

Shaded rows indicate months with significant cash inflows.

City of Manhattan Beach
Investment Policy Compliance Chart
As of June 30, 2024

Instrument		% of Total	Dollar Compliance		Percentage Compliance		Term Compliance	
			Limit	Compliant?	Limit	Compliant?	Limit	Compliant?
Local Agency Investment Fund (LAIF)	\$36,162,565	26.8%	\$75,000,000	Yes	Temporary Suspension			
Treasury Securities								
US Treasury	\$45,000,000	33.3%					5 Years	Yes
Total U.S. Treasuries (38)		\$45,000,000	33.3%					
Medium Term (Corporate) Notes								
Coca-Cola	2,000,000	1.5%			5.0%	Yes	5 Years	Yes
Amazon	2,000,000	1.5%			5.0%	Yes	5 Years	Yes
Costco	2,000,000	1.5%			5.0%	Yes	5 Years	Yes
Walmart	1,000,000	0.7%			5.0%	Yes	5 Years	Yes
Colgate-Palmolive	2,000,000	1.5%			5.0%	Yes	5 Years	Yes
Pepsi Cola	1,000,000	0.7%			5.0%	Yes	5 Years	Yes
Coca-Cola	1,000,000	0.7%			5.0%	Yes	5 Years	Yes
Toyota Moto Credit Corp	1,000,000	0.7%			5.0%	Yes	5 Years	Yes
<i>Total Consumer Goods Sector</i>		<i>\$12,000,000</i>	<i>8.9%</i>		<i>10.0%</i>	<i>Yes</i>		
Bank of NY	2,000,000	1.5%			5.0%	Yes	5 Years	Yes
<i>Total Financial Sector</i>		<i>\$2,000,000</i>	<i>1.5%</i>		<i>10.0%</i>	<i>Yes</i>		
Johnson & Johnson	2,000,000	1.5%			5.0%	Yes	5 Years	Yes
Merck	2,000,000	1.5%			5.0%	Yes	5 Years	Yes
<i>Total Pharmaceuticals Sector</i>		<i>\$4,000,000</i>	<i>3.0%</i>		<i>10.0%</i>	<i>Yes</i>		
Apple Inc	2,000,000	1.5%			5.0%	Yes	5 Years	Yes
Microsoft Corp	1,000,000	0.7%			5.0%	Yes	5 Years	Yes
<i>Total Technology Sector</i>		<i>\$3,000,000</i>	<i>2.2%</i>		<i>10.0%</i>	<i>Yes</i>		
Walt Disney Co	2,000,000	1.5%			5.0%	Yes	5 Years	Yes
<i>Total Communication Services Sector</i>		<i>\$2,000,000</i>						
Total Medium Term Notes (21)		\$23,000,000	17.0%		20.0%	Yes		
Federal Agencies								
Federal Home Loan Bank (FHLB)	\$10,000,000	7.4%			33.3%	Yes	5 Years	Yes
Federal Farm Credit (FFCB)	8,000,000	5.9%			33.3%	Yes	5 Years	Yes
Fannie Mae (FNMA)	8,000,000	5.9%			33.3%	Yes	5 Years	Yes
Freddie Mac (FHLMC)	2,000,000	1.5%			33.3%	Yes	5 Years	Yes
Framer Mac (FAMCA)	1,000,000	0.7%			33.3%	Yes	5 Years	Yes
Tennessee Valley Authority (TVA)	2,000,000	1.5%			33.3%	Yes	5 Years	Yes
Total Federal Agencies (23)		\$31,000,000	22.9%		60.0%	Yes		
Total Portfolio	\$135,162,565	100.0%						



CITY OF MANHATTAN BEACH
TREASURER'S REPORT
June 30, 2024

<u>Investments</u>	Book Value
LAIF	\$36,162,565.44
Treasury Securities	44,334,618.26
Federal Agency Issues-Coupon	30,841,134.01
Medium Term Notes	22,188,230.94
Subtotal Investments	<u>\$133,526,548.65</u>
<u>Demand Deposit/Petty Cash</u>	
Cash in Bank	\$3,373,003.78
Petty Cash	2,280.41
Subtotal Demand Deposit	<u>\$3,375,284.19</u>
Subtotal City Cash & Investments	<u>\$136,901,832.84</u>
<u>Bond Funds Held in Trust</u>	
Police Fire Refunding	89,367.16
Fire Station 2 COPs	133,002.81
Marine Ave Park Refunding	61,550.00
Metlox & Water/Wastewater Refunding	117,381.69
Utility Assessment Districts	1,167,546.22
Pension Obligation Bonds	1,021,982.65
Subtotal Bonds Held in Trust	<u>\$2,590,830.53</u>
<u>Investment Trust Funds</u>	
PARS Pension Rate Stabilization Trust	3,599,984.71
Treasurer's Balance	<u>\$143,092,648.08</u>



PMIA/LAIF Performance Report as of 7/24/24



Quarterly Performance Quarter Ended 06/30/24

LAIF Apportionment Rate ⁽²⁾ :	4.55
LAIF Earnings Ratio ⁽²⁾ :	0.00012419067099490
LAIF Administrative Cost ^{(1)*} :	0.16
LAIF Fair Value Factor ⁽¹⁾ :	0.996316042
PMIA Daily ⁽¹⁾ :	4.52
PMIA Quarter to Date ⁽¹⁾ :	4.36
PMIA Average Life ⁽¹⁾ :	217

PMIA Average Monthly Effective Yields⁽¹⁾

June	4.480
May	4.332
April	4.272
March	4.232
February	4.122
January	4.012

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 6/30/24 \$178.0 billion

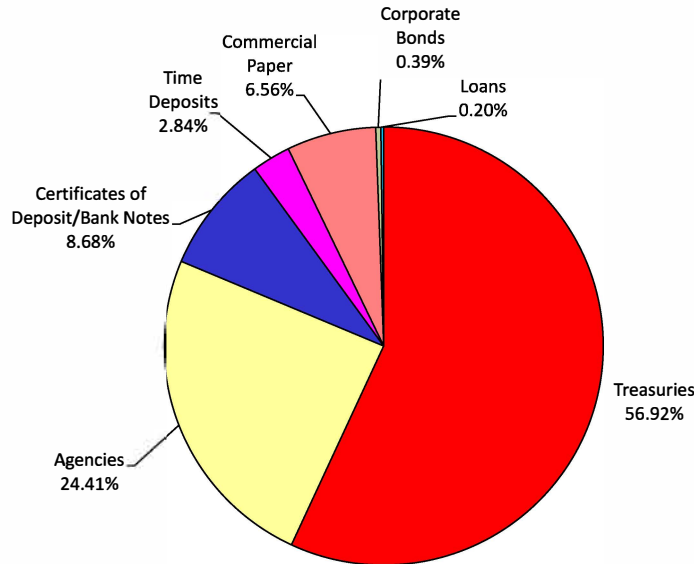


Chart does not include \$1,567,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



CITY OF MANHATTAN BEACH FINANCE SUBCOMMITTEE STAFF REPORT

TO: Members of the Finance Subcommittee

THROUGH: Onyx Jones, Interim Finance Director

FROM: Libby Bretthauer, Financial Services Manager
Julie Bondarchuk, Financial Controller

SUBJECT: Month-End Financial Reports for June 30, 2024

DATE: August 29, 2024

RECOMMENDATION:

Staff recommends that the Finance Subcommittee receive this report.

FISCAL IMPLICATION:

This is a financial status report presented as a basis for discussion of current financial performance. No budgetary changes are recommended at this time.

DISCUSSION:

The Finance Department is pleased to provide you with preliminary month-end financial reports for the month ending June 30, 2024. This report date marks the twelfth month of the 2023-2024 fiscal year. The following reports are attached:

- FY 2023-2024 Statement of Revenues and Expenditures
 - Presents revenues and expenditures by fund and compares budget-to-actual performance.
- FY 2023-2024 Citywide Revenues
 - Presents revenues by fund and compares budget-to-actual performance.
- FY 2023-2024 General Fund Major Revenue Trends
 - Highlights significant General Fund revenue sources and recent trends.
- FY 2023-2024 Revenue Detail
 - Presents Citywide revenue performance by line item detail to clarify the revenue components in each fund.

- FY 2023-2024 Citywide Expenditures
 - Presents expenditures by fund and compares budget-to-actual performance.
- FY 2023-2024 General Fund Expenditures by Department
 - Presents General Fund expenditures by department and compares budget-to-actual performance.
- Balance Sheet Account Balances as of June 30, 2024.

Attachments: June 2024 Month-End Financial Reports



City of Manhattan Beach
 Fiscal Year 2023-2024 Statement of Revenues & Expenditures
 As of June 30, 2024

% of Year
100.0%

Current Year Activity

	Fund No.	Adjusted			Adjusted			
		Budget Revenues	YTD Revenues	% Realized	Budget Expenditures	Year-to-Date		% Utilized
					Expenditures	Encumbrances		
General Fund	100	\$93,975,914	\$99,367,303	105.7%	\$95,465,862	\$92,907,882	\$1,829,994	99.2%
Street Lighting & Landscaping Fund	201	390,597	369,790	94.7%	789,754	657,290	9,160	84.4%
Gas Tax Fund	205	2,183,709	2,015,708	92.3%	4,806,229	1,202,607	606,180	37.6%
Asset Forfeiture Fund	210	41,800	181,107	433.3%	90,500	54,601	-	60.3%
Police Safety Grants Fund	211	164,000	222,397	135.6%	269,421	103,313	158,032	97.0%
Prop A Fund	230	1,403,363	923,769	65.8%	1,171,132	704,295	407,731	95.0%
Prop C Fund	231	8,440,284	1,436,936	17.0%	9,674,706	2,923,966	278,240	33.1%
AB 2766 Fund	232	47,500	51,450	108.3%	275,673	2,917	-	1.1%
Measure R Fund	233	3,031,055	1,438,405	47.5%	2,773,379	1,087,389	279,448	49.3%
Measure M Fund	234	14,876,098	1,032,980	6.9%	16,221,254	1,868,586	720,999	16.0%
Measure W Fund	240	28,133,779	560,277	2.0%	28,383,201	407,036	2,306,835	9.6%
Capital Improvements Fund	401	3,367,638	2,625,804	78.0%	17,319,427	4,755,411	1,583,976	36.6%
Bond Construction Fund	402	-	259,086	n/a	1,906,754	1,893,678	13,120	100.0%
Underground Assessment District Construction	403	-	167,661	n/a	1,869,751	699,195	38,500	39.5%
Water Fund	501	16,201,728	17,004,099	105.0%	23,534,307	15,929,200	4,111,158	85.2%
Storm Drain Fund	502	393,051	562,397	143.1%	6,401,432	1,191,606	2,437,587	56.7%
Sewer Fund	503	3,898,500	4,898,083	125.6%	16,463,861	3,384,774	732,897	25.0%
Parking Fund	520	4,457,200	4,680,026	105.0%	5,057,662	2,793,026	409,443	63.3%
County Parking Lots Fund	521	1,382,200	1,022,569	74.0%	1,072,259	279,214	67,031	32.3%
State Pier & Parking Lot Fund	522	858,500	950,832	110.8%	2,841,775	1,512,851	1,113,512	92.4%
Insurance Reserve Fund	601	8,857,380	9,065,265	102.3%	8,756,373	8,300,265	19,628	95.0%
Information Technology Fund	605	4,404,750	4,404,768	100.0%	5,153,771	4,088,881	430,600	87.7%
Fleet Management Fund	610	3,204,433	2,810,297	87.7%	5,213,008	2,860,218	1,515,384	83.9%
Building Maintenance & Operation Fund	615	2,560,994	2,625,643	102.5%	2,825,198	2,698,094	289,351	105.7%
Underground Assessment Fund 2018 Refundin	710	714,150	627,202	87.8%	706,475	676,204	-	95.7%
Underground Assessment Fund 19-12 & 19-14	711	606,106	596,884	98.5%	605,807	586,117	-	96.7%
Underground Assessment Fund 19-4	712	337,613	341,295	101.1%	337,363	321,355	-	95.3%
City Pension Fund	801	264,480	34,239	12.9%	196,680	203,161	-	103.3%
Section 115 Fund	804	50,000	247,802	495.6%	-	-	-	-
		\$204,246,822	\$160,524,073	78.6%	\$260,183,014	\$154,093,129	\$19,358,804	59.2%



City of Manhattan Beach
 Fiscal Year 2023-2024 Citywide Revenues
 As of June 30, 2024

**% of Year
 100.0%**

Current Year Activity

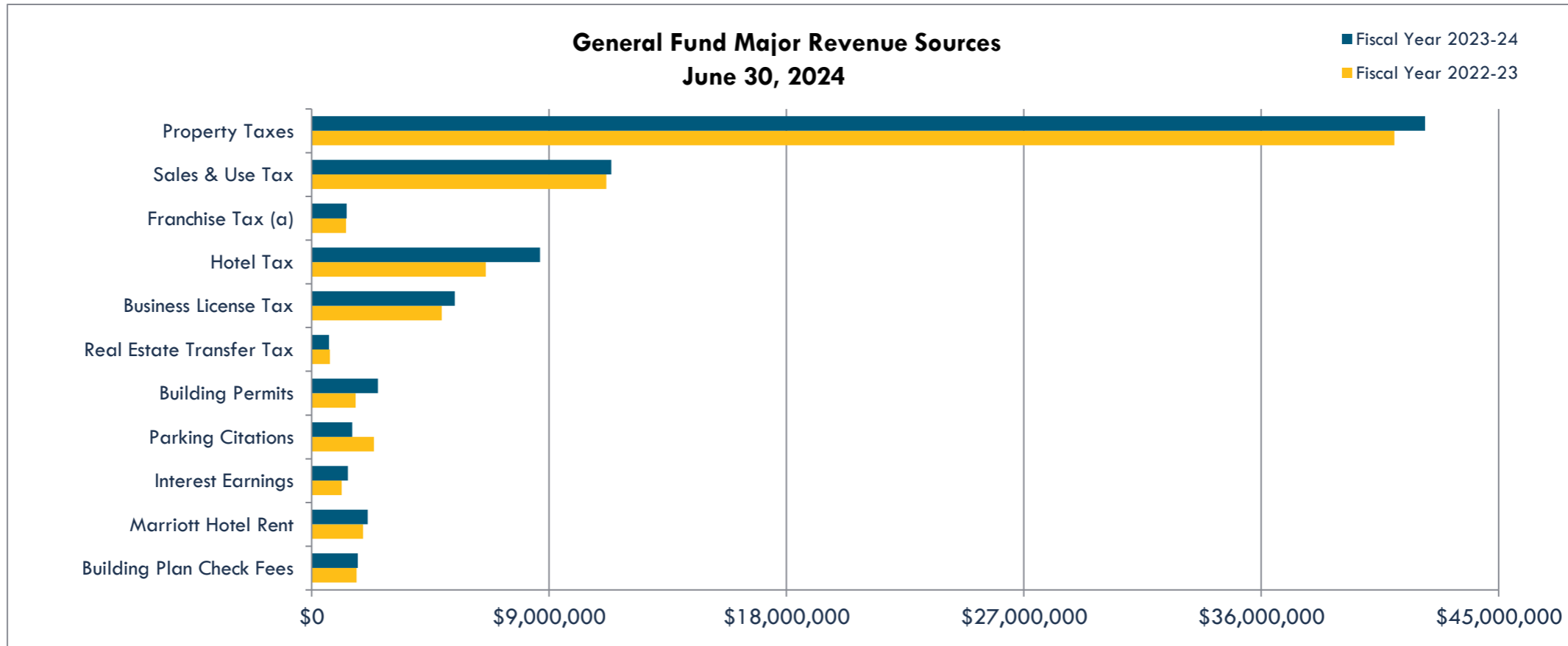
	Fund No.	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
General Fund	100	\$93,300,981	\$674,933	\$93,975,914	\$99,367,303	(5,391,390)	105.7%
Street Lighting & Landscaping Fund	201	390,597	-	390,597	369,790	20,807	94.7%
Gas Tax Fund	205	1,946,355	237,354	2,183,709	2,015,708	168,002	92.3%
Asset Forfeiture Fund	210	41,800	-	41,800	181,107	(139,307)	433.3%
Police Safety Grants Fund	211	164,000	-	164,000	222,397	(58,397)	135.6%
Prop A Fund	230	1,036,405	366,958	1,403,363	923,769	479,593	65.8%
Prop C Fund	231	839,596	7,600,688	8,440,284	1,436,936	7,003,347	17.0%
AB 2766 Fund	232	47,500	-	47,500	51,450	(3,950)	108.3%
Measure R Fund	233	2,482,521	548,534	3,031,055	1,438,405	1,592,651	47.5%
Measure M Fund	234	3,999,190	10,876,908	14,876,098	1,032,980	13,843,118	6.9%
Measure W Fund	240	25,530,264	2,603,515	28,133,779	560,277	27,573,503	2.0%
Capital Improvements Fund	401	2,072,438	1,295,200	3,367,638	2,625,804	741,834	78.0%
Bond Construction Fund	402	-	-	-	259,086	(259,086)	100.0%
Underground Assessment District Construction	403	-	-	-	167,661	(167,661)	100.0%
Water Fund	501	16,201,728	-	16,201,728	17,004,099	(802,371)	105.0%
Storm Drain Fund	502	393,051	-	393,051	562,397	(169,346)	143.1%
Sewer Fund	503	3,898,500	-	3,898,500	4,898,083	(999,583)	125.6%
Parking Fund	520	4,457,200	-	4,457,200	4,680,026	(222,826)	105.0%
County Parking Lots Fund	521	1,382,200	-	1,382,200	1,022,569	359,631	74.0%
State Pier & Parking Lot Fund	522	858,500	-	858,500	950,832	(92,332)	110.8%
Insurance Reserve Fund	601	8,857,380	-	8,857,380	9,065,265	(207,885)	102.3%
Information Technology Fund	605	4,404,750	-	4,404,750	4,404,768	(18)	100.0%
Fleet Management Fund	610	3,204,433	-	3,204,433	2,810,297	394,136	87.7%
Building Maintenance & Operation Fund	615	2,560,994	-	2,560,994	2,625,643	(64,649)	102.5%
Underground Assessment Fund 2018 Refundin	710	714,150	-	714,150	627,202	86,948	87.8%
Underground Assessment Fund 19-12 & 19-1	711	606,106	-	606,106	596,884	9,222	98.5%
Underground Assessment Fund 19-4	712	337,613	-	337,613	341,295	(3,682)	101.1%
City Pension Fund	801	264,480	-	264,480	34,239	230,241	12.9%
Section 115 Fund	804	50,000	-	50,000	247,802	(197,802)	495.6%
		\$180,042,732	\$24,204,090	\$204,246,822	\$160,524,073	\$43,722,749	78.6%



City of Manhattan Beach
 Fiscal Year 2023-2024 General Fund Major Revenue Trends
 June 30, 2024

Percent of Year
 100.0%

Major Revenue Accounts	Fund No.	Year-To-Date Actuals						FY 2024	
		2019	2020	2021	2022	2023	2024	Adj Budget	Realized
Property Taxes	100	\$31,448,387	\$33,319,571	\$36,823,265	\$38,703,862	\$41,049,070	\$42,214,841	\$42,563,634	99.2%
Sales & Use Tax	100	9,212,806	8,797,241	8,038,137	10,473,355	11,176,629	11,356,627	11,050,000	102.8%
Franchise Tax (a)	100	1,168,793	1,175,490	1,189,086	1,217,755	1,296,708	1,320,027	1,150,000	114.8%
Hotel Tax	100	4,372,444	3,852,539	2,382,137	5,585,495	6,599,847	8,655,420	7,250,000	119.4%
Business License Tax	100	4,053,020	3,643,611	3,755,555	5,175,626	4,935,627	5,422,754	4,850,000	111.8%
Real Estate Transfer Tax	100	824,402	827,475	1,132,663	1,333,170	696,646	657,293	800,000	82.2%
Building Permits	100	1,929,097	1,601,914	1,433,778	1,910,538	1,661,661	2,514,241	1,532,712	164.0%
Parking Citations	100	1,803,259	1,538,218	1,354,932	2,316,440	2,362,935	1,538,542	2,450,000	62.8%
Interest Earnings	100	842,465	928,038	454,133	559,145	1,132,781	1,377,638	925,000	148.9%
Marriott Hotel Rent	100	1,760,444	1,575,943	898,530	1,346,764	1,947,300	2,128,473	2,000,000	106.4%
Building Plan Check Fees	100	1,775,015	1,418,857	1,986,711	2,111,264	1,703,380	1,754,046	1,850,000	94.8%
Total Major Revenue Accounts		\$59,190,133	\$58,678,895	\$59,448,928	\$70,733,412	\$74,562,584	\$78,939,903	\$76,421,346	103.3%
Over/(Under) Prior Year			(511,239)	770,033	11,284,484	3,829,172	4,377,319		
Percent Change From Prior Year			(0.9%)	1.3%	19.0%	5.4%	5.9%		
Other Revenues		17,240,604	13,235,436	103,641,135	19,051,896	16,607,729	\$20,427,401	17,554,568	116.4%
Total General Fund Revenues		\$76,430,737	\$71,914,331	\$163,090,063	\$89,785,308	\$91,170,313	\$99,367,303	\$93,975,914	105.7%

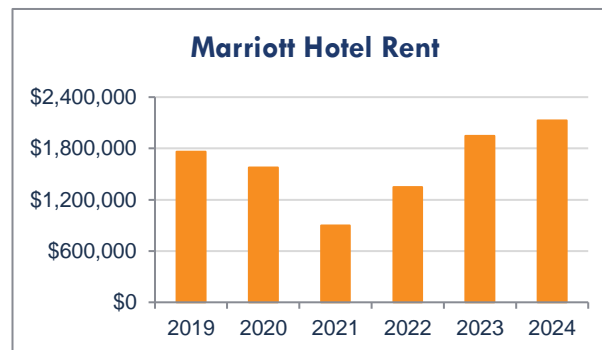
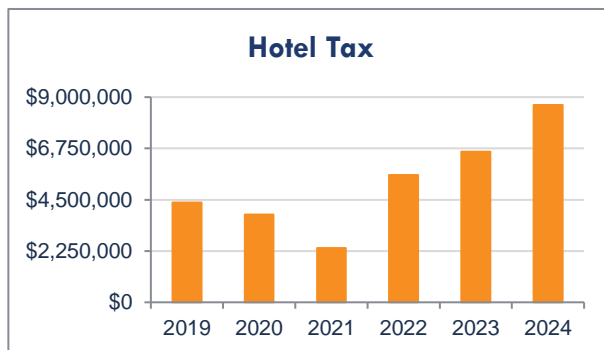
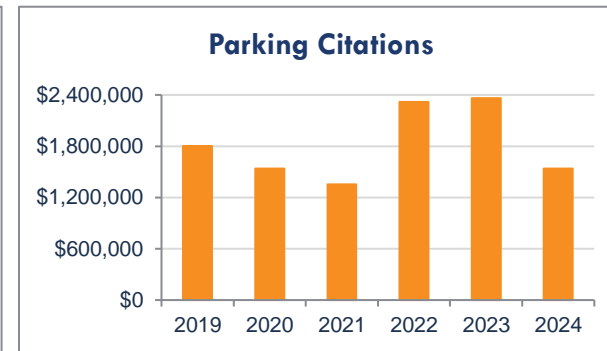
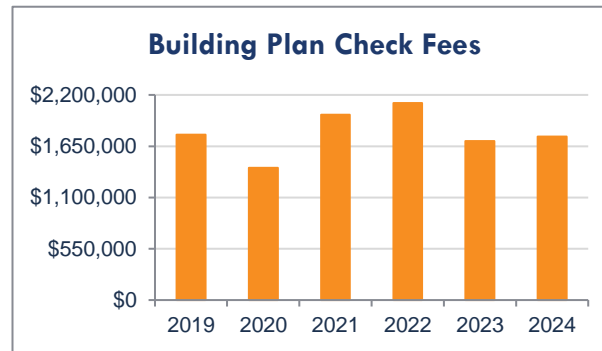
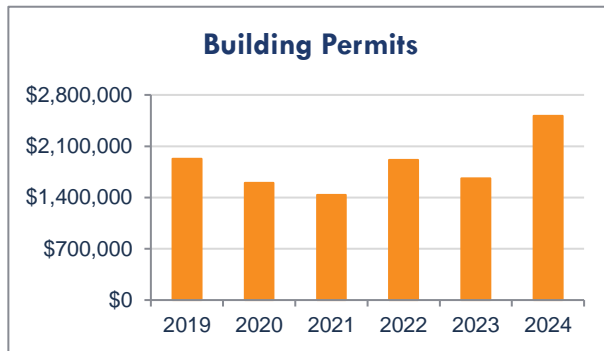
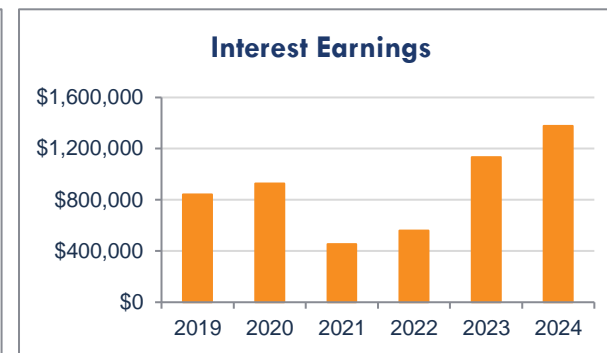
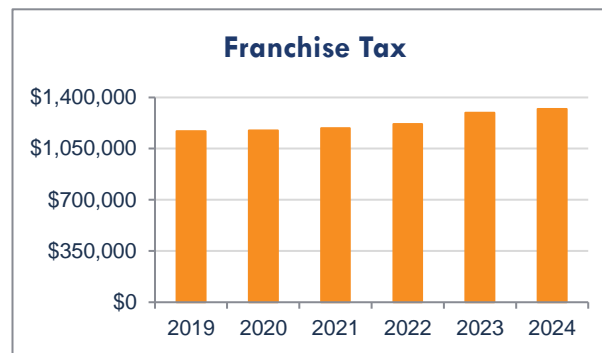
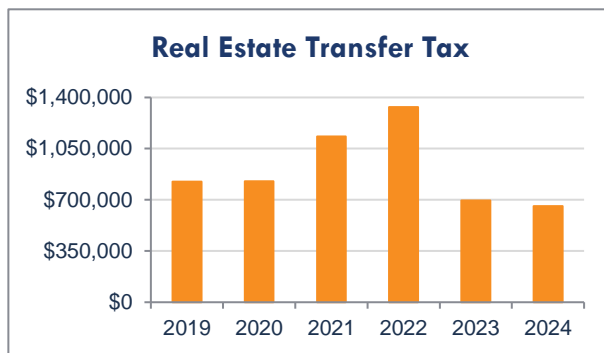
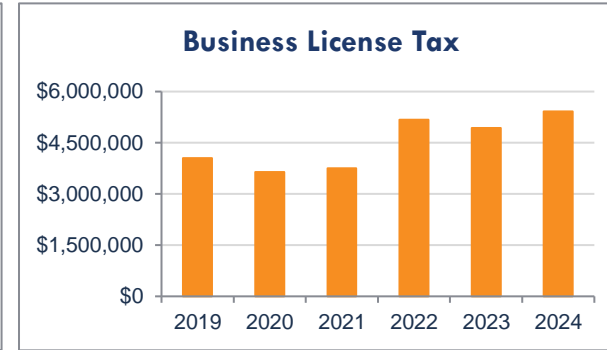
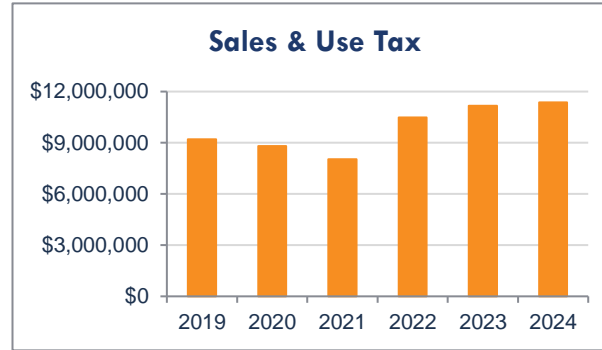
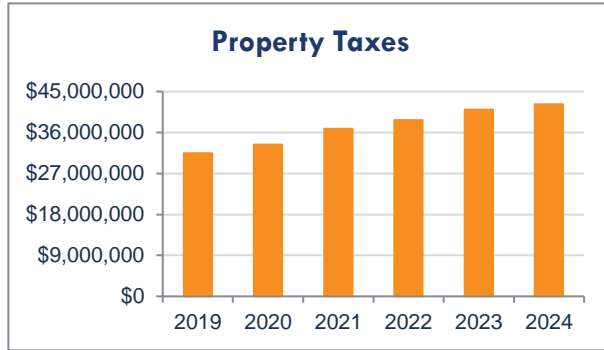


(a) The structure of payments for the some of the franchise fees has changed resulting in lower initial revenues at the beginning of the fiscal year as compared to prior years. This revenue will self adjust throughout the year to better align with prior full-year numbers.



City of Manhattan Beach
Fiscal Year-To-Date General Fund Trends
Through June Year-Over-Year

Percent of Year
100.0%





City of Manhattan Beach
Fiscal Year 2023-2024 Revenue Detail
As of June 30, 2024

% of Year: 100.0%

PRELIMINARY

Current Year Activity

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
100	GENERAL FUND							
	41101	C.Yr Secured Property Tax	34,739,858	-	34,739,858	34,440,424	299,434	99.0%
	41102	C.Yr Unsecured Property Tax	1,141,455	-	1,141,455	1,165,756	(24,301)	102.0%
	41103	P.Yr Secured Prop Tax	100,000	-	100,000	(98,356)	198,356	-98.0%
	41104	P.Yr Unsecured Property Tax	25,000	-	25,000	48,438	(23,438)	194.0%
	41105	Supplemental Property Tax	650,000	-	650,000	609,370	40,630	94.0%
	41106	Property Tax Collection Admin	(448,312)	-	(448,312)	(457,902)	9,590	102.0%
	41107	Interest & Penalties	75,000	-	75,000	203,268	(128,268)	271.0%
	41108	Property Tax In Lieu of VLF	6,280,633	-	6,280,633	6,303,845	(23,212)	100.0%
	PROPERTY TAX Total		42,563,634	-	42,563,634	42,214,841	348,793	99.0%
	41201	Sales & Use Tax	11,050,000	-	11,050,000	11,356,627	(306,627)	103.0%
	41203	PSAF Sales Tax	478,262	-	478,262	422,833	55,429	88.0%
	41211	Transient Occupancy Tax	7,250,000	-	7,250,000	7,418,000	(168,000)	102.0%
	41213	Franchise Tax	1,150,000	-	1,150,000	1,320,027	(170,027)	115.0%
	41214	Real Estate Transfer Tax	800,000	-	800,000	657,293	142,707	82.0%
	41221	Business License Tax	4,850,000	-	4,850,000	5,422,754	(572,754)	112.0%
	41224	AB 2164 Dis Access & Educ	-	-	-	17,572	(17,572)	-
	41212	Short Term Rental TOT	325,000	-	325,000	1,237,420	(912,420)	381.0%
	OTHER TAXES & ASSESSMENTS Total		25,903,262	-	25,903,262	27,852,527	(1,949,265)	108.0%
	42101	Building Permits	1,700,000	-	1,700,000	2,514,241	(814,241)	148.0%
	42102	Building Permits Surcharge	180,000	-	180,000	236,364	(56,364)	131.0%
	42103	Other Construction Permits	500,000	-	500,000	519,097	(19,097)	104.0%
	42104	Energov Tech Fee Admin	158,588	-	158,588	-	158,588	-
	42105	Right of Way Permits	700,000	-	700,000	660,998	39,003	94.0%
	42106	Outdoor Facilities Permits	1,368	-	1,368	676	692	49.0%
	42108	Entertainment Permits	4,390	-	4,390	5,860	(1,470)	133.0%
	42111	Licensing Permits	1,440	-	1,440	1,367	73	95.0%
	42201	Fire Code Permits - Annual	125,565	-	125,565	111,435	14,130	89.0%
	42202	Fire Permits - One Time	29,000	-	29,000	7,820	21,180	27.0%
	42203	Fire Construction Inspections	60,000	-	60,000	45,352	14,648	76.0%
	42204	Studio Tenant	2,200	-	2,200	2,680	(480)	122.0%
	42301	Police Alarm Permits	104,700	-	104,700	101,630	3,070	97.0%
	42302	Animal License Fees	40,000	-	40,000	39,972	28	100.0%
	42401	Film Permits	50,000	-	50,000	66,430	(16,430)	133.0%
	42205	Fire Annual Operations Permits	24,592	-	24,592	21,760	2,832	88.0%
	LICENSES & PERMITS Total		3,681,843	-	3,681,843	4,335,682	(653,839)	118.0%



City of Manhattan Beach
Fiscal Year 2023-2024 Revenue Detail
As of June 30, 2024

% of Year: 100.0%

PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
100	43101	Vehicle Code Fines	42,000	-	42,000	53,141	(11,141)	127.0%
	43102	Parking Citations	2,450,000	-	2,450,000	1,538,542	911,458	63.0%
	43301	Comm Dev Fines	30,000	-	30,000	107,286	(77,286)	358.0%
	43401	Municipal Code Fines	2,000	-	2,000	250	1,750	13.0%
	43402	Other Fines & Settlements	-	105,653	105,653	38,352	67,301	36.0%
	43501	Public Works Fines	-	-	-	35,701	(35,701)	-
	43201	Fire Fines	-	-	-	680	(680)	-
	FINES Total		2,524,000	105,653	2,629,653	1,773,952	855,701	67.0%
	44101	Interest Earnings	925,000	-	925,000	1,377,638	(452,638)	149.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	1,589,861	(1,589,861)	-
	44103	Investment Amortization	-	-	-	390,093	(390,093)	-
	44204	Installment Fund Earnings	-	-	-	11,882	(11,882)	-
	44401	Metlox Lease Payments	650,000	-	650,000	241,000	409,000	37.0%
	44402	Tennis Club Bldg (Parkview)	358,000	-	358,000	357,618	382	100.0%
	44403	Tennis Club Minimum+% Rent	180,000	-	180,000	180,000	-	100.0%
	44404	1334 Office Building Rent	53,000	-	53,000	53,742	(742)	101.0%
	44405	Tennis Club Parking Lot Lease	39,000	-	39,000	39,026	(26)	100.0%
	44406	Minimum Hotel Rent Payments	400,000	-	400,000	400,000	0	100.0%
	44407	Hotel Rent	1,600,000	-	1,600,000	1,728,473	(128,473)	108.0%
	44408	Golf Course Rent	27,600	-	27,600	19,679	7,922	71.0%
	44409	Mall Parking Lot Lease	185,000	-	185,000	227,830	(42,830)	123.0%
	44410	Post Office Lease	58,300	-	58,300	53,442	4,858	92.0%
	44411	Library Parking Lot Lease	9,500	-	9,500	10,434	(934)	110.0%
	44412	Misc. Rents & Concessions	41,000	-	41,000	33,076	7,924	81.0%
	44421	Wireless Communication Lease	150,000	-	150,000	206,603	(56,603)	138.0%
	44104	Interfund Loan Interest	-	-	-	-	-	-
	44201	Capitalized Interest Earnings	-	-	-	-	-	-
	44205	Delivery Fund Earnings	-	-	-	-	-	-
	44301	Other Interest Income	-	-	-	1,824	(1,824)	-
	44302	Loan Principal	-	-	-	49,725	(49,725)	-
	44490	GASB 87 Revenue Adjustment	-	-	-	-	-	-
	44491	GASB 87 Lease Interest	-	-	-	-	-	-
	INTEREST & RENTS Total		4,676,400	-	4,676,400	6,971,945	(2,295,545)	149.0%



City of Manhattan Beach
Fiscal Year 2023-2024 Revenue Detail
As of June 30, 2024

% of Year: 100.0%

PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
100	45121	Veh Lic Fee Penalties & Int	35,000	-	35,000	43,815	(8,815)	125.0%
	45122	Homeowners Property Tax Relief	145,000	-	145,000	137,614	7,386	95.0%
	45123	State Mandated Cost Reimb	15,000	-	15,000	76,647	(61,647)	511.0%
	45131	STC Reimbursement	6,000	-	6,000	8,414	(2,414)	140.0%
	45132	P.O.S.T. Reimbursement	40,000	-	40,000	33,269	6,731	83.0%
	45201	State Grant Programs	-	338,895	338,895	265,443	73,452	78.0%
	45301	Federal Grant Programs	72,000	-	72,000	9,604	62,396	13.0%
	45303	Federal/State Emergency Aid	-	-	-	113,203	(113,203)	-
	45401	Prop A Project Specific	-	-	-	-	-	-
	45502	BCHD Grant	30,000	-	30,000	-	30,000	-
	45601	Miscellaneous Grants	-	32,191	32,191	2,000	30,191	6.0%
	45402	County Grants Programs	125,000	86,306	211,306	90,263	121,043	43.0%
	FROM OTHER AGENCIES Total		468,000	457,391	925,391	780,272	145,119	84.0%
	46101	Building Plan Check Fees	1,850,000	-	1,850,000	1,754,046	95,954	95.0%
	46102	Comm Dev Digital Document Fee	300,000	-	300,000	310,878	(10,878)	104.0%
	46103	Building Record Report Fees	90,000	-	90,000	116,318	(26,318)	129.0%
	46104	New Residential Unit Fee	9,800	-	9,800	12,600	(2,800)	129.0%
	46111	Planning Filing Fees	200,000	-	200,000	283,917	(83,917)	142.0%
	46112	Appeal Fees	250	-	250	-	250	-
	46113	Com Dev Reimbursements	-	-	-	-	-	-
	46121	Traffic Engineering Services	70,000	-	70,000	81,861	(11,861)	117.0%
	46201	Police False Alarm Fees	60,000	-	60,000	75,741	(15,741)	126.0%
	46202	Police Service Fees	30,000	28,505	58,505	19,246	39,258	33.0%
	46203	Special Event Staffing Reimb	160,000	68,384	228,384	172,500	55,883	76.0%
	46204	DUI Cost Recovery	10,000	-	10,000	10,605	(605)	106.0%
	46205	Booking Fee	1,000	-	1,000	(518)	1,518	-52.0%
	46206	Boot Removal	2,000	-	2,000	-	2,000	-
	46207	Vehicle Release Fee	90,000	-	90,000	66,879	23,121	74.0%
	46208	Animal Impound Fees	1,000	-	1,000	1,469	(469)	147.0%
	46301	Fire Reimbursements	125,000	-	125,000	59,150	65,850	47.0%
	46302	Ambulance Fees	1,000,000	-	1,000,000	1,800,305	(800,305)	180.0%
	46303	Fire Plan Check	100,000	-	100,000	66,097	33,903	66.0%
	46304	Fire Inspection Fees	196,040	-	196,040	127,323	68,717	65.0%
	46404	Penalties	-	-	-	3,181	(3,181)	-
	46412	Residential City Cost Recovery	73,000	-	73,000	143,177	(70,177)	196.0%
	46415	Recycling	88,000	-	88,000	-	88,000	-
	46416	Constr Debris Plan Review	75,000	-	75,000	107,970	(32,970)	144.0%
	46421	Inter-City Median Maintenance	7,000	-	7,000	7,338	(338)	105.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
100	46422	Street Sweeping	-	-	-	1,256	(1,256)	-
	46451	Public Works Misc Fees	10,000	-	10,000	8,878	1,122	89.0%
	46452	Public Works Reimbursement	2,700	-	2,700	6,081	(3,381)	225.0%
	46501	Facility & Parks Res *	582,500	-	582,500	615,153	(32,653)	106.0%
	46502	Enrichment Classes *	250,000	-	250,000	539,663	(289,663)	216.0%
	46503	Youth & Teen Programs *	500,000	-	500,000	777,475	(277,475)	155.0%
	46504	Tennis Operations *	1,035,000	-	1,035,000	1,324,178	(289,178)	128.0%
	46505	Arts/Education Classes *	236,922	-	236,922	299,775	(62,853)	127.0%
	46506	Sports Leagues & Tournaments *	191,500	-	191,500	318,808	(127,308)	166.0%
	46507	Sports Classes *	629,000	-	629,000	843,988	(214,988)	134.0%
	46508	Swimming Classes *	659,000	-	659,000	952,517	(293,517)	145.0%
	46509	Concerts in the Park	20,000	-	20,000	10,000	10,000	50.0%
	46510	Older Adult Activities *	65,000	-	65,000	97,538	(32,538)	150.0%
	46601	Returned Check Fees	500	-	500	150	350	30.0%
	46602	Reproduction Fees	10,000	-	10,000	5,849	4,151	58.0%
	46461	Public Records Request	-	-	-	100	(100)	-
	46520	Recreation Reimbursements	-	-	-	-	-	-
	46305	Fire State Mand. Multi-Fam Ins	69,600	-	69,600	64,402	5,198	93.0%
SERVICES Total			8,799,812	96,888	8,896,700	11,085,893	(2,189,193)	125.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
100	47101	W Comp Salary Continuation	800,000	-	800,000	446,138	353,862	56.0%
	47104	Damage Claims	-	-	-	-	-	-
	47202	Resubmittal of Returned Checks	-	-	-	7,693	(7,693)	-
	47203	Bad Debt Recovery	30,000	-	30,000	15,940	14,060	53.0%
	47204	Bad Debt Writeoff	-	-	-	(2,537)	2,537	-
	47301	Miscellaneous Revenues	25,000	-	25,000	12,103	12,897	48.0%
	47302	P-Card Incentive	35,000	-	35,000	42,132	(7,132)	120.0%
	47303	City Store Sales	30,000	-	30,000	7,177	22,823	24.0%
	47306	Sale of Property	2,500	-	2,500	3,279	(779)	131.0%
	47307	Contrs From Private Parties	-	15,000	15,000	45,646	(30,646)	304.0%
	47107	Damage Recovery-Traffic Signal	-	-	-	-	-	-
	47201	Cash Over/Short	-	-	-	(4,790)	4,790	-
	47304	Property Transfer Fee	-	-	-	-	-	-
	47401	Lease Purchase Proceeds	-	-	-	-	-	-
	47408	Bond Proceeds	-	-	-	-	-	-
	47903	Reimb- Phone Charges	-	-	-	-	-	-
		MISCELLANEOUS REVENUE Total	922,500	15,000	937,500	572,781	364,719	61.0%
	49151	Operating Service Transfers	3,761,530	-	3,761,530	3,777,371	(15,841)	100.0%
	49999	Budgeted Transfers In	-	-	-	-	-	-
		INTERFUND CHARGES & TRANSFERS Total	3,761,530	-	3,761,530	3,777,371	(15,841)	100.0%
		GENERAL FUND Total	93,300,981	674,933	93,975,914	99,365,263	(5,389,349)	106.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
201	STREET LIGHTING & LANDSCAPE FUND							
	41301	C.Yr Assessments	269,575	-	269,575	368,312	(98,737)	137.0%
	41303	C.Yr Streetscape Assessments	107,505	-	107,505	-	107,505	-
	41302	P.Yr Assessments	-	-	-	-	-	-
	41304	P.Yr Streetscape Assessments	-	-	-	-	-	-
	OTHER TAXES & ASSESSMENTS Total		377,080	-	377,080	368,312	8,768	98.0%
	44101	Interest Earnings	-	-	-	-	-	-
	44102	Unrealized Invest Gain/Loss	-	-	-	1,478	(1,478)	-
	INTEREST & RENTS Total		-	-	-	1,478	(1,478)	-
	47104	Damage Claims	-	-	-	-	-	-
	47301	Miscellaneous Revenues	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		-	-	-	-	-	-
	49201	Transfers In	13,517	-	13,517	-	13,517	-
	49999	Budgeted Transfers In	-	-	-	-	-	-
	INTERFUND CHARGES & TRANSFERS Total		13,517	-	13,517	-	13,517	-
	STREET LIGHTING & LANDSCAPE FUND Total		390,597	-	390,597	369,790	20,807	95.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
205	GAS TAX FUND							
	41301	C.Yr Assessments	-	-	-	-	-	-
	OTHER TAXES & ASSESSMENTS Total		-	-	-	-	-	-
	44101	Interest Earnings	22,000	-	22,000	106,560	(84,560)	484.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	151,850	(151,850)	-
	INTEREST & RENTS Total		22,000	-	22,000	258,409	(236,409)	1175.0%
	45101	State Gas Tax 2105	232,767	-	232,767	177,179	55,588	76.0%
	45102	State Gas Tax 2106	136,785	-	136,785	135,383	1,402	99.0%
	45103	State Gas Tax 2107	285,584	-	285,584	271,136	14,448	95.0%
	45104	State Gas Tax 2103	351,504	-	351,504	295,615	55,889	84.0%
	45111	SB1 Road Maintenance Rehab	876,876	-	876,876	823,533	53,343	94.0%
	45125	SB 821 TDA	40,839	-	40,839	-	40,839	-
	45201	State Grant Programs	-	36,000	36,000	-	36,000	-
	45202	Aid to Cities/STP-Local	-	-	-	-	-	-
	45411	Measure R SB Highway	-	201,354	201,354	54,453	146,901	27.0%
	45601	Miscellaneous Grants	-	-	-	-	-	-
	45112	SB1 Highway Users Loan	-	-	-	-	-	-
	FROM OTHER AGENCIES Total		1,924,355	237,354	2,161,709	1,757,298	404,411	81.0%
	47307	Contrs From Private Parties	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		-	-	-	-	-	-
	GAS TAX FUND Total		1,946,355	237,354	2,183,709	2,015,708	168,002	92.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
210	ASSET FORFEITURE FUND							
	44101	Interest Earnings	1,800	-	1,800	4,689	(2,889)	260.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	7,023	(7,023)	-
	INTEREST & RENTS Total		1,800	-	1,800	11,711	(9,911)	651.0%
	45803	State Forfeitures - Regional	30,000	-	30,000	20,770	9,230	69.0%
	45806	Fed Forfeitures - Treas Local	-	-	-	-	-	-
	45801	Fed Forf - D.O.J Regional	-	-	-	9,624	(9,624)	-
	45802	Fed Forfeitures - D.O.J. Local	-	-	-	-	-	-
	45804	State Forfeitures - Local	10,000	-	10,000	560	9,440	6.0%
	45805	Fed Forf - Treas Regional	-	-	-	138,442	(138,442)	-
	FROM OTHER AGENCIES Total		40,000	-	40,000	169,395	(129,395)	423.0%
	47401	Lease Purchase Proceeds	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		-	-	-	-	-	-
	ASSET FORFEITURE FUND Total		41,800	-	41,800	181,107	(139,307)	433.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
211	POLICE SAFETY GRANTS FUND							
	44101	Interest Earnings	4,000	-	4,000	14,044	(10,044)	351.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	22,195	(22,195)	-
	INTEREST & RENTS Total		4,000	-	4,000	36,239	(32,239)	906.0%
	45124	State Supp Law Enf Serv	160,000	-	160,000	186,159	(26,159)	116.0%
	FROM OTHER AGENCIES Total		160,000	-	160,000	186,159	(26,159)	116.0%
	POLICE SAFETY GRANTS FUND Total		164,000	-	164,000	222,397	(58,397)	136.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
230	PROPOSITION A FUND							
	41204	Transit Sales Tax	1,008,705	-	1,008,705	852,563	156,142	85.0%
	OTHER TAXES & ASSESSMENTS Total		1,008,705	-	1,008,705	852,563	156,142	85.0%
	44101	Interest Earnings	3,000	-	3,000	29,936	(26,936)	998.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	38,817	(38,817)	-
	INTEREST & RENTS Total		3,000	-	3,000	68,754	(65,754)	2292.0%
	45301	Federal Grant Programs	-	366,958	366,958	-	366,958	-
	FROM OTHER AGENCIES Total		-	366,958	366,958	-	366,958	-
	46521	Dial-A-Ride Fares	6,000	-	6,000	1,985	4,015	33.0%
	46522	Bus Pass Subsidies	1,200	-	1,200	468	732	39.0%
	SERVICES Total		7,200	-	7,200	2,453	4,747	34.0%
	47301	Miscellaneous Revenues	17,500	-	17,500	-	17,500	-
	47408	Bond Proceeds	-	-	-	-	-	-
	47305	City Funds Exchange	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		17,500	-	17,500	-	17,500	-
PROPOSITION A FUND Total			1,036,405	366,958	1,403,363	923,769	479,593	66.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
231	PROPOSITION C FUND							
	41204	Transit Sales Tax	836,596	-	836,596	707,363	129,233	85.0%
	OTHER TAXES & ASSESSMENTS Total		836,596	-	836,596	707,363	129,233	85.0%
	44101	Interest Earnings	3,000	-	3,000	42,706	(39,706)	1424.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	113,676	(113,676)	-
	INTEREST & RENTS Total		3,000	-	3,000	156,381	(153,381)	5213.0%
	45411	Measure R SB Highway	-	6,974,047	6,974,047	573,192	6,400,854	8.0%
	45412	MTA Call For Grants	-	626,641	626,641	-	626,641	-
	45302	Safetea-Lu Earmark	-	-	-	-	-	-
	FROM OTHER AGENCIES Total		-	7,600,688	7,600,688	573,192	7,027,495	8.0%
	PROPOSITION C FUND Total		839,596	7,600,688	8,440,284	1,436,936	7,003,347	17.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
232	AB 2766 AQMD FUND							
	44101	Interest Earnings	1,500	-	1,500	7,249	(5,749)	483.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	9,620	(9,620)	-
		INTEREST & RENTS Total	1,500	-	1,500	16,869	(15,369)	1125.0%
	45201	State Grant Programs	-	-	-	-	-	-
	45501	AB 2766 Air Quality	46,000	-	46,000	34,582	11,418	75.0%
		FROM OTHER AGENCIES Total	46,000	-	46,000	34,582	11,418	75.0%
		AB 2766 AQMD FUND Total	47,500	-	47,500	51,450	(3,950)	108.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
233	MEASURE R FUND							
	41204	Transit Sales Tax	627,521	-	627,521	530,209	97,312	84.0%
	OTHER TAXES & ASSESSMENTS Total		627,521	-	627,521	530,209	97,312	84.0%
	44101	Interest Earnings	15,000	-	15,000	59,146	(44,146)	394.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	106,863	(106,863)	-
	INTEREST & RENTS Total		15,000	-	15,000	166,009	(151,009)	1107.0%
	45125	SB 821 TDA	-	99,677	99,677	-	99,677	-
	45301	Federal Grant Programs	1,000,000	448,857	1,448,857	32,892	1,415,966	2.0%
	45601	Miscellaneous Grants	-	-	-	-	-	-
	45402	County Grants Programs	840,000	-	840,000	707,716	132,284	84.0%
	FROM OTHER AGENCIES Total		1,840,000	548,534	2,388,534	740,607	1,647,927	31.0%
	47307	Contrs From Private Parties	-	-	-	1,579	(1,579)	-
	MISCELLANEOUS REVENUE Total		-	-	-	1,579	(1,579)	-
	MEASURE R FUND Total		2,482,521	548,534	3,031,055	1,438,405	1,592,651	47.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
234	MEASURE M FUND							
	41204	Transit Sales Tax	711,190	-	711,190	598,513	112,677	84.0%
	OTHER TAXES & ASSESSMENTS Total		711,190	-	711,190	598,513	112,677	84.0%
	44101	Interest Earnings	8,000	-	8,000	30,460	(22,460)	381.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	88,370	(88,370)	-
	INTEREST & RENTS Total		8,000	-	8,000	118,830	(110,830)	1485.0%
	45601	Miscellaneous Grants	2,000,000	10,876,908	12,876,908	315,637	12,561,271	2.0%
	45402	County Grants Programs	1,280,000	-	1,280,000	-	1,280,000	-
	FROM OTHER AGENCIES Total		3,280,000	10,876,908	14,156,908	315,637	13,841,271	2.0%
	MEASURE M FUND Total		3,999,190	10,876,908	14,876,098	1,032,980	13,843,118	7.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
240	MEASURE W FUND							
	41109	Measure W Parcel Tax	410,000	-	410,000	409,929	71	100.0%
		PROPERTY TAX Total	410,000	-	410,000	409,929	71	100.0%
	44101	Interest Earnings	1,500	-	1,500	53,291	(51,791)	3553.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	97,057	(97,057)	-
		INTEREST & RENTS Total	1,500	-	1,500	150,348	(148,848)	10023.0%
	45201	State Grant Programs	14,301,566	-	14,301,566	-	14,301,566	-
	45402	County Grants Program	10,817,198	2,603,515	13,420,713	-	13,420,713	-
		FROM OTHER AGENCIES Total	25,118,764	2,603,515	27,722,279	-	27,722,279	-
		MEASURE W FUND Total	25,530,264	2,603,515	28,133,779	560,277	27,573,503	2.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
401	CAPITAL IMPROVEMENTS FUND							
	41211	Transient Occupancy Tax	855,000	-	855,000	1,059,714	(204,714)	124.0%
	41212	Short Term Rental TOT	-	-	-	-	-	-
	OTHER TAXES & ASSESSMENTS Total		855,000	-	855,000	1,059,714	(204,714)	124.0%
	42107	Park Development/Quimby	25,438	-	25,438	41,791	(16,353)	164.0%
	LICENSES & PERMITS Total		25,438	-	25,438	41,791	(16,353)	164.0%
	43102	Parking Citations	92,000	-	92,000	78,284	13,716	85.0%
	FINES Total		92,000	-	92,000	78,284	13,716	85.0%
	44204	Installment Fund Earnings	-	-	-	2,444	(2,444)	-
	44201	Capitalized Interest Earnings	-	-	-	-	-	-
	44301	Other Interest Income	-	-	-	-	-	-
	44302	Loan Principal	-	-	-	-	-	-
	INTEREST & RENTS Total		-	-	-	2,444	(2,444)	-
	45201	State Grant Programs	-	199,955	199,955	199,955	-	100.0%
	45202	Aid to Cities/STP-Local	-	-	-	-	-	-
	45301	Federal Grant Programs	100,000	345,245	445,245	338,109	107,136	76.0%
	45401	Prop A Project Specific	-	-	-	-	-	-
	45601	Miscellaneous Grants	-	600,000	600,000	2,000	598,000	-
	45402	County Grants Programs	-	150,000	150,000	150,000	-	100.0%
	FROM OTHER AGENCIES Total		100,000	1,295,200	1,395,200	690,064	705,136	49.0%
	46431	Parking Meters	600,000	-	600,000	596,949	3,051	99.0%
	SERVICES Total		600,000	-	600,000	596,949	3,051	99.0%
	47301	Miscellaneous Revenues	-	-	-	-	-	-
	47307	Contrs From Private Parties	400,000	-	400,000	156,558	243,442	39.0%
	47402	Bond Proceeds Construction	-	-	-	-	-	-
	47106	Legal Settlements	-	-	-	-	-	-
	47403	Bond Proceeds Capitalized Int.	-	-	-	-	-	-
	47404	Bond Proceeds Reserve	-	-	-	-	-	-
	47405	Bond Proceeds Delivery/Install	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		400,000	-	400,000	156,558	243,442	39.0%
	49201	Transfers In	-	-	-	-	-	-
	INTERFUND CHARGES & TRANSFERS Total		-	-	-	-	-	-
	CAPITAL IMPROVEMENTS FUND Total		2,072,438	1,295,200	3,367,638	2,625,804	741,834	78.0%



City of Manhattan Beach
 Fiscal Year 2023-2024 Revenue Detail
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% of Year: 100.0%

PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	%
							Realized	
402	CAPITAL IMPROVEMENTS CONSTRUCTION FUND							
	44101	Interest Earnings	-	-	-	34,097	(34,097)	-
	44102	Unrealized Invest Gain/Loss	-	-	-	224,989	(224,989)	-
	44204	Installment Fund Earnings	-	-	-	-	-	-
	INTEREST & RENTS Total		-	-	-	259,086	(259,086)	-
	47402	Bond Proceeds Construction	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		-	-	-	-	-	-
	CAPITAL IMPROVEMENTS CONSTRUCTION FUND Totl		-	-	-	259,086	(259,086)	-



City of Manhattan Beach
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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
403	UNDERGROUND ASSESSMENT DISTRICT CONSTRUCTION FUND							
	44101	Interest Earnings	-	-	-	56,137	(56,137)	-
	44102	Unrealized Invest Gain/Loss	-	-	-	111,524	(111,524)	-
	44203	Constr/Escrow Fund Earnings	-	-	-	-	-	-
	INTEREST & RENTS Total		-	-	-	167,661	(167,661)	-
	47301	Miscellaneous Revenues	-	-	-	-	-	-
	47402	Bond Proceeds Construction	-	-	-	-	-	-
	47406	Homeowner Payoff	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		-	-	-	-	-	-
	UNDERGROUND ASSESSMENT DISTRICT CONSTRUCTI		-	-	-	167,661	(167,661)	-



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
501	WATER FUND							
	44101	Interest Earnings	200,000	-	200,000	322,991	(122,991)	161.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	815,947	(815,947)	-
	44103	Investment Amortization	-	-	-	62,215	(62,215)	-
	44201	Capitalized Interest Earnings	-	-	-	-	-	-
		INTEREST & RENTS Total	200,000	-	200,000	1,201,153	(1,001,153)	601.0%
	45303	Federal/State Emergency Aid	-	-	-	86,901	(86,901)	-
		FROM OTHER AGENCIES Total	-	-	-	86,901	(86,901)	-
	46401	Utility Service Charges	15,810,728	-	15,810,728	15,410,243	400,485	97.0%
	46402	Utility Connection Fees	100,000	-	100,000	163,764	(63,764)	164.0%
	46403	Meter Installation	50,000	-	50,000	102,611	(52,611)	205.0%
	46404	Penalties	40,000	-	40,000	52,701	(12,701)	132.0%
		SERVICES Total	16,000,728	-	16,000,728	15,729,319	271,409	98.0%
	47203	Bad Debt Recovery	5,000	-	5,000	(3,675)	8,675	-73.0%
	47204	Bad Debt Writeoff	(10,000)	-	(10,000)	(30,587)	20,587	306.0%
	47301	Miscellaneous Revenues	5,000	-	5,000	3,815	1,185	76.0%
	47306	Sale of Property	1,000	-	1,000	17,173	(16,173)	1717.0%
	47408	Bond Proceeds	-	-	-	-	-	-
		MISCELLANEOUS REVENUE Total	1,000	-	1,000	(13,274)	14,274	-1327.0%
		WATER FUND Total	16,201,728	-	16,201,728	17,004,099	(802,371)	105.0%



City of Manhattan Beach
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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
502	STORMWATER FUND							
	41109	Measure W Parcel Tax	-	-	-	-	-	-
		PROPERTY TAX Total	-	-	-	-	-	-
	44101	Interest Earnings	15,000	-	15,000	78,153	(63,153)	521.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	114,344	(114,344)	-
	44103	Investment Amortization	-	-	-	17,187	(17,187)	-
		INTEREST & RENTS Total	15,000	-	15,000	209,684	(194,684)	1398.0%
	45201	State Grant Programs	-	-	-	-	-	-
	45301	Federal Grant Programs	-	-	-	-	-	-
		FROM OTHER AGENCIES Total	-	-	-	-	-	-
	46401	Utility Service Charges	325,000	-	325,000	346,544	(21,544)	107.0%
	46422	Street Sweeping	4,484	-	4,484	4,482	2	100.0%
		SERVICES Total	329,484	-	329,484	351,026	(21,542)	107.0%
	47301	Miscellaneous Revenues	48,567	-	48,567	1,687	46,880	3.0%
	47408	Bond Proceeds	-	-	-	-	-	-
	47106	Legal Settlements	-	-	-	-	-	-
		MISCELLANEOUS REVENUE Total	48,567	-	48,567	1,687	46,880	3.0%
	49999	Budgeted Transfers In	-	-	-	-	-	-
		INTERFUND CHARGES & TRANSFERS Total	-	-	-	-	-	-
		STORMWATER FUND Total	393,051	-	393,051	562,397	(169,346)	143.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
503	WASTEWATER FUND							
	42109	Fats, Oil, Grease Permit	20,000	-	20,000	21,841	(1,841)	109.0%
	LICENSES & PERMITS Total		20,000	-	20,000	21,841	(1,841)	109.0%
	44101	Interest Earnings	150,000	-	150,000	484,572	(334,572)	323.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	763,996	(763,996)	-
	44103	Investment Amortization	-	-	-	71,338	(71,338)	-
	44201	Capitalized Interest Earnings	-	-	-	-	-	-
	46401	Utility Service Charges	3,580,500	-	3,580,500	3,294,732	285,768	92.0%
	46402	Utility Connection Fees	140,000	-	140,000	244,553	(104,553)	175.0%
	46404	Penalties	10,000	-	10,000	9,574	426	96.0%
	SERVICES Total		3,730,500	-	3,730,500	3,548,859	181,641	95.0%
	47104	Damage Claims	-	-	-	-	-	-
	47203	Bad Debt Recovery	-	-	-	(1,512)	1,512	-
	47204	Bad Debt Writeoff	(2,000)	-	(2,000)	(7,970)	5,970	398.0%
	47408	Bond Proceeds	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		(2,000)	-	(2,000)	(9,482)	7,482	474.0%
	WASTEWATER FUND Total		3,898,500	-	3,898,500	4,898,083	(999,583)	126.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
520	PARKING FUND							
	41222	B.I.D- A License Surcharge	100,000	-	100,000	121,871	(21,871)	122.0%
	41223	B.I.D- B License Surcharge	25,000	-	25,000	25,250	(250)	101.0%
		OTHER TAXES & ASSESSMENTS Total	125,000	-	125,000	147,121	(22,121)	118.0%
	44101	Interest Earnings	20,000	-	20,000	124,407	(104,407)	622.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	162,554	(162,554)	-
	44103	Investment Amortization	-	-	-	16,904	(16,904)	-
	44204	Installment Fund Earnings	-	-	-	1,811	(1,811)	-
	44201	Capitalized Interest Earnings	-	-	-	-	-	-
		INTEREST & RENTS Total	20,000	-	20,000	305,675	(285,675)	1528.0%
	46122	Permit Parking Program	6,000	-	6,000	2,745	3,255	46.0%
	46431	Parking Meters	4,077,000	-	4,077,000	3,984,842	92,158	98.0%
	46432	Parking Lot Spaces	210,000	-	210,000	213,896	(3,896)	102.0%
		SERVICES Total	4,293,000	-	4,293,000	4,201,483	91,517	98.0%
	47301	Miscellaneous Revenues	11,700	-	11,700	11,986	(286)	102.0%
	47307	Contrs From Private Parties	7,500	-	7,500	13,762	(6,262)	183.0%
	47408	Bond Proceeds	-	-	-	-	-	-
		MISCELLANEOUS REVENUE Total	19,200	-	19,200	25,748	(6,548)	134.0%
		PARKING FUND Total	4,457,200	-	4,457,200	4,680,026	(222,826)	105.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
521	COUNTY PARKING LOTS FUND							
	46433	Parking Lot B Meters	307,000	-	307,000	254,879	52,121	83.0%
	46434	Parking Lot C Meters	1,064,000	-	1,064,000	756,940	307,060	71.0%
	46435	Parking Lot B Spaces	1,200	-	1,200	1,050	150	88.0%
	46436	Parking Lot C Spaces	10,000	-	10,000	9,700	300	97.0%
	SERVICES Total		1,382,200	-	1,382,200	1,022,569	359,631	74.0%
	47408	Bond Proceeds	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		-	-	-	-	-	-
	COUNTY PARKING LOTS FUND Total		1,382,200	-	1,382,200	1,022,569	359,631	74.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
522	STATE PIER & PARKING FUND							
	44101	Interest Earnings	8,000	-	8,000	75,658	(67,658)	946.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	73,963	(73,963)	-
	44103	Investment Amortization	-	-	-	25,313	(25,313)	-
	44412	Misc. Rents & Concessions	-	-	-	-	-	-
	INTEREST & RENTS Total		8,000	-	8,000	174,935	(166,935)	2187.0%
	46431	Parking Meters	850,000	-	850,000	775,897	74,103	91.0%
	SERVICES Total		850,000	-	850,000	775,897	74,103	91.0%
	47301	Miscellaneous Revenues	500	-	500	-	500	-
	47307	Contrs From Private Parties	-	-	-	-	-	-
	47408	Bond Proceeds	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		500	-	500	-	500	-
	STATE PIER & PARKING FUND Total		858,500	-	858,500	950,832	(92,332)	111.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
601	INSURANCE RESERVE FUND							
	47102	Excess of SIR Recoveries	600,000	-	600,000	631,732	(31,732)	105.0%
	47103	Insurance Recoveries/Dividends	-	-	-	179,568	(179,568)	-
	47104	Damage Claims	-	-	-	-	-	-
	47105	Cobra Payments	-	-	-	179	(179)	-
	47301	Miscellaneous Revenues	-	-	-	401	(401)	-
	47408	Bond Proceeds	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		600,000	-	600,000	811,881	(211,881)	135.0%
	49101	Workers Comp Billing	4,754,880	-	4,754,880	4,754,880	-	100.0%
	49102	Unemployment Billings	60,000	-	60,000	60,000	-	100.0%
	49103	Liability Insurance Billings	3,442,500	-	3,442,500	3,438,504	3,996	100.0%
	49999	Budgeted Transfers In	-	-	-	-	-	-
	INTERFUND CHARGES & TRANSFERS Total		8,257,380	-	8,257,380	8,253,384	3,996	100.0%
	INSURANCE RESERVE FUND Total		8,857,380	-	8,857,380	9,065,265	(207,885)	102.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
605	INFORMATION TECHNOLOGY FUND							
	47301	Miscellaneous Revenues	-	-	-	-	-	-
	47408	Bond Proceeds	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		-	-	-	-	-	-
	49121	Information System Charge	4,404,750	-	4,404,750	4,404,768	(18)	100.0%
	49999	Budgeted Transfers In	-	-	-	-	-	-
	INTERFUND CHARGES & TRANSFERS Total		4,404,750	-	4,404,750	4,404,768	(18)	100.0%
	INFORMATION TECHNOLOGY FUND Total		4,404,750	-	4,404,750	4,404,768	(18)	100.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
610	FLEET MANAGEMENT FUND							
	47104	Damage Claims	-	-	-	-	-	-
	47301	Miscellaneous Revenues	-	-	-	-	-	-
	47306	Sale of Property	-	-	-	22,200	(22,200)	-
	47902	Reimb- Gas charges MBUSD	25,000	-	25,000	24,498	502	98.0%
	47401	Lease Purchase Proceeds	-	-	-	-	-	-
	47408	Bond Proceeds	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		25,000	-	25,000	46,698	(21,698)	187.0%
	49111	Fleet Rental Charges	1,397,880	-	1,397,880	1,325,508	72,372	95.0%
	49112	Fleet Maintenance Charge	1,781,553	-	1,781,553	1,438,091	343,462	81.0%
	49201	Transfers In	-	-	-	-	-	-
	INTERFUND CHARGES & TRANSFERS Total		3,179,433	-	3,179,433	2,763,599	415,834	87.0%
	FLEET MANAGEMENT FUND Total		3,204,433	-	3,204,433	2,810,297	394,136	88.0%



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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	%
							Realized	
615	BUILDING MAINTENANCE & OPERATIONS FUND							
	47104	Damage Claims	-	-	-	-	-	-
	47301	Miscellaneous Revenues	-	-	-	-	-	-
	47408	Bond Proceeds	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		-	-	-	-	-	-
	49131	Building Maintenance	2,389,474	-	2,389,474	2,475,750	(86,276)	104.0%
	49141	Warehouse Sales	128,720	-	128,720	130,825	(2,105)	102.0%
	49142	Garage Sales	42,800	-	42,800	19,068	23,732	45.0%
	INTERFUND CHARGES & TRANSFERS Total		2,560,994	-	2,560,994	2,625,643	(64,649)	103.0%
	BUILDING MAINTENANCE & OPERATIONS FUND Total		2,560,994	-	2,560,994	2,625,643	(64,649)	103.0%



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% of Year: 100.0%

PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
710	SPECIAL ASSESSMENT REDEMPTION FUND							
	41301	C.Yr Assessments	714,150	-	714,150	601,272	112,878	84.0%
	OTHER TAXES & ASSESSMENTS Total		714,150	-	714,150	601,272	112,878	84.0%
	44202	Bond Reserve Fund Earnings	-	-	-	24,284	(24,284)	-
	44204	Installment Fund Earnings	-	-	-	1,646	(1,646)	-
	INTEREST & RENTS Total		-	-	-	25,930	(25,930)	-
	47407	Bond Redemption	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		-	-	-	-	-	-
	SPECIAL ASSESSMENT REDEMPTION FUND Total		714,150	-	714,150	627,202	86,948	88.0%



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% of Year: 100.0%

PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
711	SPECIAL ASSESSMENTS UAD 19-12 19-14							
	41301	C.Yr Assessments	606,106	-	606,106	555,706	50,400	92.0%
	OTHER TAXES & ASSESSMENTS Total		606,106	-	606,106	555,706	50,400	92.0%
	44202	Bond Reserve Fund Earnings	-	-	-	14,798	(14,798)	-
	44204	Installment Fund Earnings	-	-	-	5,877	(5,877)	-
	INTEREST & RENTS Total		-	-	-	20,675	(20,675)	-
	47407	Bond Redemption	-	-	-	20,502	(20,502)	-
	MISCELLANEOUS REVENUE Total		-	-	-	20,502	(20,502)	-
	SPECIAL ASSESSMENTS UAD 19-12 19-14 Total		606,106	-	606,106	596,884	9,222	98.0%



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% of Year: 100.0%

PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
712	SPECIAL ASSESSMENTS UAD 19-4							
	41301	C.Yr Assessments	337,613	-	337,613	330,539	7,074	98.0%
	OTHER TAXES & ASSESSMENTS Total		337,613	-	337,613	330,539	7,074	98.0%
	44202	Bond Reserve Fund Earnings	-	-	-	8,416	(8,416)	-
	44204	Installment Fund Earnings	-	-	-	2,340	(2,340)	-
	INTEREST & RENTS Total		-	-	-	10,756	(10,756)	-
	47407	Bond Redemption	-	-	-	-	-	-
	MISCELLANEOUS REVENUE Total		-	-	-	-	-	-
	SPECIAL ASSESSMENTS UAD 19-4 Total		337,613	-	337,613	341,295	(3,682)	101.0%



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% of Year: 100.0%

PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
801	PENSION TRUST FUND							
	44101	Interest Earnings	800	-	800	225	575	28.0%
	44102	Unrealized Invest Gain/Loss	-	-	-	334	(334)	-
	INTEREST & RENTS Total		800	-	800	559	241	70.0%
	47901	Reimb Ca Emplr Ret Ben Trst	230,000	-	230,000	-	230,000	-
	MISCELLANEOUS REVENUE Total		230,000	-	230,000	-	230,000	-
	49202	Contributions	33,680	-	33,680	33,680	-	100.0%
	INTERFUND CHARGES & TRANSFERS Total		33,680	-	33,680	33,680	-	100.0%
	PENSION TRUST FUND Total		264,480	-	264,480	34,239	230,241	13.0%



City of Manhattan Beach
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PRELIMINARY

Fund	Object	Account Description	Original Budget	Budget Adjustments	Adjusted Budget	Year-to-Date Actuals	Unrealized Amount	% Realized
804	PARS INVESTMENT TRUST FUND							
	44206	PARS Section 115 Interest	50,000	-	50,000	247,802	(197,802)	496.0%
	INTEREST & RENTS Total		50,000	-	50,000	247,802	(197,802)	496.0%
	PARS INVESTMENT TRUST FUND Total		50,000	-	50,000	247,802	(197,802)	496.0%
Grand Total			\$180,042,732	\$24,204,090	\$204,246,822	\$160,522,033	\$43,724,789	79.0%



City of Manhattan Beach
 Fiscal Year 2023-2024 Citywide Expenditures
 As of June 30, 2024

**% of Year
 100.0%**

Current Year Activity

Fund	Fund No.	Original Budget	Budget Adjustments*	Adjusted Budget	Year-to-Date		Available Budget	% Utilized
					Actuals	Encumbrances		
General Fund	100	\$92,825,964	\$2,639,898	\$95,465,862	\$92,907,882	\$1,829,994	\$727,986	99.2%
Street Lighting & Landscaping Fund	201	695,449	94,305	789,754	657,290	9,160	123,304	84.4%
Gas Tax Fund	205	2,555,138	2,251,091	4,806,229	1,202,607	606,180	2,997,442	37.6%
Asset Forfeiture Fund	210	90,500	-	90,500	54,601	-	35,899	60.3%
Police Safety Grants Fund	211	239,000	30,421	269,421	103,313	158,032	8,076	97.0%
Prop A Fund	230	763,401	407,731	1,171,132	704,295	407,731	59,106	95.0%
Prop C Fund	231	810,138	8,864,568	9,674,706	2,923,966	278,240	6,472,500	33.1%
AB 2766 Fund	232	275,673	-	275,673	2,917	-	272,756	1.1%
Measure R Fund	233	1,060,138	1,713,241	2,773,379	1,087,389	279,448	1,406,542	49.3%
Measure M Fund	234	3,940,138	12,281,116	16,221,254	1,868,586	720,999	13,631,669	16.0%
Measure W Fund	240	26,348,763	2,034,438	28,383,201	407,036	2,306,835	25,669,330	9.6%
Capital Improvements Fund	401	7,896,641	9,422,786	17,319,427	4,755,411	1,583,976	10,980,040	36.6%
Bond Construction Fund	402	-	1,906,754	1,906,754	1,893,678	13,120	(44)	100.0%
Underground Assessment District Construction	403	360,000	1,509,751	1,869,751	699,195	38,500	1,132,056	39.5%
Water Fund	501	17,232,256	6,302,051	23,534,307	15,929,200	4,111,158	3,493,950	85.2%
Storm Drain Fund	502	3,083,612	3,317,820	6,401,432	1,191,606	2,437,587	2,772,239	56.7%
Sewer Fund	503	3,755,752	12,708,109	16,463,861	3,384,774	732,897	12,346,190	25.0%
Parking Fund	520	4,143,929	913,733	5,057,662	2,793,026	409,443	1,855,193	63.3%
County Parking Lots Fund	521	1,016,620	55,639	1,072,259	279,214	67,031	726,014	32.3%
State Pier & Parking Lot Fund	522	622,046	2,219,729	2,841,775	1,512,851	1,113,512	215,412	92.4%
Insurance Reserve Fund	601	8,737,009	19,364	8,756,373	8,300,265	19,628	436,480	95.0%
Information Technology Fund	605	4,516,563	637,208	5,153,771	4,088,881	430,600	634,290	87.7%
Fleet Management Fund	610	3,281,804	1,931,204	5,213,008	2,860,218	1,515,384	837,406	83.9%
Building Maintenance & Operation Fund	615	2,530,593	294,605	2,825,198	2,698,094	289,351	(162,247)	105.7%
Underground Assessment Fund 2018 Refundin	710	706,475	-	706,475	676,204	-	30,271	95.7%
Underground Assessment Fund 19-12 & 19-1	711	605,807	-	605,807	586,117	-	19,691	96.7%
Underground Assessment Fund 19-4	712	337,363	-	337,363	321,355	-	16,008	95.3%
City Pension Fund	801	196,680	-	196,680	203,161	-	(6,481)	103.3%
Section 115 Fund	804	-	-	-	-	-	-	-
		\$188,627,452	\$71,555,562	\$260,183,014	\$154,093,129	\$19,358,804	\$86,731,080	59.2%

*Budget Adjustments include City Council-approved adjustments during the current year and encumbrances carried forward from the prior year.



City of Manhattan Beach
 Fiscal Year 2023-2024 General Fund Expenditures by Department
 As of June 30, 2024

% of Year
100.0%

Current Year Activity

	Dept No.	Original Budget	Budget Adjustments ¹	Adjusted Budget	YTD Expenditures	YTD Encumbrances	Available Budget	% Used
Management Services	11	\$4,772,336	\$507,209	\$5,279,545	\$4,740,144	\$204,606	\$334,795	93.7%
Finance	12	4,072,716	69,241	4,141,957	4,275,272	98,717	(232,032)	105.6%
Human Resources	13	1,698,442	38,087	1,736,529	1,722,554	37,018	(23,043)	101.3%
Parks and Recreation	14	11,616,474	141,816	11,758,290	11,629,332	159,845	(30,887)	100.3%
Police	15	35,878,624	241,519	36,120,143	35,295,853	178,167	646,123	98.2%
Fire	16	16,595,215	89,594	16,684,809	17,378,109	-	(693,300)	104.2%
Community Development	17	7,851,987	558,673	8,410,660	7,443,431	211,197	756,032	91.0%
Public Works	18	10,340,170	993,760	11,333,930	10,423,186	940,444	(29,700)	100.3%
Information Technology	19	-	-	-	-	-	-	-
		\$92,825,964	\$2,639,898	\$95,465,862	\$92,907,882	\$1,829,994	\$727,986	99.2%

¹Budget Adjustments include City Council-approved adjustments during the current year and encumbrances carried forward from the prior year.

**Balance Sheet Accounts
As of June 30, 2024**

Account	Description	Established	Purpose	Amount
Parks & Recreation				
100-21501	Tree and Bench Donations	2003	Donations for trees & benches.	\$ 6,797
100-21702	Joslyn Foundation Deposits	1997	Joslyn Center Donations.	-
100-21705	Pumpkin Race	2013	Sponsorship revenue/expenses for Pumpkin Race.	(2,158)
100-21706	Recreation Sponsorships	2017	Sponsorship revenue/expenses for other programs.	24,750
802-21708	Public Arts Fund	2003	Funded through a portion of development fees. Used to fund Public Art.	1,625,649
Police				
100-21410	Reserve Force Deposits	1997	Funded through donations. Reserve Officer equipment, training, etc.	\$ 1,945
100-21405	K9 Deposits	1997	Funded through donations. Used for K9 Equipment.	530
100-21408	Victims Assistance Deposits	1997	Property that is forfeited permanently and goes to auction. The funds are deposited for Victims Assistance programs.	3,423
100-21411	Every 15 Minutes Deposits	1998	Funded through donations. Every 15 Minutes Program. In conjunction with Mira Costa (MBUSD).	4,356
100-21409	Explorer Scout Deposits	1997	Funded through donations. Explorer events, special equipment, etc.	13,585
100-21404	Neighborhood Watch Deposits	1997	Property that is forfeited permanently and goes to auction. The funds are deposited for various Neighborhood Watch uses.	6,775
100-21407	Equipment Deposits	1997	Funded through donations. Used for Various Special Equipment.	24,678
100-21412	Graux Trust (Police)	2014	Donation gift from the Graux Trust.	8,893
100-21402	Inmate Welfare Deposits	1997	Funds generated through inmate telephone in the jail. Use for Inmate welfare, i.e. new mattresses, periodicals, newspapers, books, etc.	46,812
Fire				
100-21453	Paramedic Trust Deposits	1997	Donations to Fire operations.	\$ 7,295
100-21451	Graux/Rotary Trust (Fire)	2014	Donation gift from the Graux Trust.	1,756
100-21452	Customer Deposits	2012	Donations from public to fire services.	1,063
100-21913	Fire Technology Replacement	2020	Funded through a fee of 5% of annual Fire Inspection Permits. The purpose of this technology fee is to recover the cost associated with replacement of existing system, upgrades to the existing and new system, and maintenance costs associated with the system.	42,815
Community Development				
100-21602	Tree Penalties for Illegal Removal	2018	Fines for illegally removed trees for the planting of new trees.	\$ 77,355
100-21601	General Plan Maintenance	2010	Surcharge taken from permits to fund updates for General Plan (i.e., Mobility Plan, Housing Element, Land Use, etc.).	578,715
100-21608	Seismic Fees	1998	A portion of this fee is paid quarterly by the City to the Department of Conservation (DoC) along with a quarterly report. Balance of fee is used for data utilization, and seismic education incorporating data interpretations from data of the strong-motion instrumentation program.	83,267
100-21609	Congestion Management Plan	2002	Fees that are charged for projects that increase traffic; Planning correction checklist has section for CMP, where a spreadsheet calculates trips/cost; county program on hold for number of years. Funds are to be used for transportation improvements.	68,440
100-21610	BSA Revolving Fund Fee	2009	Fee identified during Building permit application. A portion of this fee is paid quarterly by the City to the CA Building Standards Commission (BSC) along with a quarterly report. Fee paid to BSC based on calculations in the report.	20,212
100-21616	SB 1186 Disability Access & Education	2014	Fee charged on permits, a portion of which is available yearly for Building Inspector training on Title 24, CASp (Certified Access Specialist Program), and SB 1186.	106,689
100-21914	Energov Technology Replacement	2020	Funded through a fee of 3% of Building Permits. The purpose of this technology fee is to recover the cost associated with replacement of existing system, upgrades to the existing and new system, and maintenance costs associated with the system.	187,676
Information Technology				
100-21311	Time Warner PEG Deposit	1997	Public, Education, and Governmental Access. MBtv (city government cablecast and webcast) capital expenditures, repairs and upgrades.	\$ 566,168
100-21312	Verizon PEG Deposit	2007	Public, Education, and Governmental Access. MBtv (city government cablecast and webcast) capital expenditures, repairs and upgrades.	341,357

Total \$ 3,848,844



CITY OF MANHATTAN BEACH FINANCE SUBCOMMITTEE STAFF REPORT

TO: Members of the Finance Subcommittee

THROUGH: Onyx Jones, Interim Finance Director

FROM: Libby Bretthauer, Financial Services Manager
Emy-Rose Hanna, Revenue Services Supervisor

SUBJECT: FY 2023-2024 Monthly Schedule of Transient Occupancy Tax, Lease Payments and Miscellaneous Accounts Receivables

DATE: August 29, 2024

RECOMMENDATION:

Staff recommends that the Finance Subcommittee receive this report.

FISCAL IMPLICATION:

There are no fiscal implications associated with the recommended action. The information presented in the attachments reflect the City's diligent efforts to bill and collect payment for various revenue programs.

DISCUSSION:

The Revenue Services Division invoices for miscellaneous accounts receivable and collects all City revenues. The attached schedule identifies Transient Occupancy Taxes (TOT), lease revenue, franchise revenue, COVID-19 business loan repayments and other recurring payments.

The attached Aging Statistical Report identifies the number of days outstanding for all miscellaneous accounts receivable invoices. Accounts at least 120 days past due and considered uncollectable by the City are written off per City policy.

Attachments:

1. FY 2023-2024 Monthly Schedule of TOT, Lease and Miscellaneous Payments
2. FY 2023-2024 Accounts Receivable Aging Statistical Report



FY 2023/2024
City of Manhattan Beach

Monthly Schedule of TOT, Lease and Miscellaneous Payments
As of: 8/23/2024

MONTHLY REVENUES																	
		Due Date	Acct #	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	TOTALS	
HOTEL BED TAX:																	
1	The Belamar (19 Rooms)	M	20TH	100-41211	7/20/2023	8/19/2023	9/22/2023	10/18/2023	11/17/2023	12/19/2023	1/18/2024	2/16/2024	3/18/2024	4/23/2024	5/22/2024	6/20/2024	
2	Hotel Pacific (47)	M	20TH	100-41211	7/17/2023	8/17/2023	9/18/2023	10/18/2023	11/20/2023	12/19/2023	1/19/2024	2/20/2024	3/20/2024	4/22/2024	5/20/2024	6/20/2024	
3	Manhattan Village Inn (19)	M	20TH	100-41211	7/10/2023	8/10/2023	9/11/2023	10/10/2023	11/14/2023	12/11/2023	1/9/2024	2/12/2024	3/11/2024	4/10/2024	5/13/2024	6/13/2024	
4	Best Western Plus (53)	M	20TH	100-41211	7/20/2023	8/10/2023	9/12/2023	10/18/2023	11/17/2023	12/20/2023	1/16/2024	2/13/2024	3/18/2024	4/15/2024	5/21/2024	6/13/2024	
5	Hi-View Motel (20)	M	20TH	100-41211	7/21/2023	8/24/2023	9/21/2023	10/23/2023	11/20/2023	12/20/2023	1/22/2024	2/21/2024	3/20/2024	4/22/2024	5/21/2024	6/20/2024	
6	Wave Hotel (44)	M	20TH	100-41211	7/17/2023	8/7/2023	9/18/2023	10/18/2023	11/20/2023	12/19/2023	1/19/2024	2/20/2024	3/20/2024	4/22/2024	5/20/2024	6/20/2024	
7	Manhattan Beach Motel (13)	M	20TH	100-41211	7/21/2023	8/20/2023	9/21/2023	10/20/2023	11/20/2023	12/20/2023	1/22/2024	2/20/2024	3/20/2024	4/22/2024	5/20/2024	6/21/2024	
8	Marriott (380)	M	20TH	100-41211	7/19/2023	8/21/2023	9/20/2023	10/20/2023	11/20/2023	12/20/2023	1/19/2024	2/21/2024	3/14/2024	4/18/2024	5/20/2024	6/20/2024	
9	Residence Inn (176)	M	20TH	100-41211	7/20/2023	8/18/2023	9/22/2023	10/23/2023	11/20/2023	12/20/2023	1/19/2024	2/20/2024	3/19/2024	4/23/2024	5/22/2024	6/21/2024	
10	Sea Horse Inn (33)	M	20TH	100-41211	7/19/2023	8/16/2023	9/13/2023	10/13/2023	11/16/2023	12/13/2023	1/19/2024	2/16/2024	3/19/2024	4/12/2024	5/16/2024	6/14/2024	
11	Sea View Inn (18)	M	20TH	100-41211	7/20/2023	8/21/2023	9/20/2023	10/20/2023	11/20/2023	12/20/2023	1/22/2024	2/20/2024	3/20/2024	4/22/2024	5/20/2024	6/20/2024	
12	Shade (38)	M	20TH	100-41211	7/19/2023	8/18/2023	9/15/2023	10/16/2023	11/17/2023	12/18/2023	1/19/2024	2/20/2024	3/20/2024	4/19/2024	5/20/2024	6/20/2024	
13	Hotel Correa (1)	M	20TH	100-41211	7/3/2023	8/2/2023	9/5/2023	10/2/2023	11/2/2023	12/1/2023	1/3/2024	2/5/2024	3/1/2024	4/4/2024	5/6/2024	6/3/2024	
	Subtotal				\$ 648,584	\$ 867,354	\$ 870,688	\$ 729,154	\$ 776,351	\$ 630,838	\$ 597,751	\$ 583,769	\$ 662,521	\$ 752,389	\$ 680,433	\$ 733,812	\$ 8,533,643
SHORT TERM RENTAL TOT:																	
14	\$ Amount of TOT	M	20TH	100-41212	\$ 60,859	\$ 123,741	\$ 115,398	\$ 95,304	\$ 87,302	\$ 87,616	\$ 98,171	\$ 80,759	\$ 92,102	\$ 133,299	\$ 109,145	\$ 126,240	\$ 1,195,381
15	# of Short Term Rental Operators				68	80	85	89	94	108	123	123	125	123	124	123	
MB STUDIOS:																	
16	CRP MB Studios %	M	20TH	100-41221	9/12/2023	10/18/2023	11/20/2023	12/22/2023	2/15/2024	2/15/2024	3/1/2024	4/8/2024	5/20/2024	6/19/2024	7/8/2024	8/6/2024	\$ 95,797
17	CRP MB Studios-Fire	M	20TH	100-42204	9/27/2023	10/18/2023	11/20/2023	12/22/2023	2/15/2024	2/15/2024	3/1/2024	4/8/2024	5/20/2024	5/29/2024	7/19/2024		\$ 2,935
18	CRP MB Studios-Fire Inv.	M	1ST	100-42201	9/27/2023	10/18/2023	12/8/2023	12/22/2023	2/15/2024	1/23/2024	3/1/2024	3/20/2024	4/8/2024	6/19/2024	6/19/2024	8/19/2024	\$ 25,000
19	CRP MB Studios Annual Fire Fee	M	20TH	100-42201	10/18/2023	10/18/2023	11/20/2023	2/15/2024	2/15/2024	2/15/2024	3/20/2024	5/20/2024	5/20/2024	7/8/2024	7/19/2024		\$ 91,000
LEASES:																	
20	Metlox	M	1ST	100-44401	\$ 20,083	\$ 20,083	\$ 20,083	\$ 20,083	\$ 20,083	\$ 20,083	\$ 20,083	\$ 20,083	\$ 20,083	\$ 20,083	\$ 20,083	\$ 20,083	\$ 241,000
21	Metlox - Profit	A	MARCH	100-44401								\$ 361,548					\$ 361,548
22	Bay Club- Bldg Rent	M	10TH	100-44404	\$ 4,390	\$ 4,390	\$ 4,390	\$ 4,508	\$ 4,508	\$ 4,508	\$ 4,508	\$ 4,508	\$ 4,508	\$ 4,508	\$ 4,508	\$ 4,508	\$ 53,742
23	Bay Club-%	M	10TH	100-44403	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 180,000
24	Bay Club - Tennis Rent	M	10TH	100-44402	\$ 29,210	\$ 29,210	\$ 29,210	\$ 29,999	\$ 29,999	\$ 29,999	\$ 29,999	\$ 29,999	\$ 29,999	\$ 29,999	\$ 29,999	\$ 29,999	\$ 357,618
25	Bay Club -Parking	M	10TH	100-44405	\$ 3,188	\$ 3,188	\$ 3,188	\$ 3,274	\$ 3,274	\$ 3,274	\$ 3,274	\$ 3,274	\$ 3,274	\$ 3,274	\$ 3,274	\$ 3,274	\$ 39,026
26	County Library Parking	M	15TH	100-44411	\$ 783	\$ 783	\$ 783	\$ 783	\$ 783	\$ 783	\$ 783	\$ 783	\$ 807	\$ 807	\$ 807	\$ 807	\$ 9,949
27	Sprint	M	30TH	100-44421	\$ 6,679	\$ 6,679	\$ 6,679	\$ 6,679									\$ 26,717
28	AT & T	M	1ST	100-44421	\$ 7,056	\$ 7,056	\$ 7,056	\$ 7,650	\$ 7,409	\$ 7,409	\$ 7,409	\$ 7,409	\$ 7,409	\$ 7,409	\$ 7,409	\$ 7,409	\$ 88,091
29	Verizon 16/Valley lease	M	25TH	100-44421	\$ 5,837	\$ 5,837	\$ 5,837	\$ 5,837	\$ 5,837	\$ 5,837	\$ 5,837	\$ 5,837	\$ 5,837	\$ 6,128	\$ 6,128	\$ 6,128	\$ 70,914
30	Marriott-Min	M	20TH	100-44406	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 400,000
31	Marriott - %	Q	31ST	100-44407	\$ 459,137			\$ 474,110			\$ 362,490			\$ 432,736			\$ 1,728,473
32	Marriott Golf Course	Q	31ST	100-44408	\$ 6,620			\$ 6,402			\$ 4,332			\$ 2,325			\$ 19,679
33	United States PO	M	1ST	100-44410	\$ 4,858	\$ 4,858	\$ 4,858	\$ 4,858	\$ 4,858	\$ 4,858	\$ 4,858	\$ 4,858	\$ 4,858	\$ 4,858	\$ 4,858	\$ 4,858	\$ 58,300
34	Village Mall Parking	M	25TH	100-44409	\$ 16,409	\$ 16,409	\$ 17,695	\$ 10,319	\$ 10,319	\$ 17,695	\$ 17,695	\$ 17,695	\$ 17,695	\$ 17,695	\$ 17,695	\$ 17,695	\$ 195,013
35	Shade #1	M	15TH	100-44412	\$ 993	\$ 993	\$ 993	\$ 993	\$ 993	\$ 993	\$ 993	\$ 993	\$ 993	\$ 993	\$ 993	\$ 1,033	\$ 11,955
36	Storage Shade #2	M	15TH	100-44412	\$ 840	\$ 840	\$ 840	\$ 863	\$ 863	\$ 863	\$ 863	\$ 863	\$ 863	\$ 863	\$ 863	\$ 863	\$ 10,282
37	Trilogy Day Spa Storage	M	15TH	100-44412	\$ 850	\$ 890	\$ 890	\$ 872									\$ 3,502
38	Metlox (shared maint.)	Q	15th	520-47307	\$ 3,389			\$ 3,729			\$ 3,344			\$ 3,301			\$ 13,762
39	Lemonade	M	1st	100-44412	\$ 614	\$ 614	\$ 644	\$ 644	\$ 266								\$ 2,782



FY 2023/2024
City of Manhattan Beach
Monthly Schedule of TOT, Lease and Miscellaneous Payments
As of: 8/23/2024

MONTHLY REVENUES																	
		Due Date	Acct #	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	TOTALS	
FRANCHISES:																	
40	Verizon/Frontier Comm.	Q	QUARTERLY	100-41213	\$ 50,340			\$ 48,051			\$ 45,265			\$ 44,568		\$ 188,223	
41	Verizon/ Frontier PEG	A	FEBRUARY	100-21312	\$ 4,110			\$ 3,857			\$ 3,639			\$ 3,420		\$ 15,026	
42	Charter Communications (PEG)	Q	QUARTERLY	100-21311	\$ 16,300			\$ 15,637			\$ 15,080			\$ 14,955		\$ 61,971	
43	Charter Communications (Basic)	Q	QUARTERLY	100-41213	\$ 81,498			\$ 78,184			\$ 73,760			\$ 74,774		\$ 308,216	
44	Van Lingen Towing	M	15TH	100-46207	\$ 6,821	\$ 6,767	\$ 5,480	\$ 4,849	\$ 6,028	\$ 6,410	\$ 3,425	\$ 3,836	\$ 5,123	\$ 6,792	\$ 5,868	\$ 7,095	\$ 68,494
45	So Cal Edison	A	APRIL	100-41213										\$ 603,995		\$ 603,995	
46	So Cal Gas	A	APRIL	100-41213										\$ 211,573		\$ 211,573	
MISC. PAYMENTS																	
47	Waste Mgmt-Recycle	A	JUNE	510-46415	\$ 40,000											\$ 40,000	
48	Waste Mgmt-CRC	M	QUARTERLY	100-46412	\$ 23,041		\$ 17,571			\$ 49,236			\$ 53,329			\$ 143,177	
49	Waste Mgmt-PaintCare	M	QUARTERLY	100-46452	\$ 390		\$ 383			\$ 757			\$ 606			\$ 2,136	
49	Mrs. June Mikrut	A	AUG \$25	503-46402			\$ 25									\$ 25	
50	Median-Hermosa Bch	A	AUGUST	100-46421			\$ 2,157									\$ 2,157	
51	Median-Redondo Bch	A	AUGUST	100-46421			\$ 5,180									\$ 5,180	
52	Panchos-Pkg Spaces	M	1ST	520-47301	\$ 975	\$ 975	\$ 1,024	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 11,749	
53	Signals-Target	A	DEC	100-46113			\$ 1,256									\$ 1,256	
54	Fusion Sushi 270 Sq. Ft	M	20Th	100-42105	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 9,720	
55	Summers 44 Sq. Ft.	A	JULY	100-42105	\$ 264											\$ 264	
56	Uncle Bills 195 Sq. Ft	M	1ST	100-42105	\$ 585	\$ 585	\$ 585	\$ 585	\$ 585	\$ 585	\$ 585	\$ 585	\$ 585	\$ 585	\$ 585	\$ 7,020	
57	Ocean View 270 Sq. Ft	M	1ST	100-42105	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 9,720	
58	Legacy Inmate Comm	M	1ST	100-21402	\$ 40	\$ 32	\$ 69	\$ 14	\$ 97	\$ 93	\$ 16	\$ 59	\$ 49	\$ 21	\$ 9	\$ 498	
59	Northrop Grumman	A	JULY	100-42105			\$ 1,484									\$ 1,484	
60	DBID - Dekralite (Annual Pmt)	M	FEB	100-46452							\$ 2,700					\$ 2,700	
COVID 19 BUSINESS LOANS																	
61	Crimson Hotel (Kaluba LLC)	M	1ST	100-44301/2	\$ 217	\$ 217	\$ 217	\$ 217	\$ 6,303							\$ 7,170	
62	Wave Hotel (Veejeta LP)	M	1ST	100-44301/2	\$ 217	\$ 217	\$ 217	\$ 217	\$ 6,303							\$ 7,170	
63	Salvatore's Shoe Repair	M	1ST	100-44301/2	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 3,467	
63	Gelato Angels	M	1ST	100-44301/2	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 3,467	
64	Harry's Cleaners	M	1ST	100-44301/2	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 3,467	
65	4 Corner's Deposition Summaries, In	M	1ST	100-44301/2	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 3,467	
66	TY Engineering and Design, Inc	M	1ST	100-44301/2	\$ 2,000	\$ 2,000	\$ 2,000	\$ 65								\$ 6,065	
67	Three Thirteen Salon	M	1ST	100-44301/2	\$ 152	\$ 152	\$ 152	\$ 152	\$ 152	\$ 144	\$ 144	\$ 3,692				\$ 4,891	
68	BBK Retail	M	1ST	100-44301/2	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 229	\$ 3,407	
69	Aesthetics on Highland	M	1ST	100-44301/2	\$ 228	\$ 228	\$ 228	\$ 217	\$ 217	\$ 217	\$ 228	\$ 228	\$ 178			\$ 1,966	
70	Le Nour LLC	M	1ST	100-44301/2	\$ 289	\$ 303	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 3,481	
71	Kasai Hair	M	1ST	100-44301/2	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 289	\$ 3,467	
72	Roundhouse	M	1ST	100-44301/2	\$ 274											\$ 274	

A - Annual
 Q - Quarterly
 M - Monthly



FY 2023-2024
City of Manhattan Beach
Miscellaneous Accounts Receivable
Aging Statistical Report

Dollars

	Total AR	0	1-30	30-60	60-90	90-120	>120
July	\$342,546	20,792	\$286,580	\$11,670	\$4,948	\$1,183	\$17,373
August	179,696	31,296	33,343	103,567	1,879	1,271	8,339
September	165,071	120,335	23,241	2,980	7,508	1,879	9,128
October	239,419	93,559	117,413	16,281	670	5,435	6,062
November	248,308	113,102	102,868	24,287	850	215	6,987
December	108,740	29,049	46,965	4,552	22,063	850	5,261
January	233,038	176,665	23,930	1,385	3,595	21,353	6,110
February	94,932	45,556	36,315	2,031	1,165	1,058	8,808
March	464,016	413,670	34,612	3,711	1,745	1,042	9,237
April	364,273	68,362	275,368	5,975	2,544	1,745	10,279
May	75,690	27,252	15,077	14,016	5,009	1,495	12,840
June	86,285	32,008	26,716	2,723	6,342	4,947	13,549
Avg.	\$216,835	\$97,637	\$85,202	\$16,098	\$4,860	\$3,539	\$9,498

Percentages

	Total AR	0	1-30	30-60	60-90	90-120	>120
July	100%	6%	84%	3%	1%	0%	5%
August	100%	17%	19%	58%	1%	1%	5%
September	100%	73%	14%	2%	5%	1%	6%
October	100%	39%	49%	7%	0%	2%	3%
November	100%	46%	41%	10%	0%	0%	3%
December	100%	27%	43%	4%	20%	1%	5%
January	100%	76%	10%	1%	2%	9%	3%
February	100%	48%	38%	2%	1%	1%	9%
March	100%	89%	7%	1%	0%	0%	2%
April	100%	19%	76%	2%	1%	0%	3%
May	100%	36%	20%	19%	7%	2%	17%
June	100%	37%	31%	3%	7%	6%	16%
Avg.	100%	43%	36%	9%	4%	2%	6%



CITY OF MANHATTAN BEACH

FINANCE SUBCOMMITTEE STAFF REPORT

TO: Members of the Finance Subcommittee

THROUGH: Onyx Jones, Interim Finance Director

FROM: Libby Bretthauer, Financial Services Manager
Emy-Rose Hanna, Revenue Services Supervisor

SUBJECT: Bad Debt Write-Offs to Collections from April 1, 2024 – June 30, 2024

DATE: August 29, 2024

RECOMMENDATION:

Staff recommends that the Finance Subcommittee receive the attached summary report of write-offs within the authority of the Finance Director (not to exceed \$5,000 per line item).

FISCAL IMPLICATION:

Financial Credit Network (FCN), the City's collection agency, is paid a commission based on the amount of funds collected. The commission percentage is 25% for regular collections or 35% for accounts requiring legal action. It is important to note that FCN helps facilitate payment on behalf of the City for accounts that are at least 120 days past due and are otherwise deemed uncollectable by the City.

BACKGROUND:

City Council approved a policy delegating write-off authority for uncollectable accounts based on the following thresholds:

- The Finance Director is delegated to approve write-offs up to \$5,000
- The Finance Subcommittee is delegated to approve write-offs from \$5,000 to \$10,000
- The City Council is delegated to approve write-offs over \$10,000.

DISCUSSION:

The City reviewed outstanding accounts that are more than 120 days past due as of

April 1, 2024 – June 30, 2024. The accounts aggregated in the table below fall within the \$5,000 signing authority of the Finance Director and have been sent to FCN for collection.

WRITE-OFF CATEGORY	QUANTITY	AMOUNT	WRITE-OFF PERIOD
Utility Billing	20	\$10,963.63	April 1, 2024 – June 30, 2024
Ambulance Billing	88	\$178,286.79	April 1, 2024 – June 30, 2024

The write-offs summarized above include the following activity:

- Utility Billing: Write-offs in this category (\$10,963.63) are limited to closed utility accounts only (customers that have moved out of town), which have remained past due for at least 120 days.
- Ambulance Billing: Write-offs in this category (\$178,286.79) include ambulance billings that are billed at full cost (\$2,000-\$3,000+) and are deemed uncollectable due to lack of insurance, lack of qualifying Medicare/Medical coverage and/or non-responsiveness from patients that are billed directly.

To provide further insight, the process of sending accounts to collections begins once an account remains unpaid for 120 days or more. Once deemed uncollectable by City staff, the appropriate authority is asked to approve the account for write-off, and then pertinent information is sent to the collection agency to begin their collection process. Depending upon time and effort, the collection agency may earn up between 25% - 35% commission for the amount they collect.

Staff recommends that the Finance Subcommittee receive the attached summary report of write-offs within the authority of the Finance Director (not to exceed \$5,000 per line item).

Attachments:

1. Summary of Write-Offs (not to exceed \$5,000 per line item) from April 1, 2024 – June 30, 2024



FY 2023-2024

City of Manhattan Beach

Summary of Write-Offs (Not to Exceed \$5,000)

Miscellaneous Accounts Receivable, Utility Billing & Ambulance

Period Covering April 1, 2024 - June 30, 2024

UTILITY BILLING ACCOUNTS			
No.	Customer ID	Type	Balance
1	118331	UTILITY BILLING	\$22.21
2	101862	UTILITY BILLING	\$35.00
3	105885	UTILITY BILLING	\$57.29
4	103134	UTILITY BILLING	\$57.69
5	103415	UTILITY BILLING	\$68.81
6	118216	UTILITY BILLING	\$70.24
7	114539	UTILITY BILLING	\$82.46
8	117860	UTILITY BILLING	\$126.28
9	100265	UTILITY BILLING	\$168.75
10	106200	UTILITY BILLING	\$177.51
11	118070	UTILITY BILLING	\$283.29
12	110692	UTILITY BILLING	\$330.02
13	116873	UTILITY BILLING	\$338.21
14	104145	UTILITY BILLING	\$450.29
15	115557	UTILITY BILLING	\$451.03
16	113745	UTILITY BILLING	\$499.38
17	105260	UTILITY BILLING	\$786.41
18	116860	UTILITY BILLING	\$831.80
19	101310	UTILITY BILLING	\$1,194.83
20	116376	UTILITY BILLING	\$4,932.13
		TOTAL UTILITY BILLING ACCOUNTS	\$10,963.63



FY 2023-2024

City of Manhattan Beach

Summary of Write-Offs (Not to Exceed \$5,000)

Miscellaneous Accounts Receivable, Utility Billing & Ambulance

Period Covering April 1, 2024 - June 30, 2024

AMBULANCE BILLING ACCOUNTS			
No.	Customer ID	Type	Balance
1	339238	AMBULANCE BILLING	\$50.43
2	495617	AMBULANCE BILLING	\$60.00
3	605066	AMBULANCE BILLING	\$90.00
4	375221	AMBULANCE BILLING	\$90.00
5	452969	AMBULANCE BILLING	\$90.00
6	359722	AMBULANCE BILLING	\$106.44
7	247876	AMBULANCE BILLING	\$106.61
8	536245	AMBULANCE BILLING	\$132.97
9	682120	AMBULANCE BILLING	\$150.00
10	689517	AMBULANCE BILLING	\$150.00
11	328951	AMBULANCE BILLING	\$160.00
12	646366	AMBULANCE BILLING	\$200.00
13	495625	AMBULANCE BILLING	\$200.00
14	495553	AMBULANCE BILLING	\$200.00
15	399484	AMBULANCE BILLING	\$200.00
16	495542	AMBULANCE BILLING	\$200.00
17	249075	AMBULANCE BILLING	\$200.00
18	855827	AMBULANCE BILLING	\$539.00
19	413861	AMBULANCE BILLING	\$679.80
20	430327	AMBULANCE BILLING	\$761.20
21	545262	AMBULANCE BILLING	\$1,117.60
22	430373	AMBULANCE BILLING	\$1,170.93
23	855591	AMBULANCE BILLING	\$1,254.00
24	805320	AMBULANCE BILLING	\$1,603.73
25	433733	AMBULANCE BILLING	\$1,642.65
26	377931	AMBULANCE BILLING	\$1,731.81



FY 2023-2024

City of Manhattan Beach

Summary of Write-Offs (Not to Exceed \$5,000)

Miscellaneous Accounts Receivable, Utility Billing & Ambulance

Period Covering April 1, 2024 - June 30, 2024

27	855603	AMBULANCE BILLING	\$1,788.00
28	855535	AMBULANCE BILLING	\$1,826.00
29	855595	AMBULANCE BILLING	\$1,883.00
30	359713	AMBULANCE BILLING	\$1,932.00
31	359716	AMBULANCE BILLING	\$1,938.00
32	235622	AMBULANCE BILLING	\$1,938.00
33	395060	AMBULANCE BILLING	\$1,955.00
34	384107	AMBULANCE BILLING	\$1,955.00
35	412329	AMBULANCE BILLING	\$2,007.00
36	412330	AMBULANCE BILLING	\$2,007.00
37	407276	AMBULANCE BILLING	\$2,036.71
38	537911	AMBULANCE BILLING	\$2,142.18
39	856733	AMBULANCE BILLING	\$2,190.66
40	537922	AMBULANCE BILLING	\$2,316.00
41	421632	AMBULANCE BILLING	2,344.00
42	537928	AMBULANCE BILLING	\$2,344.00
43	468183	AMBULANCE BILLING	\$2,346.00
44	724271	AMBULANCE BILLING	\$2,372.00
45	805322	AMBULANCE BILLING	\$2,372.00
46	805264	AMBULANCE BILLING	\$2,372.00
47	746082	AMBULANCE BILLING	\$2,372.00
48	495582	AMBULANCE BILLING	\$2,372.00
49	433729	AMBULANCE BILLING	\$2,374.00
50	567641	AMBULANCE BILLING	\$2,374.00
51	894956	AMBULANCE BILLING	\$2,374.00
52	433734	AMBULANCE BILLING	\$2,374.00
53	463967	AMBULANCE BILLING	\$2,374.00
54	468180	AMBULANCE BILLING	\$2,400.00



FY 2023-2024

City of Manhattan Beach

Summary of Write-Offs (Not to Exceed \$5,000)

Miscellaneous Accounts Receivable, Utility Billing & Ambulance

Period Covering April 1, 2024 - June 30, 2024

55	689530	AMBULANCE BILLING	\$2,402.00
56	497069	AMBULANCE BILLING	\$2,402.00
57	805332	AMBULANCE BILLING	\$2,428.00
58	494052	AMBULANCE BILLING	\$2,458.00
59	503958	AMBULANCE BILLING	\$2,480.08
60	468181	AMBULANCE BILLING	\$2,484.00
61	724272	AMBULANCE BILLING	\$2,498.91
62	495575	AMBULANCE BILLING	\$2,512.00
63	541762	AMBULANCE BILLING	\$2,542.00
64	495522	AMBULANCE BILLING	\$2,879.00
65	339237	AMBULANCE BILLING	\$2,879.00
66	495557	AMBULANCE BILLING	\$2,879.00
67	430435	AMBULANCE BILLING	\$2,902.00
68	495530	AMBULANCE BILLING	\$2,902.00
69	495536	AMBULANCE BILLING	\$2,908.00
70	495541	AMBULANCE BILLING	\$2,925.00
71	430451	AMBULANCE BILLING	\$2,954.00
72	536260	AMBULANCE BILLING	\$2,995.08
73	495525	AMBULANCE BILLING	\$3,010.00
74	495580	AMBULANCE BILLING	\$3,397.00
75	798056	AMBULANCE BILLING	\$3,453.00
76	773323	AMBULANCE BILLING	\$3,453.00
77	702917	AMBULANCE BILLING	\$3,481.00
78	596949	AMBULANCE BILLING	\$3,483.00
79	495604	AMBULANCE BILLING	\$3,483.00
80	805281	AMBULANCE BILLING	\$3,483.00
81	495614	AMBULANCE BILLING	\$3,537.00
82	495561	AMBULANCE BILLING	\$3,539.00



FY 2023-2024

City of Manhattan Beach

Summary of Write-Offs (Not to Exceed \$5,000)

Miscellaneous Accounts Receivable, Utility Billing & Ambulance

Period Covering April 1, 2024 - June 30, 2024

83	617748	AMBULANCE BILLING	\$3,567.00
84	639206	AMBULANCE BILLING	\$3,567.00
85	649306	AMBULANCE BILLING	\$3,595.00
86	495578	AMBULANCE BILLING	\$3,595.00
87	790885	AMBULANCE BILLING	\$3,623.00
88	495615	AMBULANCE BILLING	\$3,625.00
		TOTAL AMBULANCE ACCOUNTS	\$178,286.79
SUBTOTAL ALL ACCOUNTS			\$189,250.42

Date:

8/22/2024

Finance Director: