



SPECIAL MEETING AGENDA

Date: 2/4/2020
Time: 5:30 p.m.
City Hall – “Sharon Heights” conference room, 2nd Fl
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

C. Regular Business

- C1. Approve the January 15, 2020, Finance and Audit Committee meeting minutes ([Attachment](#))
- C2. Receive and review the memorandum on the comprehensive annual financial report (CAFR) component sections ([Attachment](#))
- C3. Receive and discuss the independent auditor’s report for the fiscal year ended June 30, 2019
- C4. Review and approve the February 11, 2020 Finance and Audit Committee update to the City Council
- C5. Receive and file the investment portfolio review as of December 31, 2019 ([Attachment](#))

D. Reports and Announcements

- D1. Director’s report
- D2. Subcommittee reports
 - CAFR format subcommittee (Chair Tronson and Vice Chair Shepherd)
 - Budget format subcommittee (Vice Chair Shepherd)
 - Infrastructure communication subcommittee (Royse and Westcott)
 - Pension communication subcommittee (Vice Chair Shepherd and Maguire)
- D3. Review future agenda topics and work plan ([Attachment](#))

E. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission’s consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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SPECIAL MEETING MINUTES - DRAFT

Date: 1/15/2020
Time: 5:30 p.m.
City Hall – “Sharon Heights” Conference Room, 2nd Fl
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Tronson called the meeting to order at 5:31 p.m.

B. Roll Call

Present: Combs (arrived 5:35 p.m.), Maguire, Mueller (by telephone), Royse (excused 6:47 p.m.), Shepherd, Tronson
Absent: Westcott
Staff: Nick Pegueros, Assistant City Manager, Lenka Diaz, Administrative Services Director, Dan Jacobson, Finance and Budget Manager, Brandon Cortez, Management Analyst II

C. Public Comment

None.

D. Regular Business

D1. Approve the October 16, 2019, Finance and Audit Committee Meeting minutes

ACTION: Motion and second (Shepherd/Royse) to approve the minutes of the October 16, 2019 meeting passed 5-0-2 (Combs and Westcott absent).

D2. Receive and review the memorandum to Commissions and Committees regarding the 2020-21 Capital Improvement Plan (CIP) budget development

City Councilmember Combs arrives at 5:35 p.m.

- Lynne Bramlett commented on a discussion with Facebook regarding the amount of staff time necessary after potential acceptance of the design.

Assistant City Manager Nick Pegueros explained the memo sent to commissions and committees regarding the CIP development and its interaction with the proposed Belle Haven Community Center and Library project, and clarified that the City Council goal setting session on January 30, 2020 would address priorities.

D3. Review and approve the January 28, 2020 Finance and Audit Committee update to the City Council

Chair Tronson introduced the upcoming presentation to the committee. The committee and staff discussed timelines and milestones of budget software implementation.

ACTION: Motion and second (Shepherd/Royse) to approve the presentation as provided with Chair Tronson’s discretion on changes passed (5-1-1, Mueller abstain, Westcott absent).

E. Reports and Announcements

E1. Director’s report

Administrative Services Director Lenka Diaz informed the members of the committee:

- The informational budget workshop went well with 31 members of the public in attendance and thanked all those who provided input into the content and format. The meeting was recorded and will be available on the City’s website.
- The Budget in Brief document has been finalized and posted on the City’s website.
- City Council has directed that the quarterly investment and operations reports will be provided to the Finance and Audit Committee prior to transmission to the City Council where feasible. The investment report will be presented at the February meeting.
- Brandon Cortez will be leaving the City to take a position in the private sector and thanked him for his work in the finance division over the past three-and-a-half years and the positive impact he made.

E2. Subcommittee reports

The infrastructure communication subcommittee – none.

The pension subcommittee provided a handout of information analyzing the City’s pension obligations.

The comprehensive annual financial report (CAFR) subcommittee – none.

The budget format subcommittee – none.

E3. Review future agenda topics and work plan

No items added to the rolling agenda.

Administrative Services Director Lenka Diaz informed the committee that the popular annual financial report (PAFR) would not be completed this year due to staff vacancies. The current list of items includes:

- Sale of assets
- Review of utility user’s tax cap
- Listing of parcels exempt from property taxes
- Library financing
- Developer agreements
- Community amenities fund

F. Adjournment

Chair Tronson adjourned the meeting at 7:37 p.m.



MEMORANDUM

Date: 11/14/2019
To: Members of the Finance and Audit Committee
From: Lenka Diaz, Administrative Services Director
Re: Comprehensive annual financial report (CAFR)

On October 22, 2019, I attended the Government Finance Officers Association (GFOA) training titled "Preparing a CAFR". I brought the comments received from Finance and Audit Committee Chair Soody Tronson to the training and discussed them with the trainers. Bulleted below are responses to those comments, as well as additional information I thought you may find helpful when we discuss the CAFR component sections and content at our November 20, 2019 special meeting.

- The CAFR must be prepared in accordance with generally accepted accounting principles (GAAP) for government as advised by the Governmental Accounting Standards Board (GASB)
- Some formatting is prescribed by GAAP
- Charts and graphs may only supplement, not replace, narrative information
- The transmittal letter is the only area for subjective information, and should be written in plain language
- The transmittal letter is considered an accompaniment to the Management's Discussion and Analysis (MD&A); redundancy should be avoided
- The MD&A may include bulleted information and must start with the overview section.
- The MD&A must include eight, and only eight, specific sections/topics
- Fair market value is a consistent measure of investments; industry is not typically listed, but our investment advisor can begin providing that information
- The number of years of comparative data is prescribed by GAAP
- All notes, including pension and OPEB, may not contain "what if" type information or presumptions of future liability or plan changes



STAFF REPORT

City Council Meeting Date: 2/25/2020
Staff Report Number: 20-XXX-CC

Consent Calendar: Receive and file the investment portfolio review as of December 31, 2019

Recommendation

Staff recommends receipt and filing of the City’s investment portfolio review as of December 31, 2019.

Policy Issues

The City and the successor agency funds are invested in full compliance with the City’s investment policy and State law, which emphasize safety, liquidity and yield.

Background

The City’s investment policy requires a quarterly investment report to the City Council, which includes all financial investments of the City and provides information on the investment type, value and yield for all securities.

Analysis

Investment portfolio as of December 31, 2019

The City’s investment portfolio as of December 31, 2019, totaled \$152,903,762. As shown below in Table 1, the City’s investments by type are measured by the amortized cost as well as the fair value as of December 31, 2019. The local agency investment fund (LAIF) is considered a safe investment as it provides the liquidity of a money market fund. The majority of the remaining securities are prudent and secure short- and medium-term investments (1-5 years,) bearing a higher interest rate than LAIF, and/or provide investment diversification.

Table 1: Recap of investments held as of December 31, 2019				
Security	Amortized cost basis	Fair value basis	% of portfolio	
LAIF	\$ 65,000,000	\$ 65,000,000	42.5%	
Securities Portfolio				
Corporate Bonds	27,120,106	27,309,412	17.9%	
Government Agencies	45,180,032	45,514,252	29.8%	
Government Bonds	15,018,397	15,080,099	9.9%	
Total	\$ 152,318,535	\$ 152,903,762	100.0%	

As shown in Table 1, the fair value of the City's securities was \$585,228 greater than the amortized cost as of December 31, 2019. The difference between amortized cost and fair value is referred to as an unrealized loss or gain, and is due to market values fluctuating from one period to another. It is important to note that any unrealized loss or gain does not represent an actual cash transaction to the City, as the City generally holds securities to maturity to avoid market risk.

The consolidated portfolio report for the quarter ending December 31, 2019, is included as Attachment A and each component is described in greater detail below.

LAIF

As previously shown in Table 1, 43 percent of the portfolio resides in the City's account at the LAIF, a liquid fund managed by the California State Treasurer, yielding 2.04 percent for the quarter ended December 31, 2019. LAIF yields had been at historic lows in the recent past but the last three years have shown a small but steady trend upward before recently falling somewhat. Due to the liquidity of LAIF and based on uncertainty surrounding rates for longer-term securities, the City has kept a large number of funds in LAIF in recent years. However, the City does invest excess funds in other types of securities in an effort to provide diversification and guarantee rates from longer-duration investments.

Securities portfolio

As of December 31, 2019, the City held a number of securities in corporate bonds, government agency notes and government bonds and reflect a diversified mix in terms of type but all at low risk. Insight Investment serves as the City's financial adviser on security investments and makes recommended trades of securities, purchase and sale that align market conditions to the City Council adopted investment policy to the greatest extent possible. The Insight Investments quarterly statement for the period ended December 31, 2019, is provided in Attachment B. As shown on the quarterly statement, the return for the period ended December 31, 2019, on an amortized cost basis, was 0.18 percent. The positions the City held as of December 31, 2019, are included in Attachment C and the concentrations of corporate positions by industry is included in Attachment D.

Performance comparison

As specified in the City's investment policy, the performance of the portfolio is measured against the benchmark of a similar-length treasury bond. In the quarter ending December 31, 2019, the City's portfolio returned a weighted average of 2.11 percent with non-LAIF funds having a weighted average maturity of 1.90 years. The trailing 18-month period for a two-year treasury note saw a yield of 2.37 percent, or 0.26 higher than the City's portfolio performance. It is important to note, however, that the falling rate climate allowed the City to purchase longer duration positions, which are intended to result in higher yields in future periods.

Impact on City Resources

Due to the liquidity of LAIF accounts, the City has more than sufficient funds available to meet its expenditure requirements for the next six months.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Insight Investments consolidated portfolio report for the quarter ended December 31, 2019
- B. Hyperlink – Insight Investments advised funds quarterly report for the quarter ended December 31, 2019:
- C. Hyperlink – Securities positions held by the City of Menlo Park as of December 31, 2019:
- D. Hyperlink – Investment industry concentration for positions held by the City of Menlo Park as of December 31, 2019:

Report prepared by:

Dan Jacobson, Finance and Budget Manager

City of Menlo Park

Quarterly Consolidated Portfolio Report

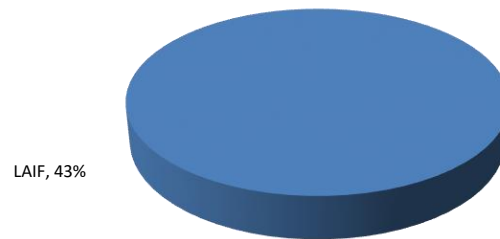
December 31, 2019

City Managed Assets

			%	Return
LAIF	\$	65,000,000	43%	2.04%
Total Internally Managed	\$	65,000,000	43%	

Weighted Average Yield **2.04%**

	Days
Effective Average Duration - Internal	1
Weighted Average Maturity - Internal	1

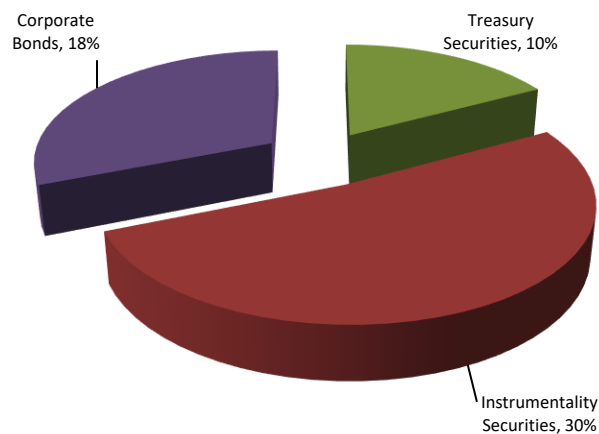


Advisor Managed Assets

			%	Return
Treasury Securities	\$	15,080,099	10%	1.82%
Instrumentality Securities	\$	45,514,252	30%	2.17%
Corporate Bonds	\$	27,309,412	18%	2.35%
Total Externally Managed	\$	87,903,762	57%	

Weighted Average Yield **2.17%**

	Years
Effective Average Duration - External	1.90
Weighted Average Maturity - External	2.01

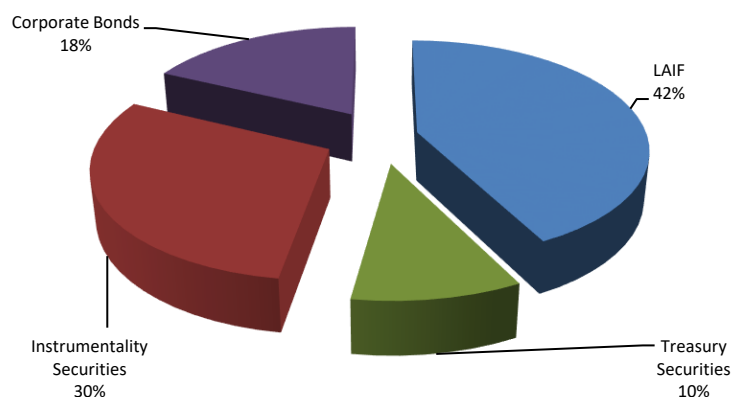


Total Portfolio Assets

			%	Return
LAIF	\$	65,000,000	43%	2.04%
Treasury Securities	\$	15,080,099	10%	1.82%
Instrumentality Securities	\$	45,514,252	30%	2.17%
Corporate Bonds	\$	27,309,412	18%	2.35%
Total Portfolio Assets	\$	152,903,762		

Weighted Average Yield **2.11%**

	Years
Effective Average Duration - Total	1.09
Weighted Average Maturity - Total	1.16



Portfolio Change

Beginning Balance	\$	156,863,861
Ending Balance	\$	152,903,762

Yield Comparison	2-Year Treasury	2-Year Treasury (18 Month Trailing)
	1.65%	2.37%

* Note: All data for external assets was provided by the client and is believed to be accurate.

Insight Investment does not manage the external assets and this report is provided for the client's use.

Market values are presented.

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CITY OF MENLO PARK

December 2019



ACTIVITY AND PERFORMANCE SUMMARY

For the period October 1, 2019 - December 31, 2019

<u>Amortized Cost Basis Activity Summary</u>	
Opening balance	91,247,628.76
Income received	336,606.51
Total receipts	336,606.51
Expenses paid	(311.00)
Total disbursements	(311.00)
Interportfolio transfers	(4,247,793.72)
Total Interportfolio transfers	(4,247,793.72)
Realized gain (loss)	0.00
Total amortization expense	(55,286.10)
Total OID/MKT accretion income	37,690.80
Return of capital	0.00
Closing balance	87,318,535.25
Ending fair value	87,903,762.28
Unrealized gain (loss)	585,227.03

<u>Detail of Amortized Cost Basis Return</u>				
	Interest earned	Accretion (amortization)	Realized gain (loss)	Total income
Corporate Bonds	182,462.79	(21,611.14)	0.00	160,851.65
Government Agencies	256,413.46	(5,860.15)	0.00	250,553.31
Government Bonds	56,354.49	9,875.99	0.00	66,230.48
Total	495,230.74	(17,595.30)	0.00	477,635.44

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* Three month trailing
Fed Funds	2.16	0.96	0.41
Overnight Repo	2.22	0.98	0.41
Merrill Lynch 3m US Treas Bill	2.04	0.87	0.38
Merrill Lynch 6m US Treas Bill	2.02	0.86	0.38
ML 1 Year US Treasury Note	2.06	0.86	0.39
ML 2 Year US Treasury Note	1.97	0.82	0.40
ML 5 Year US Treasury Note	1.96	0.81	0.40

* rates reflected are cumulative

<u>Summary of Amortized Cost Basis Return for the Period</u>	
	Total portfolio
Interest earned	495,230.74
Accretion (amortization)	(17,595.30)
Realized gain (loss) on sales	0.00
Total income on portfolio	477,635.44
Average daily amortized cost	87,722,371.49
Period return (%)	0.54
YTD return (%)	2.13
Weighted average final maturity in days	735

ACTIVITY AND PERFORMANCE SUMMARY

For the period October 1, 2019 - December 31, 2019

<u>Fair Value Basis Activity Summary</u>		
Opening balance		91,863,861.06
Income received	336,606.51	
Total receipts		336,606.51
Expenses paid	(311.00)	
Total disbursements		(311.00)
Interportfolio transfers	(4,247,793.72)	
Total Interportfolio transfers		(4,247,793.72)
Unrealized gain (loss) on security movements		0.00
Return of capital		0.00
Change in fair value for the period		(48,600.57)
Ending fair value		87,903,762.28

<u>Detail of Fair Value Basis Return</u>			
	Interest earned	Change in fair value	Total income
Corporate Bonds	182,462.79	(5,846.49)	176,616.30
Government Agencies	256,413.46	(42,012.72)	214,400.74
Government Bonds	56,354.49	(741.36)	55,613.13
Total	495,230.74	(48,600.57)	446,630.17

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* Three month trailing
Fed Funds	2.16	0.96	0.41
Overnight Repo	2.22	0.98	0.41
ICE BofAML 3 Months US T-BILL	2.28	1.03	0.46
ICE ML 6m US Treas Bill	2.57	1.17	0.54
ICE ML 1 Year US Treasury Note	2.93	1.15	0.59
ICE ML US Treasury 1-3	3.55	1.09	0.51
ICE ML US Treasury 1-5	4.20	1.10	0.35

* rates reflected are cumulative

<u>Summary of Fair Value Basis Return for the Period</u>	
	Total portfolio
Interest earned	495,230.74
Change in fair value	(48,600.57)
Total income on portfolio	446,630.17
Average daily total value *	88,817,005.72
Period return (%)	0.49
YTD return (%)	3.32
Weighted average final maturity in days	735

* Total value equals market value and accrued interest

ADDITIONAL INFORMATION

As of December 31, 2019

Past performance is not a guide to future performance. The value of investments and any income from them will fluctuate and is not guaranteed (this may partly be due to exchange rate changes) and investors may not get back the amount invested. Transactions in foreign securities may be executed and settled in local markets. Performance comparisons will be affected by changes in interest rates. Investment returns fluctuate due to changes in market conditions. Investment involves risk, including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. The information contained herein is for your reference only and is being provided in response to your specific request and has been obtained from sources believed to be reliable; however, no representation is made regarding its accuracy or completeness. This document must not be used for the purpose of an offer or solicitation in any jurisdiction or in any circumstances in which such offer or solicitation is unlawful or otherwise not permitted. This document should not be duplicated, amended, or forwarded to a third party without consent from Insight. This is a marketing document intended for professional clients only and should not be made available to or relied upon by retail clients.

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Where indicated, performance numbers used in the analysis are gross returns. The performance reflects the reinvestment of all dividends and income. INA charges management fees on all portfolios managed and these fees will reduce the returns on the portfolios. For example, assume that \$30 million is invested in an account with INA, and this account achieves a 5.0% annual return compounded monthly, gross of fees, for a period of five years. At the end of five years that account would have grown to \$38,500,760 before the deduction of management fees. Assuming management fees of 0.25% per year are deducted monthly from the account, the value at the end of the five year period would be \$38,022,447. Actual fees for new accounts are dependent on size and subject to negotiation. INA's investment advisory fees are discussed in Part 2A of its Form ADV.

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Please compare the information provided in this statement to the information provided in the statement received from your Custodian.

For trading activity the Clearing broker will be reflected. In certain cases the Clearing broker will differ from the Executing broker.

In calculating ratings distributions and weighted average portfolio quality, Insight assigns U.S Treasury and U.S agency securities a quality rating based on the methodology used within the respective benchmark index. When Moodys, S&P and Fitch rate a security, Bank of America and Merrill Lynch indexes assign a simple weighted average statistic while Barclays indexes assign the median statistic. Insight assigns all other securities the lower of Moodys and S&P ratings.

Information about the indices shown here is provided to allow for comparison of the performance of the strategy to that of certain well-known and widely recognized indices. There is no representation that such index is an appropriate benchmark for such comparison. You cannot invest directly in an index and the indices represented do not take into account trading commissions and/or other brokerage or custodial costs. The volatility of the indices may be materially different from that of the strategy. In addition, the strategys holdings may differ substantially from the securities that comprise the indices shown.

The BofA Merrill Lynch 3 Mo US T-Bill index is an unmanaged market index of U.S. Treasury securities maturing in 90 days that assumes reinvestment of all income.

The BofA Merrill Lynch 6 Mo US T-Bill index measures the performance of Treasury bills with time to maturity of less than 6 months.

The BofA Merrill Lynch Current 1-Year US Treasury Index is a one-security index comprised of the most recently issued 1-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 1-year note must be auctioned on or before the third business day before the last business day of the month.

The BofA Merrill Lynch Current 3-Year US Treasury Index is a one-security index comprised of the most recently issued 3-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 3-year note must be auctioned on or before the third business day before the last business day of the month.

The BofA Merrill Lynch Current 5-Year US Treasury Index is a one-security index comprised of the most recently issued 5-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 5-year note must be auctioned on or before the third business day before the last business day of the month.

The BofA Merrill Lynch 1-3 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than three years.

The BofA Merrill Lynch 1-5 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than five years.

ADDITIONAL INFORMATION

As of December 31, 2019

Insight does not provide tax or legal advice to its clients and all investors are strongly urged to consult their tax and legal advisors regarding any potential strategy or investment.

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CITY OF MENLO PARK

December 2019

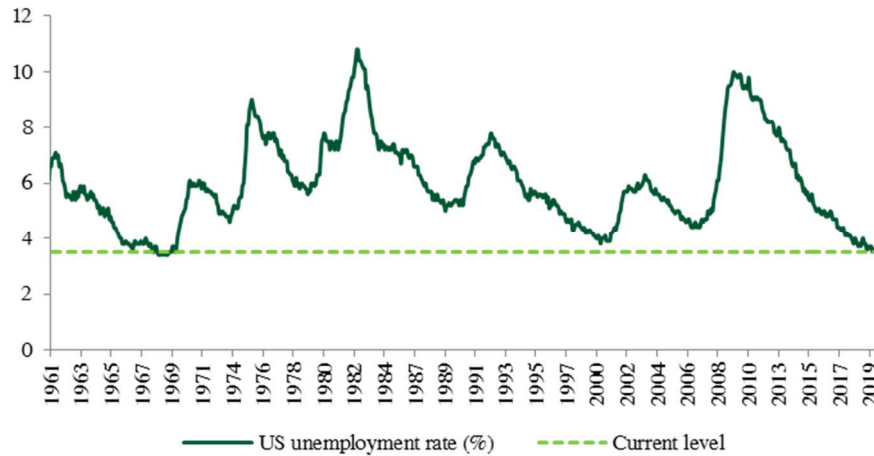


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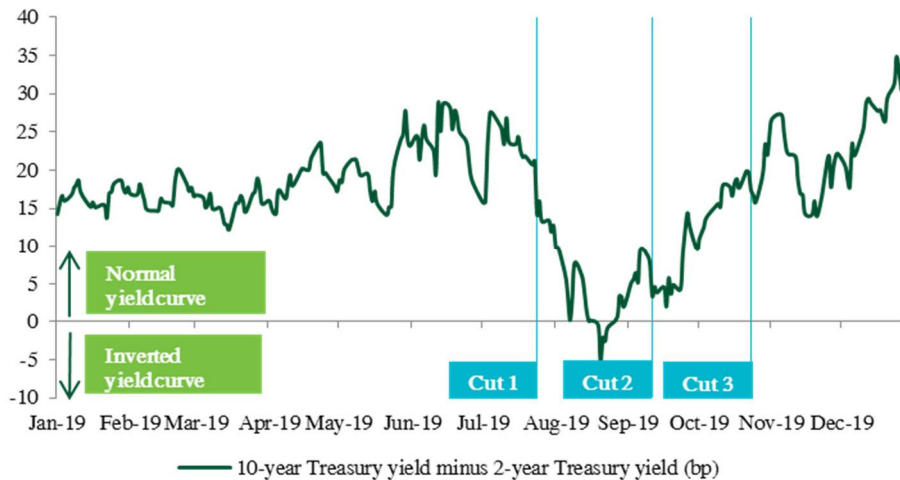
As of December 31, 2019

Chart 1: US unemployment hits a new 50-year low



Source: Bloomberg Finance LP, December 31, 2019.

Chart 2: Return of 'normal' yield curve leaves Fed satisfied with policy rates



Source: Bloomberg Finance LP, December 31, 2019.

Economic Indicators and Monetary Policy

Economic indicators were promising overall. The economy added 266,000 jobs in November (above the expected 180,000) with an upward revision of 41,000 to the previous two months, supported by the return of GM workers following a strike. The unemployment rate fell to a new 50-year low of 3.5% (Chart 1). The ISM manufacturing index weakened to 48.1 (compared to the expected 49.2), but remained higher than the September low-point of 47.8. The non-manufacturing index fell from to 53.9 (versus an expected 54.5).

The US and China agreed to a narrow 'phase one' trade deal, with the expectation that it will be signed in January. New US tariffs previously scheduled to come into effect during the month were suspended. Existing tariff rates on \$120bn of Chinese imports will be halved from 15% to 7.5%, although 25% on a remaining \$250bn of tariffs will remain. China committed to import various US goods and services over the next two years in a total amount that exceeds China's annual level of imports for those goods and services in 2017 by no less than \$200bn. President Trump also stated that discussions on a 'phase two' deal would begin immediately rather than after this year's presidential election.

The final Federal Reserve (Fed) meeting of 2019 brought a run of three consecutive rate cuts to an end (Chart 2). The Fed's messaging tilted towards the optimistic side, removing any mention of "uncertainties" to the outlook, partly as the trade conflict with China appears closer to stabilizing. The committee's revised 'dot plot' showed a majority of members expect no change in rates by the end of 2020, with no member predicting a cut. The yield curve continued to steepen, indicating improving investor optimism around the economy.

Interest Rate Summary

Treasury yields declined mostly across the curve during the month. At the end of December, the 3-month US Treasury bill yielded 1.55%, the 6-month US Treasury bill yielded 1.59%, the 2-year US Treasury note yielded 1.57%, the 5-year US Treasury note yielded 1.69% and the 10-year US Treasury note yielded 1.69%.

ACTIVITY AND PERFORMANCE SUMMARY

For the period December 1, 2019 - December 31, 2019

<u>Amortized Cost Basis Activity Summary</u>	
Opening balance	87,273,309.33
Income received	143,896.07
Total receipts	143,896.07
Total disbursements	0.00
Interportfolio transfers	(91,072.51)
Total Interportfolio transfers	(91,072.51)
Realized gain (loss)	0.00
Total amortization expense	(19,072.66)
Total OID/MKT accretion income	11,475.02
Return of capital	0.00
Closing balance	87,318,535.25
Ending fair value	87,903,762.28
Unrealized gain (loss)	585,227.03

<u>Detail of Amortized Cost Basis Return</u>				
	Interest earned	Accretion (amortization)	Realized gain (loss)	Total income
Corporate Bonds	61,706.93	(7,438.98)	0.00	54,267.95
Government Agencies	87,269.74	(1,944.22)	0.00	85,325.52
Government Bonds	19,733.78	1,785.56	0.00	21,519.34
Total	168,710.45	(7,597.64)	0.00	161,112.81

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* One month
Fed Funds	2.16	0.96	0.13
Overnight Repo	2.22	0.98	0.13
Merrill Lynch 3m US Treas Bill	2.04	0.87	0.13
Merrill Lynch 6m US Treas Bill	2.02	0.86	0.13
ML 1 Year US Treasury Note	2.06	0.86	0.13
ML 2 Year US Treasury Note	1.97	0.82	0.14
ML 5 Year US Treasury Note	1.96	0.81	0.14

* rates reflected are cumulative

<u>Summary of Amortized Cost Basis Return for the Period</u>	
	Total portfolio
Interest earned	168,710.45
Accretion (amortization)	(7,597.64)
Realized gain (loss) on sales	0.00
Total income on portfolio	161,112.81
Average daily amortized cost	87,258,229.10
Period return (%)	0.18
YTD return (%)	2.13
Weighted average final maturity in days	735

ACTIVITY AND PERFORMANCE SUMMARY

For the period December 1, 2019 - December 31, 2019

<u>Fair Value Basis Activity Summary</u>		
Opening balance		87,863,910.69
Income received	143,896.07	
Total receipts		143,896.07
Total disbursements		0.00
Interportfolio transfers	(91,072.51)	
Total Interportfolio transfers		(91,072.51)
Unrealized gain (loss) on security movements		0.00
Return of capital		0.00
Change in fair value for the period		(12,971.97)
Ending fair value		87,903,762.28

<u>Detail of Fair Value Basis Return</u>			
	Interest earned	Change in fair value	Total income
Corporate Bonds	61,706.93	6,046.11	67,753.04
Government Agencies	87,269.74	(16,209.63)	71,060.11
Government Bonds	19,733.78	(2,808.45)	16,925.33
Total	168,710.45	(12,971.97)	155,738.48

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* One month
Fed Funds	2.16	0.96	0.13
Overnight Repo	2.22	0.98	0.13
ICE BofAML 3 Months US T-BILL	2.28	1.03	0.14
ICE ML 6m US Treas Bill	2.57	1.17	0.16
ICE ML 1 Year US Treasury Note	2.93	1.15	0.18
ICE ML US Treasury 1-3	3.55	1.09	0.21
ICE ML US Treasury 1-5	4.20	1.10	0.14

* rates reflected are cumulative

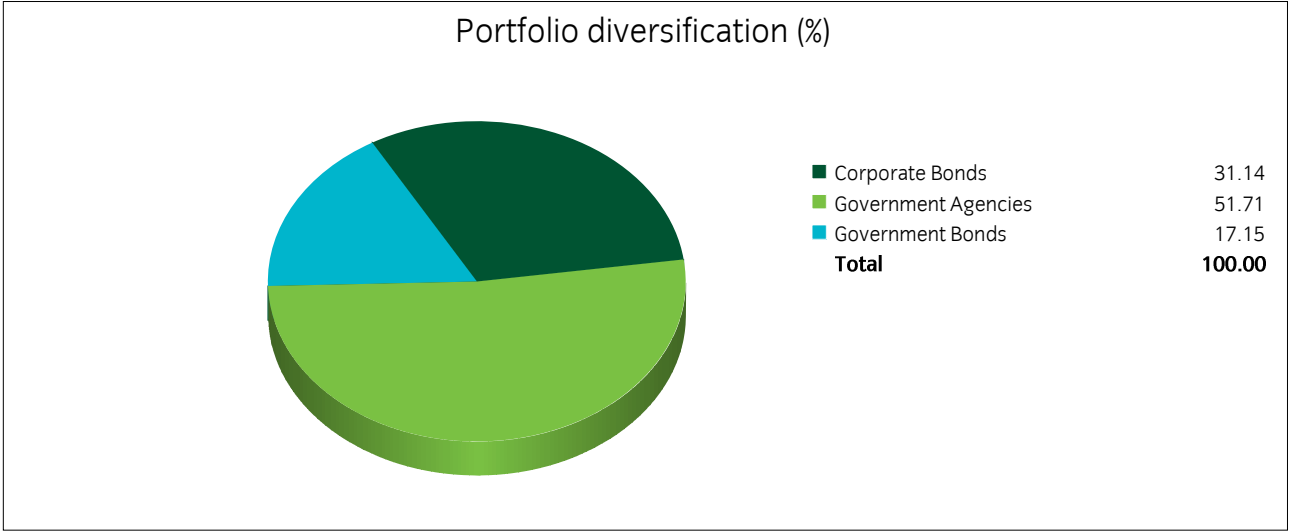
<u>Summary of Fair Value Basis Return for the Period</u>	
	Total portfolio
Interest earned	168,710.45
Change in fair value	(12,971.97)
Total income on portfolio	155,738.48
Average daily total value *	88,329,885.25
Period return (%)	0.18
YTD return (%)	3.32
Weighted average final maturity in days	735

* Total value equals market value and accrued interest

RECAP OF SECURITIES HELD

As of December 31, 2019

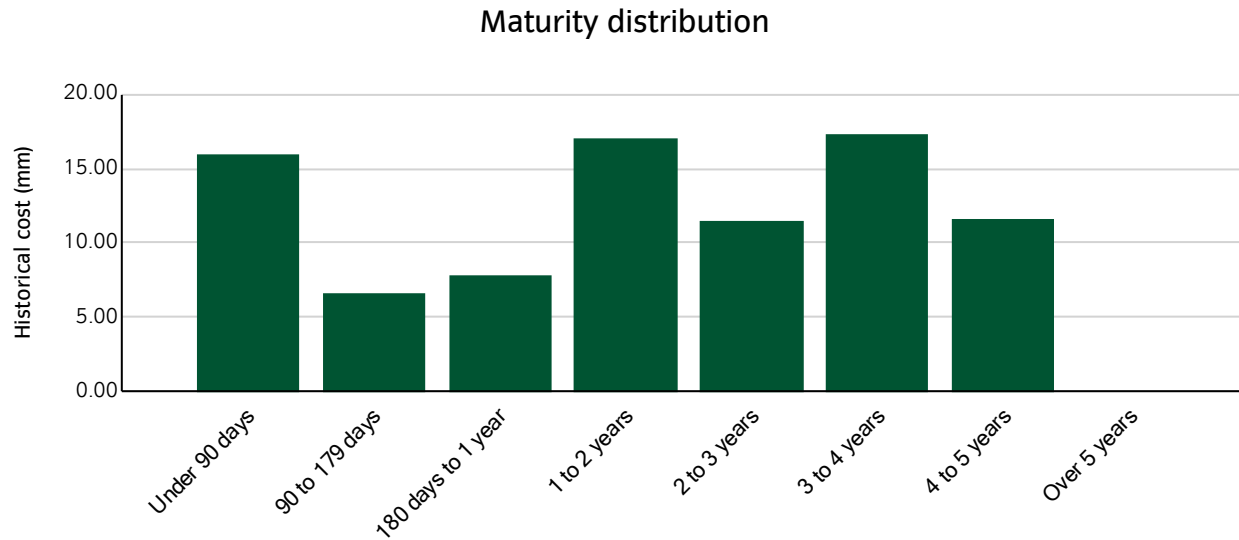
	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Weighted average final maturity (days)	Percent of portfolio	Weighted average effective duration (years)
Corporate Bonds	27,195,368.44	27,120,106.32	27,309,411.95	189,305.63	805	31.14	2.03
Government Agencies	45,156,687.79	45,180,031.64	45,514,251.66	334,220.02	661	51.71	1.73
Government Bonds	14,973,923.01	15,018,397.29	15,080,098.67	61,701.38	831	17.15	2.19
Total	87,325,979.24	87,318,535.25	87,903,762.28	585,227.03	735	100.00	1.90



MATURITY DISTRIBUTION OF SECURITIES HELD

As of December 31, 2019

Maturity	Historic cost	Percent
Under 90 days	15,929,432.36	18.24
90 to 179 days	6,483,334.16	7.42
180 days to 1 year	7,757,145.94	8.88
1 to 2 years	17,002,100.53	19.47
2 to 3 years	11,352,921.79	13.00
3 to 4 years	17,217,441.26	19.72
4 to 5 years	11,583,603.20	13.27
Over 5 years	0.00	0.00
	87,325,979.24	100.00



SECURITIES HELD

As of December 31, 2019

Cusip/ Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost/ Accrued interest purchased	Amortized cost/ Accretion (amortization)	Fair value/ Change in fair value	Unrealized gain (loss)	Interest received	Interest earned	Total accrued interest	% Port cost
Corporate Bonds											
037833CK4 APPLE INC 1.9% 07FEB2020	1.900	02/07/2020	2,000,000.00	1,975,440.00 0.00	1,998,571.19 1,158.49	1,999,935.74 (47.16)	1,364.55	0.00	3,272.22	15,200.00	2.26
594918AY0 MICROSOFT CORP 1.85% 12FEB2020 (CALLABLE 12JAN20)	1.850	02/12/2020 01/12/2020	1,000,000.00	1,005,660.00 0.00	1,000,068.61 (171.51)	1,000,007.30 5.21	(61.31)	0.00	1,593.06	7,143.06	1.15
0258M0DT3 AMERICAN EXPRESS CREDIT 2.375% 26MAY2020 (CALLABLE 25APR20)	2.375	05/26/2020 04/25/2020	1,000,000.00	1,003,500.00 0.00	1,000,457.39 (119.31)	1,001,207.98 (353.32)	750.59	0.00	2,045.14	2,309.03	1.15
931142CU5 WALMART INC 3.625% 08JUL2020	3.625	07/08/2020	1,500,000.00	1,579,455.00 0.00	1,513,114.61 (2,092.76)	1,513,289.64 (2,494.76)	175.03	0.00	4,682.29	26,130.21	1.81
90331HNG4 US BANK NA CINCINNATI 2.05% 23OCT2020 (CALLABLE 23SEP20)	2.050	10/23/2020 09/23/2020	1,725,000.00	1,713,787.50 0.00	1,721,724.56 335.37	1,727,221.01 108.44	5,496.45	0.00	3,045.10	6,679.58	1.96
02665WCS8 AMERICAN HONDA FINANCE 3.15% 08JAN2021	3.150	01/08/2021	1,000,000.00	1,003,360.00 0.00	1,001,781.67 (145.25)	1,013,067.01 (514.02)	11,285.34	0.00	2,712.50	15,137.50	1.15
17275RBD3 CISCO SYSTEMS INC 2.2% 28FEB2021	2.200	02/28/2021	1,500,000.00	1,485,735.00 0.00	1,491,724.72 591.09	1,508,779.95 1,239.22	17,055.23	0.00	2,841.67	11,275.00	1.70
68389XBA2 ORACLE CORP 2.8% 08JUL2021	2.800	07/08/2021	1,000,000.00	1,000,360.00 0.00	1,000,225.72 (12.36)	1,015,288.35 (46.50)	15,062.63	0.00	2,411.12	13,455.56	1.15
17325FAQ1 CITIBANK NA 3.4% 23JUL2021 (CALLABLE 23JUN21)	3.400	07/23/2021 06/23/2021	1,000,000.00	1,015,040.00 0.00	1,010,794.84 (586.24)	1,021,474.88 573.81	10,680.04	0.00	2,927.78	14,922.22	1.16

SECURITIES HELD

As of December 31, 2019

Cusip/ Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost/ Accrued interest purchased	Amortized cost/ Accretion (amortization)	Fair value/ Change in fair value	Unrealized gain (loss)	Interest received	Interest earned	Total accrued interest	% Port cost
Corporate Bonds											
191216AV2 COCA-COLA CO/THE 3.3% 01SEP2021	3.300	09/01/2021	1,000,000.00	1,014,930.00 0.00	1,009,827.96 (490.58)	1,024,784.04 (962.99)	14,956.08	0.00	2,841.67	11,000.00	1.16
17275RBJ0 CISCO SYSTEMS INC 1.85% 20SEP2021 (CALLABLE 20AUG21)	1.850	09/20/2021	1,000,000.00	978,250.00 0.00	985,342.39 709.24	1,000,684.78 714.23	15,342.39	0.00	1,593.06	5,190.28	1.12
0258M0EG0 AMERICAN EXPRESS CREDIT 2.7% 03MAR2022 (CALLABLE 31JAN22)	2.700	03/03/2022 01/31/2022	800,000.00	800,752.00 0.00	800,552.94 (22.12)	813,429.94 721.46	12,877.00	0.00	1,860.00	7,080.00	0.92
90331HPC1 US BANK NA CINCINNATI 2.65% 23MAY2022 (CALLABLE 22APR22)	2.650	05/23/2022 04/23/2022	1,000,000.00	1,012,470.00 0.00	1,010,201.61 (367.85)	1,018,726.56 1,068.57	8,524.95	0.00	2,281.94	2,797.22	1.16
06051GFZ7 BANK OF AMERICA CORP 2.503% 21OCT2022 (CALLABLE 21OCT21)	2.503	10/21/2022 10/21/2021	1,000,000.00	1,002,230.00 0.00	1,001,736.52 (80.02)	1,009,733.62 1,151.70	7,997.10	0.00	2,155.36	4,866.94	1.15
02665WCA7 AMERICAN HONDA FINANCE 2.6% 16NOV2022	2.600	11/16/2022	1,000,000.00	1,011,150.00 0.00	1,009,499.51 (275.08)	1,020,225.59 2,936.38	10,726.08	0.00	2,238.89	3,250.00	1.16
46625HJH4 JPMORGAN CHASE & CO 3.2% 25JAN2023	3.200	01/25/2023	1,000,000.00	1,031,190.00 0.00	1,027,462.11 (745.58)	1,032,043.78 (1,890.17)	4,581.67	0.00	2,755.56	13,866.67	1.18
369550BD9 GENERAL DYNAMICS CORP 3.375% 15MAY2023 (CALLABLE 15APR23)	3.375	05/15/2023 04/15/2023	943,000.00	984,840.91 0.00	979,323.43 (919.58)	985,337.31 (1,551.72)	6,013.88	0.00	2,740.60	4,066.69	1.13
742718EB1 PROCTER & GAMBLE CO/THE 3.1% 15AUG2023	3.100	08/15/2023	1,000,000.00	1,041,328.13 0.00	1,036,318.66 (834.91)	1,044,682.04 (4,433.87)	8,363.38	0.00	2,669.44	11,711.11	1.19

SECURITIES HELD

As of December 31, 2019

Cusip/ Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost/ Accrued interest purchased	Amortized cost/ Accretion (amortization)	Fair value/ Change in fair value	Unrealized gain (loss)	Interest received	Interest earned	Total accrued interest	% Port cost
Corporate Bonds											
24422EUM9 JOHN DEERE CAPITAL CORP 3.65% 12OCT2023	3.650	10/12/2023	950,000.00	1,005,926.50 0.00	1,001,959.00 (1,144.47)	1,006,808.17 (987.01)	4,849.17	0.00	2,985.91	7,609.24	1.15
693475AV7 PNC FINANCIAL SERVICES 3.5% 23JAN2024 (CALLABLE 23DEC23)	3.500	01/23/2024 12/24/2023	1,000,000.00	1,047,210.00 0.00	1,042,575.16 (891.32)	1,053,199.70 273.28	10,624.54	0.00	3,013.89	15,361.11	1.20
594918BX1 MICROSOFT CORP 2.875% 06FEB2024 (CALLABLE 06DEC23)	2.875	02/06/2024 12/06/2023	960,000.00	993,734.40 0.00	990,252.00 (640.93)	996,153.47 (525.01)	5,901.47	0.00	2,376.67	11,116.67	1.14
24422EUX5 JOHN DEERE CAPITAL CORP 2.6% 07MAR2024	2.600	03/07/2024	1,450,000.00	1,476,419.00 0.00	1,474,143.99 (480.63)	1,483,304.17 3,532.22	9,160.18	0.00	3,246.39	11,938.33	1.69
693506BQ9 PPG INDUSTRIES INC 2.4% 15AUG2024 (CALLABLE 15JUL24)	2.400	08/15/2024 07/15/2024	2,000,000.00	2,012,600.00 (16,133.33)	2,012,447.73 (152.27)	2,020,026.92 7,426.92	7,579.19	0.00	2,000.00	18,133.33	2.30
Total Corporate Bonds			26,828,000.00	27,195,368.44 (16,133.33)	27,120,106.32 (7,378.58)	27,309,411.95 5,944.91	189,305.63	0.00	60,290.26	240,239.75	31.14
Government Agencies											
3133ECEY6 FEDERAL FARM CREDIT BANK 1.45% 11FEB2020	1.450	02/11/2020	2,000,000.00	2,004,900.00 0.00	2,000,172.00 (125.86)	1,999,682.92 520.66	(489.08)	0.00	2,497.22	11,277.78	2.30
3134GAXC3 FREDDIE MAC 1.25% 28FEB2020 CALLABLE	1.250	02/28/2020	1,500,000.00	1,487,625.00 0.00	1,499,386.54 317.31	1,498,986.53 271.43	(400.01)	0.00	1,614.58	6,406.25	1.70
3130A12B3 FEDERAL HOME LOAN BANK 2.125% 13MAR2020	2.125	03/13/2020	3,000,000.00	2,976,160.95 0.00	2,996,141.35 1,585.75	3,002,459.85 (972.42)	6,318.50	0.00	5,489.58	19,125.00	3.41

SECURITIES HELD

As of December 31, 2019

Cusip/ Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost/ Accrued interest purchased	Amortized cost/ Accretion (amortization)	Fair value/ Change in fair value	Unrealized gain (loss)	Interest received	Interest earned	Total accrued interest	% Port cost
Government Agencies											
3134G3K58 FREDDIE MAC 1.5% 19MAR2020 CALLABLE	1.500	03/19/2020	2,000,000.00	1,976,400.00 0.00	1,997,637.01 897.34	1,999,246.02 (157.42)	1,609.01	0.00	2,583.33	8,500.00	2.26
3133EJPV5 FEDERAL FARM CREDIT BANK 2.54% 23MAR2020	2.540	03/23/2020	2,000,000.00	1,999,116.00 0.00	1,999,885.18 41.51	2,005,055.88 (840.70)	5,170.70	0.00	4,374.45	13,828.89	2.29
3136FT5H8 FANNIE MAE 2% 27MAR2020 CALLABLE	2.000	03/27/2020	1,000,000.00	1,011,747.60 0.00	1,001,124.36 (387.71)	1,000,863.77 (260.56)	(260.59)	0.00	1,722.22	5,222.22	1.16
3134G8TY5 FREDDIE MAC 1.42% 30MAR2020 CALLABLE	1.420	03/30/2020	1,000,000.00	997,456.66 0.00	999,749.01 83.66	999,458.05 (64.29)	(290.96)	0.00	1,183.33	3,550.00	1.14
3133EJME6 FEDERAL FARM CREDIT BANK 2.5% 27APR2020	2.500	04/27/2020	2,000,000.00	1,996,440.00 0.00	1,999,376.47 159.88	2,006,452.62 (655.52)	7,076.15	0.00	4,305.56	8,888.89	2.29
313370U55 FEDERAL HOME LOAN BANK 2.875% 11SEP2020	2.875	09/11/2020	1,500,000.00	1,500,675.00 0.00	1,500,239.30 (28.60)	1,510,890.98 (3,068.43)	10,651.68	0.00	3,713.54	13,177.08	1.72
3136G0K75 FANNIE MAE 1.625% 09OCT2020 CALLABLE	1.625	10/09/2020	2,000,000.00	1,973,580.00 0.00	1,992,546.84 801.42	1,999,391.18 809.54	6,844.34	0.00	2,798.61	7,402.78	2.26
3133EKAJ5 FEDERAL FARM CREDIT BANK 2.5% 11FEB2021	2.500	02/11/2021	2,000,000.00	1,998,760.00 0.00	1,999,309.39 51.67	2,020,465.02 (621.80)	21,155.63	0.00	4,305.55	19,444.44	2.29
3130A0XD7 FEDERAL HOME LOAN BANK 2.375% 12MAR2021	2.375	03/12/2021	2,500,000.00	2,493,802.58 0.00	2,496,250.30 260.40	2,521,517.40 (665.25)	25,267.10	0.00	5,112.85	17,977.43	2.86
313373ZY1 FEDERAL HOME LOAN BANK 3.625% 11JUN2021	3.625	06/11/2021	2,000,000.00	2,048,660.00 0.00	2,030,056.94 (1,730.73)	2,057,216.30 (1,689.42)	27,159.36	36,250.00	6,243.06	4,027.78	2.35

SECURITIES HELD

As of December 31, 2019

Cusip/ Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost/ Accrued interest purchased	Amortized cost/ Accretion (amortization)	Fair value/ Change in fair value	Unrealized gain (loss)	Interest received	Interest earned	Total accrued interest	% Port cost
Government Agencies											
3130AADV7 FEDERAL HOME LOAN BANK 2% 03DEC2021 #0000	2.000	12/03/2021	1,000,000.00	984,560.00 0.00	989,499.59 454.57	1,007,299.61 677.45	17,800.02	10,000.00	1,722.23	1,555.56	1.13
3135G0U92 FANNIE MAE 2.625% 11JAN2022	2.625	01/11/2022	2,000,000.00	2,004,368.00 0.00	2,003,040.96 (124.80)	2,040,468.74 484.70	37,427.78	0.00	4,520.84	24,791.67	2.30
313378WG2 FEDERAL HOME LOAN BANK 2.5% 11MAR2022	2.500	03/11/2022	2,000,000.00	2,019,700.00 0.00	2,015,571.26 (570.16)	2,037,542.76 344.18	21,971.50	0.00	4,305.56	15,277.78	2.31
313379Q69 FEDERAL HOME LOAN BANK 2.125% 10JUN2022	2.125	06/10/2022	1,000,000.00	994,870.00 0.00	995,968.31 132.72	1,011,519.00 253.65	15,550.69	10,625.00	1,829.86	1,239.58	1.14
313380GJ0 FEDERAL HOME LOAN BANK 2% 09SEP2022 #0000	2.000	09/09/2022	1,000,000.00	995,020.00 0.00	995,934.61 125.87	1,010,917.33 2,103.14	14,982.72	0.00	1,722.22	6,222.22	1.14
3130A3KM5 FEDERAL HOME LOAN BANK 2.5% 09DEC2022	2.500	12/09/2022	1,500,000.00	1,531,815.00 0.00	1,526,975.25 (764.17)	1,537,237.47 1,069.09	10,262.22	18,750.00	3,229.17	2,291.67	1.75
3133EKKT2 FEDERAL FARM CREDIT BANK 2.25% 08FEB2023	2.250	02/08/2023	1,500,000.00	1,520,580.00 0.00	1,517,590.55 (472.02)	1,528,043.45 (147.13)	10,452.90	0.00	2,906.25	13,406.25	1.74
3135G0U43 FANNIE MAE 2.875% 12SEP2023	2.875	09/12/2023	2,000,000.00	2,081,960.00 0.00	2,071,964.88 (1,620.83)	2,087,714.22 (981.10)	15,749.34	0.00	4,951.39	17,409.72	2.38
3133EKVB9 FEDERAL FARM CREDIT BANK 1.86% 17OCT2023	1.860	10/17/2023	2,000,000.00	1,993,956.00 0.00	1,994,575.08 119.05	2,016,253.56 (1,657.18)	21,678.48	0.00	3,203.34	7,646.67	2.28
3133EKKU9 FEDERAL FARM CREDIT BANK 2.3% 08NOV2023	2.300	11/08/2023	1,500,000.00	1,524,645.00 0.00	1,521,677.60 (468.54)	1,536,855.08 (1,767.90)	15,177.48	0.00	2,970.84	5,079.17	1.75

SECURITIES HELD

As of December 31, 2019

Cusip/ Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost/ Accrued interest purchased	Amortized cost/ Accretion (amortization)	Fair value/ Change in fair value	Unrealized gain (loss)	Interest received	Interest earned	Total accrued interest	% Port cost
Government Agencies											
3130AB3H7 FEDERAL HOME LOAN BANK 2.375% 08MAR2024	2.375	03/08/2024	2,000,000.00	2,045,380.00 0.00	2,040,421.17 (804.13)	2,058,847.24 (487.14)	18,426.07	0.00	4,090.28	14,909.72	2.34
3133EKNX0 FEDERAL FARM CREDIT BANK 2.16% 03JUN2024	2.160	06/03/2024	1,000,000.00	1,012,070.00 0.00	1,010,814.12 (203.66)	1,017,586.58 (5,272.93)	6,772.46	10,800.00	1,860.00	1,680.00	1.16
3135GOV75 FANNIE MAE 1.75% 02JUL2024	1.750	07/02/2024	2,000,000.00	1,982,440.00 0.00	1,984,123.57 293.65	2,002,280.10 (3,882.22)	18,156.53	0.00	3,013.88	16,819.44	2.27
Total Government Agencies			45,000,000.00	45,156,687.79 0.00	45,180,031.64 (1,976.41)	45,514,251.66 (16,657.57)	334,220.02	86,425.00	86,269.74	267,157.99	51.71
Government Bonds											
912828H52 USA TREASURY 1.25% 31JAN2020	1.250	01/31/2020	1,500,000.00	1,492,382.81 0.00	1,499,796.09 203.92	1,499,517.53 559.07	(278.56)	0.00	1,579.49	7,795.52	1.71
912828UV0 USA TREASURY 1.125% 31MAR2020	1.125	03/31/2020	1,500,000.00	1,485,468.75 0.00	1,498,685.54 447.78	1,498,007.82 703.14	(677.72)	0.00	1,429.30	4,241.80	1.70
912828XE5 USA TREASURY 1.5% 31MAY2020	1.500	05/31/2020	1,000,000.00	1,000,468.75 0.00	1,000,068.97 (14.07)	999,448.33 307.71	(620.64)	7,500.00	1,270.49	1,270.49	1.15
912828Q2 USA TREASURY 1.5% 15AUG2020	1.500	08/15/2020	1,000,000.00	989,648.44 0.00	997,581.81 328.79	999,218.75 390.63	1,636.94	0.00	1,263.59	5,625.00	1.13
912828WN6 USA TREASURY 2% 31MAY2021	2.000	05/31/2021	2,000,000.00	1,976,412.95 0.00	1,985,585.69 864.30	2,011,015.62 1,718.74	25,429.93	20,000.00	3,387.98	3,387.98	2.26
912828W55 USA TREASURY 1.875% 28FEB2022	1.875	02/28/2022	1,000,000.00	982,776.79 0.00	987,686.57 483.18	1,006,132.81 703.12	18,446.24	0.00	1,596.84	6,284.34	1.13

SECURITIES HELD

As of December 31, 2019

Cusip/ Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost/ Accrued interest purchased	Amortized cost/ Accretion (amortization)	Fair value/ Change in fair value	Unrealized gain (loss)	Interest received	Interest earned	Total accrued interest	% Port cost
Government Bonds											
912828S35 USA TREASURY 1.375% 30JUN2023	1.375	06/30/2023	1,000,000.00	984,492.19 0.00	986,482.27 328.15	991,289.06 (703.13)	4,806.79	6,875.00	1,158.29	0.00	1.13
912828Y61 USA TREASURY 2.75% 31JUL2023	2.750	07/31/2023	1,000,000.00	1,040,468.75 0.00	1,039,065.04 (925.85)	1,038,437.50 (1,523.44)	(627.54)	0.00	2,316.57	11,433.42	1.19
912828D1 USA TREASURY 1.375% 31AUG2023	1.375	08/31/2023	2,000,000.00	1,967,109.38 0.00	1,971,158.78 667.72	1,981,562.50 (1,562.50)	10,403.72	0.00	2,342.03	9,217.03	2.25
912828V23 USA TREASURY 2.25% 31DEC2023	2.250	12/31/2023	1,000,000.00	1,019,261.16 0.00	1,017,117.13 (363.19)	1,022,773.44 (1,992.18)	5,656.31	11,250.00	1,895.38	0.00	1.17
9128286R6 USA TREASURY 2.25% 30APR2024	2.250	04/30/2024	1,000,000.00	1,023,050.23 (3,770.60)	1,023,035.67 (14.56)	1,024,062.50 1,012.27	1,026.83	0.00	0.00	3,770.60	1.17
912828U3 USA TREASURY 1.875% 31AUG2024	1.875	08/31/2024	1,000,000.00	1,012,382.81 0.00	1,012,133.73 (220.61)	1,008,632.81 (2,421.88)	(3,500.92)	0.00	1,493.82	6,284.34	1.16
Total Government Bonds			15,000,000.00	14,973,923.01 (3,770.60)	15,018,397.29 1,785.56	15,080,098.67 (2,808.45)	61,701.38	45,625.00	19,733.78	59,310.52	17.15
Grand total			86,828,000.00	87,325,979.24 (19,903.93)	87,318,535.25 (7,569.43)	87,903,762.28 (13,521.11)	585,227.03	132,050.00	166,293.78	566,708.26	100.00

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of December 31, 2019

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
Federal Home Loan Banks												
3130A12B3	FEDERAL HOME LOAN	2.125	03/13/2020		AA+	Aaa	3,000,000.00	2,976,160.95	3.41	3,002,459.85	3.42	0.20
313370US5	FEDERAL HOME LOAN	2.875	09/11/2020		AA+	Aaa	1,500,000.00	1,500,675.00	1.72	1,510,890.98	1.72	0.68
3130A0XD7	FEDERAL HOME LOAN	2.375	03/12/2021		AA+	Aaa	2,500,000.00	2,493,802.58	2.86	2,521,517.40	2.87	1.17
313373ZY1	FEDERAL HOME LOAN	3.625	06/11/2021		AA+	Aaa	2,000,000.00	2,048,660.00	2.35	2,057,216.30	2.34	1.41
3130AADV7	FEDERAL HOME LOAN	2.000	12/03/2021		AA+	Aaa	1,000,000.00	984,560.00	1.13	1,007,299.61	1.15	1.88
313378WG2	FEDERAL HOME LOAN	2.500	03/11/2022		AA+	Aaa	2,000,000.00	2,019,700.00	2.31	2,037,542.76	2.32	2.11
313379Q69	FEDERAL HOME LOAN	2.125	06/10/2022		AA+	Aaa	1,000,000.00	994,870.00	1.14	1,011,519.00	1.15	2.37
313380GJ0	FEDERAL HOME LOAN	2.000	09/09/2022		AA+	Aaa	1,000,000.00	995,020.00	1.14	1,010,917.33	1.15	2.59
3130A3KM5	FEDERAL HOME LOAN	2.500	12/09/2022		AA+	Aaa	1,500,000.00	1,531,815.00	1.75	1,537,237.47	1.75	2.82
3130AB3H7	FEDERAL HOME LOAN	2.375	03/08/2024		AA+	Aaa	2,000,000.00	2,045,380.00	2.34	2,058,847.24	2.34	3.95
Issuer total							17,500,000.00	17,590,643.53	20.14	17,755,447.94	20.20	1.75
United States Treasury Note/Bond												
912828H52	USA TREASURY 1.25%	1.250	01/31/2020		AA+	Aaa	1,500,000.00	1,492,382.81	1.71	1,499,517.53	1.71	0.08
912828UV0	USA TREASURY 1.125%	1.125	03/31/2020		AA+	Aaa	1,500,000.00	1,485,468.75	1.70	1,498,007.82	1.70	0.25
912828XE5	USA TREASURY 1.5%	1.500	05/31/2020		AA+	Aaa	1,000,000.00	1,000,468.75	1.15	999,448.33	1.14	0.41
9128282Q2	USA TREASURY 1.5%	1.500	08/15/2020		AA+	Aaa	1,000,000.00	989,648.44	1.13	999,218.75	1.14	0.62
912828WN6	USA TREASURY 2%	2.000	05/31/2021		AA+	Aaa	2,000,000.00	1,976,412.95	2.26	2,011,015.62	2.29	1.39
912828W55	USA TREASURY 1.875%	1.875	02/28/2022		AA+	Aaa	1,000,000.00	982,776.79	1.13	1,006,132.81	1.14	2.10
912828S35	USA TREASURY 1.375%	1.375	06/30/2023		AA+	Aaa	1,000,000.00	984,492.19	1.13	991,289.06	1.13	3.40
912828Y61	USA TREASURY 2.75%	2.750	07/31/2023		AA+	Aaa	1,000,000.00	1,040,468.75	1.19	1,038,437.50	1.18	3.37
9128282D1	USA TREASURY 1.375%	1.375	08/31/2023		AA+	Aaa	2,000,000.00	1,967,109.38	2.25	1,981,562.50	2.25	3.54
912828V23	USA TREASURY 2.25%	2.250	12/31/2023		AA+	Aaa	1,000,000.00	1,019,261.16	1.17	1,022,773.44	1.16	3.82
9128286R6	USA TREASURY 2.25%	2.250	04/30/2024		AA+	Aaa	1,000,000.00	1,023,050.23	1.17	1,024,062.50	1.16	4.11

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of December 31, 2019

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
United States Treasury Note/Bond												
9128282U3	USA TREASURY 1.875%	1.875	08/31/2024		AA+	Aaa	1,000,000.00	1,012,382.81	1.16	1,008,632.81	1.15	4.43
Issuer total							15,000,000.00	14,973,923.01	17.15	15,080,098.67	17.16	2.19
Federal Farm Credit Banks Funding Corp												
3133ECEY6	FEDERAL FARM CREDIT	1.450	02/11/2020		AA+	Aaa	2,000,000.00	2,004,900.00	2.30	1,999,682.92	2.27	0.11
3133EJPV5	FEDERAL FARM CREDIT	2.540	03/23/2020		AA+	Aaa	2,000,000.00	1,999,116.00	2.29	2,005,055.88	2.28	0.23
3133EJME6	FEDERAL FARM CREDIT	2.500	04/27/2020		AA+	Aaa	2,000,000.00	1,996,440.00	2.29	2,006,452.62	2.28	0.32
3133EKAJ5	FEDERAL FARM CREDIT	2.500	02/11/2021		AA+	Aaa	2,000,000.00	1,998,760.00	2.29	2,020,465.02	2.30	1.09
3133EKKT2	FEDERAL FARM CREDIT	2.250	02/08/2023		AA+	Aaa	1,500,000.00	1,520,580.00	1.74	1,528,043.45	1.74	2.97
3133EKVB9	FEDERAL FARM CREDIT	1.860	10/17/2023		AA+	Aaa	2,000,000.00	1,993,956.00	2.28	2,016,253.56	2.29	3.64
3133EKKU9	FEDERAL FARM CREDIT	2.300	11/08/2023		AA+	Aaa	1,500,000.00	1,524,645.00	1.75	1,536,855.08	1.75	3.68
3133EKNX0	FEDERAL FARM CREDIT	2.160	06/03/2024		AA+	Aaa	1,000,000.00	1,012,070.00	1.16	1,017,586.58	1.16	4.21
Issuer total							14,000,000.00	14,050,467.00	16.09	14,130,395.11	16.07	1.79
Federal National Mortgage Association												
3136FT5H8	FANNIE MAE 2%	2.000	03/27/2020		AA+	Aaa	1,000,000.00	1,011,747.60	1.16	1,000,863.77	1.14	0.24
3136G0K75	FANNIE MAE 1.625%	1.625	10/09/2020		AA+	Aaa	2,000,000.00	1,973,580.00	2.26	1,999,391.18	2.27	0.76
3135G0U92	FANNIE MAE 2.625%	2.625	01/11/2022		AA+	Aaa	2,000,000.00	2,004,368.00	2.30	2,040,468.74	2.32	1.95
3135G0U43	FANNIE MAE 2.875%	2.875	09/12/2023		AA+	Aaa	2,000,000.00	2,081,960.00	2.38	2,087,714.22	2.37	3.48
3135G0V75	FANNIE MAE 1.75%	1.750	07/02/2024		AA+	Aaa	2,000,000.00	1,982,440.00	2.27	2,002,280.10	2.28	4.28
Issuer total							9,000,000.00	9,054,095.60	10.37	9,130,718.01	10.39	2.36
Federal Home Loan Mortgage Corp												
3134GAXC3	FREDDIE MAC 1.25%	1.250	02/28/2020		AA+	Aaa	1,500,000.00	1,487,625.00	1.70	1,498,986.53	1.71	0.16
3134G3K58	FREDDIE MAC 1.5%	1.500	03/19/2020		AA+	Aaa	2,000,000.00	1,976,400.00	2.26	1,999,246.02	2.27	0.22

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of December 31, 2019

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
Federal Home Loan Mortgage Corp												
3134G8TY5	FREDDIE MAC 1.42%	1.420	03/30/2020		AA+	Aaa	1,000,000.00	997,456.66	1.14	999,458.05	1.14	0.25
Issuer total							4,500,000.00	4,461,481.66	5.11	4,497,690.60	5.12	0.21
US Bank NA/Cincinnati OH												
90331HNG4	US BANK NA CINCINNATI	2.050	10/23/2020	09/23/2020	AA-	A1	1,725,000.00	1,713,787.50	1.96	1,727,221.01	1.96	0.75
90331HPC1	US BANK NA CINCINNATI	2.650	05/23/2022	04/23/2022	AA-	A1	1,000,000.00	1,012,470.00	1.16	1,018,726.56	1.16	2.24
Issuer total							2,725,000.00	2,726,257.50	3.12	2,745,947.57	3.12	1.30
Cisco Systems Inc												
17275RBD3	CISCO SYSTEMS INC 2.2%	2.200	02/28/2021		AA-	A1	1,500,000.00	1,485,735.00	1.70	1,508,779.95	1.72	1.13
17275RBJ0	CISCO SYSTEMS INC	1.850	09/20/2021		AA-	A1	1,000,000.00	978,250.00	1.12	1,000,684.78	1.14	1.63
Issuer total							2,500,000.00	2,463,985.00	2.82	2,509,464.73	2.85	1.33
John Deere Capital Corp												
24422EUM9	JOHN DEERE CAPITAL	3.650	10/12/2023		A	A2	950,000.00	1,005,926.50	1.15	1,006,808.17	1.15	3.51
24422EUX5	JOHN DEERE CAPITAL	2.600	03/07/2024		A	A2	1,450,000.00	1,476,419.00	1.69	1,483,304.17	1.69	3.92
Issuer total							2,400,000.00	2,482,345.50	2.84	2,490,112.34	2.83	3.75
American Honda Finance Corp												
02665WCS8	AMERICAN HONDA	3.150	01/08/2021		A	A2	1,000,000.00	1,003,360.00	1.15	1,013,067.01	1.15	0.99
02665WCA7	AMERICAN HONDA	2.600	11/16/2022		A	A2	1,000,000.00	1,011,150.00	1.16	1,020,225.59	1.16	2.76
Issuer total							2,000,000.00	2,014,510.00	2.31	2,033,292.60	2.31	1.88
PPG Industries Inc												
693506BQ9	PPG INDUSTRIES INC 2.4%	2.400	08/15/2024	07/15/2024	A-	A3	2,000,000.00	2,012,600.00	2.30	2,020,026.92	2.30	4.28
Issuer total							2,000,000.00	2,012,600.00	2.30	2,020,026.92	2.30	4.28

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of December 31, 2019

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
Apple Inc												
037833CK4	APPLE INC 1.9%	1.900	02/07/2020		AA+	Aa1	2,000,000.00	1,975,440.00	2.26	1,999,935.74	2.28	0.10
Issuer total							2,000,000.00	1,975,440.00	2.26	1,999,935.74	2.28	0.10
Microsoft Corp												
594918AY0	MICROSOFT CORP 1.85%	1.850	02/12/2020	01/12/2020	AAA	Aaa	1,000,000.00	1,005,660.00	1.15	1,000,007.30	1.14	0.11
594918BX1	MICROSOFT CORP 2.875%	2.875	02/06/2024	12/06/2023	AAA	Aaa	960,000.00	993,734.40	1.14	996,153.47	1.13	3.72
Issuer total							1,960,000.00	1,999,394.40	2.29	1,996,160.77	2.27	1.90
American Express Credit Corp												
0258M0DT3	AMERICAN EXPRESS	2.375	05/26/2020	04/25/2020	A-	A2	1,000,000.00	1,003,500.00	1.15	1,001,207.98	1.14	0.33
0258M0EG0	AMERICAN EXPRESS	2.700	03/03/2022	01/31/2022	A-	A2	800,000.00	800,752.00	0.92	813,429.94	0.93	2.02
Issuer total							1,800,000.00	1,804,252.00	2.07	1,814,637.92	2.06	1.08
Walmart Inc												
931142CU5	WALMART INC 3.625%	3.625	07/08/2020		AA	Aa2	1,500,000.00	1,579,455.00	1.81	1,513,289.64	1.72	0.51
Issuer total							1,500,000.00	1,579,455.00	1.81	1,513,289.64	1.72	0.51
PNC Financial Services Group Inc/The												
693475AV7	PNC FINANCIAL	3.500	01/23/2024	12/24/2023	A-	A3	1,000,000.00	1,047,210.00	1.20	1,053,199.70	1.20	3.68
Issuer total							1,000,000.00	1,047,210.00	1.20	1,053,199.70	1.20	3.68
Procter & Gamble Co/The												
742718EB1	PROCTER & GAMBLE	3.100	08/15/2023		AA-	Aa3	1,000,000.00	1,041,328.13	1.19	1,044,682.04	1.19	3.39
Issuer total							1,000,000.00	1,041,328.13	1.19	1,044,682.04	1.19	3.39
JPMorgan Chase & Co												
46625HJH4	JPMORGAN CHASE & CO	3.200	01/25/2023		A-	A2	1,000,000.00	1,031,190.00	1.18	1,032,043.78	1.17	2.88
Issuer total							1,000,000.00	1,031,190.00	1.18	1,032,043.78	1.17	2.88

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of December 31, 2019

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
Coca-Cola Co/The												
191216AV2	COCA-COLA CO/THE 3.3%	3.300	09/01/2021		A+	A1	1,000,000.00	1,014,930.00	1.16	1,024,784.04	1.17	1.61
Issuer total							1,000,000.00	1,014,930.00	1.16	1,024,784.04	1.17	1.61
Citibank NA												
17325FAQ1	CITIBANK NA 3.4%	3.400	07/23/2021	06/23/2021	A+	Aa3	1,000,000.00	1,015,040.00	1.16	1,021,474.88	1.16	1.42
Issuer total							1,000,000.00	1,015,040.00	1.16	1,021,474.88	1.16	1.42
Oracle Corp												
68389XBA2	ORACLE CORP 2.8%	2.800	07/08/2021		A+	A1	1,000,000.00	1,000,360.00	1.15	1,015,288.35	1.15	1.47
Issuer total							1,000,000.00	1,000,360.00	1.15	1,015,288.35	1.15	1.47
Bank of America Corp												
06051GFZ7	BANK OF AMERICA CORP	2.503	10/21/2022	10/21/2021	A-	A2	1,000,000.00	1,002,230.00	1.15	1,009,733.62	1.15	1.97
Issuer total							1,000,000.00	1,002,230.00	1.15	1,009,733.62	1.15	1.97
General Dynamics Corp												
369550BD9	GENERAL DYNAMICS	3.375	05/15/2023	04/15/2023	A+	A2	943,000.00	984,840.91	1.13	985,337.31	1.12	3.11
Issuer total							943,000.00	984,840.91	1.13	985,337.31	1.12	3.11
Grand total							86,828,000.00	87,325,979.24	100.00	87,903,762.28	100.00	1.90

SECURITIES PURCHASED

For the period December 1, 2019 - December 31, 2019

Cusip / Description / Broker	Trade date Settle date	Coupon	Maturity/ Call date	Par value or shares	Unit cost	Principal cost	Accrued interest purchased
Corporate Bonds							
693506BQ9	12/11/2019	2.400	08/15/2024	2,000,000.00	100.63	(2,012,600.00)	(16,133.33)
PPG INDUSTRIES INC 2.4% 15AUG2024 (CALLABLE 15JUL24) JEFFERIES LLC.	12/16/2019		07/15/2024				
Total Corporate Bonds				2,000,000.00		(2,012,600.00)	(16,133.33)
Government Bonds							
9128286R6	12/30/2019	2.250	04/30/2024	1,000,000.00	102.31	(1,023,050.23)	(3,770.60)
USA TREASURY 2.25% 30APR2024 BNP PARIBAS PARIS	12/31/2019						
Total Government Bonds				1,000,000.00		(1,023,050.23)	(3,770.60)
Grand total				3,000,000.00		(3,035,650.23)	(19,903.93)

SECURITIES SOLD AND MATURED

For the period December 1, 2019 - December 31, 2019

Cusip/ Description/ Broker	Trade date Settle date	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost at sale or maturity /Accr (amort)	Price	Fair value at sale or maturity / Chg.in fair value	Realized gain (loss)	Accrued interest sold	Interest received	Interest earned
Corporate Bonds												
717081EB5 PFIZER INC 1.7% 12-15-2019	12/16/2019 12/16/2019	1.700		(2,000,000.00)	2,003,600.00	2,000,000.00 (60.40)	0.00	2,000,000.00 101.20	0.00	0.00	17,000.00	1,416.67
Total (Corporate Bonds)				(2,000,000.00)	2,003,600.00	2,000,000.00 (60.40)		2,000,000.00 101.20	0.00	0.00	17,000.00	1,416.67
Government Agencies												
3136G4DA8 FANNIE MAE 1.2% 30DEC2019 CALLABLE #0001	12/30/2019 12/30/2019	1.200		(1,000,000.00)	998,750.00	1,000,000.00 32.19	0.00	1,000,000.00 447.94	0.00	0.00	6,000.00	1,000.00
Total (Government Agencies)				(1,000,000.00)	998,750.00	1,000,000.00 32.19		1,000,000.00 447.94	0.00	0.00	6,000.00	1,000.00
Government Bonds												
9128283H1 UTD STATES TREAS 1.75% 11-30-2019	12/02/2019 12/02/2019	1.750		(1,000,000.00)	991,953.13	1,000,000.00 0.00	0.00	1,000,000.00 0.00	0.00	0.00	8,750.00	0.00
Total (Government Bonds)				(1,000,000.00)	991,953.13	1,000,000.00 0.00		1,000,000.00 0.00	0.00	0.00	8,750.00	0.00
Grand total				(4,000,000.00)	3,994,303.13	4,000,000.00 (28.21)		4,000,000.00 549.14	0.00	0.00	31,750.00	2,416.67

TRANSACTION REPORT

For the period December 1, 2019 - December 31, 2019

Trade date Settle date	Cusip	Transaction	Sec type	Description	Maturity	Par value or shares	Realized gain(loss)	Principal	Interest	Transaction total
11/30/2019 11/30/2019	9128283H1	Income	Government Bonds	UTD STATES TREAS 1.75%	11/30/2019	1,000,000.00	0.00	0.00	8,750.00	8,750.00
11/30/2019 11/30/2019	912828WN6	Income	Government Bonds	USA TREASURY 2% 31MAY2021	05/31/2021	2,000,000.00	0.00	0.00	20,000.00	20,000.00
11/30/2019 11/30/2019	912828XE5	Income	Government Bonds	USA TREASURY 1.5%	05/31/2020	1,000,000.00	0.00	0.00	7,500.00	7,500.00
12/02/2019 12/02/2019	9128283H1	Capital Change	Government Bonds	UTD STATES TREAS 1.75%	11/30/2019	(1,000,000.00)	0.00	1,000,000.00	0.00	1,000,000.00
12/03/2019 12/03/2019	3130AADV7	Income	Government Agencies	FEDERAL HOME LOAN BANK 2%	12/03/2021	1,000,000.00	0.00	0.00	10,000.00	10,000.00
12/03/2019 12/03/2019	3133EKNX0	Income	Government Agencies	FEDERAL FARM CREDIT BANK	06/03/2024	1,000,000.00	0.00	0.00	10,800.00	10,800.00
12/09/2019 12/09/2019	3130A3KM5	Income	Government Agencies	FEDERAL HOME LOAN BANK	12/09/2022	1,500,000.00	0.00	0.00	18,750.00	18,750.00
12/10/2019 12/10/2019	313379Q69	Income	Government Agencies	FEDERAL HOME LOAN BANK	06/10/2022	1,000,000.00	0.00	0.00	10,625.00	10,625.00
12/11/2019 12/11/2019	313373ZY1	Income	Government Agencies	FEDERAL HOME LOAN BANK	06/11/2021	2,000,000.00	0.00	0.00	36,250.00	36,250.00
12/11/2019 12/16/2019	693506BQ9	Bought	Corporate Bonds	PPG INDUSTRIES INC 2.4%	08/15/2024	2,000,000.00	0.00	(2,012,600.00)	(16,133.33)	(2,028,733.33)
12/15/2019 12/15/2019	717081EB5	Income	Corporate Bonds	PFIZER INC 1.7% 12-15-2019	12/15/2019	2,000,000.00	0.00	0.00	17,000.00	17,000.00
12/16/2019 12/16/2019	717081EB5	Capital Change	Corporate Bonds	PFIZER INC 1.7% 12-15-2019	12/15/2019	(2,000,000.00)	0.00	2,000,000.00	0.00	2,000,000.00
12/30/2019 12/30/2019	3136G4DA8	Income	Government Agencies	FANNIE MAE 1.2% 30DEC2019	12/30/2019	1,000,000.00	0.00	0.00	6,000.00	6,000.00
12/30/2019 12/30/2019	3136G4DA8	Capital Change	Government Agencies	FANNIE MAE 1.2% 30DEC2019	12/30/2019	(1,000,000.00)	0.00	1,000,000.00	0.00	1,000,000.00
12/30/2019 12/31/2019	9128286R6	Bought	Government Bonds	USA TREASURY 2.25%	04/30/2024	1,000,000.00	0.00	(1,023,050.23)	(3,770.60)	(1,026,820.83)
12/31/2019 12/31/2019	912828S35	Income	Government Bonds	USA TREASURY 1.375%	06/30/2023	1,000,000.00	0.00	0.00	6,875.00	6,875.00
12/31/2019 12/31/2019	912828V23	Income	Government Bonds	USA TREASURY 2.25%	12/31/2023	1,000,000.00	0.00	0.00	11,250.00	11,250.00

ADDITIONAL INFORMATION

As of December 31, 2019

Past performance is not a guide to future performance. The value of investments and any income from them will fluctuate and is not guaranteed (this may partly be due to exchange rate changes) and investors may not get back the amount invested. Transactions in foreign securities may be executed and settled in local markets. Performance comparisons will be affected by changes in interest rates. Investment returns fluctuate due to changes in market conditions. Investment involves risk, including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. The information contained herein is for your reference only and is being provided in response to your specific request and has been obtained from sources believed to be reliable; however, no representation is made regarding its accuracy or completeness. This document must not be used for the purpose of an offer or solicitation in any jurisdiction or in any circumstances in which such offer or solicitation is unlawful or otherwise not permitted. This document should not be duplicated, amended, or forwarded to a third party without consent from Insight. This is a marketing document intended for professional clients only and should not be made available to or relied upon by retail clients.

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Where indicated, performance numbers used in the analysis are gross returns. The performance reflects the reinvestment of all dividends and income. INA charges management fees on all portfolios managed and these fees will reduce the returns on the portfolios. For example, assume that \$30 million is invested in an account with INA, and this account achieves a 5.0% annual return compounded monthly, gross of fees, for a period of five years. At the end of five years that account would have grown to \$38,500,760 before the deduction of management fees. Assuming management fees of 0.25% per year are deducted monthly from the account, the value at the end of the five year period would be \$38,022,447. Actual fees for new accounts are dependent on size and subject to negotiation. INA's investment advisory fees are discussed in Part 2A of its Form ADV.

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Please compare the information provided in this statement to the information provided in the statement received from your Custodian.

For trading activity the Clearing broker will be reflected. In certain cases the Clearing broker will differ from the Executing broker.

In calculating ratings distributions and weighted average portfolio quality, Insight assigns U.S Treasury and U.S agency securities a quality rating based on the methodology used within the respective benchmark index. When Moodys, S&P and Fitch rate a security, Bank of America and Merrill Lynch indexes assign a simple weighted average statistic while Barclays indexes assign the median statistic. Insight assigns all other securities the lower of Moodys and S&P ratings.

Information about the indices shown here is provided to allow for comparison of the performance of the strategy to that of certain well-known and widely recognized indices. There is no representation that such index is an appropriate benchmark for such comparison. You cannot invest directly in an index and the indices represented do not take into account trading commissions and/or other brokerage or custodial costs. The volatility of the indices may be materially different from that of the strategy. In addition, the strategys holdings may differ substantially from the securities that comprise the indices shown.

The BofA Merrill Lynch 3 Mo US T-Bill index is an unmanaged market index of U.S. Treasury securities maturing in 90 days that assumes reinvestment of all income.

The BofA Merrill Lynch 6 Mo US T-Bill index measures the performance of Treasury bills with time to maturity of less than 6 months.

The BofA Merrill Lynch Current 1-Year US Treasury Index is a one-security index comprised of the most recently issued 1-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 1-year note must be auctioned on or before the third business day before the last business day of the month.

The BofA Merrill Lynch Current 3-Year US Treasury Index is a one-security index comprised of the most recently issued 3-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 3-year note must be auctioned on or before the third business day before the last business day of the month.

The BofA Merrill Lynch Current 5-Year US Treasury Index is a one-security index comprised of the most recently issued 5-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 5-year note must be auctioned on or before the third business day before the last business day of the month.

The BofA Merrill Lynch 1-3 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than three years.

The BofA Merrill Lynch 1-5 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than five years.

ADDITIONAL INFORMATION

As of December 31, 2019

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Industry Concentration Report - City of Menlo Park
December 31, 2019

Cusip/Id	Description	Industry	Moody Rating	S&P Rating	Par	% Portfolio	% Industry
02665WCA7	AMERICAN HONDA FINANCE 2.6% 16NOV2022	Automotive	A2	A	\$ 1,000,000	1%	
02665WCS8	AMERICAN HONDA FINANCE 3.15% 08JAN2021	Automotive	A2	A	\$ 1,000,000	1%	2%
90331HPC1	US BANK NA CINCINNATI 2.65% 23MAY2022 (CALLABLE 22APR22)	Banking	A1	AA-	\$ 1,000,000	1%	
0258M0EG0	AMERICAN EXPRESS CREDIT 2.7% 03MAR2022 (CALLABLE 31JAN22)	Banking	A2	A-	\$ 800,000	1%	
06051GFZ7	BANK OF AMERICA CORP 2.503% 21OCT2022 (CALLABLE 21OCT21)	Banking	A2	A-	\$ 1,000,000	1%	
90331HNG4	US BANK NA CINCINNATI 2.05% 23OCT2020 (CALLABLE 23SEP20)	Banking	A1	AA-	\$ 1,725,000	2%	
693475AV7	PNC BANK NA 1.45% 23JAN2024 CALLABLE	Banking	A2	A	\$ 1,000,000	1%	
17325FAQ1	CITIBANK NA 3.4% 23JUL2021 (CALLABLE 23JUN21)	Banking	Aa3	A+	\$ 1,000,000	1%	
46625HJH4	JPMORGAN CHASE & CO 3.2% 25JAN2023	Banking	A2	A-	\$ 1,000,000	1%	
0258M0DT3	AMERICAN EXPRESS CREDIT 2.375% 26MAY2020 (CALLABLE 25APR20)	Banking	A2	A-	\$ 1,000,000	1%	10%
191216AV2	COCA-COLA CO/THE 3.3% 01SEP2021	Food and Beverage	A1	A+	\$ 1,000,000	1%	1%
24422EUM9	JOHN DEERE CAPITAL CORP 3.65% 12OCT2023	Machinery	A2	A	\$ 950,000	1%	
24422EUX5	JOHN DEERE CAPITAL CORP 2.6% 07MAR2024	Machinery	A2	A	\$ 1,450,000	2%	3%
742718EB1	PROCTER & GAMBLE CORP 3.1% 15AUG2023	Consumer Products	Aa3	AA-	\$ 1,000,000	1%	1%
693506BQ(PPG INDUSTRIES INC 2.4% 15AUG2024	Chemicals	A3	A-	\$ 2,000,000	2%	2%
931142CU5	WALMART INC 3.625% 08JUL2020	Retailers	Aa2	AA	\$ 1,500,000	2%	2%
369550BD9	GENERAL DYNAMICS 3.375% 15MAY2023	Aerospace	A2	A+	\$ 943,000	1%	1%
17275RBD3	CISCO SYSTEMS INC 2.2% 28FEB2021	Technology	A1	AA-	\$ 1,500,000	2%	
68389XBA2	ORACLE CORP 2.8% 08JUL2021	Technology	A1	AA-	\$ 1,000,000	1%	
037833CK4	APPLE INC 1.9% 07FEB2020	Technology	Aa1	AA+	\$ 2,000,000	2%	
17275RBJ0	CISCO SYSTEMS INC 1.85% 20SEP2021 (CALLABLE 20AUG21)	Technology	A1	AA-	\$ 1,000,000	1%	
594918BX1	MICROSOFT CORP 2.875% 02FEB2024 (CALLABLE 06DEC23)	Technology	Aaa	AAA	\$ 960,000	1%	
594918AY0	MICROSOFT CORP 1.85% 12FEB2020 (CALLABLE 12JAN20)	Technology	Aaa	AAA	\$ 1,000,000	1%	9%
Corporate					\$ 26,828,000	31%	
Total Portfolio					\$ 86,828,000		

2019-20 Finance and Audit Committee Work Plan

February 4, 2020 update

Ref #	Approved projects	Subcommittee	Notes	0	10	20	30	40	50	60	70	80	90	100
				% complete										
1	Research and recommend a tool(s) for Council's use in financial decision-making	N/A		█	█	█	█	█	█	█	█	█	█	█
2	Review public documents/reporting and identify opportunities to improve presentation (formatting) and usefulness of information to Council and the general public	N/A		█	█	█	█	█	█	█	█	█	█	█
2a	2019-20 Budget in Brief	N/A		█	█	█	█	█	█	█	█	█	█	█
2b	2018-19 Comprehensive Annual Financial Report (CAFR)	Tronson, Shepherd		█	█	█	█	█	█	█	█	█	█	█
2c	2018-19 Popular Annual Financial Report (PAFR)	N/A		█	█	█	█	█	█	█	█	█	█	█
2d	Fiscal year 2020-21 budget document	Shepherd		█	█	█	█	█	█	█	█	█	█	█
2e	Website dashboard	N/A		█	█	█	█	█	█	█	█	█	█	█
2f	Investment reports	N/A		█	█	█	█	█	█	█	█	█	█	█
3	Support delivery of easy-to-use, timely, complete and transparent financial information	N/A		█	█	█	█	█	█	█	█	█	█	█
3a	Capital Improvement Plan (CIP) program	Royse, Westcott		█	█	█	█	█	█	█	█	█	█	█
3b	Unfunded pension liability	Shepherd, Maguire		█	█	█	█	█	█	█	█	█	█	█

Parking lot items

- Sale of assets
- Review of Utility Users' Tax cap
- Library financing
- Listing of parcels exempt from property taxes
- Developer agreements
- Community amenities fund
- Use of multiple investment advisors
- Consultant and contractor policy review

Reference documents **Location**

Fiscal year 2019-20 adopted budget	https://www.menlopark.org/ArchiveCenter/ViewFile/Item/9688
Fiscal year 2019-20 budget in brief	https://www.menlopark.org/Archive.aspx?ADID=10994
Finance operating reports	https://www.menlopark.org/1578/Operating-reports
Previous FAC meeting agendas and minutes	https://www.menlopark.org/AgendaCenter/Finance-Audit-Committee-5