

BEFORE THE BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

In the matter of adopting)
Multnomah County's Investment) RESOLUTION
Policy.) #88-104

WHEREAS, ORS 294.135 requires Municipalities adopt a written Investment Policy;

WHEREAS, Multnomah County's Investment Policy has been reviewed and approved by the Oregon Short Term Fund Board, Investment Advisory Board and Finance Committee.

THEREFORE, BE IT RESOLVED:

1. Multnomah County, Oregon adopts the Investment Policy set forth in Exhibit A.
2. The Finance Director or designee is authorized to administer the Investment Policy.

Adopted this 16th day of June, 1988, upon passage following its reading.



By Gladys McCoy
GLADYS MCCOY
Multnomah County Chair

APPROVED AS TO FORM
LAURENCE KRESSEL, County Counsel
for Multnomah County, Oregon

By Laurence Kessel

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EXHIBIT A

MULTNOMAH COUNTY, OREGON

INVESTMENT POLICY

1. **Investment Objectives**

- a) The primary objective of Multnomah County's investment activities is the preservation of capital and the protection of investment principal.
- b) In investing public funds, the County will not assume unreasonable investment risk to obtain current investment income.
- c) The County's investment portfolio will remain sufficiently liquid to enable the County to meet all operating requirements which might be reasonably anticipated. This need for investment liquidity will be tempered to the extent that the County is able to issue short-term notes to meet its operating requirements.
- d) The County will diversify its investments to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.
- e) In managing its investment portfolio, the County will specifically avoid any purchase of financial forwards or futures, any leveraged investment purchases and/or investments not authorized by ORS 294.035.

2. **Investment Diversification**

- a) The County will diversify its investments across security type and institution. No more than 45 percent of the County's total investment portfolio will be invested in a single security type or with a single financial institution except for commercial paper which will be limited as follows:
 - 1. For corporations headquartered in Oregon that are rated P-2 or better by Moody's or A-2 or better by Standard & Poor's the total amount invested is limited to 25% of the County's total portfolio.
 - 2. For corporations headquartered in other states that are rated P-1 or A-1 the total amount invested is limited to 10% of the County's total portfolio.
 - 3. The maximum amount that may be invested in a single Oregon corporation is 10% of the County's Investment Portfolio
 - 4. The maximum amount that may be invested in a single out-of-state corporation is 5% of the County's investment portfolio.
- b) The County may invest 100% of its portfolio in U.S. Treasury Securities.
- c) The Funds invested in the Local Government Investment pool may exceed 45% due to pass through funds.

3. Investment Maturity

- a) To the extent possible, the County will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the County will not directly invest in securities maturing more than three years from the date of purchase. \$5,000,000 is the maximum amount that may be invested in securities maturing more than two years up to the three year maturity limitation. However, the County may collateralize its repurchase agreements using longer-dated investments.
- b) Commercial Paper Investments shall not exceed 270 days.
- c) Bond Sinking Fund or reserve monies may be invested in securities exceeding three years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.
- d) The County recognizes that unnecessary liquidity may adversely effect the return earned on its investment portfolio. At the same time, the County will maintain access to the short-term debt market as a liquidity buffer to help meet anticipated cash requirements.

4. Investment Limitations

a) U.S. Government and U.S. Agency Securities

The following list of U.S. Government and U.S. Agency Securities may be purchased by the County:

1. U.S. Treasury Bills
2. U.S. Treasury Bonds
3. U.S. Treasury Notes
4. U.S. Treasury Strips, CUBES
5. Federal Home Loan Banks (FHLB) Bonds, Notes, and Discount Notes
6. Federal Intermediate Credit Banks (FICB)
7. Federal Farm Credit Banks (FFCB) Bonds, Notes, and Discount Notes
8. Federal National Mortgage Association (FNMA) Notes, Debentures, and Discount Notes
9. Federal Land Banks (FLB)
10. Student Loan Marketing Association (Sallie Mae) Notes and Discount Notes

b) States and Municipalities

In addition to the requirements stated in ORS 294.035, 1 through 6, the County will further limit its purchases of securities to municipalities which have obtained an A rating or better on Revenue Bonds and a Baa rating or better on General Obligation Bonds. The County may purchase securities from unrated municipalities after receiving approval from the Finance Director, Finance Manager and Investment Advisory Board.

c) Time Certificates of Deposits

In purchasing time certificates of deposit, the County will not invest an amount which is more than 10 percent of the total deposits of any single institution. As required by ORS Chapter 295, the Finance Director or Finance Manager will be responsible to ensure that a Certificate of Collateral Participation has been issued by the institution to cover outstanding Time Certificates of Deposits.

d) Repurchase Agreements with Dealers and Brokers

All repurchase agreements will be fully collateralized by U.S. Government and U.S. Agency obligation marked to market. A signed repurchase agreement will be obtained from brokerage firms. The collateral securing the repurchase agreements with maturities over 45 days will be delivered to the County's custodial safekeeping agent.

e) Reverse Repurchase Agreements

Before entering into a reverse repurchase agreement, the County will obtain a signed repurchase agreement from the brokerage firm. The firm's current net worth must be over \$50,000,000. Reverse repurchases cannot exceed 2 percent of the firm's liabilities.

f) Banker's Acceptances

All bankers' acceptances (B.A.'s) will be purchased from an Oregon financial institution. The County will limit its purchases to banks which qualify for pledging collateral, under ORS 295, at 25% of the aggregate deposits or certificates outstanding.

g) Local Government Investment Pool

With the exception of pass-through funds, the maximum amount to be placed in the Local Government Investment Pool is \$20,000,000.

h) Commercial Paper

All Commercial paper will be purchased in accordance with ORS 294.035 (12) and (13).

5. Securities Loans

- a) Before the County loans securities, the financial institution must sign a securities lending agreement. The County will instruct its custodian to wire the loaned securities only after the specified swap collateral has been received. Trading instructions will require that all collateral be at least 102 percent of the market value of the loaned securities and be adjusted for fluctuations in market values.

6. Delivery of Securities

- a) All securities purchased pursuant to this investment policy with maturities over 45 days will be delivered by either book entry or physical delivery to a third party safekeeping agency. "Depository banks" or "depository" as defined in ORS 295.005 are exempt from the delivery requirement if they qualify for pledging collateral at 25% of the aggregate deposits or certificates outstanding.

7. Authorized Financial and Dealers Institutions

- a) The County Finance Director or Finance Manager will maintain a list of financial institutions and primary securities dealers as designated by the Federal Reserve Bank authorized to provide investment services. To the extent practical, this list will be supplemented to include qualified minority and female business enterprises. The County will limit all investment and banking activities to the institutions on this list.
- b) The County Finance Director or Finance Manager is authorized to sign a Trading Authorization agreement with any institution included on this list.
- c) Deletions from this list may be made, based on the following: the request of the dealer or institution, a consistent lack of competitiveness and/or perceived financial difficulties. Additions to this list will be made at the discretion of the County Finance Director/with notification to the County Chair, Board of County Commissioners and Investment Advisory Board.
- d) Before the County purchases securities over \$100,000 from banks or savings and loans, the County must have on file the following items:
 - 1. Most recent audited financial report
 - 2. Executed repurchase agreement, if applicable

8. Accounting Method

- a) Investments will be carried at cost. Gains or losses from investments will be credited or charged to investment income at the time of sale. Premiums or discounts on securities may be amortized over the life of the securities.
- b) Investment interest earnings will be credited to the proper funds according to Federal and State laws and County policies.

9. The Investment Advisory Board

- a) The County Chair will appoint an Investment Advisory Board composed of three members. These individuals shall be nominated on the basis of their understanding and knowledge of financial markets. The Advisory Board will meet at least semi-annually to review the County's investment performance and existing investment plan. All such meetings of the Advisory Board will be open and publicized as required by the open meetings law.
- b) After each meeting of the Investment Advisory Board the County Finance Manager will report the results of the meeting to the Finance Committee and the Board of County Commissioners.

10. Reporting Requirements

- a) At each meeting of the Advisory Board, the County Finance Manager will provide the Investment Advisory Board with copies of a monthly portfolio performance report and the County's current investment plan. These reports will also be provided to the Chair of Board, Department of General Services Director and the Board of County Commissioners.

11. Indemnity Clause

- a) The County shall indemnify staff and Advisory Board personnel from personal liability for losses that might occur pursuant to administering this investment policy.

12. Internal Controls

- a) The Finance Manager shall follow the internal controls outlined in the Fiscal Management Ordinance and Finance Division area security.

13. Investment Policy Adoption

- a) The County's investment policy will be reviewed by the Investment Advisory Board and Finance Committee for appropriate modifications on an annual basis.
- b) This policy and any amendments to this policy is to be approved by the Board of County Commissioners.

ADOPTED THIS 16th DAY OF June, 1988, for fiscal year 1988-89.

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MULTNOMAH COUNTY
AUTHORIZED FINANCIAL
DEALERS AND INSTITUTIONS

Brokerage Firms

1. Dean Witter Reynolds Incorporated
2. Kidder Peabody & Company, Inc.
3. Merrill Lynch Government Securities, Inc.
4. Paine Webber, Jackson & Curtis, Inc.
5. E. F. Hutton
6. Prudential-Bache Securities
7. Shearson Lehman/American Express Inc.
8. Carroll McEntee & McGinley Inc.

Financial Institutions

Banks

1. First Interstate Bank
2. U.S. National Bank
3. Oregon Bank
4. Bank of California
5. Canadian Imperial Bank of Commerce
6. Bank of Tokyo, LTD
7. Key Bank
8. American State Bank (\$100,000 maximum)
9. Oregon First Bank

Savings and Loans

1. Benjamin Franklin Savings and Loan
2. Willamette Savings and Loan (\$100,000 maximum)
3. Far West Federal Savings and Loan (\$100,000 maximum)
4. Pacific First Federal