

# MEMORANDUM



**TO:** VICTOR CARDENAS, CITY MANAGER  
**FROM:** CARL A. JOHNSON, JR., CFO  
TINA GLENN, ASSISTANT CITY TREASURER  
**CC:** CORTNEY HANSON, CITY CLERK  
**SUBJECT:** QUARTERLY INVESTMENT REPORT – JUNE 30, 2023  
**DATE:** JULY 17, 2023

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Attached to this memo is the investment report for the City of Novi as of June 30, 2023. This memo outlines the investment factors and trends that were playing a role in our investment decisions for the second quarter of the fiscal year.

## **Nationally**

According to the minutes of the Federal Open Market Committee (FOMC) meetings held on June 13-14, 2023, "The information available at the time of the June 13-14 meeting suggested that real gross domestic product (GDP) was expanding at a modest pace in the second quarter. Labor market conditions remained tight in recent months, as job gains were robust and the unemployment rate was low. Consumer price inflation – as measured by the 12-month percent change in the price index for PCE – continued to be elevated in April."<sup>1</sup>

According to the Bureau of Labor Statistics News Release, "Total nonfarm payroll employment rose by 209,000 in June, and the unemployment rate changed little at 3.6 percent, the U.S. Bureau of Labor Statistics reported today. Employment continued to trend up in government, health care, social assistance, and construction."<sup>2</sup>

The City is continuing to invest pursuant to the Investment Policy and the Retirement Health Care Investment Policy. The City's funds are invested in a variety of instruments including commercial paper, money market accounts, certificates of deposit, agencies, and pooled accounts. The primary focus and order of priority is on safety of capital, liquidity, and lastly return on investment.

## **Risk**

As required by the Governmental Accounting Standard Board, GASB 40 identifies several reporting and disclosure requirements for public funds that are designed to manage and limit risk in deposits and investments. These disclosures are only required as part of the year-end financial statements, the applicable risks are as follows:

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<sup>1</sup> <https://www.federalreserve.gov/monetarypolicy/files/fomcminutes20230614.pdf>

<sup>2</sup> <https://www.bls.gov/news.release/pdf/empst.pdf>

**Interest Rate Risk:** Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of the investment or the government's cash flows. Disclosure of interest rate risk addresses the exposure of investments to changes in market value as interest rates increase or decrease from current levels. In accordance with the City investment policy, the City limits its exposure to possible decline in fair market value by controlling duration or maturities. Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, considering large routine expenditures (payroll, debt service), as well as considering sizable blocks of anticipated revenue (taxes, state revenue sharing payments).

**Credit Risk:** Credit risk is the risk that the investment counterparty will not fulfill its promise to pay the government when required. There is credit risk associated with the financial institutions, brokers, and investment instruments the City does business with. The City's investment officer must also be held to the highest standards. The City's investment policy utilizes the prudent person rule: "Investments are made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." Any commercial paper purchased must be rated within the highest classification established by at least two standard rating services. Obligations of the State or its subdivisions must be rated of investment grade by at least one rating service. Because the State of Michigan does not require collateralization of public funds, the City's policy restricts Certificates of Deposit investments to those with financial institutions that are members of the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration.

**Concentration of Risk:** Governments must disclose any single issuer that comprises more than 5% of the investment value in the portfolio. This disclosure is to ensure that there is proper diversification and not a concentration of public funds with any one issuer. While CD's and commercial paper are being used only occasionally for diversification, the City's funds are primarily invested in guaranteed accounts and treasuries. To reduce concentration risk, the City's investments are diversified amongst several highly rated financial institutions.

### **Investment Report**

Attached is a summary listing of investments by issuer that the City held on June 30, 2023 (excluding Retiree Healthcare and Pension Investments that are not subject to Public Act 20 Investment Limitations). The listing includes the market value, type of investment, days to maturity, interest rate (yield) and amount of investment (book value). The book and market value for the Fifth Third checking account represents the bank balance on June 30, 2023, and does not include any month end reconciling items.

A comprehensive detailed listing of each investment's details and maturity date is maintained in the Treasurer's office. The report includes all investment accounts by issuer including all pooled fund accounts. Please note that all investments included in this report are in accordance with the City's Investment Policy and State statutes and meet the City's investment objectives including Safety of Capital, Liquidity, and lastly Return on Investment. The issue of non-compliance with the MERS Retiree Health Care Account is currently being addressed and remedies are being considered.



**City of Novi**  
**Quarterly Investment Report**  
**June 30, 2023**

**Investment Officer's Certification:** This report is prepared for the City of Novi in accordance with Chapter 2256 of the Public Funds Investment Act (PFIA). Section 2256.023 (a) of the PFIA states that "Not less than quarterly, the investment officer shall prepare and submit to the governing body, a written report of the investment transactions for all funds covered by this chapter for the preceding reporting period." This report is signed by the Finance Director and includes the disclosures required in the PFIA. Market prices were obtained from Various Brokerage Accounts: Huntington Bank, UBS, Comerica, Fifth Third Securities and J. P. Morgan .

**PERFORMANCE VALUES**

TRR-MV	Total Rate of Return - Market Value	0.390%
Annualized TRR-MV	Annualized Total Rate of Return - Market Value	1.560%
YTM@Cost	Yield to Maturity @ Cost	2.884%

**BENCHMARKS**

Treasury 6 Month	5.420%
Treasury 1 Year	5.240%

**FISCAL YEAR TO DATE**

Investment Income	379,951
TRR-MV	0.390%

Security Sector	Face Amount/Shares	Market Value	Book Value	% of Portfolio	YTM @ Cost	Days To Maturity
Cash	5,060,695.30	5,060,695.30	5,060,695.30	5.30	0.00	1
Certificate Of Deposit	13,530,682.33	13,106,341.11	13,455,203.42	14.10	3.06	739
Corporate	5,065,000.00	4,960,781.01	4,964,885.44	5.20	5.40	134
Local Government Investment Pool	6,008,637.32	6,008,637.32	6,008,637.32	6.30	5.22	1
Money Market	10,143,013.77	10,143,013.77	10,143,013.77	10.63	5.38	1
Municipal	30,720,000.00	29,203,625.70	31,253,367.16	32.74	2.31	1,279
US Agency	24,695,000.00	23,121,751.04	24,565,117.60	25.74	1.98	737
<b>Total / Average</b>	<b>95,223,028.72</b>	<b>91,604,845.25</b>	<b>95,450,920.01</b>	<b>100.00</b>	<b>2.88</b>	<b>720</b>



7/20/23

Carl A. Johnson, Jr. - Finance Director / Treasurer, CFO

Date



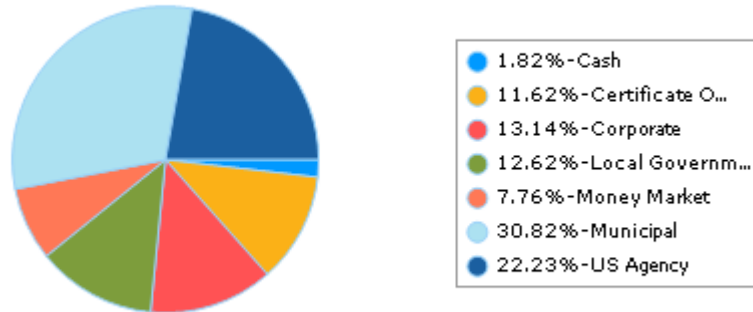
## City of Novi Distribution by Security Sector - Market Value All Portfolios

Begin Date: 3/31/2023, End Date: 6/30/2023

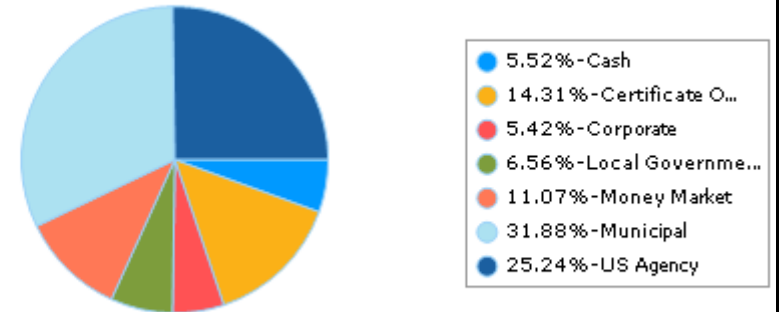
### Security Sector Allocation

Security Sector	Market Value 3/31/2023	% of Portfolio 3/31/2023	Market Value 6/30/2023	% of Portfolio 6/30/2023
Cash	1,904,351.78	1.82	5,060,695.30	5.52
Certificate Of Deposit	12,184,368.19	11.62	13,106,341.11	14.31
Corporate	13,771,850.18	13.14	4,960,781.01	5.42
Local Government Investment Pool	13,229,605.05	12.62	6,008,637.32	6.56
Money Market	8,133,077.73	7.76	10,143,013.77	11.07
Municipal	32,317,516.70	30.82	29,203,625.70	31.88
US Agency	23,303,872.76	22.23	23,121,751.04	25.24
<b>Total / Average</b>	<b>104,844,642.39</b>	<b>100.00</b>	<b>91,604,845.25</b>	<b>100.00</b>

**Portfolio Holdings as of 3/31/2023**



**Portfolio Holdings as of 6/30/2023**





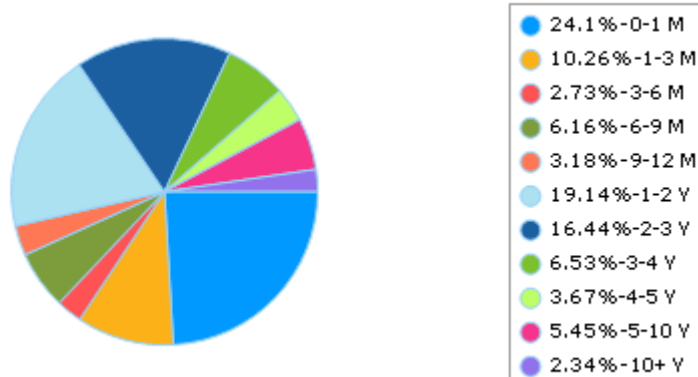
## City of Novi Distribution by Maturity Range - Market Value All Portfolios

Begin Date: 3/31/2023, End Date: 6/30/2023

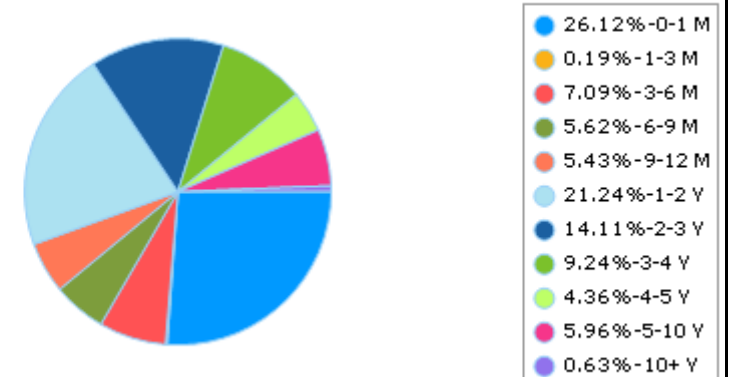
### Maturity Range Allocation

Maturity Range	Market Value 3/31/2023	% of Portfolio 3/31/2023	Market Value 6/30/2023	% of Portfolio 6/30/2023
0-1 Month	25,263,884.87	24.10	23,929,891.80	26.12
1-3 Months	10,756,602.83	10.26	174,630.75	0.19
3-6 Months	2,863,885.41	2.73	6,496,585.30	7.09
6-9 Months	6,459,371.01	6.16	5,147,386.14	5.62
9-12 Months	3,337,186.88	3.18	4,971,955.00	5.43
1-2 Years	20,065,009.58	19.14	19,458,614.83	21.24
2-3 Years	17,237,705.65	16.44	12,925,321.05	14.11
3-4 Years	6,844,264.86	6.53	8,465,016.58	9.24
4-5 Years	3,844,541.50	3.67	3,991,728.20	4.36
5-10 Years	5,714,534.60	5.45	5,462,122.40	5.96
10+ Years	2,457,655.20	2.34	581,593.20	0.63
<b>Total / Average</b>	<b>104,844,642.39</b>	<b>100.00</b>	<b>91,604,845.25</b>	<b>100.00</b>

**Portfolio Holdings as of 3/31/2023**



**Portfolio Holdings as of 6/30/2023**



City of Novi

Investment Income - Market Value

Begin Date: 3/31/2023, End Date: 6/30/2023

Description	Interest Earned During Period-MV	Unrealized Gain/Loss-MV	Realized Gain/Loss-MV	Investment Income-MV	TRR-MV	Annualized TRR-MV
Cash	0.00	0.00	0.00	0.00	0.00	0.00
Certificate Of Deposit	133,917.97	-37,602.08	0.00	96,315.89	0.75	3.03
Corporate	0.00	49,343.19	95,402.26	144,745.45	1.31	5.35
Local Government Investment Pool	129,028.04	0.00	0.00	129,028.04	1.45	5.92
Money Market	78,183.68	0.00	0.00	78,183.68	0.89	3.60
Municipal	206,546.83	-192,081.00	8,190.00	22,655.83	0.07	0.30
US Agency	91,143.24	-182,121.72	0.00	-90,978.48	-0.39	-1.55
Total / Average	638,819.76	-362,461.61	103,592.26	379,950.41	0.39	1.56

City of Novi  
Portfolio Holdings  
Investment Portfolio - by Issuer, Summary  
As of 6/30/2023

Description	YTM @ Cost	Book Value	Market Value	Days To Maturity	Accrued Interest	% of Portfolio
Allen Park Municipal Bond	3.274	225,060.12	220,680.00	306	1,220.56	0.24
Allendale MI Pub Sch Dist Unltd tax go ref bonds	1.757	1,029,763.68	826,600.00	3,046	3,523.61	1.05
Alpine Sec LL Commercial Paper	5.330	999,571.14	999,575.01	3	0.00	1.05
Astera Credit Union CD	4.950	950,000.00	945,335.50	354	1,417.19	1.00
BASF SE Commercial Paper	5.350	978,133.40	976,200.00	153	0.00	1.05
Capital One NA	3.354	2,800,000.00	2,637,874.00	1,170	34,215.61	2.94
Center Line Public Schools	3.589	85,250.34	83,719.90	306	557.22	0.09
Charter Township of Commerce Municipal Bond	2.630	290,000.00	280,502.50	459	1,885.56	0.30
Chippewa Valley Mich Schs	2.237	1,000,000.00	909,450.00	1,401	3,666.19	1.05
City of Ishpeming MI	1.800	308,647.34	259,463.50	2,132	1,009.72	0.32
Federal Farm Credit Bank	1.220	2,206,636.87	2,040,330.40	774	1,953.56	2.35
Federal Home Loan Bank	2.154	19,891,343.08	18,782,590.64	738	105,805.22	20.96
FHLMC	1.419	1,474,702.98	1,369,770.00	774	3,450.00	1.58
Fifth Third	0.000	5,060,672.05	5,060,672.05	1	0.00	5.31
FNMA	1.057	992,434.67	929,060.00	579	2,390.83	1.05
Hartland Mich Cons Sch	1.874	200,000.00	194,044.00	306	614.26	0.21
Holland Mich Taxable Go Ltd Tax Bds Ser	2.910	175,000.00	174,630.75	32	2,107.73	0.18
Holly Mich Area School Dist	2.660	1,760,000.00	1,702,519.80	452	7,671.64	1.85
Homer Cmnty SD	2.400	828,894.11	761,646.25	1,401	5,146.11	0.82
Huntington National Bank	5.378	10,143,013.77	0.00	1	0.00	10.65
Jackson CNTY MI Transprtn Fund Bond	2.455	260,290.22	221,887.20	2,711	720.94	0.25
JP Morgan Sec LL	5.695	962,868.89	960,754.00	248	0.00	1.05
Ken Mi Hosp Fin Auth	1.447	2,888,567.12	2,759,531.40	597	30,291.15	3.00
Kent MI Hosp Fin Auth Revenue	1.936	104,949.86	88,880.00	2,207	1,292.96	0.11
Lake Michigan MI CLG DIST	3.158	107,612.57	100,122.00	4,081	1,322.22	0.11
Livonia MI Public Sch	0.741	375,000.00	360,386.25	306	455.41	0.39
Macomb Cnty MI	2.739	1,416,924.09	1,274,065.00	2,681	8,790.67	1.37
Macomb Cnty-Ref	0.592	185,000.00	177,471.90	322	179.40	0.19
Michigan Class	5.225	6,006,212.63	6,006,212.63	1	0.00	6.31
Michigan Fin Auth	1.421	4,366,301.25	4,106,583.45	702	25,794.91	4.55
Michigan Finance Authority	5.000	1,231,853.29	1,205,960.20	702	1,563.54	1.38
Michigan St Bldg Auth	2.320	915,607.23	907,092.40	107	1,249.67	0.97
Michigan St Fin Auth	1.978	2,160,442.18	2,008,929.50	794	13,102.37	2.21
Michigan St Hsg Dev Auth	2.340	91,358.38	81,856.70	3,076	229.38	0.09
Michigan St Strategic	1.538	599,864.88	571,483.00	429	1,593.89	0.64
Michigan State University Federal Credit Union	2.622	7,067,705.58	7,067,705.58	569	476,292.24	7.42
Morgan Stanley Bank	1.846	1,674,652.20	1,494,695.28	1,238	1,971.12	1.80
New Haven Community School	2.486	1,750,000.00	1,686,917.50	462	7,129.17	1.84
Oakland County	0.797	2,424.69	2,424.69	1	0.00	0.00
Oakland Univ Muni Bond	4.192	200,519.63	182,365.20	8,645	2,975.00	0.19
Oxford Cmnty Schs	2.000	200,153.83	191,334.00	490	675.22	0.21
Parchment SD	2.900	675,000.00	644,841.00	671	3,208.13	0.71
Royal Oak Hosp Fin	3.553	1,135,853.88	1,072,508.00	2,827	17,519.44	1.11
Salvation Army Commercial Paper	5.442	2,987,180.90	2,985,006.00	172	0.00	3.22
State of Michigan	2.929	4,148,110.42	3,714,720.00	2,694	17,750.00	4.20
Univ of Michigan	1.000	202,808.85	196,034.00	276	1,425.48	0.21
Wayne MI ST UNiV	2.601	111,762.25	104,800.00	1,965	625.00	0.11
Wayne St Univ-A-TXBL	0.700	857,188.09	802,570.00	504	1,404.62	0.89
Western Michigan University	2.410	605,583.55	603,894.00	138	3,750.00	0.63
Ypsilanti MI	3.119	760,000.00	726,136.30	1,053	3,884.99	0.80
Total / Average	2.884	95,450,920.01	81,461,831.48	707	801,831.93	100