

**AGENDA**  
**CENTRAL FLORIDA EXPRESSWAY AUTHORITY**  
**FINANCE COMMITTEE MEETING**  
**April 29, 2015**  
**2:00 – 4:00 PM Pelican Room #107**

1. CALL TO ORDER
2. PUBLIC COMMENT - Pursuant to Florida Statute 286.0114 (2013) the Finance Committee will allow public comment on any matter either identified on this meeting agenda as requiring action, or anticipated to come before the Committee for action in reasonable proximity to this meeting. Speakers shall be limited to three minutes per person and the assignment of one person's time to another or designation of group spokesperson shall be allowed at the discretion of the Committee Chairman.
3. APPROVAL OF MINUTES – **Action Item** **TAB A**
  - a. March 4, 2015
4. REVIEW OF DRAFT FISCAL YEAR 2016 OPERATIONS, MAINTENANCE AND ADMINISTRATION BUDGET- Info Item **TAB B**
5. APPROVAL OF INVESTMENT POLICY –**Action Item** **TAB C**
6. DIRECTION ON HOW TO GO FORWARD WITH 2008B2-4 CREDIT FACILITY REPLACEMENTS- **Action-discussion** **TAB D**

**TAB A**

**MINUTES  
CENTRAL FLORIDA EXPRESSWAY AUTHORITY  
FINANCE COMMITTEE MEETING  
March 4, 2015**

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Committee Members Present:

Edward Bass, Committee Chair, Seminole County  
Fred Winterkamp, Orange County  
Chris McCullion, City of Orlando  
Michael Kurek, Osceola County  
Steve Koontz, Lake County

Also Present:

Ruth Valentin Recording Secretary/Office Coordinator  
Laura Kelley, Deputy Executive Director of Finance & Administration  
Lisa Lumbard, Interim Chief Financial Officer  
Joseph Passiatore, General Counsel  
Brent Wilder, PFM  
Hope Davidson, PFM  
Joe Stanton, Broad & Cassel  
Steve Zucker, Shutts & Bowen  
Sylvia Dunlap, National Minority Consultants  
Steve Alexander, PFM  
Matt Williams, Bank of America Merrill Lynch  
John Martinez, PNC  
Todd Morley, Wells Fargo  
Tamaa Patterson, Jefferies  
Rawn Williams, Jefferies  
Manuella de Barros, RBC

**CALL TO ORDER**

The meeting was called to order at 2:01 p.m. by Chairman Edward Bass.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES**

A motion was made by Mr. Winterkamp and seconded by Mr. McCullion to approve the November 5, 2014 Finance Committee minutes as presented. The motion carried unanimously with five members voting AYE by voice vote.

## **APPROVAL OF FINANCIAL POLICIES**

### **Debt Policy**

Mrs. Lumbard explained the proposed changes for the Debt Policy:

Section II. D. Variable rate debt may be issued in various forms - e.g., bonds, commercial paper, bank lines. The amount of unhedged variable rate debt generally should not exceed 25% of all outstanding debt of the Authority. As a goal, the Authority desires its total hedged and unhedged variable rate debt not to exceed 25% of all outstanding longterm debt of the Authority. ~~This goal does not require the Authority to refund or refinance any of its existing debt, but shall restrict any additional variable rate debt exposure to the stated goal.~~

Section III. B. ~~For planning purposes, the~~ The Authority shall maintain a minimum senior lien debt service coverage ratio of at least 1.45x on the existing and planned debt issues. For planning purposes, staff shall make every effort to plan for a 1.60x senior lien debt service coverage ratio.

**A motion was made by Mr. Kurek and seconded by Mr. McCullion to approve the changes to the Debt Policy as presented. The motion carried unanimously with five members voting AYE by voice vote.**

### **INTEREST RATE RISK MANAGEMENT POLICY**

Mrs. Lumbard explained the proposed changes for the Interest Rate Risk Management Policy:

Section III. Exist Strategies - The CFO and the Authority's financial advisors and designated QIR (as defined herein) should constantly monitor market rates, termination values, counterparty credit ratings, and other relevant factors to determine if voluntary termination is warranted. Generally, a voluntary early termination will be warranted if it is economically advantageous and/or if a reduction in the Authority's current or anticipated risk can be accomplished at no cost. The Authority shall seek to maintain sufficient liquidity, including without limitation through balances in the Authority's Swap/ Debt Management Contingency, short term financing capacity, and/or other borrowing capacity, to make any Swap termination payments that may become due, to the extent not paid or payable from other sources.

Section VI. The Swap Dealer/Counterparty (6<sup>th</sup> bullet point) - The swap dealer/counterparty shall provide its financial statements showing the economic capability of the entity, the amount of its swaps outstanding and credit ratings, all of which shall be acceptable to the Authority. At the time of entering into the Swap transaction, swap dealers/counterparties (or their guarantor) shall ~~either~~ (i) be rated at least AA-/Aa3/ AA- by at least ~~two~~ one of the three nationally recognized credit rating



agencies and not be rated lower than A/A2/A by any of the three nationally recognized credit rating agencies. Collateral should be required upon a downgrade from the these levels. have a minimum capitalization of \$100 million, or (ii) alternatively, post suitable and adequate collateral, given the undertaking involved with the particular Swap transaction.

**A motion was made by Mr. Koontz and seconded by Mr. McCullion to approve the changes to the Interest Rate Risk Management Policy as presented. The motion carried unanimously with five members voting AYE by voice vote.**

#### **DIRECTION ON HOW TO GO FORWARD WITH 2008B1-4CREDIT FACILITY REPLACEMENTS**

Mr. Wilder reported on the results of the Request for Recommendations and Pricing Indications for Letters of Credit, Direct Placement Index Floaters or other options relating to the variable rate revenue bonds, Series 2008B1-4 which was distributed on November 21, 2014:

- Responses were due on December 5, 2015
- CFX received 16 responses
  - 2 response proposed both an LOC or a direct placement
  - 5 responses proposed only LOCs
  - 5 responses proposed only direct placements
  - 5 responses proposed only recommended publicly offered alternatives

Mr. Wilder explained the three main options for the Series 2008B-1, B-2, B-3, and B-4 variable rate debt:

- Retain floating rate notes with current facility provider, Wells Fargo, and LOC's with BMO Bank and TD Bank.
  - The "Do Nothing" Option: The FRNs can be kept with Wells Fargo until expiration in March, 2016 and the Series 2008B-2 LOC with TD Bank until expiration in May, 2016.
  - The Series 2008B-1 Bonds LOC with BMO Bank expires 5/10/2015 so must be renewed or replaced now
  - Modification of existing credit facility terms in all credit facilities recommended due to terms of TIFIA loan agreement
- Terminate the associated swaps and issue fixed rate bonds
  - This is not an economical option based on the current market and would produce significant dissaving of approximately 14.0% per swap/sub-series for the Series 2008B1-4 Bonds as of March 2015
- Modify or replace existing LOCs and FRNs to reduce current credit spread and improve terms
  - Based on indications received from the November 21, 2014 solicitation, the Authority may be able to achieve debt service savings for all Series 2008B Bonds.
  - Modification of existing credit facility terms recommended due to terms of TIFIA loan agreement

Staff recommends the third option.

A motion was made by Mr. Winterkamp and seconded by Mr. McCullion that, in light of recommendations from staff in item number three, initially the finance committee recommends that staff seek a three year Letter of Credit (LOC) with BMO Harris as an extension or restatement of the existing LOC at the rates indicated, but without the terms of acceleration and those other terms that are problematic for the TIFIA loan. In the event that it is accepted that's as far as we go. Failing that, plan B is that the Board seek a 60 or 90 day extension to allow for an opportunity to look at other options. The motion carried unanimously with five members voting AYE by voice vote.

A motion was made by Mr. Winterkamp and seconded by Mr. Koontz to direct staff to look at what is the most advantageous combination of a four or five year LOC from TD bank and up to a five year direct purchase from either Barclays, Wells Fargo, or Bank of America to see which of those may be willing to give us the terms that we need and look at which one would do it honoring their indications to result in the lowest cost to the Authority from those individuals and their willingness to adopt these terms that would remove the acceleration and remove the other onerous terms that would impact our TIFIA loan as discussed. The motion carried unanimously with five members voting AYE by voice vote.

#### **TIFIA LOAN STATUS**

Mrs. Lumbard reported that the commercial closing date for the Bond Anticipation Notes is scheduled for March 25<sup>th</sup>, 2015 in Washington D.C. The Board will be asked to approve the documents at the next meeting on March 12<sup>th</sup>, 2015.

Mr. Wilder reported that we are suggesting issuance of the Bond Anticipation Notes in May 2015 with a maturity date of January 1, 2019. We anticipate receiving the funds from on the TIFIA loan in July 2018.

We are trying to schedule rating agency presentations for early April. The committee members are invited to attend.

#### **REFUNDING OPPORTUNITY MONITORING**

Mr. Wilder informed the committee that the 2007A Bonds continue to be the most promising refunding candidate based on current market rates, but does not achieve the threshold that we recommend proceeding with at this time.

#### **OTHER BUSINESS**

Ms. Kelley updated the committee on the subpoena from the Securities and Exchange Commission. We have furnished the documents they requested.

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**ADJOURNMENT**

**A motion was made by Mr. McCullion and seconded by Mr. Kurek to adjourn the meeting at 3:06 pm. The motion carried unanimously with five members voting AYE by voice vote.**

Pursuant to the Florida Public Records Law and CFX Records Management Policy, audio tapes of all Board and applicable Committee meetings are maintained and available upon request to the Custodian of Public Records at [publicrecords@CFXway.com](mailto:publicrecords@CFXway.com) or 4974 ORL Tower Road, Orlando, FL 32807.

**TAB B**

# FY 2016 BUDGET

# SUMMARY

**Central Florida Expressway Authority**  
**Calculation of the Composite Debt Service Ratio, as Defined**  
**by the Bond Resolutions and Related Documents - Including Subordinate Coverage**

	Years Ended June 30,			Change % From FY 2015 Budget
	Actual 2014	Budget 2015	Budget 2016	
<b>Revenues:</b>				
Tolls	\$310,726,907	\$317,500,000	\$337,300,000	6%
Tolls Collected via UTN's	8,406,254	7,100,000	8,500,000	20%
Fees Collected via UTN's and UTC's	4,351,105	4,080,000	5,033,000	23%
Transponder sales	76,034	43,200	65,054	51%
Other Operating	1,163,629	1,182,836	2,139,103	81%
Interest	1,593,634	1,227,610	1,899,109	55%
Miscellaneous	879,881	918,153	950,217	3%
<b>Total revenues</b>	<b>327,197,444</b>	<b>332,051,799</b>	<b>355,886,483</b>	<b>7%</b>
<b>Expenses:</b>				
Operations	35,521,627	38,051,900	45,065,284	18%
Maintenance	14,302,303	15,487,997	16,308,429	5%
Administrative*	5,080,804	6,419,966	6,744,091	5%
Other Operating	2,737,500	2,800,000	2,675,731	-4%
<b>Total expenses</b>	<b>57,642,234</b>	<b>62,759,863</b>	<b>70,793,535</b>	<b>13%</b>
Add deposits into OMA reserve	303,449	206,447	1,004,392	387%
Less advances for operations and maintenance expenses received from the FDOT	(8,506,894)	(8,706,666)	(8,803,790)	1%
<b>Net expense</b>	<b>49,438,789</b>	<b>54,259,644</b>	<b>62,994,137</b>	<b>16%</b>
<b>Net revenues, as defined, plus payments received from the FDOT</b>	<b>277,758,655</b>	<b>277,792,155</b>	<b>292,892,346</b>	<b>5%</b>
<b>Senior debt service payments**</b>	<b>139,498,024</b>	<b>138,569,317</b>	<b>137,680,216</b>	<b>-1%</b>
<b>Subordinate Lien (SIB Loan)</b>	<b>10,313,400</b>	<b>10,187,500</b>	<b>2,512,500</b>	<b>-75%</b>
<b>General Reserve subordinate payments</b>	<b>20,000,000</b>	<b>20,000,000</b>	<b>20,000,000</b>	<b>0%</b>
<b>SunTrust Bank Loan Payment</b>	<b>1,399,722</b>	<b>1,399,722</b>	<b>1,399,722</b>	<b>0%</b>
<b>Total debt payments plus FDOT repayments</b>	<b>171,211,146</b>	<b>170,156,539</b>	<b>161,592,438</b>	<b>-5%</b>
County gas tax pledge	8,564,599	8,500,000	9,005,980	6%
<b>Subordinate debt service ratio of net revenues to total debt payment</b>	<b>1.62</b>	<b>1.63</b>	<b>1.81</b>	<b>11.0%</b>
<b>Senior debt service ratio of net revenues to debt service</b>	<b>1.99</b>	<b>2.00</b>	<b>2.13</b>	<b>6.1%</b>
<b>Debt service ratio of total pledged revenues to debt service***</b>	<b>2.05</b>	<b>2.07</b>	<b>2.19</b>	<b>6.1%</b>

\* The Construction Administration and Plans Production cost centers will be allocated to all construction in progress projects at the end of the year and thus are not included here.

\*\* Per Bond Resolution Calculation.

\*\*\* This calculation applies only to the 1990 Series bonds, which are covered by the County's gas tax pledge.

**Central Florida Expressway Authority**  
**Budgeted Flow of Funds - Including Subordinate Payments**  
**On a Cash Flow Basis (Includes Capitalized Items)**

	Years Ended June 30,				
	Actual 2014	Budget 2015	Budget 2016	From FY 2015 Budget	
<b>Revenues:</b>					
Tolls	\$310,726,907	\$317,500,000	\$337,300,000	19,800,000	6%
Tolls Collected via UTN's	8,406,254	7,100,000	8,500,000	1,400,000	20%
Fees Collected via UTN's and UTC's	4,351,105	4,080,000	5,033,000	953,000	23%
Transponder sales	76,034	43,200	65,054	21,854	51%
Other Operating	1,163,629	1,182,836	2,139,103	956,267	81%
Interest	1,593,634	1,227,610	1,899,109	671,499	55%
Miscellaneous	879,881	918,153	950,217	32,064	3%
<b>Total revenues</b>	<b>327,197,444</b>	<b>332,051,799</b>	<b>355,886,483</b>	<b>23,834,684</b>	<b>7%</b>
<b>Expenses:</b>					
Operations	35,521,621	38,051,900	45,065,284	7,013,384	18%
Maintenance	14,302,304	15,487,997	16,308,429	820,432	5%
Administrative	5,684,941	7,091,671	7,417,258	325,587	5%
Other Operating	2,737,500	2,800,000	2,675,731	(124,269)	-4%
<b>Total expenses</b>	<b>58,246,366</b>	<b>63,431,568</b>	<b>71,466,702</b>	<b>8,035,135</b>	<b>13%</b>
<b>Debt service payments</b>	<b>139,498,024</b>	<b>140,086,304</b>	<b>140,722,708</b>	<b>636,404</b>	<b>0%</b>
<b>Subordinate Lien (SIB Loan)</b>	<b>10,313,400</b>	<b>10,187,500</b>	<b>2,512,500</b>	<b>(7,675,000)</b>	<b>-75%</b>
<b>General Reserve subordinate payments</b>	<b>20,000,000</b>	<b>20,000,000</b>	<b>20,000,000</b>	<b>-</b>	<b>0%</b>
<b>SunTrust Bank Loan Payment</b>	<b>1,399,722</b>	<b>1,399,722</b>	<b>1,399,722</b>	<b>-</b>	<b>0%</b>
<b>Renewal and Replacement Reserve</b>	<b>-</b>	<b>20,000,000</b>	<b>25,000,000</b>	<b>5,000,000</b>	<b>25%</b>
<b>OM&amp;A Capital Expenditures &amp; Projects</b>	<b>234,644</b>	<b>1,118,670</b>	<b>760,420</b>	<b>(358,250)</b>	<b>-32%</b>
<b>Net Available for System Projects</b>	<b>\$ 97,505,288</b>	<b>\$ 75,828,035</b>	<b>\$ 94,024,431</b>	<b>\$ 18,196,395</b>	<b>24%</b>



**Central Florida Expressway Authority**  
**All Activities - Total By Line Item**

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Description	2015 Annual Budget	2016 Annual Budget	Difference	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>				
Salaries & Wages	\$ 5,356,190	\$ 5,607,024	\$ 250,835	4.7%
Social Security and Medicare	372,907	390,108	17,201	4.6%
Retirement Contributions -FRS	649,211	667,797	18,586	2.9%
Life and Health Insurance	1,253,048	1,293,151	40,103	3.2%
State Assessment	13,248	13,670	422	3.2%
Workers' Compensation	42,847	46,311	3,464	8.1%
Total Salaries & Benefits	7,687,451	8,018,062	330,611	4.3%
<b>OTHER</b>				
Cost Of Transponders Sold - Sticker	800,104	845,721	45,617	5.7%
Cost Of Transponders Sold - Hardcase	6,484	8,339	1,855	28.6%
Cost Of Transponders Sold - Bumper	15,786	24,721	8,935	56.6%
Interoperability Transaction Fee	-	3,747,932	3,747,932	
Professional Services	763,000	794,250	31,250	4.1%
Legal Fees	225,000	225,000	-	0.0%
Consultant Fees	354,000	405,721	51,721	14.6%
Maintenance Program Support	15,200	5,000	(10,200)	-67.1%
Maintenance Program Support - ITS	795,700	827,000	31,300	3.9%
Mitigation Maint. Support	17,000	8,500	(8,500)	-50.0%
FON Program Support	170,000	175,000	5,000	2.9%
Pavement Management System	20,000	26,000	6,000	30.0%
Auditing Fees	79,500	79,500	-	0.0%
Contract Personnel	4,971,934	5,660,979	689,045	13.9%
Toll Plazas Salaries/Wages	10,112,943	11,512,943	1,400,000	13.8%
Toll Plazas Other Direct Expenses	537,260	553,370	16,110	3.0%
Toll Collection Management Fees	284,491	293,019	8,528	3.0%
Toll Plazas Administration Salaries	1,483,668	1,528,169	44,501	3.0%
Toll Plazas Office Expenses	449,069	462,534	13,465	3.0%
Toll Plazas Insurance and Bond	245,940	253,313	7,373	3.0%
Florida Highway Patrol Services	785,275	811,964	26,689	3.4%
Motorist Service Patrol Agreement	1,065,024	1,077,650	12,626	1.2%
Toll Plazas Janitorial	425,614	438,382	12,768	3.0%
Travel	54,735	54,710	(25)	0.0%
Reimbursed Local Travel	7,950	9,500	1,550	19.5%
Gasoline	27,200	25,450	(1,750)	-6.4%
Telephone Service	408,850	545,800	136,950	33.5%
Internet Service	52,200	52,200	-	0.0%
Postage and Delivery	853,550	944,000	90,450	10.6%
Printing	227,930	308,730	80,800	35.4%
Service Center Printing and Mailing	75,000	86,135	11,135	14.8%
Annual Report	25,000	25,000	-	0.0%
Utilities	2,378,750	2,396,750	18,000	0.8%
Lease - Buildings	119,400	126,400	7,000	5.9%
Leases - Equipment	42,666	48,261	5,595	13.1%
Records Management	32,400	32,200	(200)	-0.6%
Insurance	687,124	690,199	3,075	0.4%
Repairs & Maint. - Equipment	50,575	53,375	2,800	5.5%
Maintenance FON Locates	16,500	16,500	-	0.0%
Maintenance - ITS Infrastructure	1,288,280	1,674,000	385,720	29.9%
Support & Maint. - Software	86,664	89,717	3,053	3.5%
Repairs & Maint. - Software and Hardware	624,457	630,177	5,720	0.9%
Maintenance - Toll Collection Software	650,000	690,600	40,600	6.2%

Description	2015 Annual Budget	2016 Annual Budget	Difference	% Inc (Decr) over 2015 Budget
Repairs & Maint. - Fiber Optic Network	400,000	335,000	(65,000)	-16.3%
Facilities Maintenance	1,141,917	1,143,724	1,807	0.2%
Repairs and Maint. - Toll Equipment	2,158,625	2,255,901	97,276	4.5%
Repairs and Maint. - Toll Equipment Parts	420,500	350,500	(70,000)	-16.6%
Repairs & Maint. - VES Equipment	364,541	381,951	17,410	4.8%
Repairs & Maint. - Vehicles	12,500	12,250	(250)	-2.0%
Roadway and Bridges Maintenance	5,209,443	5,494,000	284,557	5.5%
Landscape Maintenance Service	3,806,000	3,651,500	(154,500)	-4.1%
Mitigation Area Maintenance	21,000	-	(21,000)	-100.0%
Bridge Inspection	161,000	224,000	63,000	39.1%
Sign Maintenance/Inspection	322,000	255,750	(66,250)	-20.6%
Temp. Barricades & Message Signs	15,000	10,000	(5,000)	-33.3%
Traffic Signals and Lights	69,500	78,000	8,500	12.2%
Aquatics	164,250	209,850	45,600	27.8%
Board Meeting Broadcasting	20,520	16,000	(4,520)	-22.0%
Advertising - Sponsorships	25,000	25,000	-	0.0%
Advertising	318,040	662,000	343,960	108.1%
Newsletter	6,000	3,000	(3,000)	-50.0%
Photography	2,200	2,200	-	0.0%
Displays	3,000	-	(3,000)	-100.0%
Graphic Production Services	40,000	40,000	-	0.0%
Promotional Items	4,000	4,000	-	0.0%
Advertising and Legal Notices	7,000	8,500	1,500	21.4%
Bank Fees	1,409,044	1,439,797	30,753	2.2%
Credit Card Fees	4,713,918	5,156,146	442,228	9.4%
Security	9,261	9,757	496	5.4%
Special Events	11,500	14,500	3,000	26.1%
Miscellaneous Expense	15,350	10,550	(4,800)	-31.3%
Office Supplies	83,025	87,683	4,658	5.6%
Office Expense - Other	177,120	157,141	(19,979)	-11.3%
Operating Supplies	56,400	42,250	(14,150)	-25.1%
Transponder Supplies	40,000	35,000	(5,000)	-12.5%
Software Expense	99,850	37,530	(62,320)	-62.4%
Dues and Subscriptions	134,815	185,793	50,978	37.8%
Books and Publications	1,100	850	(250)	-22.7%
Seminars and Conferences	30,975	29,575	(1,400)	-4.5%
Staff Training and Education	78,500	74,500	(4,000)	-5.1%
Contingency Project(s)	59,000	64,000	5,000	8.5%
Total Other:	52,944,117	60,772,909	7,828,792	14.8%
Other Operating Expenses	2,800,000	2,675,731	(124,269)	-4.4%
<b>TOTAL</b>	<b>63,431,568</b>	<b>71,466,702</b>	<b>8,035,135</b>	<b>12.7%</b>
<b>CAPITAL EXPENDITURES</b>				
General Equipment	288,750	252,700	(36,050)	-12.5%
Furniture	10,000	10,000	-	0.0%
Vehicle Purchases	-	54,500	54,500	
Software	133,720	244,220	110,500	82.6%
Total Capital Expenditures:	432,470	561,420	128,950	29.8%
<b>PROJECTS</b>	686,200	199,000	(487,200)	-71.0%
<b>TOTAL CAPITAL &amp; PROJECTS</b>	1,118,670	760,420	(358,250)	-32.0%

## FY 2016 BUDGETED POSITIONS

	FY15 FTE	FY16 FTE	CHANGE
<b>05-110-710 OPERATIONS</b>			
Director of Toll Operations	1	1	
Manager of E-PASS and Plaza Operations	1	1	
Manager of VES and Special Projects	1	1	
Toll Operations and Quality Control Specialist	1	1	
	<u>4</u>	<u>4</u>	<u>0</u>
<b>05-110-720 INFORMATION TECHNOLOGY</b>			
Director of IT	1	1	
Business Analyst	1	1	
Help Desk	2	2	
Help Desk Specialist	1	1	
Information Security Manager	1	1	
IT Program Manager	1	1	
LAN Administrator	1	1	
Programmer Supervisor/Database Administrator	1	1	
Systems Administrator	1	1	
Senior Systems Analyst	2	2	
Systems Analyst	3	3	
Technology Analyst	1	1	
	<u>16</u>	<u>16</u>	<u>0</u>
<b>05-120-810 MAINTENANCE ADMINISTRATION</b>			
Director of Construction and Maintenance	0.7	0.7	
Administrative Assistant	0.2	0.2	
Contract Support Specialist	0.3	0.3	
Facilities Maintenance Supervisor	1	1	
Fiber Optic Network Technician	1	1	
Landscape Architect	1	1	
Landscape Horticultural Specialist	0	1	
Senior Roadway Inspector	1	1	
Roadway Inspector	1	1	
	<u>6.2</u>	<u>7.2</u>	<u>1</u>
<b>05-120-820 EXPRESSWAY OPERATIONS</b>			
Director of Expressway Operations	1	1	
Manager of Expressway Operations	0	1	
Administrative Assistant	0.3	0.3	
	<u>1.3</u>	<u>2.3</u>	<u>1</u>
<b>05-130-620 EXECUTIVE</b>			
Executive Director	1	1	
Deputy Executive Director	2	2	
Executive Assistant	1	1	
Receptionist	1	1	
	<u>5</u>	<u>5</u>	<u>0</u>
<b>05-130-623 PLANS PRODUCTION</b>			
Director of Engineering	1	1	
Administrative Assistant	0.1	0.1	
Contract Support	1	1	
	<u>2.1</u>	<u>2.1</u>	<u>0</u>

	<b>FY15 FTE</b>	<b>FY16 FTE</b>	<b>CHANGE</b>
<b>05-130-625 LEGAL</b>			
General Counsel	1	1	
Deputy General Counsel	1	1	
Paralegal	1	1	
	<u>3</u>	<u>3</u>	<u>0</u>
<b>05-130-630 ACCOUNTING AND FINANCE</b>			
Chief Financial Officer	1	1	
Manager of Accounting and Finance	1	1	
Manager of Contract Compliance	1	1	
Assistant Manager of Accounting and Finance	2	2	
Accountant	2	2	
Accounting Clerk	2	2	
Accounting Specialist	1	1	
Administrative Assistant	1	1	
Revenue Analyst	1	1	
	<u>12</u>	<u>12</u>	<u>0</u>
<b>05-130-640 PROCUREMENT</b>			
Director of Procurement	1	1	
Manager of Procurement	1	1	
Buyer	1	1	
Document Control Specialist/Contracts Coordinator	1	1	
Contracts Analyst	1	1	
Public Records Specialist/Contracts Coordinator	1	1	
	<u>6</u>	<u>6</u>	<u>0</u>
<b>05-130-660 HUMAN RESOURCES</b>			
Director of Human Resources	1	1	
	<u>1</u>	<u>1</u>	<u>0</u>
<b>05-130-665 BUSINESS DEVELOPMENT</b>			
Director of Business Development	1	1	
	<u>1</u>	<u>1</u>	<u>0</u>
<b>05-130-670 COMMUNICATIONS</b>			
Director of Public Affairs and Communications	1	1	
Community Government Relations Coordinator	1	1	
Senior Communications Coordinator	1	1	
	<u>3</u>	<u>3</u>	<u>0</u>
<b>05-130-685 CONSTRUCTION ADMINISTRATION</b>			
Director of Construction and Maintenance	0.3	0.3	
Administrative Assistant	0.4	0.4	
Contract Support Specialist	0.7	0.7	
Resident Engineer	1	1	
	<u>2.4</u>	<u>2.4</u>	<u>0</u>
<b>GRAND TOTAL</b>	<b>63</b>	<b>65</b>	<b>2</b>

# OPERATIONS

**Central Florida Expressway Authority**  
**Operations Fund - Summary**

	2014 Year-end Actual	2015 Original Budget	2015 Budget Amendments	2015 Restated Budget	Projected Year-end Actual	2016 Annual Budget	% Inc (Decr) over 2015 Restated
Toll Operations (710)	\$ 436,443	\$ 529,769		\$ 529,769	\$ 527,511	\$ 479,286	-10%
IT (720)	3,491,045	3,782,285		3,782,285	3,595,164	3,835,589	1%
E-PASS Service Center (740)	8,639,266	8,612,203		8,612,203	8,746,175	13,083,551	52%
Public Outreach/Education (745)	476,171	522,290		522,290	535,001	868,000	66%
Violation Enforcement (750)	2,202,699	2,816,248		2,816,248	2,942,035	3,406,500	21%
Subtotal	15,245,624	16,262,795		16,262,795	16,345,886	21,672,926	33%
<b><u>Toll Facilities</u></b>							
<b>Beachline Expressway (SR 528)</b>							
Dallas (943)	1,263,871	1,377,913		1,377,913	1,346,737	1,464,030	6%
Beachline Plaza (944)	1,264,165	1,407,235		1,407,235	1,407,712	1,525,402	8%
Airport (945)	1,754,229	1,873,681		1,873,681	1,860,765	1,980,656	6%
<b>East-West Expressway (SR 408)</b>							
Dean Plaza (914)	1,291,554	1,397,208		1,397,208	1,390,583	1,514,770	8%
Conway Main Plaza (915)	2,200,103	2,419,033		2,419,033	2,399,335	2,538,791	5%
Pine Hills Plaza (916)	1,554,775	1,651,494		1,651,494	1,648,374	1,775,121	7%
Hiwassee Plaza (917)	1,317,494	1,386,223		1,386,223	1,378,652	1,496,455	8%
<b>John Land Apopka Expressway (SR 414)</b>							
Coral Hills Plaza (954)	1,366,107	1,471,010		1,471,010	1,449,911	1,571,677	7%
<b>Western Beltway (SR 429)</b>							
Independence Plaza (934)	1,246,842	1,379,679		1,379,679	1,359,209	1,506,092	9%
Forest Lake Plaza (935)	1,413,944	1,439,818		1,439,818	1,447,464	1,565,878	9%
<b>Central Florida Greenway (SR 417)</b>							
John Young Plaza (923)	1,459,541	1,598,563		1,598,563	1,578,831	1,705,564	7%
Boggy Creek Plaza (924)	1,611,452	1,685,899		1,685,899	1,671,378	1,816,895	8%
Curry Ford Plaza (925)	1,267,785	1,337,847		1,337,847	1,338,527	1,461,096	9%
University Plaza (926)	1,264,135	1,363,501		1,363,501	1,347,365	1,469,931	8%
Subtotal Toll Facilities	20,275,997	21,789,105		21,789,105	21,624,843	23,392,358	7%
OPS Budget Before Participation	35,521,621	38,051,900		38,051,900	37,970,729	45,065,284	18%
<b><u>FDOT Participation</u></b>							
Conway Main, Pine Hills, & Airport Plazas	(5,617,540)	(5,779,350)		(5,779,350)	(5,746,600)	(5,870,420)	2%
Total Operating Costs	29,904,081	32,272,550		32,272,550	32,224,129	39,194,864	21%

**Capital Expenditures and Projects**

<b><u>Capital Expenditures</u></b>							
IT (720)	219,166	303,750		303,750	283,750	369,700	22%
Total Capital Expenditures	219,166	303,750		303,750	283,750	369,700	22%
<b><u>Projects</u></b>							
IT (721)	-	686,200		686,200	355,000	191,500	-72%

**Central Florida Expressway Authority**  
**Operations Activity - Total By Line Item**

Page 1 of 2

**Description**

	2015 Annual Budget	2016 Annual Budget	Difference	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>				
Salaries & Wages	\$ 1,673,084	\$ 1,609,960	\$ (63,124)	-3.8%
Social Security and Medicare	124,844	120,015	(4,829)	-3.9%
Retirement Contributions -FRS	161,013	156,336	(4,677)	-2.9%
Life and Health Insurance	417,232	397,430	(19,802)	-4.7%
State Assessment	4,434	4,223	(211)	-4.8%
Workers' Compensation	5,199	4,963	(236)	-4.5%
Total Salaries & Benefits	2,385,806	2,292,928	(92,878)	-3.9%
<b>OTHER</b>				
Cost Of Transponders Sold - Sticker	800,104	845,721	45,617	5.7%
Cost Of Transponders Sold - Hardcase	6,484	8,339	1,855	28.6%
Cost Of Transponders Sold - Bumper	15,786	24,721	8,935	56.6%
Interoperability Transaction Fee	-	3,747,932	3,747,932	
Professional Services	100,250	120,000	19,750	19.7%
Consultant Fees	50,000	-	(50,000)	-100.0%
Contract Personnel	4,581,934	5,270,979	689,045	15.0%
Toll Plazas Salaries/Wages	10,112,943	11,512,943	1,400,000	13.8%
Toll Plazas Other Direct Expenses	537,260	553,370	16,110	3.0%
Toll Collection Management Fees	284,491	293,019	8,528	3.0%
Toll Plazas Administration Salaries	1,483,668	1,528,169	44,501	3.0%
Toll Plazas Office Expenses	449,069	462,534	13,465	3.0%
Toll Plazas Insurance and Bond	245,940	253,313	7,373	3.0%
Toll Plazas Janitorial	425,614	438,382	12,768	3.0%
Travel	12,985	8,460	(4,525)	-34.8%
Reimbursed Local Travel	700	700	-	0.0%
Gasoline	2,100	1,950	(150)	-7.1%
Telephone Service	388,300	529,500	141,200	36.4%
Internet Service	52,200	52,200	-	0.0%
Postage and Delivery	847,650	938,000	90,350	10.7%
Printing	214,150	295,150	81,000	37.8%
Service Center Printing and Mailing	75,000	86,135	11,135	14.8%
Utilities	2,032,000	2,030,000	(2,000)	-0.1%
Lease - Buildings	119,400	126,400	7,000	5.9%
Leases - Equipment	13,000	17,500	4,500	34.6%
Records Management	1,900	1,900	-	0.0%
Insurance	591,308	602,872	11,564	2.0%
Repairs & Maint. - Equipment	37,100	38,900	1,800	4.9%
Repairs & Maint. - Software and Hardware	617,957	623,677	5,720	0.9%
Maintenance - Toll Collection Software	650,000	690,600	40,600	6.2%
Facilities Maintenance	1,019,917	1,021,724	1,807	0.2%
Repairs and Maint. - Toll Equipment	2,158,625	2,255,901	97,276	4.5%
Repairs and Maint. - Toll Equipment Parts	420,500	350,500	(70,000)	-16.6%
Repairs & Maint. - VES Equipment	364,541	381,951	17,410	4.8%
Repairs & Maint. - Vehicles	1,000	1,250	250	25.0%
Advertising - Sponsorships	25,000	25,000	-	0.0%
Advertising	318,040	662,000	343,960	108.1%

**Description**

	2015 Annual Budget	2016 Annual Budget	Difference	% Inc (Decr) over 2015 Budget
Newsletter	6,000	3,000	(3,000)	-50.0%
Graphic Production Services	30,000	30,000	-	0.0%
Promotional Items	3,000	3,000	-	0.0%
Bank Fees	1,381,794	1,412,547	30,753	2.2%
Credit Card Fees	4,713,918	5,156,146	442,228	9.4%
Security	8,261	8,757	496	6.0%
Miscellaneous Expense	2,350	2,550	200	8.5%
Office Supplies	43,825	42,833	(992)	-2.3%
Office Expense - Other	150,820	129,941	(20,879)	-13.8%
Operating Supplies	56,400	42,250	(14,150)	-25.1%
Transponder Supplies	40,000	35,000	(5,000)	-12.5%
Software Expense	94,850	30,530	(64,320)	-67.8%
Dues and Subscriptions	21,535	21,935	400	1.9%
Books and Publications	1,100	850	(250)	-22.7%
Seminars and Conferences	2,825	2,825	-	0.0%
Staff Training and Education	38,500	34,500	(4,000)	-10.4%
Contingency Project(s)	14,000	14,000	-	0.0%
Total Other:	35,666,094	42,772,356	7,106,262	19.9%
<b>TOTAL</b>	<b>38,051,900</b>	<b>45,065,284</b>	<b>7,013,384</b>	<b>18.4%</b>
<b>CAPITAL EXPENDITURES</b>				
General Equipment	261,750	230,700	(31,050)	-11.9%
Furniture	-	-	-	
Vehicle Purchases	-	29,500	29,500	
Software	42,000	109,500		0.0%
Total Capital Expenditures:	303,750	369,700	(1,550)	-0.5%
<b>PROJECTS</b>	686,200	191,500	(494,700)	-72.1%



# Toll Operations

Central Florida Expressway Authority  
Toll Operations  
Budget Worksheet

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Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Projected Budget Variance %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>										
05-110-710-51200	Salaries & Wages	\$ 300,600	\$ 317,284	\$ 227,582	\$ 317,284	0%	\$ 317,284	66.2%	0%	0%
05-110-710-52100	Social Security and Medicare	22,736	23,314	17,078	23,314	0%	23,314	4.9%	0%	0%
05-110-710-52210	Retirement Contributions -FRS	34,910	41,189	29,458	41,189	0%	41,189	8.6%	0%	0%
05-110-710-52300	Life and Health Insurance	65,717	79,467	51,606	79,467	0%	79,467	16.6%	0%	0%
05-110-710-52310	State Assessment	503	845	396	845	0%	845	0.2%	0%	0%
05-110-710-52400	Workers' Compensation	529	1,195	954	1,195	0%	1,195	0.2%	0%	0%
	Total Salaries & Benefits:	424,995	463,294	327,074	463,294	0%	463,294	96.7%	0%	0%
<b>OTHER</b>										
05-110-710-53110	Consultant Fees	-	50,000	-	50,000	0%	-	0.0%	-100%	-100%
05-110-710-54010	Travel	2,037	5,700	-	5,700	0%	5,700	1.2%	0%	0%
05-110-710-54012	Reimbursed Local Travel	50	200	67	150	-25%	200	0.0%	33%	0%
05-110-710-54020	Gasoline	895	900	463	750	-17%	750	0.2%	0%	-17%
05-110-710-54110	Telephone Service	472	500	342	500	0%	500	0.1%	0%	0%
05-110-710-54200	Printing	-	150	156	156	4%	150	0.0%	-4%	0%
05-110-710-54430	Leases - Equipment	2,935	-	-	-	-	-	0.0%	-	-
05-110-710-54500	Insurance	528	550	511	511	-7%	517	0.1%	1%	-6%
05-110-710-54610	Repairs & Maint. - Equipment	-	500	-	250	-50%	500	0.1%	100%	0%
05-110-710-54650	Repairs & Maint. - Vehicles	62	1,000	344	500	-50%	750	0.2%	50%	-25%
05-110-710-54990	Miscellaneous Expense	-	100	225	300	200%	300	0.1%	0%	200%
05-110-710-55100	Office Supplies	346	500	670	1,000	100%	1,300	0.3%	30%	160%
05-110-710-55110	Office Expense - Other	473	1,500	-	750	-50%	750	0.2%	0%	-50%
05-110-710-55210	Operating Supplies	-	150	-	75	-50%	-	0.0%	-100%	-100%
05-110-710-55220	Software Expense	-	150	-	75	-50%	-	0.0%	-100%	-100%
05-110-710-55400	Dues & Subscriptions	2,500	2,500	2,500	2,500	0%	2,500	0.5%	0%	0%
05-110-710-55420	Seminars & Conferences	1,150	2,075	-	1,000	-52%	2,075	0.4%	108%	0%
	Total Other:	11,448	66,475	5,278	64,217	-3%	15,992	3.3%	-75%	-76%
	<b>TOTAL</b>	436,443	529,769	332,352	527,511	0%	479,286	100.0%	-9%	-10%

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Toll Operations - 710

<b>05-110-710-54010</b>	<b>Travel</b>	<b>Account Budget:</b>	<b>\$5,700</b>
Miscellaneous travel as needed.			5,700
<b>05-110-710-54012</b>	<b>Reimbursed Local Travel</b>	<b>Account Budget:</b>	<b>\$200</b>
Mileage reimbursement for operations staff while in Central Florida.			200
<b>05-110-710-54020</b>	<b>Gasoline</b>	<b>Account Budget:</b>	<b>\$750</b>
Gasoline charges for operations staff.			750
<b>05-110-710-54110</b>	<b>Telephone Service</b>	<b>Account Budget:</b>	<b>\$500</b>
Cell phone usage for operations staff.			500
<b>05-110-710-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$150</b>
Miscellaneous printing as needed.			150
<b>05-110-710-54500</b>	<b>Insurance</b>	<b>Account Budget:</b>	<b>\$517</b>
Insurance for vehicle.			517
<b>05-110-710-54610</b>	<b>Repairs &amp; Maint. - Equipment</b>	<b>Account Budget:</b>	<b>\$500</b>
Repairs for equipment.			500
<b>05-110-710-54650</b>	<b>Repairs &amp; Maint. - Vehicles</b>	<b>Account Budget:</b>	<b>\$750</b>
Repairs for vehicle as needed.			750
<b>05-110-710-54990</b>	<b>Miscellaneous Expense</b>	<b>Account Budget:</b>	<b>\$300</b>
Miscellaneous expenses as needed.			300
<b>05-110-710-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$1,300</b>
Standard office supplies for staff.			1,300
<b>05-110-710-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$750</b>
Expense for furniture < \$5,000 per item.			750
<b>05-110-710-55400</b>	<b>Dues and Subscriptions</b>	<b>Account Budget:</b>	<b>\$2,500</b>
Miscellaneous dues and subscriptions.			2,500
<b>05-110-710-55420</b>	<b>Seminars and Conferences</b>	<b>Account Budget:</b>	<b>\$2,075</b>
Seminars and conferences like the IBTTA.			2,075

# Information Technology

Central Florida Expressway Authority  
Operations - IT  
Budget Worksheet

Page 1 of 2

Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>										
05-110-720-51200	Salaries & Wages	\$ 1,066,492	\$ 1,355,800	\$ 823,097	\$ 1,097,462	-19%	\$ 1,292,676	29.4%	18%	-5%
05-110-720-52100	Social Security and Medicare	80,158	101,530	61,720	82,293	-19%	96,701	2.2%	18%	-5%
05-110-720-52210	Retirement Contributions -FRS	89,910	119,824	74,915	99,886	-17%	115,147	2.6%	15%	-4%
05-110-720-52300	Life and Health Insurance	228,218	337,765	187,724	250,298	-26%	317,963	7.2%	27%	-6%
05-110-720-52310	State Assessment	2,118	3,589	1,507	2,010	-44%	3,378	0.1%	68%	-6%
05-110-720-52400	Workers' Compensation	2,432	4,004	3,025	4,004	0%	3,768	0.1%	-6%	-6%
05-110-720-52500	Unemployment Compensation	-	-	2,475	2,475	0%	-	0.0%	-100%	-5%
Total Salaries & Benefits:		1,469,328	1,922,512	1,154,463	1,538,428	-20%	1,829,634	41.6%	19%	-5%
<b>OTHER</b>										
05-110-720-53410	Contract Personnel	576,435	299,301	306,572	450,000	50%	420,979	9.6%	-6%	41%
05-110-720-54010	Travel	-	7,285	-	2,000	-73%	2,760	0.1%	38%	-62%
05-110-720-54012	Reimbursed Local Travel	60	500	-	100	-80%	500	0.0%	400%	0%
05-110-720-54020	Gasoline	637	1,200	472	600	-50%	1,200	0.0%	100%	0%
05-110-720-54110	Telephone Service	89,358	88,800	80,040	99,000	11%	100,800	2.3%	2%	14%
05-110-720-54120	Internet Service	46,491	52,200	28,754	45,000	-14%	52,200	1.2%	16%	0%
05-110-720-54500	Insurance	-	-	-	-	-	550	0.0%	100%	0%
05-110-720-54610	Repairs & Maint. - Equipment	112	10,000	1,635	5,000	-50%	10,000	0.2%	12%	14%
05-110-720-54620	Repairs & Maint. - Software and Hardware	390,449	462,957	380,823	474,000	2%	529,177	12.0%	-4%	6%
05-110-720-54622	Maintenance - Toll Collection Software	612,633	650,000	406,050	720,000	11%	690,600	15.7%	-88%	0%
05-110-720-54650	Repairs & Maint. - Vehicles	-	-	1,983	4,000	350%	500	0.0%	-78%	-14%
05-110-720-54990	Miscellaneous Expense	-	1,000	2,162	4,500	-24%	1,000	0.4%	-8%	-15%
05-110-720-55100	Office Supplies	29,493	19,825	9,584	15,000	-15%	17,033	0.7%	67%	0%
05-110-720-55110	Office Expense - Other	148,667	130,820	75,075	121,000	-27%	111,191	0.0%	6%	-23%
05-110-720-55220	Software Expense	112,648	94,700	80,236	80,236	-100%	30,530	0.8%	-1%	-10%
05-110-720-55400	Dues and Subscriptions	385	835	-	500	-	835	0.0%	-2%	8%
05-110-720-55410	Books and Publications	-	1,100	231	800	-	850	0.0%	7%	1%
05-110-720-55420	Seminars and Conferences	-	750	-	-	-	750	0.0%	-	-
05-110-720-55430	Staff Training and Education	14,349	38,500	-	35,000	-9%	34,500	0.8%	-1%	-10%
Total Other:		2,021,717	1,859,773	1,373,617	2,056,736	11%	2,005,955	45.6%	-2%	8%
Subtotal Salaries, Benefits & Other		3,491,045	3,782,285	2,528,080	3,595,164	-5%	3,835,589	87.2%	7%	1%

Central Florida Expressway Authority  
Operations - IT  
Budget Worksheet

Account Description

	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>CAPITAL EXPENDITURES</b>									
05-110-720-56400 General Equipment	185,368	261,750	207,869	241,750	-8%	230,700	5.2%	-5%	-12%
05-110-720-56415 Vehicle Purchases	-	-	-	-		29,500	0.7%		
05-110-720-56700 Software	33,798	42,000	6,340	42,000	0%	109,500	2.5%	161%	161%
Total Capital Expenditures:	219,166	303,750	214,209	283,750	-7%	369,700	8.4%	30%	22%
<b>PROJECTS</b>									
05-110-721-58015 Software - Misc. ETC Upgrades FY15-7200398	-	134,000	-	20,000	-85%	-	0.0%	-100%	-100%
05-110-721-58016 Building Camera Replacement 7200399	-	100,000	-	-	-100%	-	0.0%		-100%
05-110-721-58017 Toll Host Upgrade Project 7200401	-	202,200	10,864	85,000	-58%	-	0.0%	-100%	-100%
05-110-721-58018 IVR Upgrade Project 7200402	-	250,000	-	250,000	0%	57,500	1.3%	-77%	-77%
05-110-721-58020 Software - Misc. ETC Upgrades FY16-7200403	-	-	-	-		134,000	3.0%		
Total Projects	-	686,200	10,864	355,000	-48%	191,500	4.4%	-46%	-72%
<b>TOTAL</b>	3,710,211	4,772,235	2,753,153	4,233,914	-11%	4,396,789	100.0%	4%	-8%

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Information Technology - 720

<b>05-110-720-53410</b>	<b>Contract Personnel</b>	<b>Account Budget:</b>	<b>\$420,979</b>
This line item has increased from last fiscal year. Since it was decided to hold off on hiring fulltime CFX staff into vacant IT positions until after implementation of the CCSS, the vacant positions are currently being filled with temporary employees.			299,301
Added additional funds to hire a LAN Administrator to assist with completing some projects that are backlogged.			28,800
Web developer position has been moved from permanent to contractor position.			92,878
<b>05-110-720-54010</b>	<b>Travel</b>	<b>Account Budget:</b>	<b>\$2,760</b>
This line item is used to cover travel expenses. This budget item has decreased from last FY. There is no more anticipated travel related to the CCSS and any travel related to the Toll System Replacement project will be paid for out of the project budget. amount is in support of travel for attending TEAMFL and IBTTA as well as allowing staff to attend specialized training classes in Florida but not offered locally.			2,760
<b>05-110-720-54012</b>	<b>Reimbursed Local Travel</b>	<b>Account Budget:</b>	<b>\$500</b>
This line item covers local mileage. This budget amount remains the same from last FY.			500
<b>05-110-720-54020</b>	<b>Gasoline</b>	<b>Account Budget:</b>	<b>\$1,200</b>
This budget line is used to purchase fuel for the IT cargo van as well as vehicles used in system testing. This budget amount remains the same from last FY.			1,200
<b>05-110-720-54110</b>	<b>Telephone Service</b>	<b>Account Budget:</b>	<b>\$100,800</b>
This line item covers all telephone service for HQ. It also includes circuits to interoperability partners and vendors. Also all IT cell phones are covered under this line item. This line item has increased to reflect actuals. We have upgraded our frame relay circuits to switched ethernet circuits because frame relay circuits are being obsoleted.			100,800
<b>05-110-720-54120</b>	<b>Internet Service</b>	<b>Account Budget:</b>	<b>\$52,200</b>
This line item pays for all internet connectivity. This budget amount remains the same from last FY.			52,200
<b>05-110-720-54500</b>	<b>Insurance</b>	<b>Account Budget:</b>	<b>\$550</b>
This budget item is used to pay for the insurance on the new IT vehicle budgeted.			550
<b>05-110-720-54610</b>	<b>Repairs &amp; Maint. - Equipment</b>	<b>Account Budget:</b>	<b>\$10,000</b>
This line item pays for any computer equipment repairs not covered under warranty. This includes printers, the host, backup host and plaza computers that are no longer under warranty. This budget amount remains the same from last FY.			10,000
<b>05-110-720-54620</b>	<b>Repairs &amp; Maint. - Software and Hardware</b>	<b>Account Budget:</b>	<b>\$529,177</b>
This budget item covers software and hardware maintenance and support contracts. It has increased from last fiscal year due to initial warranties expiring, Oracle licenses going into extended support and new network switches going under warranty.			48,638
Firewall related support			33,500
Switch/router support			28,075
PCI related support			54,180
Oracle support			109,605
Toll Host and plaza related support			17,175
Extended warranties on hardware			42,500
Phone and IVR systems support			106,050
Miscellaneous software support			68,551
Security system support			11,000
UPS maintenance contract			6,800
Remote Assistance for RSA appliance upgrade/migration			3,103

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Information Technology - 720

<b>05-110-720-54622</b>	<b>Maintenance - Toll Collection Software</b>	<b>Account Budget:</b>	<b>\$690,600</b>
This budget amount is used for toll collection system software maintenance. This budget amount has increased to reflect actuals. We have received approval for the renewal of the agreement that reflects this increase.			690,600
<b>05-110-720-54650</b>	<b>Repairs &amp; Maint. - Vehicles</b>	<b>Account Budget:</b>	<b>\$500</b>
This item is used to pay for any repairs and maintenance as needed.			500
<b>05-110-720-54990</b>	<b>Miscellaneous Expense</b>	<b>Account Budget:</b>	<b>\$1,000</b>
This budget item is used to cover any item not covered under any other category. This budget amount remains the same from last FY.			1,000
<b>05-110-720-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$17,033</b>
This is the line item is used for general office supplies including paper and toner cartridges.			6,395
Backup tapes - we are purchasing fewer this year which reduced the overall line item budget.			8,838
Building Security items including prox cards and printer ribbons.			1,800
<b>05-110-720-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$111,191</b>
This item covers office items including computer hardware < \$5,000. This line item is reduced from last FY. The desktops were replaced at the call center and service centers last fiscal year which was a one time cost.			21,348
Desktops, Laptops, printers, scanners, monitors, etc. - replacement and spares.			13,868
Spare parts <\$5,000 budget for all host and plaza machines. The warranties have expired on them, so we will now be responsible for buying parts and making repairs, replacing failed drives, etc.			20,000
Network equipment			10,950
PCI related equipment for CSC			45,025
<b>05-110-720-55220</b>	<b>Software Expense</b>	<b>Account Budget:</b>	<b>\$30,530</b>
This item covers software expenses < \$5,000. This line item is reduced significantly from the last FY. In the previous FY there was some single time software purchases as well as an upgrade to the MS Office Suite.			10,700
Upgrade desktop software			9,850
Software for new servers.			9,980
<b>05-110-720-55400</b>	<b>Dues and Subscriptions</b>	<b>Account Budget:</b>	<b>\$835</b>
This line item is used to pay for dues and subscriptions.			0
Subscription to post office zipcode database needed for the CSC. This line item remains the same.			400
Dues for IT staff to belong to professional organizations.			435
<b>05-110-720-55410</b>	<b>Books and Publications</b>	<b>Account Budget:</b>	<b>\$850</b>
This line item is used to pay for technical books and publications. This budget amount is reduced from last FY.			850
<b>05-110-720-55420</b>	<b>Seminars and Conferences</b>	<b>Account Budget:</b>	<b>\$750</b>
This line item is used to attend an IBTTA meeting. This budget amount remains the same from last FY.			750
<b>05-110-720-55430</b>	<b>Staff Training and Education</b>	<b>Account Budget:</b>	<b>\$34,500</b>
This line item will cover IT employees for training. This budget amount is slightly reduced from last FY. Training certificates were purchased at a discount last FY and some of them remain, allowing this line item to be reduced slightly.			34,500



# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Information Technology - 720

<b>05-110-720-56400</b>	<b>General Equipment</b>	<b>Account Budget:</b>	<b>\$230,700</b>
This line item is for hardware purchases valued at >= \$5,000. It has decreased from last FY because less servers are being purchased this FY.			17,200
Bypass switches			9,000
Purchase a new tape backup unit - for backup site.			23,500
Spare parts >= \$5,000 for all host and plaza machines. The warranties have expired, so we are responsible for buying parts and making repairs.			7,000
Purchase servers - replace obsolete and add where necessary			50,000
Upgrade firewalls.			100,000
Add additional drive capacity to current systems.			14,000
Replace capacitors in the UPS until at headquarters			10,000
<b>05-110-720-56415</b>	<b>Vehicle Purchases</b>	<b>Account Budget:</b>	<b>\$29,500</b>
This line item is new. The current IT van is a 2004 Chevy Astro Van. It has begun to cost a significant amount of money for repairs. We are proposing it be replaced with a minivan with seats that fold down so it can be a multipurpose vehicle to move people as well as equipment.			29,500
<b>05-110-720-56700</b>	<b>Software</b>	<b>Account Budget:</b>	<b>\$109,500</b>
This line item is used to purchase software valued at >= \$5,000. It has increased since last FY due to the 2 software upgrade projects required that are related to the phone system (see below).			7,500
PBX software upgrade			65,000
CCE software upgrade			27,000
Password vault manager			10,000

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Information Technology Projects - 721

<b>05-110-721-58016</b>	<b>Building Camera Replacement Project</b>	<b>Account Budget:</b>	<b>\$0</b>
This project took a different path in FY2015 and was not completed with funds from this budget line item.			0
<b>05-110-721-58018</b>	<b>IVR Upgrade Project</b>	<b>Account Budget:</b>	<b>\$57,500</b>
This project was budgeted for in the previous fiscal year due to the delay in the CCSS. This additional amount of money will cover backup IVR hardware that is needed.			57,500
<b>05-110-721-58020</b>	<b>Software - Misc. ETC Upgrades FY16</b>	<b>Account Budget:</b>	<b>\$134,000</b>
This line item is used for miscellaneous electronic toll collection upgrades. This includes the ARCS, TRIMS and Websites software upgrades needed through the fiscal year.			134,000

E-PASS

Central Florida Expressway Authority  
Operations - E-Pass Service Center  
Budget Worksheet

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Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>OTHER</b>										
05-110-740-49001	Cost Of Transponders Sold - Sticker	\$ 880,595	\$ 800,104	\$ 652,926	\$ 845,721	6%	\$ 845,721	6.5%	0%	6%
05-110-740-49002	Cost Of Transponders Sold - Hardcase	32,374	6,484	6,069	8,339	29%	8,339	0.1%	0%	29%
05-110-740-49003	Cost Of Transponders Sold - Bumper	32,776	15,786	19,039	24,721	57%	24,721	0.2%	0%	57%
05-110-740-53010	Interoperability Transaction Fee	-	-	-	-		3,747,932	28.6%		
05-110-740-53410	Contract Personnel	2,276,638	2,337,000	1,302,603	2,200,000	-6%	2,600,000	19.9%	18%	11%
05-110-740-54110	Telephone Service	88,947	100,000	107,728	163,426	63%	156,200	1.2%	-4%	56%
05-110-740-54130	Postage and Delivery	296,938	362,650	277,205	317,250	-13%	338,000	2.6%	7%	-7%
05-110-740-54200	Printing	10,118	3,500	1,984	2,000	-43%	3,500	0.0%	75%	0%
05-110-740-54212	Service Center Printing and Mailing	72,224	75,000	53,448	80,500	7%	86,135	0.7%	7%	15%
05-110-740-54300	Utilities	56,330	60,000	38,718	58,000	-3%	60,000	0.5%	3%	0%
05-110-740-54410	Lease - Buildings	117,487	119,400	104,067	121,765	2%	126,400	1.0%	4%	6%
05-110-740-54430	Lease - Equipment	11,096	10,500	10,764	12,000	14%	13,000	0.1%	8%	24%
05-110-740-54440	Records Management	1,048	1,100	766	1,040	-5%	1,100	0.0%	6%	0%
05-110-740-54610	Repairs & Maint. - Equipment	1,291	1,500	-	750	-50%	1,300	0.0%	73%	-13%
05-110-740-54620	Repairs & Maint. - Software and Hardware	3,564	4,000	3,564	3,564	-11%	4,500	0.0%	26%	13%
05-110-740-54630	Facilities Maintenance	57,076	59,000	33,295	57,076	-3%	60,800	0.5%	7%	3%
05-110-740-54640	Repairs and Maint. - Toll Equipment	-	3,000	-	1,500	-50%	1,500	0.0%	0%	-50%
05-110-740-54641	Repairs and Maint. - Toll Equipment Parts	-	500	-	250	-50%	500	0.0%	100%	0%
05-110-740-54920	Bank Fees	16,621	18,000	5,577	7,700	-57%	10,000	0.1%	30%	-44%
05-110-740-54925	Credit Card Fees	4,638,883	4,556,418	3,710,355	4,777,812	5%	4,921,146	37.6%	3%	8%
05-110-740-54930	Security	7,865	8,261	5,091	8,261	0%	8,757	0.1%	6%	6%
05-110-740-54990	Miscellaneous Expense	934	1,000	388	500	-50%	1,000	0.0%	100%	0%
05-110-740-55100	Office Supplies	15,177	21,000	10,454	15,000	-29%	20,000	0.2%	33%	-5%
05-110-740-55110	Office Expense - Other	3,628	8,000	-	4,000	-50%	8,000	0.1%	100%	0%
05-110-740-55215	Transponder Supplies	17,656	40,000	21,045	35,000	-13%	35,000	0.3%	0%	-13%
	Total:	8,639,266	8,612,203	6,365,086	8,746,175	2%	13,083,551	100.0%	50%	52%
<b>OFFSETTING REVENUES</b>										
05-100-000-32001	Transponder Sales - Sticker	(37,959)	(34,800)	(31,133)	(41,836)	20%	(42,254)		1%	21%
05-100-000-32002	Transponder Sales - Hardcase	(26,400)	-	(25)	(25)		-		-100%	
05-100-000-32003	Transponder Sales - Bumper	(11,650)	(8,400)	(17,075)	(22,025)	162%	(22,800)		4%	171%
05-100-000-33120	Misc. Rev. - E-PASS Statements	(125,134)	(117,744)	(87,471)	(117,000)	-1%	(110,000)		-6%	-7%
05-100-000-33130	Interoperability Transaction Fee	-	-	-	-		(721,298)			
	Total Revenue	(201,143)	(160,944)	(135,704)	(180,866)	12%	(896,352)		396%	457%
	<b>NET TOTAL COST TO CFX</b>	8,438,123	8,451,259	6,229,382	8,565,289	1%	12,187,199			

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: E-PASS Service Center - 740

<b>05-110-740-49001</b>	<b>Cost of Transponders Sold - Sticker</b>	<b>Account Budget:</b>	<b>\$845,721</b>
Annual distribution rate of 106,380 for FY15 year-end estimate; purchased by the Authority at \$7.95 each. No change to distribution rate or growth due to potential transponder swap out project and CCSS - E-PASS accounts transitioning to Sun Pass.			845,721
<b>05-110-740-49002</b>	<b>Cost of Transponders Sold - Hardcase</b>	<b>Account Budget:</b>	<b>\$8,339</b>
The year-end estimate Cost of Transponder Sold for FY 15 at an annual distribution rate of 382 hard case Portable II transponders purchased by the Authority at \$21.83 a piece. No change to budget amount due to the discontinuation of purchasing the hard case transponders, potential transponder swap out project and CCSS - E-PASS accounts transitioning to Sun Pass.			8,339
<b>05-110-740-49003</b>	<b>Cost of Transponders Sold - Bumper</b>	<b>Account Budget:</b>	<b>\$24,721</b>
The overall Cost of Transponder Sold is estimated at an annual distribution rate of 996 bumper hard case transponders purchased by the Authority at \$24.82 apiece. Based on the cost anticipate customers will opt for a free sticker tags. Year-end estimate includes write-off of defective and no sale transponders. No growth anticipated due to the free mini sticker option, potential transponder swap out project and CCSS - E-PASS accounts transitioning to Sun Pass.			24,721
<b>05-110-740-53010</b>	<b>Interoperability Transaction Fee</b>	<b>Account Budget:</b>	<b>\$3,747,932</b>
Interoperability Transaction Fee paid to the Florida Turnpike Enterprise.			3,747,932
<b>05-110-740-53410</b>	<b>Contract Personnel</b>	<b>Account Budget:</b>	<b>\$2,600,000</b>
Proposed Budget is based on contract going out to bid and being in effect for FY16. Estimate an 11.25 % increase for the Personnel Services primarily to bring starting pay rate for CSRs to an acceptable industry standard of \$11.00. Budgeted amount may be under/over due to new bill rates. Supplement to contract will be requested if additional staff is required. VES personnel bill rates are excluded from proposed budget amount and allocated to VES budget.			2,600,000
<b>05-110-740-54110</b>	<b>Telephone Service</b>	<b>Account Budget:</b>	<b>\$156,200</b>
Recurring charges associated with the call center T-1 connection, long distance calls to customers and other related telephone expenses. Increase on bandwidth for Service Centers under consideration with an estimated cost of 500-1,000 per month; reflected in budget. YE estimate includes 20k from FY14 paid in FY15.			156,200
<b>05-110-740-54130</b>	<b>Postage and Delivery</b>	<b>Account Budget:</b>	<b>\$338,000</b>
Postage based on trending for first class mail for transponders, E-PASS letters and monthly statements mailed to E-PASS customers by E-PASS and outside vendor. Also factored are postage meter refills and other costs associated with mailing of transponders and misc. correspondence to E-PASS customers from the CSC. VES (UTN/UTC) postage is allocated to department's respective line item. Next Day Delivery - Batteries \$ 100 E-PASS P.O. \$ 2,000 Misc. & Postage Supplies-Ink /Tape \$ 700 Postage Meter Refills - \$4,600 Monthly \$ 55,200 Postage - E-PASS Statements/Letters \$ 280,000 Total \$ 338,000			338,000
<b>05-110-740-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$3,500</b>
E-PASS print material required: comment cards, letterhead, envelopes E-PASS bags.			3,500
<b>05-110-740-54212</b>	<b>Service Center Printing and Mailing</b>	<b>Account Budget:</b>	<b>\$86,135</b>
New contract beginning July 1, 2015 - rates unknown. Budget is estimated and based on current trending. 7% increase of FY15 YE Est. factored for new contract. E-PASS customer base requesting physical statements monthly continues to decrease due to web access and statements sent via email. VES UTC/UTN printing allocated to the respective department's printing line item. Budget item does not take into consideration net expense that will be offset by revenue collected from statement fees. Supplemental will be requested if estimated costs exceeds proposed budget.			86,135
<b>05-110-740-54300</b>	<b>Utilities</b>	<b>Account Budget:</b>	<b>\$60,000</b>
Utilities estimated based on recurring services pertaining to waste management, water and electricity for the Operations Center, East and West Service Centers.			60,000

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: E-PASS Service Center - 740

<b>05-110-740-54410</b>	<b>Leases - Buildings</b>	<b>Account Budget:</b>	<b>\$126,400</b>
Building lease cost for the East and West Service Centers. East location new three year lease extension being exercised through May 31, 2018. Year three of five year renewals for west location; expiring March 28, 2018. East Service Center \$ 53,400 West Service Center \$ 73,000			126,400
<b>05-110-740-54430</b>	<b>Leases - Equipment</b>	<b>Account Budget:</b>	<b>\$13,000</b>
Equipment lease based on CSC copiers and postage mailing system. Cost based on new lease amounts for three copiers required at the Service Centers and Operation Center plus copies produced. Equipment lease cost is higher for two year term than previous vendor. VES copier allocated to respective line item. Five Year Mailing System Lease - Effective 10/1/12 New Copier Lease for Service Centers - Expire 5/1/2016 Postage Meter & Mailing System \$ 4,000 East, West and Ops Center Copiers \$ 9,000			13,000
<b>05-110-740-54440</b>	<b>Records Management</b>	<b>Account Budget:</b>	<b>\$1,100</b>
Cost based on frequency of pickup per location for secure destruction of E-PASS documents at the east, west service centers and ops center.			1,100
<b>05-110-740-54610</b>	<b>Repairs &amp; Maint. - Equipment</b>	<b>Account Budget:</b>	<b>\$1,300</b>
R&M estimated cost for CSC general office equipment which includes AED service maintenance agreement.			1,300
<b>05-110-740-54620</b>	<b>Repairs &amp; Maint. - Software and Hardware</b>	<b>Account Budget:</b>	<b>\$4,500</b>
R&M estimated cost for CSC general office equipment i.e. service center cameras, digital video recorder and service center phone maintenance. (Avaya Phone Maintenance allocation 3,600.00)			4,500
<b>05-110-740-54630</b>	<b>Facilities Maintenance</b>	<b>Account Budget:</b>	<b>\$60,800</b>
Facilities Maintenance contract portion based on new contract pricing which cover only the service centers and includes a 3% annual escalation. Operations/Call Center is under a General Maintenance contract is based on work orders which a portion of cost is allocated.			60,800
<b>05-110-740-54640</b>	<b>Repairs and Maint. - Toll Equipment</b>	<b>Account Budget:</b>	<b>\$1,500</b>
Expense related to the Service Centers electronic toll collection system hardware maintenance contract.			1,500
<b>05-110-740-54641</b>	<b>Repairs and Maint. - Toll Equipment Part</b>	<b>Account Budget:</b>	<b>\$500</b>
Expense related to the Service Centers electronic test lane R&M hardware parts required.			500
<b>05-110-740-54920</b>	<b>Bank Fees</b>	<b>Account Budget:</b>	<b>\$10,000</b>
Based on current ACH rate fee structure and experience trending cost is approx. \$642 monthly; fees based on new contract commencement - 2014.			10,000
<b>05-110-740-54925</b>	<b>Credit Card Fees</b>	<b>Account Budget:</b>	<b>\$4,921,146</b>
Based on current trending and it is conservatively estimated there will be 3% increase of transactions fee associated with customer accounts using credit cards. New rates became effective July 2014.			4,921,146
2015 Estimated Expense \$ 4,777,812 Expected growth for 2015 3% increase over prior year 2015 Estimated Expense \$4,777,812 *3 % increase = \$4,921,146 Estimated 2016 Budget			
<b>05-110-740-54930</b>	<b>Security</b>	<b>Account Budget:</b>	<b>\$8,757</b>
Security and Fire alarm services required for service centers and operation center with a 6% increase factored.			8,757
<b>05-110-740-54990</b>	<b>Miscellaneous Expense</b>	<b>Account Budget:</b>	<b>\$1,000</b>
Based on past two year's expense on misc. expenses associated to CSC.			1,000
<b>05-110-740-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$20,000</b>
Current trending for general E-PASS office supplies including mailing labels, copy paper and printer toner.			20,000

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: E-PASS Service Center - 740

<b>05-110-740-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$8,000</b>
Estimate to purchase and or replace miscellaneous office items required for the operation of the CSC such as chairs, reader programmers, credit card swipe device, etc. General Equipment and Furniture line items amounts were reclassified and consolidated with Office Expense line item. Furniture			8,000
\$ 4,000	Equipment	\$ 4,000	
<b>05-110-740-55215</b>	<b>Transponder Supplies</b>	<b>Account Budget:</b>	<b>\$35,000</b>
Cost associated to with transponders requiring misc. supplies consisting of batteries, tools, double sided tape, bubble mailers, radio frequency bags.			35,000

# Public Outreach/ Education



Central Florida Expressway Authority  
Operations - Public Outreach/Education  
Budget Worksheet

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Account	Description	2014 Year-end Actual	\$	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>PUBLIC OUTREACH/EDUCATION EXPENSES</b>											
05-110-745-53100	Professional Services	\$ -	\$	100,250	\$ 85,516	\$ 130,000	-30%	\$ 120,000	13.8%	-8%	20%
05-110-745-53110	Consultant Fees	145,349	-	-	-	-		-	0.0%		
05-110-745-53115	Consultant Fees - Surveys	150	-	-	-	-		-	0.0%		
05-110-745-54130	Postage and Delivery	-	10,000		-	-	100%	-	0.0%		-100%
05-110-745-54200	Printing	10,160	30,000		9,133	25,000	17%	25,000	2.9%	0%	-17%
05-110-745-54822	Advertising - Sponsorships	13,700	25,000		-	25,000	0%	25,000	2.9%	0%	0%
05-110-745-54825	Advertising	292,931	318,040		11,827	318,000	0%	662,000	76.3%	108%	108%
05-110-745-54830	Newsletter	936	6,000		1,989	2,500	58%	3,000	0.3%	20%	-50%
05-110-745-54840	Graphic Production Services	9,163	30,000		1,008	30,000	0%	30,000	3.5%	0%	0%
05-110-745-54850	Promotional Items	3,782	3,000		4,501	4,501	-50%	3,000	0.3%	-33%	0%
<b>TOTAL EXPENSES</b>		476,171	522,290		113,974	535,001	-2%	868,000	100.0%	62%	66%

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Public Outreach/Education - 745

<b>05-110-745-53100</b>	<b>Professional Services</b>	<b>Account Budget:</b>	<b>\$120,000</b>
Anticipated costs associated for consultants for marketing, public relations and website projects where expertise or professional services may be required. Also this amount would support research projects and/or customer opinion survey in Central Florida Region including Polk, Volusia, Seminole, Osceola, Orange and Lake Counties.			120,000
<b>05-110-745-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$25,000</b>
Projected budget would allow for printing of various agency public information materials.			25,000
<b>05-110-745-54822</b>	<b>Advertising - Sponsorships</b>	<b>Account Budget:</b>	<b>\$25,000</b>
Budget for sponsorships promoting the agency and/or community awareness campaigns.			25,000
<b>05-110-745-54825</b>	<b>Advertising</b>	<b>Account Budget:</b>	<b>\$662,000</b>
This amount would support various advertising and public awareness campaigns for such items as centralized customer service system, safety and community awareness campaigns and I-4 commuter relief programs for E-PASS in Central Florida Region including Polk, Volusia, Seminole, Osceola, Orange and Lake Counties.			662,000
<b>05-110-745-54830</b>	<b>Newsletter</b>	<b>Account Budget:</b>	<b>\$3,000</b>
To be used for Newsletter to customers and stakeholders.			3,000
<b>05-110-745-54840</b>	<b>Graphic Production Services</b>	<b>Account Budget:</b>	<b>\$30,000</b>
This amount supports the production of general graphic materials including flyers and promotional materials as well as regular collateral activities.			30,000
<b>05-110-745-54850</b>	<b>Promotional Items</b>	<b>Account Budget:</b>	<b>\$3,000</b>
Give-away items used to promote and brand the agency and its services.			3,000

# Violation Enforcement

Central Florida Expressway Authority  
Operations - Violation Enforcement System  
Budget Worksheet

Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Projected Budget Variance %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>OTHER</b>										
05-110-750-53410	Contract Personnel	\$ 1,319,348	\$ 1,945,633	\$ 1,162,288	\$ 1,900,000	-2%	\$ 2,250,000	66.1%	18%	16%
05-110-750-54110	Telephone Service	14,046	25,000	11,499	18,500	-26%	20,000	0.6%	8%	-20%
05-110-750-54130	Postage and Delivery	478,406	475,000	514,000	550,000	16%	600,000	17.6%	9%	26%
05-110-750-54200	Printing	197,780	180,500	191,355	250,000	39%	266,500	7.8%	7%	48%
05-110-750-54430	Leases - Equipment	3,455	2,500	3,904	4,000	60%	4,500	0.1%	13%	80%
05-110-750-54440	Records Management	832	800	466	800	0%	800	0.0%	0%	0%
05-110-750-54610	Repairs & Maint. - Equipment	-	600	-	300	-50%	600	0.0%	100%	0%
05-110-750-54920	Bank Fees	4,493	4,515	1,564	2,500	-45%	2,500	0.1%	0%	-45%
05-110-750-54925	Credit Card Fees	163,913	157,500	156,918	192,000	22%	235,000	6.9%	22%	49%
05-110-750-54990	Miscellaneous Expense	-	250	-	125	-50%	250	0.0%	100%	0%
05-110-750-55100	Office Supplies	663	2,500	2,733	4,000	60%	4,500	0.1%	13%	80%
05-110-750-55110	Office Expense - Other	1,684	3,000	-	1,500	-50%	3,000	0.1%	100%	0%
05-110-750-55210	Operating Supplies	-	250	-	125	-50%	250	0.0%	100%	0%
05-110-750-55400	Dues and Subscriptions	18,079	18,200	12,154	18,185	0%	18,600	0.5%	2%	2%
<b>TOTAL ALL EXPENSES</b>		<b>2,202,699</b>	<b>2,816,248</b>	<b>2,056,881</b>	<b>2,942,035</b>	<b>4%</b>	<b>3,406,500</b>	<b>100.0%</b>	<b>16%</b>	<b>21%</b>
<b>OFFSETTING REVENUES</b>										
05-100-000-33200	Misc. Rev. - VES Admin. Fee	(1,111,701)	(960,000)	(1,003,999)	(960,000)	0%	(960,000)	0%	0%	0%
05-100-000-33210	Misc. Rev. - UTC Fee	(148,846)	(150,000)	(172,175)	(170,000)	13%	(185,000)	9%	9%	23%
05-100-000-33250	UTN Transaction Fee	(923,258)	(900,000)	(920,203)	(1,070,000)	19%	(1,200,000)	12%	12%	33%
05-100-000-33270	UTN Document Fee	(2,155,975)	(2,070,000)	(2,003,000)	(2,400,000)	16%	(2,688,000)	12%	12%	30%
Total Revenue		(4,339,780)	(4,080,000)	(4,099,377)	(4,600,000)	13%	(5,033,000)	9%	9%	23%
<b>NET COST TO CFX</b>		<b>(2,137,081)</b>	<b>(1,263,752)</b>	<b>(2,042,496)</b>	<b>(1,657,965)</b>	<b>31%</b>	<b>(1,626,500)</b>			

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Violation Enforcement - 750

<b>05-110-750-53410</b>	<b>Contract Personnel</b>	<b>Account Budget:</b>	<b>\$2,250,000</b>
Proposed Budget is based on year seven bill rates for the Personnel Services Contract effective August 1, 2015. Proposed budget based on 3.5% increase in contract and additional Image Review staffing. Additional staffing will be needed based on seeing a 22% increase of incoming images from CY13 to CY14 and an anticipated 24% increase in CY15. Proposed budget does not factor vacancies or absentee rate from the overall expected hours worked. Supplement to contract will be requested if additional staff is needed. Proposed Budget is based on contract going out to bid and being in effect for FY16. Increase for the Personnel Services primarily to bring starting pay rate for CSRs and IRCs to an acceptable industry standard. Proposed budget factors a 5% vacancy/absentee rate from the overall expected hours worked.			2,250,000
<b>05-110-750-54110</b>	<b>Telephone Service</b>	<b>Account Budget:</b>	<b>\$20,000</b>
Cost for VES telephone line and Nextel Two-Way Radio utilized by VES to communicate with law enforcement.			20,000
<b>05-110-750-54130</b>	<b>Postage and Delivery</b>	<b>Account Budget:</b>	<b>\$600,000</b>
Postage allocated for mailing VES citations, unpaid toll notices and final notices. Other costs based on related item listed. Increase of 9% from YE estimate based on anticipated new postage rates for 2016 and anticipated increase in issuance of in-state and out of state UTNs and UTCs. Other factor is that we saw an increase of 36% in VES overall printing from CY 13 to CY 14. Post Office Box Fee			600,000
\$ 500	UTN/UTC Postage	\$ 589,500	VES In House Postage
\$ 10,000			
Total	\$ 600,000		
<b>05-110-750-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$266,500</b>
New contract will go into effect July 1, 2015 for Printing and Mailing Services for Unpaid Toll Notices (UTNs), Final Notices and Uniform Traffic Citations (UTCs). CY 2014 monthly averages: 78,246 UTN, 31,399 Final Notices and 2,239 UTC which is approximately 36% increase from CY 2013. Also included on this line item is the cost of mailing print stock. Budget based on FY14 trending, anticipated increase in mailings of UTNs and UTCs and increase of costs with new vendor contract. VES Envelopes			266,500
\$ 500	Printing	\$ 266,000	Total
		\$ 266,500	
<b>05-110-750-54430</b>	<b>Leases - Equipment</b>	<b>Account Budget:</b>	<b>\$4,500</b>
Budget based on new lease amount for VES copier plus copies. Lease pricing effective 4/23/14. Base rate of \$407.48/month plus \$.0039 per copy.			4,500
<b>05-110-750-54440</b>	<b>Records Management</b>	<b>Account Budget:</b>	<b>\$800</b>
Cost based on frequency of pickup for secure destruction of VES related documents.			800
<b>05-110-750-54610</b>	<b>Repairs &amp; Maint. - Equipment</b>	<b>Account Budget:</b>	<b>\$600</b>
R&M for unanticipated equipment needs.			600
<b>05-110-750-54920</b>	<b>Bank Fees</b>	<b>Account Budget:</b>	<b>\$2,500</b>
Fees paid to accept UTN and UTC payments via ACH through the website.			2,500
<b>05-110-750-54925</b>	<b>Credit Card Fees</b>	<b>Account Budget:</b>	<b>\$235,000</b>
Fees based on current trending transaction volume to process UTNs and UTCs via the Authority's website and call center.			235,000
<b>05-110-750-54990</b>	<b>Miscellaneous Expense</b>	<b>Account Budget:</b>	<b>\$250</b>
Allocation associated to unanticipated misc. expenses.			250
<b>05-110-750-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$4,500</b>
General office supplies, copy paper and printer toner.			4,500
<b>05-110-750-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$3,000</b>
Cost to replace furniture/equipment and purchase misc. item(s). General Equipment and Furniture line items amounts were reclassified and consolidated with Office Expense line item.			3,000

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Violation Enforcement - 750

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<b>05-110-750-55210</b>	<b>Operating Supplies</b>	<b>Account Budget:</b>	<b>\$250</b>
Misc. items as needed for VES operations.			250
<b>05-110-750-55400</b>	<b>Dues and Subscriptions</b>	<b>Account Budget:</b>	<b>\$18,600</b>
Cost for obtaining registered vehicle owner data through an online service (West Technologies) required for Violation Enforcement processing. West Tech. - Fixed Fee			18,600
more than 2%)		\$1,515.40 (not to increase	

# Plazas

**Central Florida Expressway Authority  
Toll Facilities Summary**

<u>General Category</u>	2014 Year-end Actual	2015 Final Budget	2015 March YTD Actual	Projected Year-end Actual	Proj Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
Administrative	\$ 2,424,559	\$ 2,463,168	\$ 1,623,000	\$ 2,463,168	0%	\$ 2,537,035	11%	3%	3%
Toll Collection	9,953,762	10,650,203	6,518,174	10,650,203	0%	12,066,313	52%	13%	13%
Toll Equipment Maintenance	2,811,992	2,940,166	1,865,893	2,870,211	-2%	2,986,352	13%	4%	2%
Other	5,080,994	5,735,568	3,806,859	5,641,261	-2%	5,802,658	25%	3%	1%
<b>Total Before FDOT Participation</b>	20,271,307	21,789,105	13,813,926	21,624,843	-1%	23,392,358	100%	8%	7%
FDOT Participation	(5,617,540)	(5,779,350)	(4,330,835)	(5,746,600)	-1%	(5,870,420)	-25%	2%	2%
<b>Grand Total</b>	14,653,767	16,009,755	9,483,091	15,878,243	-1%	17,521,938	75%	10%	9%



**Central Florida Expressway Authority**  
**Toll Facilities Detail**

	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj Budget Var. %	2016 Annual Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>Contractor - FTS</b>								
<b>Administrative</b>								
05-110-XXX-53430 Toll Collection Mngt Fees	\$ 284,481	\$ 284,491	\$ 189,653	\$ 284,491	0%	\$ 293,019	3%	3%
05-110-XXX-53432 Administration Salaries	1,445,099	1,483,668	970,031	1,483,668	0%	1,528,169	3%	3%
05-110-XXX-53434 Office Expenses	450,445	449,069	299,364	449,069	0%	462,534	3%	3%
05-110-XXX-53436 Insurance and Bond	244,534	245,940	163,952	245,940	0%	253,313	3%	3%
<b>Total</b>	<b>2,424,559</b>	<b>2,463,168</b>	<b>1,623,000</b>	<b>2,463,168</b>	<b>0%</b>	<b>2,537,035</b>	<b>3%</b>	<b>3%</b>
<b>Toll Collection</b>								
05-110-XXX-53420 Salaries/Wages	9,417,396	10,112,943	\$ 6,159,995	10,112,943	0%	11,512,943	14%	14%
05-110-XXX-53422 Other Direct Expenses	536,366	537,260	358,179	537,260	0%	553,370	3%	3%
<b>Total</b>	<b>9,953,762</b>	<b>10,650,203</b>	<b>6,518,174</b>	<b>10,650,203</b>	<b>0%</b>	<b>12,066,313</b>	<b>13%</b>	<b>13%</b>
<b>Contractor - Transcore</b>								
<b>Toll Equipment Maintenance</b>								
05-110-XXX-54640 R&M-Toll Equipment	2,175,371	2,155,625	1,434,452	2,155,670	0%	2,254,401	5%	5%
05-110-XXX-54641 R&M - Toll Equip Parts	292,894	420,000	198,492	350,000	-17%	350,000	0%	-17%
05-110-XXX-54642 R&M - VES Equipment	343,727	364,541	232,949	364,541	0%	381,951	5%	5%
<b>Total</b>	<b>2,811,992</b>	<b>2,940,166</b>	<b>1,865,893</b>	<b>2,870,211</b>	<b>-2%</b>	<b>2,986,352</b>	<b>4%</b>	<b>2%</b>
<b>Other Operating Expenses</b>								
05-110-XXX-53460 Janitorial	425,614	425,614	283,738	425,614	0%	438,382	3%	3%
05-110-XXX-54110 Telephone Service	159,388	174,000	153,126	238,000	37%	252,000	6%	45%
05-110-XXX-54300 Utilities	1,871,574	1,972,000	1,260,990	1,930,000	-2%	1,970,000	2%	0%
05-110-XXX-54500 Insurance	-	590,758	584,287	584,202	-1%	601,805	3%	2%
05-110-XXX-54610 R& M - Equipment	573,565	24,500	9,440	23,500	-4%	26,500	13%	8%
05-110-XXX-54620 R&M Software & Hardware	17,495	151,000	49,525	81,000	-46%	90,000	11%	-40%
05-110-XXX-54630 Facilities Maintenance	65,677	960,917	563,922	960,917	0%	960,924	0%	0%
05-110-XXX-54920 Bank Fees	979,873	1,359,279	899,842	1,359,278	0%	1,400,047	3%	3%
05-110-XXX-55110 Office Expense Other	985,323	7,500	434	3,750	-50%	7,000	87%	-7%
05-110-XXX-55210 Operating Supplies	560	56,000	1,555	28,000	-50%	42,000	50%	-25%
05-110-XXX-55700 Contingency	1,925	14,000	-	7,000	-50%	14,000	100%	0%
<b>Total</b>	<b>5,080,994</b>	<b>5,735,568</b>	<b>3,806,859</b>	<b>5,641,261</b>	<b>-2%</b>	<b>5,802,658</b>	<b>3%</b>	<b>1%</b>
<b>Total Before FDOT Participation</b>	<b>20,271,307</b>	<b>21,789,105</b>	<b>13,813,926</b>	<b>21,624,843</b>	<b>-1%</b>	<b>23,392,358</b>	<b>8%</b>	<b>7%</b>
<b>FDOT Participation</b>	<b>(5,617,540)</b>	<b>(5,779,350)</b>	<b>(4,330,835)</b>	<b>(5,746,600)</b>	<b>-1%</b>	<b>(5,870,420)</b>	<b>2%</b>	<b>2%</b>
<b>Grand Total</b>	<b>14,653,767</b>	<b>16,009,755</b>	<b>9,483,091.00</b>	<b>15,878,243</b>	<b>-1%</b>	<b>17,521,938</b>	<b>10%</b>	<b>9%</b>

Central Florida Expressway Authority  
Toll Facilities Operations FY 2016 Budget

	914	915	916	917	923	924	925	926	934	935	943	944	945	954	FY 2016 FINAL BUDGET	FY 2015 FINAL BUDGET	CHANGE	%
<b>Contractor - FTS</b>																		
Administrative																		
53420 Toll Collection Management Fees	\$ 18,053	\$ 31,584	\$ 20,295	\$ 18,046	\$ 21,097	\$ 20,601	\$ 17,858	\$ 17,390	\$ 17,412	\$ 17,890	\$ 21,559	\$ 20,495	\$ 31,020	\$ 19,748	\$ 292,019	\$ 284,491	\$ 8,528	3%
53430 Administration Salaries	92,276	185,363	103,572	92,227	107,889	105,269	91,314	95,267	89,024	91,496	110,235	104,710	159,661	100,866	1,528,169	1,483,668	44,501	3%
53434 Office Expenses	28,498	48,640	31,989	28,480	32,519	28,189	28,189	28,666	27,468	28,240	34,032	32,352	48,966	31,172	1,462,534	1,460,069	2,465	3%
53438 Insurance and Bond	15,418	27,365	17,419	15,505	18,207	17,608	15,247	15,618	15,052	15,486	18,637	17,716	26,817	17,072	253,313	245,940	7,373	3%
Total	154,286	292,892	173,246	154,264	180,494	176,168	152,668	156,941	148,972	153,092	184,463	175,275	265,464	188,858	2,337,035	2,465,168	73,867	3%
<b>Toll Collection</b>																		
53422 Salaries/Wages	745,000	1,212,000	776,000	747,000	860,000	797,000	720,000	710,943	720,000	707,000	819,000	791,000	1,205,000	733,000	11,812,843	10,112,943	1,400,000	14%
53422 Other Direct Expenses	25,377	58,236	44,165	20,081	35,340	53,560	30,785	24,774	30,158	30,158	24,238	54,071	49,971	74,456	12,663,313	10,372,260	1,615,110	13%
Total	770,377	1,266,236	820,165	767,081	895,340	850,560	750,785	735,717	750,158	737,158	843,238	845,071	1,254,971	807,456	23,392,358	21,788,105	1,603,253	7%
<b>Contractor - Transcore</b>																		
Toll Equipment Maintenance																		
54640 Repairs & Maintenance - Toll Equip	148,450	221,531	201,290	146,450	174,193	255,639	164,037	185,282	162,122	162,122	118,305	102,085	81,927	152,768	2,354,401	2,155,625	98,776	5%
54641 Repairs & Maint - Toll Equip Parts	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	350,000	420,000	(70,000)	-17%
54642 Repairs & Maint - VES Equipment	28,633	30,221	29,163	28,763	28,146	32,372	28,763	28,763	27,454	27,454	25,071	25,379	22,479	26,071	381,351	384,341	17,410	5%
Total	198,083	276,752	255,473	198,213	227,339	313,311	215,800	217,045	214,576	214,576	168,378	152,464	129,403	203,839	2,986,352	2,940,166	46,186	2%
<b>Other Operating Expenses</b>																		
53460 Janitorial	31,313	31,313	31,313	31,313	31,313	31,313	31,313	31,313	31,313	31,313	31,313	31,313	31,313	31,313	438,382	425,614	12,768	3%
54110 Telephone Service	17,000	33,000	27,000	21,000	22,000	17,000	20,000	18,000	26,000	10,000	12,000	13,000	6,000	8,000	174,000	174,000	0	0%
54300 Utilities	115,000	225,000	160,000	140,000	115,000	195,000	110,000	120,000	150,000	215,000	70,000	140,000	70,000	125,000	1,970,000	1,972,000	(2,000)	0%
54500 Insurance	57,553	76,957	65,585	56,368	37,064	37,980	32,846	32,041	37,346	41,547	13,969	16,785	24,167	71,567	601,805	590,758	11,047	2%
54610 Repairs & Maint. Equipment	4,000	2,000	1,000	2,000	2,000	2,000	2,000	2,000	1,000	1,000	1,500	2,000	2,000	2,000	28,500	24,500	2,000	8%
54620 Repairs/Maint Soft & Hardware	6,000	11,000	8,000	5,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	90,000	151,000	(61,000)	-40%
54630 Facilities Maintenance	91,061	91,768	85,908	95,201	75,242	83,212	95,022	63,054	62,468	73,836	53,912	59,772	65,984	73,464	960,924	960,917	7	0%
54920 Bank Fees	95,613	225,373	122,931	91,515	109,272	99,711	79,222	83,320	73,759	77,866	79,222	118,834	69,860	69,860	1,400,047	1,359,279	40,768	3%
55110 Office Expense Other	500	500	500	500	500	500	500	500	500	500	500	500	500	500	7,000	7,500	(500)	-7%
55210 Operating Supplies	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	42,000	96,000	(14,000)	-25%
55700 Contingency	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	14,000	14,000	0	0%
Total	392,040	700,911	526,237	406,897	402,391	476,726	341,903	386,228	392,386	461,052	286,953	352,952	330,818	391,524	5,802,656	5,735,568	67,090	1%
<b>Grand Total</b>	<b>1,514,770</b>	<b>2,538,791</b>	<b>1,775,121</b>	<b>1,496,455</b>	<b>1,705,564</b>	<b>1,816,895</b>	<b>1,451,096</b>	<b>1,489,931</b>	<b>1,506,092</b>	<b>1,553,878</b>	<b>1,464,030</b>	<b>1,525,402</b>	<b>1,980,566</b>	<b>1,571,677</b>	<b>23,392,358</b>	<b>21,788,105</b>	<b>1,603,253</b>	<b>7%</b>
FDOT Participation																		
Total FDOT	(5,870,420)	(2,461,834)	(1,709,536)															

NOTE: FDOT Participation is the grand total of the plaza less insurance.

Contractor - FLS

FDOT Participation  
(2,342,369)

**NOTE: FDOT Participation is the grand total of the plaza less insurance.**

**Central Florida Expressway Authority  
Toll Facilities Operations FY 2015 Projections**

	914 Dean	915 Conway Main	916 Pine Hills	917 Hiwassee	923 John Young	924 Boggy Creek	925 Curry Ford	926 University	934 Independence	935 Forest Lake	943 Dallas	944 Beachline	945 Airport	954 Coral Hills	FY 2015 Final Totals
<b>Contractor - FTS</b>															
Administrative															
53430 Toll Collection Management Fees	\$ 17,528	\$ 30,865	\$ 19,676	\$ 17,521	\$ 20,483	\$ 20,001	\$ 17,338	\$ 16,894	\$ 16,905	\$ 17,369	\$ 20,932	\$ 19,899	\$ 30,117	\$ 19,173	\$ 284,491
53432 Administration Salaries	89,589	179,965	100,566	89,541	104,747	102,203	88,655	92,493	86,432	88,832	107,025	101,661	154,040	97,929	1,483,668
53434 Office Expenses	27,688	47,224	31,068	27,657	32,332	31,572	27,368	27,832	26,684	27,418	33,041	31,410	47,540	30,265	448,069
53436 Insurance and Bond	14,991	26,510	16,912	15,054	17,677	17,291	14,803	15,164	14,614	15,016	18,095	17,202	26,036	16,575	245,940
Total	149,776	284,364	188,202	149,773	175,239	171,067	148,164	152,373	144,635	148,635	179,093	170,172	257,733	163,942	2,463,168
<b>Toll Collection</b>															
53420 Salaries/Wages	645,000	1,112,000	676,000	617,000	760,000	697,000	620,000	610,943	620,000	607,000	719,000	691,000	1,105,000	633,000	10,112,943
53422 Other Direct Expenses	24,638	54,599	42,879	19,497	34,311	52,000	29,889	24,053	29,280	29,280	23,533	52,497	48,516	72,288	537,260
Total	669,638	1,166,599	718,879	636,497	794,311	749,000	649,889	634,996	649,280	636,280	742,533	743,497	1,153,516	705,288	10,650,203
<b>Contractor - Transcore</b>															
Toll Equipment Maintenance															
54640 Repairs & Maintenance - Toll Equip	142,750	215,812	196,104	142,705	169,718	234,470	159,830	161,042	131,732	157,965	115,300	99,507	79,878	148,857	2,155,670
54641 Repairs & Maint. - Toll Equip Parts	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	360,000
54642 Repairs & Maint. - VES Equipment	25,502	29,115	28,105	25,748	27,095	29,788	25,748	25,748	25,074	26,421	25,074	24,401	21,648	25,074	364,541
Total	193,252	269,927	249,209	193,453	221,813	289,258	210,578	211,790	181,806	209,386	165,374	148,908	126,526	198,931	2,870,211
<b>Other Operating Expenses</b>															
53460 Janitorial	30,401	30,401	30,401	30,401	30,401	30,401	30,401	30,401	30,401	30,401	30,401	30,401	30,401	30,401	425,614
54110 Telephone Service	16,000	32,000	26,000	20,000	21,000	16,000	19,000	17,000	25,000	9,000	11,000	12,000	7,000	7,000	238,000
54300 Utilities	110,000	215,000	175,000	140,000	110,000	190,000	105,000	115,000	150,000	215,000	70,000	140,000	70,000	125,000	1,930,000
54500 Insurance	55,876	74,716	63,675	54,727	35,985	36,884	31,809	31,108	36,259	40,337	13,563	16,297	23,483	69,483	584,202
54610 Repairs & Maint. Equipment	3,000	2,000	1,000	2,000	1,000	2,000	2,000	2,000	1,000	1,000	1,500	1,000	2,000	2,000	23,500
54620 Repairs & Maint. Software & Hardwar	6,000	11,000	8,000	5,000	5,000	4,000	6,000	6,000	4,000	5,000	5,000	6,000	6,000	4,000	81,000
54630 Facilities Maintenance	61,061	91,767	85,907	55,201	75,242	83,211	56,021	63,053	62,467	73,836	53,912	59,772	65,983	73,484	960,917
54920 Bank Fees	92,829	218,811	119,351	88,850	106,090	96,807	76,915	80,894	71,611	75,589	71,611	76,915	115,373	67,632	1,359,278
55110 Office Expense Other	250	250	250	250	250	250	250	250	250	250	250	250	250	250	3,750
55210 Operating Supplies	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	23,000
55700 Contingency	500	500	500	500	500	500	500	500	500	500	500	500	500	500	7,000
Total	377,917	678,445	512,064	398,929	387,468	462,053	329,896	348,206	383,488	453,163	259,737	345,135	322,990	381,750	5,641,261
<b>Grand Total</b>	1,390,583	2,399,335	1,648,374	1,378,652	1,578,831	1,671,378	1,338,527	1,347,365	1,359,209	1,447,464	1,346,737	1,407,712	1,860,765	1,449,911	21,624,843

(1,837,282)

(2,324,619)

(5,746,600)

FDOT Participation  
Total FDOT

NOTE: FDOT Participation is the grand total of the plaza less insurance.

Central Florida Expressway Authority  
Toll Facilities Operations FY 2014 Actual

	914 Dean	915 Conway Main	916 Pine Hills	917 Hiwassee	923 John Young	924 Boggy Creek	925 Curry Ford	926 University	934 Independence	935 Forest Lake	943 Dallas	944 Beachline	945 Airport	954 Coral Hills	FY 2014 Actual Totals
<b>Contractor - FTS</b>															
Administrative															
53430 Toll Collection Management Fees	\$ 17,607	\$ 30,455	\$ 19,419	\$ 17,530	\$ 20,605	\$ 20,221	\$ 17,675	\$ 17,535	\$ 17,020	\$ 17,731	\$ 19,895	\$ 19,248	\$ 30,622	\$ 18,918	\$ 284,481
53432 Administration Salaries	89,363	155,002	98,621	88,935	104,686	102,709	89,716	88,996	86,342	90,024	101,092	97,626	156,025	95,962	1,445,099
53434 Office Expenses	27,792	48,073	32,050	27,671	32,524	31,919	27,899	27,678	26,866	27,988	31,404	30,382	48,337	29,862	450,445
53436 Insurance and Bond	15,221	26,328	15,390	15,155	17,813	17,481	15,279	15,159	14,714	15,328	17,199	16,639	26,473	16,355	244,534
Total	149,983	259,858	165,480	149,291	175,628	172,330	150,569	149,368	144,942	151,071	169,590	163,895	261,457	161,097	2,424,559
<b>Toll Collection</b>															
53420 Salaries/Wages	587,191	1,027,474	635,261	589,415	687,101	677,613	584,707	585,535	547,566	601,384	672,421	596,182	1,039,839	585,707	9,417,396
53422 Other Direct Expenses	24,638	52,817	42,880	19,488	34,311	56,375	29,889	24,053	29,281	29,281	23,533	48,123	48,517	73,170	536,366
Total	611,829	1,080,291	678,141	608,903	721,412	733,988	614,596	609,588	576,847	630,665	695,954	644,305	1,088,356	658,877	9,953,762
<b>Contractor - Transcore</b>															
Toll Equipment Maintenance															
54640 Repairs & Maintenance - Toll Equip	145,154	217,189	197,579	145,154	171,267	234,228	161,967	145,154	133,858	159,613	127,322	102,743	83,472	150,671	2,175,371
54641 Repairs & Maint. - Toll Equip Parts	20,921	20,921	20,921	20,921	20,921	20,921	20,921	20,921	20,921	20,921	20,921	20,921	20,921	20,921	232,894
54642 Repairs & Maint. - VES Equipment	23,300	27,279	26,333	24,126	25,800	28,323	24,952	24,952	23,496	24,757	23,909	21,791	21,213	23,496	343,727
Total	189,375	265,389	244,833	190,201	217,988	283,472	207,840	191,027	178,275	205,291	172,152	145,455	125,606	195,088	2,811,992
<b>Other Operating Expenses</b>															
53460 Janitorial	30,401	30,401	30,401	30,401	30,401	30,401	30,401	30,401	30,401	30,401	30,401	30,401	30,401	30,401	425,614
54110 Telephone Service	9,975	19,732	15,718	12,435	15,442	9,936	11,708	13,931	18,779	7,871	6,603	7,642	4,101	5,515	159,388
54300 Utilities	110,796	205,765	176,130	132,014	104,402	181,284	103,505	111,385	142,993	215,779	65,544	137,916	64,252	119,809	1,871,574
54310 Water System Operation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
54500 Insurance	54,657	74,433	62,667	53,931	34,434	35,588	30,467	31,549	35,902	39,021	14,068	15,117	22,962	68,769	573,565
54810 Repairs & Maint. Equipment	1,758	1,491	645	1,108	1,033	3,255	2,588	840	465	874	513	1,443	1,017	465	17,495
54620 Repairs & Maint. Software & Hardware	5,010	8,625	5,907	3,920	3,705	5,663	4,421	4,784	3,275	4,242	4,112	5,000	4,399	3,014	65,677
54630 Facilities Maintenance	61,174	91,880	86,133	70,832	75,430	83,475	86,210	63,279	62,693	74,061	54,100	59,998	66,322	74,286	979,873
54920 Bank Fees	65,950	161,673	88,678	64,006	79,180	71,364	54,804	57,495	51,784	54,226	50,258	52,621	84,984	48,300	985,323
55110 Office Expense Other	88	-	-	-	44	44	164	88	44	-	44	-	-	44	560
55210 Operating Supplies	223	230	107	107	107	317	177	65	107	107	197	37	37	107	1,925
55700 Contingency	335	335	335	335	335	335	335	335	335	335	335	335	335	335	4,680
Total	340,367	594,565	486,321	369,089	344,513	421,952	294,780	314,152	346,778	426,917	226,175	310,510	278,810	351,045	5,085,684
Total Before Capital	1,291,554	2,200,103	1,554,775	1,317,494	1,459,541	1,611,452	1,267,785	1,264,135	1,246,842	1,413,944	1,263,871	1,264,165	1,754,229	1,366,107	20,275,997
<b>Capital Expenditures</b>															
56410 Toll Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Grand Total</b>	1,291,554	2,200,103	1,554,775	1,317,494	1,459,541	1,611,452	1,267,785	1,264,135	1,246,842	1,413,944	1,263,871	1,264,165	1,754,229	1,366,107	20,275,997

NOTE: FDOT Participation is the grand total of the plaza less insurance.

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection – 05

Cost Center: Plazas

FISCAL YEAR: 2015

<b>05-110-XXX-53420</b>	<b>Toll Collection Salaries and Wages</b>	<b>Account Budget:</b>	<b>\$11,512,943</b>
This is based on the toll collection contract currently with Florida Toll Services. Contract is going out to bid so budget amount may need to be reevaluated after bids received.			11,512,943
<b>05-110-XXX-53422</b>	<b>Toll Collection Other Direct Expenses</b>	<b>Account Budget:</b>	<b>\$553,370</b>
This is based on the toll collection contract currently with Florida Toll Services. Contract is going out to bid so budget amount may need to be reevaluated after bids received.			553,370
<b>05-110-XXX-53430</b>	<b>Toll Collection Management Fees</b>	<b>Account Budget:</b>	<b>\$293,019</b>
This is based on the toll collection contract currently with Florida Toll Services. Contract is going out to bid so budget amount may need to be reevaluated after bids received.			293,019
<b>05-110-XXX-53432</b>	<b>Toll Collection Administrative Salaries</b>	<b>Account Budget:</b>	<b>\$1,528,169</b>
This is based on the toll collection contract currently with Florida Toll Services. Contract is going out to bid so budget amount may need to be reevaluated after bids received.			1,528,169
<b>05-110-XXX-53434</b>	<b>Toll Collection Office Expense</b>	<b>Account Budget:</b>	<b>\$462,534</b>
This is based on the toll collection contract currently with Florida Toll Services. Contract is going out to bid so budget amount may need to be reevaluated after bids received.			462,534
<b>05-110-XXX-53436</b>	<b>Toll Collection Insurance and Bonding</b>	<b>Account Budget:</b>	<b>\$253,313</b>
This is based on the toll collection contract currently with Florida Toll Services. Contract is going out to bid so budget amount may need to be reevaluated after bids received.			253,313
<b>05-110-XXX-53460</b>	<b>Janitorial</b>	<b>Account Budget:</b>	<b>\$438,382</b>
This is based on the toll collection contract currently with Florida Toll Services. Contract is going out to bid so budget amount may need to be reevaluated after bids received.			438,382
<b>05-110-XXX-54110</b>	<b>Telephone Service</b>	<b>Account Budget:</b>	<b>\$252,000</b>
All telecommunication charges.			252,000
<b>05-110-XXX-54200</b>	<b>Utilities</b>	<b>Account Budget:</b>	<b>\$1,970,000</b>
Electric, water and gas charges.			1,970,000
<b>05-110-XXX-54500</b>	<b>Insurance</b>	<b>Account Budget:</b>	<b>\$601,805</b>
Insurance for plazas, bridges and overpasses.			601,805
<b>05-110-XXX-54610</b>	<b>Repairs &amp; Maint. – Equipment</b>	<b>Account Budget:</b>	<b>\$26,500</b>
Repairs and maintenance on equipment.			26,500
<b>05-110-XXX-54620</b>	<b>Repairs &amp; Maint. – Software and Hardware</b>	<b>Account Budget:</b>	<b>\$90,000</b>

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection – 05

FISCAL YEAR: 2014

Cost Center: Plazas

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Repairs and maintenance agreements for bill, coin and misc. equipment.		Account Budget:	90,000
05-110-XXX-54630	Facilities Maintenance	Account Budget:	\$960,924
All charges related to maintaining the plazas.			960,924
05-110-XXX-54640	Repairs and Maint. – Toll Equipment	Account Budget:	\$2,254,401
All charges related to maintaining the toll collection system. This contract needs to be renegotiated so budget amounts many need to be reevaluated after negotiations are complete.			2,254,401
05-110-XXX-54641	Repairs and Maint. – Toll Equipment Part	Account Budget:	\$350,000
Replacement and spare parts for the toll collection system.			350,000
05-110-XXX-54642	Repairs and Maint. – VES Equipment	Account Budget:	\$381,951
All charges related to maintaining the violation enforcement system. This contract needs to be renegotiated so budget amounts many need to be reevaluated after negotiations are complete.			381,951
05-110-XXX-54920	Bank Fees	Account Budget:	\$1,400,047
Armored car and deposit supplies expense.			1,400,047
05-110-XXX-55110	Office Expense - Other	Account Budget:	\$7,000
For furniture and appliances under \$1,000.			7,000
05-110-XXX-55210	Operating Supplies	Account Budget:	\$42,000
Coin vaults, safety coins and various operating supplies.			42,000
05-110-XXX-55700	Contingency	Account Budget:	\$14,000
Contingency for unknown expenses.			14,000

MAINTENANCE



**Central Florida Expressway Authority  
Maintenance Fund - Summary**

	2014 Year-end Actual	2015 Original Budget	2015 Budget Amendments	2015 Budget Restated	Projected Year-end Actual	2016 Annual Budget	% Inc (Decr) over 2015 Restated
<b>I. Maintenance Administration</b>	\$ 715,722	\$ 821,397	-	\$ 821,397	\$ 799,963	\$ 911,461	11%
<b>II. Expressway Operations</b>	4,830,572	4,888,407	-	4,888,407	4,422,765	5,460,869	12%
<b>III. Routine Maintenance</b>	8,756,010	9,778,193	-	9,778,193	9,565,308	9,936,100	2%
<b>Total Maintenance Expenditures Before FDOT Participation</b>	14,302,304	15,487,997	-	15,487,997	14,788,036	16,308,429	5%
<b>FDOT Participation</b>	(2,889,294)	(2,938,839)	-	(2,938,839)	(2,933,370)	(2,933,370)	0%
<b>Total Maintenance Costs</b>	11,413,010	12,549,158	-	12,549,158	11,854,666	13,375,059	7%

**Capital Expenditures**

<b>Capital Expenditures</b>							
Maintenance Administration	-	-	-	-	-	25,000	
Expressway Operations	-	68,720	-	68,720	35,000	63,720	
<b>Total Capital Expenditures</b>	-	68,720	-	68,720	35,000	88,720	

**Central Florida Expressway Authority**  
**Maintenance Activity - Total By Line Item**

Page 1 of 1

Description	2015 Annual Budget	2016 Annual Budget	Difference	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>				
Salaries & Wages	\$ 630,265	\$ 799,223	\$ 168,958	26.8%
Social Security and Medicare	46,698	59,624	12,926	27.7%
Retirement Contributions -FRS	63,868	76,387	12,519	19.6%
Life and Health Insurance	149,143	188,918	39,775	26.7%
State Assessment	1,583	2,005	422	26.7%
Workers' Compensation	23,653	26,826	3,173	13.4%
Total Salaries & Benefits	915,210	1,152,983	237,773	26.0%
<b>OTHER</b>				
Consultant Fees	50,000	75,000	25,000	50.0%
Maintenance Program Support	15,200	5,000	(10,200)	-67.1%
Maintenance Program Support - ITS	795,700	827,000	31,300	3.9%
Mitigation Maint. Support	17,000	8,500	(8,500)	-50.0%
FON Program Support	170,000	175,000	5,000	2.9%
Pavement Management System	20,000	26,000	6,000	30.0%
Florida Highway Patrol Services	785,275	811,964	26,689	3.4%
Motorist Service Patrol Agreement	1,065,024	1,077,650	12,626	1.2%
Travel	6,500	6,000	(500)	-7.7%
Reimbursed Local Travel	1,850	1,700	(150)	-8.1%
Gasoline	16,600	15,000	(1,600)	-9.6%
Telephone Service	10,500	6,500	(4,000)	-38.1%
Postage and Delivery	-	1,000	1,000	
Printing	480	580	100	20.8%
Utilities	100,000	120,000	20,000	20.0%
Insurance	3,385	3,252	(133)	-3.9%
Repairs & Maint. - Equipment	1,000	1,000	-	0.0%
Maintenance FON Locates	16,500	16,500	-	0.0%
Maintenance - ITS Infrastructure	1,288,280	1,674,000	385,720	29.9%
Repairs & Maint. - Fiber Optic Network	400,000	335,000	(65,000)	-16.3%
Repairs & Maint. - Vehicles	7,500	7,500	-	0.0%
Roadway and Bridges Maintenance	5,209,443	5,494,000	284,557	5.5%
Landscape Maintenance Service	3,771,000	3,614,500	(156,500)	-4.2%
Mitigation Area Maintenance	21,000	-	(21,000)	-100.0%
Bridge Inspection	161,000	224,000	63,000	39.1%
Sign Maintenance/Inspection	322,000	255,750	(66,250)	-20.6%
Temp. Barricades & Message Signs	15,000	10,000	(5,000)	-33.3%
Traffic Signals and Lights	69,500	78,000	8,500	12.2%
Aquatics	164,250	209,850	45,600	27.8%
Advertising and Legal Notices	-	1,000	1,000	
Office Supplies	3,300	3,700	400	12.1%
Office Expense - Other	4,500	4,500	-	0.0%
Dues and Subscriptions	2,000	2,000	-	0.0%
Seminars and Conferences	4,000	4,000	-	0.0%
Staff Training and Education	10,000	10,000	-	0.0%
Contingency Project(s)	45,000	50,000	5,000	11.1%
Total Other:	14,572,787	15,155,446	582,659	4.0%
<b>TOTAL</b>	15,487,997	16,308,429	820,432	5.3%
<b>CAPITAL EXPENDITURES</b>				
General Equipment	7,000	2,000	(5,000)	-71.4%
Vehicle Purchases	-	25,000	25,000	
Software	61,720	61,720	-	0.0%
Total Capital Expenditures:	68,720	88,720	20,000	29.1%

# Maintenance Administration

Central Florida Expressway Authority  
Maintenance - Administration  
Budget Worksheet

Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj.	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>										
05-120-810-51200	Salaries & Wages	\$ 470,729	\$ 492,176	\$ 362,102	\$ 492,176	0%	\$ 561,134	61.6%	14%	14%
05-120-810-52100	Soc Sec & Medicare	33,889	36,924	25,373	36,924	0%	42,200	4.6%	14%	14%
05-120-810-52210	Retirement Contributions -FRS	46,602	53,636	39,324	53,636	0%	58,745	6.4%	10%	10%
05-120-810-52300	Life and Health Insurance	82,280	123,176	64,289	123,176	0%	143,001	15.7%	16%	16%
05-120-810-52310	State Assessment	765	1,309	534	1,309	0%	1,520	0.2%	16%	16%
05-120-810-52400	Workers Compensation	867	23,076	15,021	23,076	0%	25,960	2.8%	12%	12%
	Total Salaries & Benefits:	635,132	730,297	506,643	730,297	0%	832,561	91.3%	14%	14%
<b>OTHER</b>										
05-120-810-53122	Maintenance Program Support	7,781	15,200	47	500	-97%	5,000	0.5%	900%	-67%
05-120-810-53124	Mitigation Maint. Support	31,680	17,000	3,667	13,000	-24%	8,500	0.9%	-35%	-50%
05-120-810-53126	Pavement Management System	18,913	20,000	90	20,000	0%	26,000	2.9%	30%	30%
05-120-810-54010	Travel	667	2,500	775	2,500	0%	3,000	0.3%	20%	20%
05-120-810-54012	Reimbursed Local Travel	79	200	-	100	-50%	200	0.0%	100%	0%
05-120-810-54020	Gasoline	8,798	11,000	5,271	10,000	-9%	11,000	1.2%	10%	0%
05-120-810-54110	Telephone Expense	2,965	3,500	2,442	3,500	0%	3,500	0.4%	0%	0%
05-120-810-54200	Printing	51	400	44	400	0%	500	0.1%	25%	25%
05-120-810-54500	Insurance	2,728	2,800	2,666	2,666	-5%	2,700	0.3%	1%	-4%
05-120-810-54610	Repairs & Maint. - Equipment	-	1,000	80	3,000	200%	1,000	0.1%	-67%	0%
05-120-810-54650	Repairs & Maint. - Vehicles	2,986	5,500	863	3,000	-45%	5,500	0.6%	83%	0%
05-120-810-55100	Office Supplies	1,694	2,500	1,702	2,500	0%	2,500	0.3%	0%	0%
05-120-810-55110	Office Expense - Other	1,203	3,000	207	2,000	-33%	3,000	0.3%	50%	0%
05-120-810-55400	Dues and Subscriptions	305	500	42	500	0%	500	0.1%	0%	0%
05-120-810-55420	Seminars and Conferences	340	2,000	-	2,000	0%	2,000	0.2%	0%	0%
05-120-810-55430	Staff Training and education	400	4,000	300	4,000	0%	4,000	0.4%	0%	0%
	Total Other:	80,590	91,100	18,196	69,666	-24%	78,900	8.7%	13%	-13%
	Subtotal Salaries, Benefits, & Other	715,722	821,397	524,839	799,963	-3%	911,461	100.0%	14%	11%
<b>CAPITAL EXPENDITURES</b>										
05-120-810-56415	Vehicle Purchases	-	-	-	-	-	25,000	-	-	-
	TOTAL	1,350,854	1,551,694	1,031,482	1,530,260	-1%	1,769,021	16%	16%	14%

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Maintenance Administration - 810

<b>05-120-810-53122</b>	<b>Maintenance Program Support</b>	<b>Account Budget:</b>	<b>\$5,000</b>
	Support for various contracts within the Maintenance Dept.		5,000
<b>05-120-810-53124</b>	<b>Mitigation Maintenance Support</b>	<b>Account Budget:</b>	<b>\$8,500</b>
	Covers the funds necessary to provide Mitigation Maintenance Support/Management for the Mitigation Area Maintenance Services Purchase Order. (Atkins)		8,500
<b>05-120-810-53126</b>	<b>Pavement Management System</b>	<b>Account Budget:</b>	<b>\$26,000</b>
	Pavement Management System (Atkins)		26,000
<b>05-120-810-54010</b>	<b>Travel</b>	<b>Account Budget:</b>	<b>\$3,000</b>
	Various travel needs for professional development seminars/conferences.		3,000
<b>05-120-810-54012</b>	<b>Reimbursed Local Travel</b>	<b>Account Budget:</b>	<b>\$200</b>
	Mileage, toll and parking reimbursement for in town non-Authority vehicle travel as needed.		200
<b>05-120-810-54020</b>	<b>Gasoline</b>	<b>Account Budget:</b>	<b>\$11,000</b>
	To cover the cost of gasoline for five Authority vehicles driven by Maintenance Department employees.		11,000
<b>05-120-810-54110</b>	<b>Telephone Service</b>	<b>Account Budget:</b>	<b>\$3,500</b>
	Cell phone service for five Maintenance Department employees.		3,500
<b>05-120-810-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$500</b>
	Printing needs such as business cards, special reports and documents that cannot be done in house.		500
<b>05-120-810-54500</b>	<b>Insurance</b>	<b>Account Budget:</b>	<b>\$2,700</b>
	This figure is derived based on actual costs for vehicle insurance.		2,700
<b>05-120-810-54610</b>	<b>Repairs &amp; Maint. - Equipment</b>	<b>Account Budget:</b>	<b>\$1,000</b>
	R&M as needed.		1,000
<b>05-120-810-54650</b>	<b>Repairs &amp; Maint. - Vehicles</b>	<b>Account Budget:</b>	<b>\$5,500</b>
	R&M as needed for five Authority maintenance vehicles.		5,500
<b>05-120-810-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$2,500</b>
	Basic office supply needs for the Department.		2,500
<b>05-120-810-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$3,000</b>
	Furniture, etc. under \$5,000		3,000
<b>05-120-810-55400</b>	<b>Dues and Subscriptions</b>	<b>Account Budget:</b>	<b>\$500</b>
	Needed for staff members in professional organizations and trade subscriptions.		500
<b>05-120-810-55420</b>	<b>Seminars and Conferences</b>	<b>Account Budget:</b>	<b>\$2,000</b>
	Fees for seminars and conferences attended by staff for professional development.		2,000
<b>05-120-810-55430</b>	<b>Staff Training and Education</b>	<b>Account Budget:</b>	<b>\$4,000</b>
	Specific training for staff such as Fiber Optic Network (FON) Certification courses and Safety Inspection of In-Service Bridges.		4,000
<b>05-120-810-56415</b>	<b>Vehicle Purchases</b>	<b>Account Budget:</b>	<b>\$25,000</b>
	Replacement vehicle for the Maintenance department. Procurement of said vehicle will be in accordance with the CFX Vehicle Procedure.		25,000

# Expressway Operations

Central Florida Expressway Authority  
Maintenance - Expressway Operations  
Budget Worksheet

Page 1 of 2

Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>										
05-120-820-51200	Salaries and Wages	\$ 132,451	\$ 138,089	\$ 101,381	\$ 138,089	0%	\$ 238,089	4.4%	72%	72%
05-120-820-52100	Soc Sec & Medicare Expense	9,832	9,774	7,387	9,774	0%	17,424	0.3%	78%	78%
05-120-820-52210	Retirement Contributions - FRS	9,237	10,232	7,472	10,232	0%	17,642	0.3%	72%	72%
05-120-820-52300	Life and Health Insurance	24,459	25,967	19,227	25,967	0%	45,917	0.8%	77%	77%
05-120-820-52310	State Assessment	272	274	141	274	0%	485	0.0%	77%	77%
05-120-820-52400	Workers Compensation	208	577	331	577	0%	866	0.0%	50%	50%
	Total Salaries & Benefits	176,459	184,913	135,939	184,913	0%	320,423	5.9%	73%	73%
<b>FIBER OPTIC NETWORK (FON)</b>										
05-120-820-53125	FON Program Support	171,639	170,000	125,130	160,000	-6%	175,000	3.2%	9%	3%
05-120-820-54612	Maintenance FON Locates	13,252	16,500	7,027	14,000	-15%	16,500	0.3%	18%	0%
05-120-820-54625	Repairs & Maint. - Fiber Optic Network	368,542	400,000	138,222	400,000	0%	335,000	6.1%	-16%	-16%
	Total Fiber Optic Network:	553,433	586,500	270,379	574,000	-2%	526,500	9.6%	-8%	-10%
<b>LAW ENFORCEMENT</b>										
05-120-820-53440	Florida Highway Patrol Services	527,237	785,275	524,511	785,275	0%	811,964	14.9%	3%	3%
05-120-820-54110	Telephone Expense	4,104	7,000	2,297	2,700	-61%	3,000	0.1%	11%	-57%
	Total Law Enforcement:	531,341	792,275	526,808	787,975	-1%	814,964	14.9%	3%	3%
05-120-820-53444	Motorist Service Patrol Agreement	1,489,298	1,065,024	710,887	1,000,000	-6%	1,077,650	19.7%	8%	1%
<b>INTELLIGENT TRANSPORTATION SYSTEM (ITS)</b>										
05-120-820-53123	Maintenance Program Support - ITS	631,017	795,700	492,601	600,000	-25%	827,000	15.1%	38%	4%
05-120-820-53411	Contract Personnel - ITS	248,595	-	-	-	-	-	0.0%	-	-
05-120-820-54615	Maintenance - ITS Infrastructure	1,080,969	1,288,280	634,789	1,100,000	-15%	1,674,000	30.7%	52%	30%
	Total ITS Infrastructure Maintenance	1,960,581	2,083,980	1,127,390	1,700,000	-18%	2,501,000	45.8%	47%	20%

Central Florida Expressway Authority  
Maintenance - Expressway Operations  
Budget Worksheet

Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>OTHER EXPENSES</b>										
05-120-820-53110	Consultant Fees	-	50,000	-	50,000	0%	75,000	1.4%	50%	50%
05-120-820-54010	Travel	1,024	4,000	2,184	2,500	-38%	3,000	0.1%	20%	-25%
05-120-820-54012	Reimbursed Local Travel	151	1,650	199	1,000	-39%	1,500	0.0%	50%	-9%
05-120-820-54020	Gasoline	4,962	5,600	2,510	4,000	-29%	4,000	0.1%	0%	-29%
05-120-820-54130	Postage and Delivery	-	-	453	453		1,000	0.0%	121%	
05-120-820-54200	Printing	-	80	53	80	0%	80	0.0%	0%	0%
05-120-820-54300	Utilities	109,350	100,000	77,593	110,000	10%	120,000	2.2%	9%	20%
05-120-820-54500	Insurance	556	585	544	544	-7%	552	0.0%	1%	-6%
05-120-820-54650	Repairs & Maint. - Vehicles	1,161	2,000	274	2,000	0%	2,000	0.0%	0%	0%
05-120-820-54910	Advertising and Legal Notices	-	-	-	-		1,000	0.0%		
05-120-820-55100	Office Supplies	823	800	840	800	0%	1,200	0.0%	50%	50%
05-120-820-55110	Office Expense - Other	388	1,500	-	500	-67%	1,500	0.0%	200%	0%
05-120-820-55400	Dues & Subscriptions	740	1,500	519	1,000	-33%	1,500	0.0%	50%	0%
05-120-820-55420	Seminars and Conferences	305	2,000	840	1,000	-50%	2,000	0.0%	100%	0%
05-120-820-55430	Staff Training and Education	-	6,000	-	2,000		6,000	0.1%	200%	0%
	Total Other:	119,460	175,715	86,009	175,877	0%	220,332	4.0%	25%	25%
	<b>SUBTOTAL</b>	4,830,572	4,888,407	2,857,412	4,422,765	-10%	5,460,869	100%	23%	12%
<b>CAPITAL EXPENDITURES</b>										
05-120-820-56400	General Equipment	-	7,000	-	5,000		2,000		-60%	-71%
05-120-820-56700	Software	-	61,720	-	30,000		61,720		106%	0%
	Total Capital Expenditures:	-	68,720	-	35,000		63,720		82%	-7%
	<b>TOTAL</b>	4,830,572	4,957,127	2,857,412	4,457,765	-10%	5,524,589	100.0%	24%	11%
<b>OFFSETTING REVENUES</b>										
05-100-000-33300	Misc. Rev. - FON Lease	(664,222)	(674,748)	(505,219)	(674,719)	0%	(687,894)		2%	2%
	<b>NET TOTAL COST TO CFX</b>	4,166,350	4,282,379	2,352,193	3,783,046	-12%	4,836,695		28%	13%



# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Expressway Operations - 820

<b>05-120-820-53110</b>	<b>Consultant Fees</b>	<b>Account Budget:</b>	<b>\$75,000</b>
Cost of UCF Phase III wrong way driving study up to a maximum of \$75,000. This will continue the data analysis from UCF for the pilot project.			75,000
<b>05-120-820-53123</b>	<b>Maintenance Program Support - ITS</b>	<b>Account Budget:</b>	<b>\$827,000</b>
Covers the costs that are invoiced to the Authority by the General Engineering Consultant (GEC) to support the management and maintenance of the ITS infrastructure completed, in use and under maintenance in FY 2016. Includes coordination with the maintenance contractors, providing technical support to ensure that ITS projects are performing as intended to help the Authority manage traffic and accidents/incidents. Our system contains a total of 178 cameras, the Data Server used to measure and calculate travel times and inform customers of traffic conditions, 163 data collections sensors (DCS) to support the travel time program, 52 single line DMS Signs, 7 arterial DMS at strategic entrance ramps, and 41 three line DMS Signs that are now in operation plus (403) TMS that are now online. This scope also includes the following: Support Authority staff with regional operations and ITS coordination with partner agencies. Assist Authority staff with coordinating activities and evaluating operational data associated with the Road Ranger Motorist Assistance Service Patrol and dedicated Florida Highway Patrol (FHP) law enforcement contracts. Support the development of and updates to the Expressway Operations budget projections (ITS Projects). Support the application for and development of Industry trade publications, recognition programs, and conference presentations highlighting Expressway Operations efforts and achievements. Provide status updates on Expressway Operations Program Activities. Develop briefing materials for Authority Board members and management staff on Expressway Operations efforts. Provide technical analysis of technologies and operational strategies that could benefit Expressway Operations. Provide occasional support for staffing of ITS control room for 12 months. The GEC will also generate performance measures report for the CFX monthly statistics manual. Performance measures are being developed from archived data server travel time information. The budget amount requested for FY 2015/16 is \$31,300 higher than FY 2014/15. The increase is due to: Service Patrol/FHP and Incident Clearance technology investigation (laser scanning) for \$24,000 the change in ITS projects using the systems manager approach and addition of maintenance of more devices for \$59,900, Staff from Montgomery Consulting Group (W/MBE) for \$1,400, Performance measure reporting for \$2,000. Also included is a (\$56,000) reduction due to reduced ITS control room staffing.			827,000
<b>05-120-820-53125</b>	<b>FON Program Support</b>	<b>Account Budget:</b>	<b>\$175,000</b>
Covers the costs that are invoiced to CFX by the General Engineering Consultant (GEC) to support the Fiber Optic Network (FON) maintenance program activities. Includes coordination with contractor (PCS) on alarms, contract administration and overall project management for the (PCS) contract, FON utility coordination, update of FON drawings, Internet Protocol (IP) Network alarm coordination and coordination of maintenance activities with Juniper Networks and Extreme Networks. The proposed figure of \$175,000 is slightly higher the current year figure of \$170,000. This level of technical support from the GEC will be similar during FY 2014-2015, however the rates have been adjusted from FY 2014-2015 to FY 2015-2016 rates. This contract ensures Authority's Fiber Optics Communications Network is reliable and consistently on line and in service protecting our revenue collection data.			175,000
<b>05-120-820-53440</b>	<b>Florida Highway Patrol Services</b>	<b>Account Budget:</b>	<b>\$811,964</b>
This budget item is to pay the Florida Highway Patrol (FHP) for dedicated law enforcement services on the CFX expressway system in accordance with the contract between FHP and CFX executed October 27, 2000. The original contract stipulates that eight (8) troopers will be provided to patrol the expressway system two (2) shifts per day for 16 hours, 365 days per year. This covers salaries, benefits, expenses, patrol vehicle operating costs, risk management, laptop expense, HR Resources and salary incentive payments. The proposed figure of \$811,964 for FHP services is an increase of \$26,689 over revised current year figure of \$785,275. This \$26,689 increase is due to increased rates FY 2015/16 and includes the replacement of 1 existing patrol car. *With the addition of Wekiva Parkway construction completion services will need to be expanded in the future.			811,964

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Expressway Operations - 820

<b>05-120-820-53444</b>	<b>Motorist Service Patrol</b>	<b>Account Budget:</b>	<b>\$1,077,650</b>
CFX and Florida Turnpike Services of Florida executed a new contract in 2013 for the provision of Motorist Assistance Service on the CFX expressway system and portions of the Florida Turnpike. The Florida Turnpike Enterprise District of Florida Department of Transportation reimburses CFX for that portion of service on the Turnpike system through a separate interlocal agreement. The funding requested from Florida's Turnpike is \$379,373.66 per year and will support the Agency's net share of the cost for providing the service of Florida's Turnpike owned system on 429, 417, 408 and 528. Currently, the service runs from 6:00 A.M. to 8:00 P.M., 7 days a week using six (6) vehicles. This contract will continue the partnership with the Florida Turnpike Enterprise. This number should be consistent for the next 3 years. *With the addition of Wekiva Parkway construction completion services will need to be expanded in the future.			1,077,650
<b>05-120-820-54010</b>	<b>Travel</b>	<b>Account Budget:</b>	<b>\$3,000</b>
Funding is requested to allow travel and attendance at appropriate committee meetings, conferences and project business relating to Expressway Operations and particularly those that speak to issues of maximizing the roadway capacity of the CFX expressway system. Examples of proposed conferences and committee meetings are Team Florida, ITS America, ITS Florida (ITS 3C summit), IBTTA, ITE, and Transportation Research Board. This amount represents the estimated costs to attend up to five meeting/conferences during FY 2015/16 that would provide direct benefits to CFX in more efficient management of the expressway systems. All travel must be preapproved by the ED or board as appropriate.			3,000
<b>05-120-820-54012</b>	<b>Reimbursed Local Travel</b>	<b>Account Budget:</b>	<b>\$1,500</b>
To pay for local mileage travel by CFX staff using personal vehicles on CFX business to include mileage costs, parking, charges and tolls. This budget would not cover any authorized overnight travel which would cover under a separate budget category. This will include local travel to Metroplan Orlando, Florida's Turnpike Enterprise, FDOT District 5 Deland, and other FDOT district RTMC's. This budget is lower by \$150 from the previous year.			1,500
<b>05-120-820-54020</b>	<b>Gasoline</b>	<b>Account Budget:</b>	<b>\$4,000</b>
The proposed budget figure is to pay for gasoline for 1 vehicles owned by the Authority. One vehicle operated by the Authority Fiber Optic Network technician. The Fiber Optic Technician is responsible for providing locate services for requests (tickets) received from Sunshine One Call to establish location flags depicting the actual alignment of the Authority's Fiber Optic Network to protect it from damage by those that would be excavating/performing construction activity in the vicinity. This Service was formerly done by a consultant under contract to the Authority but is now accomplished by in house staff in the Maintenance department. The \$4,000 is also for the Manager of Expressway operations using a pool vehicle instead of a full time assigned vehicle. Cost determination for 1 vehicle. 1) 18,000 miles at 17 MPG x \$3.75/gal = \$3,970 Rounded to = \$4,000			4,000
<b>05-120-820-54110</b>	<b>Telephone Service</b>	<b>Account Budget:</b>	<b>\$3,000</b>
Telephone service is provided by CFX for each of the nine (9) troopers on the CFX FHP Squad. Nextel "Direct Connect" phones are provided to the FHP Troopers for communication with the "Road Rangers." CFX Maintenance Staff and to the VES office for direct communication in their toll violation enforcement activity. The proposed cost also includes the cell phone used by the Manager of Expressway Operations. In FY 2016/17 this will increase due to our needs for RR extended warranty purchase.			3,000
<b>05-120-820-54130</b>	<b>Postage and Delivery</b>	<b>Account Budget:</b>	<b>\$1,000</b>
This is to support costs for U.S. Postal Service mailing and charges for special delivery by any of several companies providing this service. Expedited delivery is needed for time sensitive documents, contract/agreement executions and similar items. This figure is the up from the current year (FY 2014/15) of \$1000 due to comment cards postage for service patrol.			1,000
<b>05-120-820-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$80</b>
For special printing needs that cannot be done in house such as business cards, special reports and documents. It also includes a distribution of costs for in house printing machine expense for that portion assessed to Expressway Operations. The requested figure of \$80.00 is a consistent with the previous year.			80

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Expressway Operations - 820

<b>05-120-820-54300</b>	<b>Utilities</b>	<b>Account Budget:</b>	<b>\$120,000</b>
The funds requested are to pay the costs for commercial electric power for 168 CCTV camera locations, 139 Data Collection Sensor (DCS) and 36 3 line DMS Signs throughout the OOCEA Expressway System. All of these devices and associated equipment were installed as part of the Authority's Intelligent Transportation Systems (ITS) Program. These projects help the Authority better manage accidents/incidents by monitoring traffic more efficiently and provide travel time information to our customers. We have now added 393 TMS system wide through the 511 project. The proposed figure for electric power costs of \$120,000 is approximately 20 percent increase the current year (FY 2014/15) of \$100,000 based on current experience.			120,000
<b>05-120-820-54500</b>	<b>Insurance</b>	<b>Account Budget:</b>	<b>\$552</b>
Funding is requested to insure one (1) vehicles owned by the Authority. One is the vehicle operated by the Authority Fiber Optic Network Technician performing locates of the Fiber Optic Network on the CFX Expressway System.			552
<b>05-120-820-54612</b>	<b>Maintenance FON Locates</b>	<b>Account Budget:</b>	<b>\$16,500</b>
This item provides funding to support expenses associated with performing "locates" of the Authority's Fiber Optic Network (FON) in response to ticket requests from Sunshine One Call of Florida. The FON is installed on both sides of the entire OOCEA Expressway System. It is necessary to "locate" the FON System to prevent conflicts and damage to the fiber ahead of construction and maintenance activities. The FON is the communication medium for the Authority's Electronic Toll Collection (ETC) System and telephone communication between toll plazas, E Pass service centers and the OOCEA administration building. It also provides communication for all devices installed under the Authority's Intelligent Transportation System projects, 168 CCTV cameras, 139 Data Collections Sensors, 36 3 line DMS Signs and 52 single line DMS Signs. We also are adding 393 TMS system wide through the 511 project. OOCEA staff responds to Sunshine One Call "locate" tickets which will cost about \$1,040.00 per month which are calculated below with additional related expenses. 1) Tickets \$1,040.00 per month x12 = \$12,480.00 2) Locate tape, Locate paint and FON Marker establishment/Replacement expense = \$2,500.00 Total = \$14,980.00 The addition of a 10 percent contingency due to the size of the I-4, and All aboard Florida projects equals a budget of \$16,478 which rounds to \$16,500. The locates are now performed in house by the OOCEA Fiber Optic Network Technician whose salary and benefits costs are included in the OOCEA Maintenance budget. Locate tasks were previously performed by a consultant under contract to OOCEA and have been brought in house as a more cost effective method to perform the work.			16,500
<b>05-120-820-54615</b>	<b>Maintenance - ITS Infrastructure</b>	<b>Account Budget:</b>	<b>\$1,674,000</b>
This budget item is to support maintenance costs for all the ITS projects that have been implemented together with those signs and devices installed and brought on line during FY 2014/15. This we maintain ITS infrastructure including CCTV Cameras, 393 TMS, Data Collection Sensors, Portable DMS Signs, and 3 line DMS Signs for displaying of travel time at key locations on the CFX Expressways. Data Server Software and equipment have been installed to develop travel time information and the project has now transitioned to the Maintenance and Support Phase. The FY 2015/16 budget request also includes funding for Data Server Software and the data server maintenance \$1,674,000 which is \$385,720 higher than the FY 2014/15 budget of \$1,288,280.00. The increase in costs is attributed to growth of the ITS infrastructure: 10 CCTV, 14 Data Collection Sensors, 10 Traffic Monitoring System (TMS), 7 Arterial DMS and 5 DMS added to the system. Maintenance contract procurement will occur November 2015. Rates expected to raise up to 30 percent with new contractor procurement. New contract will include additional scope of TMS yearly recertification process. New contract will also include more risk on the contractor along with performance measures and penalties. This line item also includes Data Server Software support which increased 36k.			1,674,000

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Expressway Operations - 820

<b>05-120-820-54625</b>	<b>Repairs &amp; Maint. - Fiber Optic Network</b>	<b>Account Budget:</b>	<b>\$335,000</b>
Funds are requested to pay for monitoring, maintenance and repair of the Authority's Fiber Optic Communications Network (FON). The FON provides communication between all the toll plazas for The Electronic Toll Collection (ETC) System and also communication to support The Intelligent Transportation (ITS) projects. This network functions as the central nervous system for CFX. The funds are to pay the contractor for performing the FON monitoring and maintenance with an additional amount for time and material costs for repair that exceeds routine monitoring and maintenance requirements. The funds also support a contract for technical assistance advice and replacements parts for certain major items of network switching equipment and another service contract for maintenance of firewalls that provide security to the CFX Network. The proposed figure of \$335,000 is \$65,000 lower than the current year (2014/15) figure of \$400,000. The funds requested for FY 2015/16 reflect the existing contracts will cost CFX to adequately repair and maintain the FON based on our ITS projects that have been implemented together with those signs and devices installed and brought on line during FY 2014/15. This would also help us mitigate risks to the FON system that may come with the massive I-4 and All Aboard Florida Construction projects.			335,000
<b>05-120-820-54650</b>	<b>Repairs &amp; Maint. - Vehicles</b>	<b>Account Budget:</b>	<b>\$2,000</b>
Budget request is to pay maintenance and repair costs for one (1) vehicles owned by The Authority. One (1) is operated by the by the CFX Fiber Optic Network technician. As of February 6, 2014 the vehicle has 110,850 miles (FON technician). This estimate was based on previous repairs averaging 1,161.18 per 12 month period.			2,000
<b>05-120-820-54910</b>	<b>Advertising and Legal Notices</b>	<b>Account Budget:</b>	<b>\$1,000</b>
Funds are requested to support the advertisements and legal notices required where invitations are issued for bids on the construction of an ITS project and/or for professional services in support of the ITS Program of projects. Funds are requested for up to two (2) notices for project advertisement and/or professional services. The figure requested is the same used as for current year which should adequately address the need for this service.			1,000
<b>05-120-820-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$1,200</b>
The proposed figure of \$1200.00 represents the estimated needs for Expressway Operations for FY 2015/16 which is \$400 above the previous year. This covers the ITS control room also and the office supplies for the Administrative Assistant for Construction, Maintenance, Design Project Management and Expressway Operations.			1,200
<b>05-120-820-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$1,500</b>
This budget request is to cover the cost of acquiring office furniture, desk, chair, bookshelves and credenza if needed for the ITS Control Room or Expressway Operations Director.			1,500
<b>05-120-820-55400</b>	<b>Dues and Subscriptions</b>	<b>Account Budget:</b>	<b>\$1,500</b>
These funds are requested to pay for dues to professional organizations related to Expressway Operations business. Includes purchase of publications and manuals from FDOT, AASHTO, ITE and other organizations that provide guidance, specifications and current processes/procedures in the traffic operational aspects of the CFX Expressway System. Payment of CFX dues to ITS Florida is included in this proposal figure which remains the same \$420 as for FY 2014/2015. This figure is the same as last fiscal year.			1,500
<b>05-120-820-55420</b>	<b>Seminars and Conferences</b>	<b>Account Budget:</b>	<b>\$2,000</b>
The required funds will support training and education in the design, installation and maintenance of Fiber Optic Networks and for management and maintenance of ITS infrastructure. ITS infrastructure includes Closed Circuit Television Cameras (CCTV), Data Collection Sensors, Dynamic Message Signs and data servers which will equip OOCEA operations staff to better manage these facilities that have been installed. Funding requested will support up to 3 sessions in the \$400.00 to \$600.00 per session cost range. These seminars will be important for PDH's continuing education to maintain P.E. License.			2,000

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Expressway Operations - 820

<b>05-120-820-55430</b>	<b>Staff Training and Education</b>	<b>Account Budget:</b>	<b>\$6,000</b>
The proposed figure of \$6,000 represents the estimated needs for Expressway Operations for FY 2015/16. This investment will pay for ONE of the following ENA certification (Extreme networks) or Operations Academy hosted by the University of Maryland. Both would be beneficial to the operations director here at CFX to stay up to date with the best operations practice nationwide and the latest technology.			6,000
<b>05-120-820-56400</b>	<b>General Equipment</b>	<b>Account Budget:</b>	<b>\$2,000</b>
Budget amount for lap top or tablet to access OSP insight in the field. This database can save us cost in the future by making our fiber locating process more accurate.			2,000
<b>05-120-820-56700</b>	<b>Software</b>	<b>Account Budget:</b>	<b>\$61,720</b>
This line item is for the DCS software development (code, GUI and application) that are performed under the Data Server contract with South West Research Institute. This estimate is for new development only to track separately. Database management is not included.			61,720

# Routine Maintenance

**Central Florida Expressway Authority**  
**Routine Maintenance Detail**

**Description**

	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Projected Budget Var. %	2016 Annual Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>A. Comprehensive Maintenance Contracts</b>								
05-120-XXX-54702 Roadway and Bridges Maintenance	\$ 5,211,543	\$ 5,209,443	\$ 3,078,074	\$ 5,397,943	4%	\$ 5,494,000	2%	5%
05-120-XXX-54704 Landscape Area Maintenance	2,859,861	3,771,000	1,828,563	3,400,000	-10%	3,614,500	6%	-4%
Total Maintenance Contracts	8,071,504	8,980,443	4,706,637	8,797,943	-2%	9,108,500	4%	1%
<b>C. Drainage</b>								
05-120-XXX-54720 Clean Drainage Structures	-	-	-	-	-	-	-	-
05-120-XXX-54721 Repair/Replace Drains	-	-	-	-	-	-	-	-
05-120-XXX-54722 Concrete Repair Slope & Ditch Pavement	-	-	-	-	-	-	-	-
05-120-XXX-54724 Clean and Reshape Ditches	-	-	-	-	-	-	-	-
05-120-XXX-54726 Mitigation Area Maintenance	8,400	21,000	3,480	9,000	-57%	-	-100%	-100%
05-120-XXX-54728 Road Sweeping (Mechanical)	-	-	-	-	-	-	-	-
Total Drainage Maintenance	8,400	21,000	3,480	9,000	-57%	-	-100%	-100%
<b>D. Bridge Maintenance</b>								
05-120-XXX-54731 Bridge Inspection	212,867	161,000	110,115	181,615	13%	224,000	23%	39%
Total Bridge Routine Maintenance	212,867	161,000	110,115	181,615	13%	224,000	23%	39%
<b>F. Traffic Services</b>								
05-120-XXX-54740 Delineators and Type 2 Object Markers	272,716	322,000	209,114	322,000	0%	255,750	-21%	-21%
05-120-XXX-54741 Sign Maintenance/Inspection	786	15,000	-	5,000	-67%	10,000	100%	-33%
05-120-XXX-54742 Temp. Barricades & Message Signs	-	-	-	-	-	-	-	-
05-120-XXX-54743 Guardrail Repair	-	-	-	-	-	-	-	-
05-120-XXX-54745 Attenuator Repair	-	-	-	-	-	-	-	-
05-120-XXX-54746 Pavement Markings	-	-	-	-	-	-	-	-
05-120-XXX-54747 Raised Pavement Marker Replacement	-	-	-	-	-	-	-	-
05-120-XXX-54748 Highway Lighting Maintenance	-	-	-	-	-	-	-	-
05-120-XXX-54749 Traffic Signals and Lights	-	69,500	-	44,500	-36%	78,000	75%	12%
Total Traffic Services	273,502	406,500	209,114	371,500	-9%	343,750	-7%	-15%
<b>G. Vegetation &amp; Aesthetics</b>								
05-120-XXX-54759 Aquatics	95,858	164,250	74,902	160,250	-2%	209,850	31%	28%
05-120-XXX-54760 Large Machine Mowing (Incl. Hand & Small Machine)	-	-	-	-	-	-	-	-
05-120-XXX-54761 Wildflowers	-	-	-	-	-	-	-	-
05-120-XXX-54762 Fertilizing	-	-	-	-	-	-	-	-
05-120-XXX-54764 Tree Trimming and Removal	-	-	-	-	-	-	-	-
05-120-XXX-54766 Chemical Weed and Grass Control	-	-	-	-	-	-	-	-
05-120-XXX-54768 Graffiti Removal	-	-	-	-	-	-	-	-
05-120-XXX-54769 Roadside Litter Removal (emerg debris /dead animal)	-	-	-	-	-	-	-	-
Total Vegetation & Aesthetics	95,858	164,250	74,902	160,250	-2%	209,850	31%	28%
<b>H. Other Maintenance</b>								
05-120-XXX-54770 Emergency Maintenance	-	-	-	-	-	-	-	-
05-120-XXX-54772 Railroad Crossing Maintenance	-	-	-	-	-	-	-	-
05-120-XXX-55700 Contingency Project(s)	57,790	45,000	1,183	45,000	0%	50,000	11%	11%
05-120-XXX-58905 Insurance Proceeds	-	-	-	-	-	-	-	-
Total Other Maintenance	57,790	45,000	1,183	45,000	0%	50,000	11%	11%
<b>I. FDOT Services</b>	36,089	-	-	-	-	-	-	-
Total Routine Maintenance	8,756,010	9,778,193	5,105,431	9,565,308	-2%	9,936,100	4%	2%

BUDGET FISCAL YEAR 2016									
ROUTINE MAINTENANCE ACTIVITIES (ROADWAY)									
Account #	Description	SR 408 East - West Expressway	SR 528 Beachline Expressway	SR 417 Greenway Expressway	SR 429 Western Expressway	SR 414 John Land Apopka Expressway	SR 451	FY Total	
05-120- XXX									
	<b>A. Comprehensive Maintenance Contracts</b>								
	Roadway & Bridges Maintenance	\$ 1,150,000	\$ 950,000	\$ 1,400,000	\$ 1,550,000	\$ 444,000	\$ -	\$ 5,494,000	
54702									
54704	Landscape Maintenance Service	1,155,300	729,500	677,200	943,200	109,300	-	3,614,500	
	Total	2,305,300	1,679,500	2,077,200	2,493,200	553,300	-	9,108,500	
	<b>B. Pavement Maintenance</b>								
54710	Asphalt Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54712	Base Repair	-	-	-	-	-	-	-	
54714	Concrete Pavement Joint Repair	-	-	-	-	-	-	-	
54716	Concrete Slope Pavement Joint Repair	-	-	-	-	-	-	-	
54718	Concrete Pavement Surface Repair	-	-	-	-	-	-	-	
	Total	-	-	-	-	-	-	-	
	<b>C. Drainage</b>								
54720	Clean Drainage Structures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54721	Repair/Replace Drains	-	-	-	-	-	-	-	
54722	Concrete Repair Slope & Ditch Pavement	-	-	-	-	-	-	-	
54724	Roadside Ditches - Clean and Reshape	-	-	-	-	-	-	-	
54726	Mitigation Area Maintenance	-	-	-	-	-	-	-	
54728	Road Sweeping	-	-	-	-	-	-	-	
	Total	-	-	-	-	-	-	-	



Account #	Description	SR 408 East - West Expressway	SR 528 Beachline Expressway	SR 417 Greenway Expressway	SR 429 Western Expressway	SR 414 John Land Apopka Expressway	SR 451	FY Total
<b>D. Bridge Routine Maintenance</b>								
54731	Bridge Inspection	78,000	11,000	94,500	34,500	6,000	-	224,000
	Total	78,000	11,000	94,500	34,500	6,000	-	224,000
<b>E. Roadside Maintenance</b>								
54732	Shoulder Sodding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
54734	Shoulder Seeding, Fertilizing and Mulching	-	-	-	-	-	-	-
54736	Reworking Non-Paved Shoulder, Slopes, Ditches	-	-	-	-	-	-	-
54738	Fence Repair	-	-	-	-	-	-	-
	Total	-	-	-	-	-	-	-
<b>F. Traffic Services</b>								
54740	Delineators and Object Marker Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
54741	Sign Maintenance/Inspection	77,000	53,500	78,250	37,500	9,500	-	255,750
54742	Temporary Barricades and Message Signs	10,000	-	-	-	-	-	10,000
54743	Guardrail Repair	-	-	-	-	-	-	-
54745	Attenuator Repair	-	-	-	-	-	-	-
54746	Pavement Markings	-	-	-	-	-	-	-
54747	Raised Pavement Marker Replacement	-	-	-	-	-	-	-
54748	Highway Lighting Maintenance	-	-	-	-	-	-	-
54749	Traffic Signals and Lights	30,000	4,000	23,000	15,500	5,500	-	78,000
	Total	117,000	57,500	101,250	53,000	15,000	-	343,750

Account #	Description	SR 408 East - West Expressway	SR 528 Beachline Expressway	SR 417 Greenway Expressway	SR 429 Western Expressway	SR 414 John Land Apopka Expressway	SR 451	FY Total
	<b>G. Vegetation and Aesthetics</b>							
54759	Aquatic	\$ 25,450	\$ 27,350	\$ 109,700	\$ 39,100	\$ 8,250	\$ -	\$ 209,850
54760	Mowing	-	-	-	-	-	-	-
54761	Wildflowers	-	-	-	-	-	-	-
54762	Fertilizing	-	-	-	-	-	-	-
54764	Tree Trimming and Removal	-	-	-	-	-	-	-
54766	Chemical Weed and Grass Control	-	-	-	-	-	-	-
54768	Graffiti Removal	-	-	-	-	-	-	-
54769	Roadside Litter Removal	-	-	-	-	-	-	-
	Total	25,450	27,350	109,700	39,100	8,250	-	209,850

	<b>H. Other Maintenance</b>							
54770	Emergency Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54772	Railroad Crossing Maintenance	-	-	-	-	-	-	-
55700	Contingency	10,000	10,000	10,000	10,000	5,000	5,000	50,000
58905	Insurance Proceeds	-	-	-	-	-	-	-
	Total	10,000	10,000	10,000	10,000	5,000	5,000	50,000
	<b>IV. FDOT SERVICES</b>							
	Total FDOT Services	\$0	\$0	\$ -	\$ -	\$ -	\$ -	\$0
	Total	-	-	-	-	-	-	-
	<b>Grand Total Roadway</b>	<b>\$ 2,535,750</b>	<b>\$ 1,785,350</b>	<b>\$ 2,392,650</b>	<b>\$ 2,629,800</b>	<b>\$ 587,550</b>	<b>\$ 5,000</b>	<b>\$ 9,936,100</b>

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: 408 - 408

<b>05-120-408-54702</b>	<b>Roadway and Bridges Maintenance</b>	<b>Account Budget:</b>	<b>\$1,150,000</b>
Jorgensen Contract Services (JCS) (000761) - NTP 7/1/11 (5 year term w/ one 5 year renewal)			1,150,000
<b>05-120-408-54704</b>	<b>Landscape Maintenance Service</b>	<b>Account Budget:</b>	<b>\$1,155,300</b>
Groundtek of Central Florida (000965) - NTP 11/15/13 (3 year term w/ 2 one year renewals)			1,155,300
<b>05-120-408-54731</b>	<b>Bridge Inspection</b>	<b>Account Budget:</b>	<b>\$78,000</b>
Inspection of all LPA & Non-LPA Bridges.			78,000
<b>05-120-408-54741</b>	<b>Sign Maintenance/Inspection</b>	<b>Account Budget:</b>	<b>\$77,000</b>
Ayers Associates, Inc (000988) - Systemwide Overhead Sign Inspection Services. (110 signs due this FY) Transcore (000720) - Single line DMS Maintenance			77,000
<b>05-120-408-54742</b>	<b>Temporary Barricades and Message Signs</b>	<b>Account Budget:</b>	<b>\$10,000</b>
Systemwide traffic control devices.			10,000
<b>05-120-408-54749</b>	<b>Traffic Signals and Lights</b>	<b>Account Budget:</b>	<b>\$30,000</b>
Traffic Signal Maintenance Agreement 000286 - Orange County Traffic Signal Maintenance Agreement (# TBD) - City of Orlando			30,000
<b>05-120-408-54759</b>	<b>Aquatic Maintenance</b>	<b>Account Budget:</b>	<b>\$25,450</b>
Southern Aquatic Management, Inc (001003) - Systemwide Aquatic Vegetation Control (1 year term w/ 2 one year renewals)			25,450
<b>05-120-408-55700</b>	<b>Contingency</b>	<b>Account Budget:</b>	<b>\$10,000</b>
For any unanticipated maintenance costs on SR 408.			10,000

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: 414 - 414

<b>05-120-414-54702</b>	<b>Roadway and Bridges Maintenance</b>	<b>Account Budget:</b>	<b>\$444,000</b>
Infrastructure Corporation of America (ICA) - NTP 7/1/10 (5 year term w/ five 1 year renewals)			444,000
<b>05-120-414-54704</b>	<b>Landscape Maintenance Service</b>	<b>Account Budget:</b>	<b>\$109,300</b>
Commercial Companies (001050) - NTP 11/2/14 (3 year term w/ 2 one year renewals)			109,300
<b>05-120-414-54731</b>	<b>Bridge Inspection</b>	<b>Account Budget:</b>	<b>\$6,000</b>
Inspection of all LPA & Non-LPA Bridges			6,000
<b>05-120-414-54741</b>	<b>Sign Maintenance/Inspection</b>	<b>Account Budget:</b>	<b>\$9,500</b>
Systemwide Overhead Sign Inspection Services. Transcore (000720) - Single line DMS Maintenance.			9,500
<b>05-120-414-54749</b>	<b>Traffic Signals and Lights</b>	<b>Account Budget:</b>	<b>\$5,500</b>
Traffic Signal Maintenance Agreement 000286 - Orange County			5,500
<b>05-120-414-54759</b>	<b>Aquatic Maintenance</b>	<b>Account Budget:</b>	<b>\$8,250</b>
Southern Aquatic Management, Inc (001003) - Systemwide Aquatic Vegetation Control (1 year term w/ 2 one year renewals)			8,250
<b>05-120-414-55700</b>	<b>Contingency</b>	<b>Account Budget:</b>	<b>\$5,000</b>
For any unanticipated maintenance costs on SR 414.			5,000

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: 417 - 417

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<b>05-120-417-54702</b>	<b>Roadway and Bridges Maintenance</b>	<b>Account Budget:</b>	<b>\$1,400,000</b>
Jorgensen Contract Services (JCS) (000761) - NTP 7/1/11 (5 year term w/ five 1 year renewals)			1,400,000
<b>05-120-417-54704</b>	<b>Landscape Maintenance Service</b>	<b>Account Budget:</b>	<b>\$677,200</b>
Groundtek of Central Florida (000965) - NTP 11/15/13 (3 year term w/ 2 one year renewals)			677,200
<b>05-120-417-54731</b>	<b>Bridge Inspection</b>	<b>Account Budget:</b>	<b>\$94,500</b>
Inspection of all LPA & Non-LPA Bridges.			94,500
<b>05-120-417-54741</b>	<b>Sign Maintenance/Inspection</b>	<b>Account Budget:</b>	<b>\$78,250</b>
Systemwide Overhead Sign Inspection Services. Single line DMS Maintenance.			78,250
<b>05-120-417-54749</b>	<b>Traffic Signals and Lights</b>	<b>Account Budget:</b>	<b>\$23,000</b>
Traffic Signal Maintenance Agreement 000286 - Orange County Traffic Signal Maintenance Agreement (# TBD) - City of Orlando			23,000
<b>05-120-417-54759</b>	<b>Aquatic Maintenance</b>	<b>Account Budget:</b>	<b>\$109,700</b>
Southern Aquatic Management, Inc (001003) - Systemwide Aquatic Vegetation Control (1 year term w/ 2 one year renewals)			109,700
<b>05-120-417-55700</b>	<b>Contingency</b>	<b>Account Budget:</b>	<b>\$10,000</b>
For any unanticipated maintenance costs on SR 417.			10,000

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: 429 - 429

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<b>05-120-429-54702</b>	<b>Roadway and Bridges Maintenance</b>	<b>Account Budget:</b>	<b>\$1,550,000</b>
Infrastructure Corporation of America (ICA) (000689) - NTP 7/1/10 (5 year term w/ five 1 year renewals)			1,550,000
<b>05-120-429-54704</b>	<b>Landscape Maintenance Service</b>	<b>Account Budget:</b>	<b>\$943,200</b>
Commercial Companies (001050) - NTP 11/2/14 (3 year term w/ 2 one year renewals)			943,200
<b>05-120-429-54731</b>	<b>Bridge Inspection</b>	<b>Account Budget:</b>	<b>\$34,500</b>
Inspection of all LPA & Non-LPA Bridges.			34,500
<b>05-120-429-54741</b>	<b>Sign Maintenance/Inspection</b>	<b>Account Budget:</b>	<b>\$37,500</b>
Systemwide Overhead Sign Inspection Services. Single line DMS Maintenance.			37,500
<b>05-120-429-54749</b>	<b>Traffic Signals and Lights</b>	<b>Account Budget:</b>	<b>\$15,500</b>
Traffic Signal Maintenance Agreement 000286 - Orange County			15,500
<b>05-120-429-54759</b>	<b>Aquatic Maintenance</b>	<b>Account Budget:</b>	<b>\$39,100</b>
Southern Aquatic Management, Inc (001003) - Systemwide Aquatic Vegetation Control (1 year term w/ 2 one year renewals)			39,100
<b>05-120-429-55700</b>	<b>Contingency</b>	<b>Account Budget:</b>	<b>\$10,000</b>
For any unanticipated maintenance costs on SR 429.			10,000

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: 451 - 451

**05-120-451-55700 Contingency**

**Account Budget:**

**\$5,000**

For any unanticipated maintenance costs on SR 451.

5,000

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: 528 - 528

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<b>05-120-528-54702</b>	<b>Roadway and Bridges Maintenance</b>	<b>Account Budget:</b>	<b>\$950,000</b>
Jorgensen Contract Services (JCS) (000761) - NTP 7/1/11 (5 year term w/ five 1 year renewals)			950,000
<b>05-120-528-54704</b>	<b>Landscape Maintenance Service</b>	<b>Account Budget:</b>	<b>\$729,500</b>
Commercial Companies (001050) - NTP 11/2/14 (3 year term w/ 2 one year renewals)			729,500
<b>05-120-528-54731</b>	<b>Bridge Inspection</b>	<b>Account Budget:</b>	<b>\$11,000</b>
Inspection of all LPA & Non-LPA Bridges.			11,000
<b>05-120-528-54741</b>	<b>Sign Maintenance/Inspection</b>	<b>Account Budget:</b>	<b>\$53,500</b>
Systemwide Overhead Sign Inspection Services. Single line DMS Maintenance.			53,500
<b>05-120-528-54749</b>	<b>Traffic Signals and Lights</b>	<b>Account Budget:</b>	<b>\$4,000</b>
Traffic Signal Maintenance Agreement 000286 - Orange County Traffic Signal Maintenance Agreement (# TBD) - City of Orlando			4,000
<b>05-120-528-54759</b>	<b>Aquatic Maintenance</b>	<b>Account Budget:</b>	<b>\$27,350</b>
Southern Aquatic Management, Inc (001003) - Systemwide Aquatic Vegetation Control (1 year term w/ 2 one year renewals)			27,350
<b>05-120-528-55700</b>	<b>Contingency</b>	<b>Account Budget:</b>	<b>\$10,000</b>
For any unanticipated maintenance costs on SR 528.			10,000



# ADMINISTRATION

**Central Florida Expressway Authority  
Administration Fund - Summary**

	2014 Year-end Actual	2015 Original Budget	2015 Budget Amendments	2015 Restated Budget	Projected Year-end Actual	2016 Annual Budget	% Inc (Decr) over 2015 Restated
General (610)	\$ 489,515	\$ 564,866	\$ -	\$ 564,866	\$ 550,425	\$ 561,829	-1%
525 Magnolia (615)	17,282	20,341	-	20,341	21,946	23,276	14%
Executive (620)	1,036,309	1,266,075	-	1,266,075	933,583	1,394,008	10%
Plans Production* (623)	279,823	301,508	-	301,508	300,858	301,508	0%
Legal (625)	423,247	618,547	-	618,547	732,443	805,263	30%
Accounting (630)	1,429,488	1,709,445	-	1,709,445	1,450,305	1,712,493	0%
Procurement (640)	646,258	727,653	-	727,653	723,453	718,803	-1%
Human Resources (660)	138,421	193,705	-	193,705	157,337	193,705	0%
Business Development (665)	245,862	450,825	-	450,825	323,675	450,225	0%
Communications (670)	365,507	479,509	-	479,509	478,489	495,489	3%
Construction Administration* (685)	325,379	370,197	-	370,197	367,564	371,659	0%
Internal Audit (690)	287,850	389,000	-	389,000	389,000	389,000	0%
<b>Total Administration Costs</b>	<b>5,684,941</b>	<b>7,091,671</b>	<b>-</b>	<b>7,091,671</b>	<b>6,429,078</b>	<b>7,417,258</b>	<b>5%</b>

**Capital Expenditures and Projects**

Capital Expenditures							
General (610)	5,535	15,000	-	15,000	15,000	15,000	0%
Procurement (640)	9,943	-	-	-	-	-	
Communications (670)	-	30,000	-	30,000	-	73,000	143%
Construction Administration* (685)	-	15,000	-	15,000	15,000	15,000	0%
<b>Total Capital Expenditures</b>	<b>15,478</b>	<b>60,000</b>	<b>-</b>	<b>60,000</b>	<b>30,000</b>	<b>103,000</b>	<b>72%</b>
Projects							
General (610)	-	-	-	-	75,000	7,500	

\* Construction Administration and Plans Production cost centers will be allocated to all construction in progress projects at the end of the year.

**Central Florida Expressway Authority**  
**Administration Activity - Total By Line Item**

Page 1 of 1

Description	2015 Annual Budget	2016 Annual Budget	Difference	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>				
Salaries & Wages	\$ 3,052,841	\$ 3,197,841	\$ 145,000	4.7%
Social Security and Medicare	201,365	210,470	9,104	4.5%
Retirement Contributions -FRS	424,330	435,074	10,745	2.5%
Life and Health Insurance	686,673	706,804	20,130	2.9%
State Assessment	7,231	7,442	211	2.9%
Workers' Compensation	13,995	14,521	526	3.8%
Total Salaries & Benefits	4,386,435	4,572,151	185,716	4.2%
<b>OTHER</b>				
Professional Services	662,750	674,250	11,500	1.7%
Legal Fees	225,000	225,000	-	0.0%
Consultant Fees	254,000	330,721	76,721	30.2%
Auditing Fees	79,500	79,500	-	0.0%
Contract Personnel	390,000	390,000	-	0.0%
Travel	35,250	40,250	5,000	14.2%
Reimbursed Local Travel	5,400	7,100	1,700	31.5%
Gasoline	8,500	8,500	-	0.0%
Telephone Service	10,050	9,800	(250)	-2.5%
Postage and Delivery	5,900	5,000	(900)	-15.3%
Printing	13,300	13,000	(300)	-2.3%
Annual Report	25,000	25,000	-	0.0%
Utilities	246,750	246,750	-	0.0%
Leases - Equipment	29,666	30,761	1,095	3.7%
Records Management	30,500	30,300	(200)	-0.7%
Insurance	92,431	84,075	(8,356)	-9.0%
Repairs & Maint. - Equipment	12,475	13,475	1,000	8.0%
Support & Maint. - Software	86,664	89,717	3,053	3.5%
Repairs & Maint. - Software and Hardware	6,500	6,500	-	0.0%
Facilities Maintenance	122,000	122,000	-	0.0%
Repairs & Maint. - Vehicles	4,000	3,500	(500)	-12.5%
Landscape Maintenance Service	35,000	37,000	2,000	5.7%
Board Meeting Broadcasting	20,520	16,000	(4,520)	-22.0%
Photography	2,200	2,200	-	0.0%
Displays	3,000	-	(3,000)	-100.0%
Graphic Production Services	10,000	10,000	-	0.0%
Promotional Items	1,000	1,000	-	0.0%
Advertising and Legal Notices	7,000	7,500	500	7.1%
Bank Fees	27,250	27,250	-	0.0%
Security	1,000	1,000	-	0.0%
Special Events	11,500	14,500	3,000	26.1%
Miscellaneous Expense	13,000	8,000	(5,000)	-38.5%
Office Supplies	35,900	41,150	5,250	14.6%
Office Expense - Other	21,800	22,700	900	4.1%
Software Expense	5,000	7,000	2,000	40.0%
Dues and Subscriptions	111,280	161,858	50,578	45.5%
Seminars and Conferences	24,150	22,750	(1,400)	-5.8%
Staff Training and Education	30,000	30,000	-	0.0%
Total Other:	2,705,236	2,845,107	139,871	5.2%
<b>TOTAL</b>	<b>7,091,671</b>	<b>7,417,258</b>	<b>325,587</b>	<b>4.6%</b>
<b>CAPITAL EXPENDITURES</b>				
General Equipment	20,000	20,000	-	0.0%
Furniture	10,000	10,000	-	0.0%
Software	30,000	73,000	43,000	143.3%
Total Capital Expenditures:	60,000	103,000	43,000	71.7%
<b>PROJECTS</b>	-	7,500	7,500	

General

Central Florida Expressway Authority  
Administrative Fund - General  
Budget Worksheet

Page 1 of 1

Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>OTHER</b>										
05-130-610-54020	Gasoline	\$ 788	\$ 1,000	\$ 355	750	-25%	\$ 1,000	0.2%	33%	0%
05-130-610-54130	Postage and Delivery	5,947	5,900	3,415	4,800	-19%	5,000	0.9%	4%	-15%
05-130-610-54200	Printing	-	300	770	900	200%	1,500	0.3%	67%	400%
05-130-610-54300	Utilities	215,845	246,750	142,533	246,750	0%	246,750	42.2%	0%	0%
05-130-610-54430	Leases - Equipment	25,840	29,666	24,374	29,666	0%	30,761	5.3%	4%	4%
05-130-610-54440	Records Management	869	500	841	250	-50%	300	0.1%	20%	-40%
05-130-610-54500	Insurance	76,011	86,250	70,809	70,809	-18%	78,418	13.4%	11%	-9%
05-130-610-54610	Repairs & Maint. - Equipment	1,110	10,000	3,828	10,000	0%	10,000	1.7%	0%	0%
05-130-610-54620	Repairs & Maint. - Software and Hardware	4,944	6,500	2,278	6,500	0%	6,500	1.1%	0%	0%
05-130-610-54630	Facilities Maintenance	115,303	120,000	67,971	120,000	0%	120,000	20.5%	0%	0%
05-130-610-54650	Repairs & Maint. - Vehicles	237	2,000	770	2,000	0%	1,500	0.3%	-25%	-25%
05-130-610-54704	Landscape Maintenance Service	30,042	35,000	24,324	35,000	0%	37,000	6.3%	6%	6%
05-130-610-54930	Security	275	1,000	250	1,000	0%	1,000	0.2%	0%	0%
05-130-610-54990	Miscellaneous Expense	-	5,000	984	5,000	0%	5,000	0.9%	0%	0%
05-130-610-55100	Office Supplies	5,043	5,000	5,148	7,000	40%	7,100	1.2%	1%	42%
05-130-610-55110	Office Expense - Other	7,261	10,000	2,366	10,000	0%	10,000	1.7%	0%	0%
	Total Other:	489,515	564,866	351,016	550,425	-3%	561,829	96.1%	2%	-1%
<b>CAPITAL EXPENDITURES</b>										
05-130-610-56400	General Equipment	5,535	10,000	-	10,000	0%	10,000	1.7%	0%	0%
05-130-610-56405	Furniture	-	5,000	457	5,000	0%	5,000	0.9%	0%	0%
	Total Capital Expenditures:	5,535	15,000	457	15,000	0%	15,000	2.6%	0%	0%
<b>PROJECTS</b>										
05-130-611-58019	CFX Transition Costs	-	-	73,798	75,000		7,500	1.3%	-90%	
	<b>TOTAL</b>	495,050	579,866	425,271	640,425	10%	584,329	98.7%	-9%	1%

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

Cost Center: General - 610

FISCAL YEAR: 2016

<b>05-130-610-54020</b>	<b>Gasoline</b>	<b>Account Budget:</b>	<b>\$1,000</b>
To cover the cost of gasoline needed for Authority pool vehicles. (Camry & Hyundai)			1,000
<b>05-130-610-54130</b>	<b>Postage and Delivery</b>	<b>Account Budget:</b>	<b>\$5,000</b>
Basic postage and delivery for administration building.			5,000
<b>05-130-610-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$1,500</b>
Basic printing needs for the administration building for items such as stationary et al.			1,500
<b>05-130-610-54300</b>	<b>Utilities</b>	<b>Account Budget:</b>	<b>\$246,750</b>
General HQ utility costs such as Bright House, Waste Management, OUC and non-ad valorem assessments.			246,750
<b>05-130-610-54430</b>	<b>Leases - Equipment</b>	<b>Account Budget:</b>	<b>\$30,761</b>
Copiers for administration building.			30,761
<b>05-130-610-54440</b>	<b>Records Management</b>	<b>Account Budget:</b>	<b>\$300</b>
For document destruction.			300
<b>05-130-610-54500</b>	<b>Insurance</b>	<b>Account Budget:</b>	<b>\$78,418</b>
General liability for the CFX, automobile for the pooled vehicles, and property insurance for the administration building.			78,418
<b>05-130-610-54610</b>	<b>Repairs &amp; Maint. - Equipment</b>	<b>Account Budget:</b>	<b>\$10,000</b>
To cover various equipment R&M costs associated the administration building such as the Automated External Defibrillator (PSS World Med) and Board Room equipment.			10,000
<b>05-130-610-54620</b>	<b>Repairs &amp; Maint. - Software and Hardware</b>	<b>Account Budget:</b>	<b>\$6,500</b>
To cover software/hardware R&M costs associated with the administration building such as the annual maintenance for the Security Access Control System and preventative software maintenance for the HVAC (MC2).			6,500
<b>05-130-610-54630</b>	<b>Facilities Maintenance</b>	<b>Account Budget:</b>	<b>\$120,000</b>
Covers various services required to maintain the administration building such as the Facilities Maintenance Contract (ICA), Interior Plant Services (Green Thumb), and miscellaneous locksmith services.			120,000
<b>05-130-610-54650</b>	<b>Repairs &amp; Maint. - Vehicles</b>	<b>Account Budget:</b>	<b>\$1,500</b>
R&M for Authority pool vehicles.			1,500
<b>05-130-610-54704</b>	<b>Landscape Maintenance Service</b>	<b>Account Budget:</b>	<b>\$37,000</b>
Landscape Maintenance Services for the administration building.			37,000
<b>05-130-610-54930</b>	<b>Security</b>	<b>Account Budget:</b>	<b>\$1,000</b>
Misc. security related costs.			1,000
<b>05-130-610-54990</b>	<b>Miscellaneous Expense</b>	<b>Account Budget:</b>	<b>\$5,000</b>
Used to cover any item not covered under any other category.			5,000
<b>05-130-610-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$7,100</b>
Basic office supplies for administration building.			7,100
<b>05-130-610-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$10,000</b>
Equipment purchases under \$5,000 for the administration building.			10,000
<b>05-130-610-56400</b>	<b>General Equipment</b>	<b>Account Budget:</b>	<b>\$10,000</b>
Equipment purchases over \$5,000 for the administration building for equipment.			10,000

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

Cost Center: General - 610

FISCAL YEAR: 2016

05-130-610-56405 Furniture  
Miscellaneous furniture needs.

Account Budget: \$5,000  
5,000

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: General Projects - 611

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<b>05-130-611-58019</b>	<b>CFX Transition Costs</b>	<b>Account Budget:</b>	<b>\$7,500</b>
For potential logo redesign to replace emblems of various sizes and materials throughout CFX headquarters.			7,500



525 South Magnolia

Central Florida Expressway Authority  
Administrative Fund - 525 Magnolia  
Budget Worksheet

Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>OTHER</b>										
05-130-615-53100	Professional Services	\$ -	\$ 250	\$ -	\$ 250	0%	\$ 250	1.1%	0%	0%
05-130-615-53110	Consultant Fees	12,788	13,000	11,047	14,605	12%	16,421	70.5%	12%	26%
05-130-615-54500	Insurance	4,494	5,091	5,838	5,091	0%	4,605	19.8%	-10%	-10%
05-130-615-54630	Facilities Maintenance	-	2,000	360	2,000	0%	2,000	8.6%	0%	0%
<b>TOTAL</b>		17,282	20,341	17,245	21,946	8%	23,276	100.0%	6%	14%
<b>OFFSETTING REVENUES</b>										
05-100-000-33600	Misc. Revenue - Rent	(215,659)	(243,405)	(191,697)	(243,405)	0%	(262,323)		8%	8%
<b>NET TOTAL COST TO CFX</b>		(198,377)	(223,064)	(174,452)	(221,459)		(239,047)		8%	7%

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: 525 Magnolia - 615

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<b>05-130-615-53100</b>	<b>Professional Services</b>	<b>Account Budget:</b>	<b>\$250</b>
To be used for various services such as structural engineering or architectural.			250
<b>05-130-615-53110</b>	<b>Consultant Fees</b>	<b>Account Budget:</b>	<b>\$16,421</b>
This is for the amortization of the deferred commission on the 525 South Magnolia building.			16,421
<b>05-130-615-54500</b>	<b>Insurance</b>	<b>Account Budget:</b>	<b>\$4,605</b>
For the 525 South Magnolia building's share of the property insurance premium which is for the building structure and minor contents.			4,605
<b>05-130-615-54630</b>	<b>Facilities Maintenance</b>	<b>Account Budget:</b>	<b>\$2,000</b>
Facilities maintenance for the roof and exterior only.			2,000

# Executive

Central Florida Expressway Authority  
Administrative Fund - Executive  
Budget Worksheet

Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>										
05-130-620-51200	Salaries & Wages	\$ 598,456	\$ 753,688	\$ 378,494	\$ 504,658	-33%	\$ 753,688	54.1%	49%	0%
05-130-620-52100	Social Security & Medicare	29,651	38,505	18,863	25,150	-35%	38,505	2.8%	53%	0%
05-130-620-52200	Retirement Contributions	11,061	-	-	-	-	-	0.0%	-	-
05-130-620-52210	Retirement Contributions -FRS	79,652	145,035	69,355	92,474	-36%	145,035	10.4%	57%	0%
05-130-620-52300	Life and Health Insurance	81,325	100,766	58,909	78,545	-22%	100,766	7.2%	28%	0%
05-130-620-52310	State Assessment	632	1,056	411	548	-48%	1,056	0.1%	93%	0%
05-130-620-52400	Workers' Compensation	705	3,100	2,232	2,976	-4%	3,100	0.2%	4%	0%
	Total Salaries & Benefits:	801,482	1,042,150	528,264	704,351	-32%	1,042,150	74.8%	48%	0%
<b>OTHER</b>										
05-130-620-53105	Legal Fees	-	-	-	600	-	-	-	-	-
05-130-620-53110	Consultant Fees	125,000	127,500	88,670	130,337	2%	197,500	14.2%	52%	55%
05-130-620-54010	Travel	6,559	8,000	3,300	4,000	-50%	8,000	0.6%	100%	0%
05-130-620-54012	Reimbursed Local Travel	468	650	236	550	-15%	650	0.0%	18%	0%
05-130-620-54110	Telephone Service	569	800	497	900	13%	900	0.1%	0%	13%
05-130-620-54130	Postage and Delivery	(14)	-	-	-	-	-	0.0%	-	-
05-130-620-54200	Printing	102	100	59	50	-50%	100	0.0%	100%	0%
05-130-620-54950	Special Events	-	-	3,940	5,000	-	5,000	0.4%	0%	-
05-130-620-55100	Office Supplies	4,319	5,200	4,128	6,000	15%	6,000	0.4%	0%	15%
05-130-620-55110	Office Expense - Other	300	1,000	1,680	2,500	150%	2,500	0.2%	0%	150%
05-130-620-55400	Dues & Subscriptions	96,374	77,675	64,505	77,995	0%	128,208	9.2%	64%	65%
05-130-620-55420	Seminars and Conferences	1,150	3,000	755	1,300	-57%	3,000	0.2%	131%	0%
	Total Other:	234,827	223,925	167,770	229,232	2%	351,858	25.2%	53%	57%
	<b>TOTAL</b>	1,036,309	1,266,075	696,034	933,583	-26%	1,394,008	100.0%	49%	10%

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

Cost Center: Executive - 620

FISCAL YEAR: 2016

<b>05-130-620-53110</b>	<b>Consultant Fees</b>	<b>Account Budget:</b>	<b>\$197,500</b>
	Legislative consultants, Southern Strategy Group.		127,500
	Federal legislative consultants.		70,000
<b>05-130-620-54010</b>	<b>Travel</b>	<b>Account Budget:</b>	<b>\$8,000</b>
	Misc. travel as needed.		8,000
<b>05-130-620-54012</b>	<b>Reimbursed Local Travel</b>	<b>Account Budget:</b>	<b>\$650</b>
	Local mileage, parking, etc.		650
<b>05-130-620-54110</b>	<b>Telephone Service</b>	<b>Account Budget:</b>	<b>\$900</b>
	Cell phone charges for Executive Director.		900
<b>05-130-620-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$100</b>
	Misc. printing		100
<b>05-130-620-54950</b>	<b>Special Events</b>	<b>Account Budget:</b>	<b>\$5,000</b>
	Special events as needed.		5,000
<b>05-130-620-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$6,000</b>
	Expenses such as plaques, calendars, and office supplies for Executive Director, both Deputy Executive Directors, and administrative assistant.		6,000
<b>05-130-620-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$2,500</b>
	Miscellaneous purchases that may be necessary.		2,500
<b>05-130-620-55400</b>	<b>Dues and Subscriptions</b>	<b>Account Budget:</b>	<b>\$128,208</b>
	Metroplan		25,000
	Foundation for Building a Better Community (Orlando Chamber of Commerce)		17,500
	Team FL		2,000
	ITS America		3,250
	Florida Engineering Society for Deputy Executive Director		350
	Florida Department of Economic Opportunity - Annual Fee for Special Districts		175
	IBTTA		28,000
	Orlando Regional Chamber of Commerce		1,400
	Apopka Area Chamber of Commerce		175
	Orlando Sentinel		358
	Economic Development Commission.		50,000
<b>05-130-620-55420</b>	<b>Seminars and Conferences</b>	<b>Account Budget:</b>	<b>\$3,000</b>
	Seminars and Conferences which may include IBTTA, Florida Engineering Society Annual Conference, or others.		3,000

# Plans Production

Central Florida Expressway Authority  
Plans Production  
Budget Worksheet

Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>										
05-130-623-51200	Salaries & Wages	\$ 191,780	\$ 202,562	\$ 146,199	\$ 202,562	0%	\$ 202,562	67.2%	0%	0%
05-130-623-52100	Social Security and Medicare	12,818	13,077	9,320	13,077	0%	13,077	4.3%	0%	0%
05-130-623-52210	Retirement Contributions -FRS	29,879	35,932	25,788	35,932	0%	35,932	11.9%	0%	0%
05-130-623-52300	Life and Health Insurance	39,574	41,865	30,831	41,865	0%	41,865	13.9%	0%	0%
05-130-623-52310	State Assessment	583	443	485	443	0%	443	0.1%	0%	0%
05-130-623-52400	Workers' Compensation	258	804	633	804	0%	804	0.3%	0%	0%
	Total Salaries & Benefits:	274,892	294,683	213,256	294,683	0%	294,683	97.7%	0%	0%
<b>OTHER</b>										
05-130-623-54010	Travel	1,097	1,250	713	1,250	0%	1,250	0.4%	0%	0%
05-130-623-54012	Reimbursed Local Travel	2,081	1,750	123	1,550	-11%	1,750	0.6%	13%	0%
05-130-623-54200	Printing	36	100	-	50	-50%	100	0.0%	100%	0%
05-130-623-54610	Repairs & Maint. - Equipment	-	75	-	75	0%	75	0.0%	0%	0%
05-130-623-55100	Office Supplies	867	900	693	900	0%	1,000	0.3%	11%	11%
05-130-623-55110	Office Expense - Other	-	1,000	-	600	-40%	900	0.3%	50%	-10%
05-130-623-55400	Dues and Subscriptions	345	500	469	500	0%	500	0.2%	0%	0%
05-130-623-55420	Seminars and Conferences	505	1,250	430	1,250	0%	1,250	0.4%	0%	0%
	Total Other:	4,931	6,825	2,428	6,175	-10%	6,825	2.3%	11%	0%
<b>TOTAL</b>		279,823	301,508	215,684	300,858	0%	301,508	100.0%	0%	0%



# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Plans Production - 623

<b>05-130-623-54010</b>	<b>Travel</b>	<b>Account Budget:</b>	<b>\$1,250</b>
Various travel needs for professional development seminars/conferences (Florida Engineering Society Annual Meeting and TEAMFL Meetings)			1,250
<b>05-130-623-54012</b>	<b>Reimbursed Local Travel</b>	<b>Account Budget:</b>	<b>\$1,750</b>
Mileage and tolls for in town travel as needed			1,750
<b>05-130-623-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$100</b>
Various printing as needed			100
<b>05-130-623-54610</b>	<b>Repairs &amp; Maint. - Equipment</b>	<b>Account Budget:</b>	<b>\$75</b>
R&M as needed			75
<b>05-130-623-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$1,000</b>
Basic supplies			1,000
<b>05-130-623-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$900</b>
Furniture etc. under \$5,000			900
<b>05-130-623-55400</b>	<b>Dues and Subscriptions</b>	<b>Account Budget:</b>	<b>\$500</b>
Dues and subscriptions as needed. Florida Engineering Society, American Society of Civil Engineers, Institute of Transportation Engineers, American Society of Highway Engineers.			500
<b>05-130-623-55420</b>	<b>Seminars and Conferences</b>	<b>Account Budget:</b>	<b>\$1,250</b>
Professional development seminars and conferences (Florida Engineering Society Annual Meeting, TEAMFL).			1,250

Legal

Central Florida Expressway Authority  
Administration Fund - Legal  
Budget Worksheet

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Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>										
05-130-625-51200	Salaries & Wages	\$ 251,023	\$ 262,360	\$ 252,509	\$ 352,439	34%	\$ 407,360	50.6%	16%	55%
05-130-625-52100	Social Security and Medicare	14,181	14,337	14,158	21,824	52%	23,441	2.9%	7%	64%
05-130-625-52210	Retirement Contributions -FRS	40,200	47,725	39,433	53,663	12%	58,470	7.3%	9%	23%
05-130-625-52300	Life and Health Insurance	38,104	40,150	34,860	47,589	19%	60,280	7.5%	27%	50%
05-130-625-52310	State Assessment	326	422	287	422	0%	633	0.1%	50%	50%
05-130-625-52400	Workers' Compensation	317	1,053	657	1,206	15%	1,579	0.2%	31%	50%
	Total Salaries & Benefits:	344,151	366,047	341,904	477,143	30%	551,763	68.5%	16%	51%
<b>OTHER</b>										
05-130-625-53100	Professional Services	6,552	12,000	45,536	23,000	92%	12,000	1.5%	-48%	0%
05-130-625-53105	Legal Fees	64,664	225,000	103,788	220,000	-2%	225,000	27.9%	2%	0%
05-130-625-54010	Travel	725	2,000	-	200	-90%	2,000	0.2%	900%	0%
05-130-625-54012	Reimbursed Local Travel	79	500	126	200	-60%	500	0.1%	150%	0%
05-130-625-54110	Telephone Service	-	750	47	300	-60%	750	0.1%	150%	0%
05-130-625-54200	Printing	-	750	-	100	-87%	750	0.1%	650%	0%
05-130-625-54610	Repairs & Maint. - Equipment	-	500	-	200	-60%	500	0.1%	150%	0%
05-130-625-55100	Office Supplies	3,179	4,000	3,344	4,000	0%	4,000	0.5%	0%	0%
05-130-625-55110	Office Expense - Other	552	1,000	3,588	4,000	300%	1,000	0.1%	-75%	0%
05-130-625-55400	Dues and Subscriptions	2,950	4,000	3,089	3,000	-25%	5,000	0.6%	67%	25%
05-130-625-55420	Seminars and Conferences	395	2,000	90	300	-85%	2,000	0.2%	567%	0%
	Total Other:	79,096	252,500	159,608	255,300	1%	253,500	31.5%	-1%	0%
	<b>TOTAL</b>	423,247	618,547	501,512	732,443	18%	805,263	100.0%	10%	30%

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Legal - 625

<b>05-130-625-53100</b>	<b>Professional Services</b>	<b>Account Budget:</b>	<b>\$12,000</b>
For services such as experts, appraisers, court reporters etc.			12,000
<b>05-130-625-53105</b>	<b>Legal Fees</b>	<b>Account Budget:</b>	<b>\$225,000</b>
Legal Fees			225,000
<b>05-130-625-54010</b>	<b>Travel</b>	<b>Account Budget:</b>	<b>\$2,000</b>
Travel.			2,000
<b>05-130-625-54012</b>	<b>Reimbursed Local Travel</b>	<b>Account Budget:</b>	<b>\$500</b>
Travel reimbursement.			500
<b>05-130-625-54110</b>	<b>Telephone Service</b>	<b>Account Budget:</b>	<b>\$750</b>
Telephone service.			750
<b>05-130-625-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$750</b>
Printing			750
<b>05-130-625-54610</b>	<b>Repairs &amp; Maint. - Equipment</b>	<b>Account Budget:</b>	<b>\$500</b>
Repairs & maintenance of equipment			500
<b>05-130-625-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$4,000</b>
Office supplies.			4,000
<b>05-130-625-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$1,000</b>
Office expense - other.			1,000
<b>05-130-625-55400</b>	<b>Dues and Subscriptions</b>	<b>Account Budget:</b>	<b>\$5,000</b>
Slight increase due to dues two attorneys dues to Florida Bar and two attorney subscription to Westlaw, The Florida Bar News, etc.			5,000
<b>05-130-625-55420</b>	<b>Seminars and Conferences</b>	<b>Account Budget:</b>	<b>\$2,000</b>
Seminars and conferences.			2,000

# Accounting

Central Florida Expressway Authority  
Administration Fund - Accounting  
Budget Worksheet

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Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>										
05-130-630-51200	Salaries & Wages	\$ 638,941	\$ 819,379	\$ 496,170	\$ 661,560	-19%	\$ 819,379	47.8%	24%	0%
05-130-630-52100	Social Security and Medicare	48,943	59,182	36,694	48,926	-17%	59,182	3.5%	21%	0%
05-130-630-52210	Retirement Contributions -FRS	47,018	84,040	37,068	49,424	-41%	84,040	4.9%	70%	0%
05-130-630-52300	Life and Health Insurance	165,346	237,870	128,343	171,124	-28%	237,870	13.9%	39%	0%
05-130-630-52310	State Assessment	1,431	2,481	1,115	1,487	-40%	2,481	0.1%	67%	0%
05-130-630-52400	Workers' Compensation	1,692	3,074	2,274	3,032	-1%	3,074	0.2%	1%	0%
	Total Salaries & Benefits	903,371	1,206,026	701,664	935,553	-22%	1,206,026	70.4%	29%	0%
<b>OTHER</b>										
05-130-630-53100	Professional Services	227,231	279,500	156,192	279,500	0%	279,500	16.3%	0%	0%
05-130-630-53200	Auditing Fees	90,500	79,500	63,500	79,500	0%	79,500	4.6%	0%	0%
05-130-630-53410	Contract Personnel	89,936	1,000	6,362	6,400	540%	1,000	0.1%	-84%	0%
05-130-630-54010	Travel	1,590	7,000	-	2,000	-71%	7,000	0.4%	250%	0%
05-130-630-54012	Reimbursed Local Travel	333	400	130	250	-38%	400	0.0%	60%	0%
05-130-630-54110	Telephone Service	533	1,100	289	432	-61%	1,100	0.1%	155%	0%
05-130-630-54200	Printing	-	800	-	200	-75%	400	0.0%	100%	-50%
05-130-630-54440	Records Management	-	-	15,575	15,575	-	-	0.0%	-100%	-
05-130-630-54610	Repairs & Maint. - Equipment	-	1,000	-	300	-70%	600	0.0%	100%	-40%
05-130-630-54617	Support & Maint. - Software	81,375	86,664	85,445	85,445	-1%	89,717	5.2%	5%	4%
05-130-630-54920	Bank Fees	22,113	27,250	13,750	27,250	0%	27,250	1.6%	0%	0%
05-130-630-55100	Office Supplies	9,663	10,000	6,878	12,750	28%	12,750	0.7%	0%	28%
05-130-630-55110	Office Expense - Other	-	2,500	-	500	-80%	2,500	0.1%	400%	0%
05-130-630-55400	Dues and Subscriptions	1,130	2,705	1,040	1,750	-35%	1,750	0.1%	0%	-35%
05-130-630-55420	Seminars and Conferences	1,713	4,000	1,462	2,900	-28%	3,000	0.2%	3%	-25%
	Total Other:	526,117	503,419	350,623	514,752	2%	506,467	29.6%	-2%	1%
	<b>TOTAL</b>	1,429,488	1,709,445	1,052,287	1,450,305	-15%	1,712,493	100.0%	18%	0%

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Accounting - 630

<b>05-130-630-53100</b>	<b>Professional Services</b>	<b>Account Budget:</b>	<b>\$279,500</b>
	PFM - Financial Advisor		205,000
	Bond Disclosure services - DAC		1,500
	Arbitrage Calculations - PFM		15,000
	Rating Agency Monitoring: - S&P \$13,000 - Moody's \$30,000 - Fitch \$12,000 - Special requests \$3,000		58,000
<b>05-130-630-53200</b>	<b>Auditing Fees</b>	<b>Account Budget:</b>	<b>\$79,500</b>
	Annual external audit		79,500
<b>05-130-630-53410</b>	<b>Contract Personnel</b>	<b>Account Budget:</b>	<b>\$1,000</b>
	Additional staffing to be used on an as needed basis		1,000
<b>05-130-630-54010</b>	<b>Travel</b>	<b>Account Budget:</b>	<b>\$7,000</b>
	Travel as required for CFO and additional Finance Department staff members. This includes conferences and bond issues.		7,000
<b>05-130-630-54012</b>	<b>Reimbursed Local Travel</b>	<b>Account Budget:</b>	<b>\$400</b>
	Mileage, parking and tolls for local travel		400
<b>05-130-630-54110</b>	<b>Telephone Service</b>	<b>Account Budget:</b>	<b>\$1,100</b>
	Cell phone service for CFO and air card for CFO's laptop.		1,100
<b>05-130-630-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$400</b>
	Printing of business cards and tabs for the monthly stat book.		400
<b>05-130-630-54610</b>	<b>Repairs &amp; Maint. - Equipment</b>	<b>Account Budget:</b>	<b>\$600</b>
	Misc. repairs to office equipment.		600
<b>05-130-630-54617</b>	<b>Support &amp; Maint. -Software</b>	<b>Account Budget:</b>	<b>\$89,717</b>
	Annual support for Accounting Software package. A 5% increase over prior year's actual is budgeted.		89,717
<b>05-130-630-54920</b>	<b>Bank Fees</b>	<b>Account Budget:</b>	<b>\$27,250</b>
	Annual Custodian Fee		2,000
	Trustee Fee - 1990		1,250
	Trustee Fee - 2007A		1,250
	Trustee Fee - 2008B1-4		8,000
	Trustee Fee - 2010A,B,C		3,750
	Trustee Fee - 2012 and 2012A		2,500
	Trustee Fee - 2013A,B,C		3,750
	Escrow Fee		750
	Tender Agent Fee - 2008B		4,000
<b>05-130-630-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$12,750</b>
	Various office supplies		12,750
<b>05-130-630-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$2,500</b>
	Other miscellaneous equipment or furniture as needed		2,500

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Accounting - 630

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<b>05-130-630-55400</b>	<b>Dues and Subscriptions</b>	<b>Account Budget:</b>	<b>\$1,750</b>
	Various memberships which may include GFOA, FGFOA or FICPA etc.		380
	Various periodicals and publications		500
	CPA certification for CFO and Assistant Manager of Accounting and Finance		220
	CAFR application fee		600
	Miscellaneous dues or subscriptions		50
<b>05-130-630-55420</b>	<b>Seminars and Conferences</b>	<b>Account Budget:</b>	<b>\$3,000</b>
	Seminars and Conferences as needed for CPE purposes		3,000



# Procurement

Central Florida Expressway Authority  
Administration Fund - Procurement  
Budget Worksheet

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Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>										
05-130-640-51200	Salaries & Wages	\$ 370,440	\$ 392,925	\$ 284,924	\$ 392,925	0%	\$ 392,925	54.7%	0%	0%
05-130-640-52100	Social Security and Medicare	28,465	30,059	21,897	30,059	0%	30,059	4.2%	0%	0%
05-130-640-52210	Retirement Contributions -FRS	38,040	44,614	32,120	44,614	0%	44,614	6.2%	0%	0%
05-130-640-52300	Life and Health Insurance	103,444	118,868	83,990	118,868	0%	118,868	16.5%	0%	0%
05-130-640-52310	State Assessment	883	1,267	682	1,267	0%	1,267	0.2%	0%	0%
05-130-640-52400	Workers' Compensation	811	1,170	986	1,170	0%	1,170	0.2%	0%	0%
	Total Salaries & Benefits:	542,083	588,903	424,599	588,903	0%	588,903	81.9%	0%	0%
<b>OTHER</b>										
05-130-640-53100	Professional Services	63,577	90,000	34,757	90,000	0%	75,000	10.4%	-17%	-17%
05-130-640-53110	Consultant Fees	-	1,500	1,400	2,800	87%	4,800	0.7%	71%	220%
05-130-640-54010	Travel	1,761	2,000	-	-	-100%	5,000	0.7%	200%	150%
05-130-640-54012	Reimbursed Local Travel	90	200	9	50	-75%	150	0.0%	50%	-25%
05-130-640-54200	Printing	51	250	-	100	-60%	150	0.0%	0%	-40%
05-130-640-54440	Records Management	23,433	30,000	25,066	30,000	0%	30,000	4.2%	0%	0%
05-130-640-54610	Repairs & Maint. - Equipment	-	100	-	-	-100%	1,500	0.2%	0%	1400%
05-130-640-54910	Advertising and Legal Notices	4,646	5,000	3,018	5,000	0%	5,000	0.7%	0%	0%
05-130-640-55100	Office Supplies	2,537	3,000	3,711	4,000	33%	3,000	0.4%	-25%	0%
05-130-640-55110	Office Expense - Other	4,099	1,000	664	-	-100%	500	0.1%	20%	-50%
05-130-640-55400	Dues and Subscriptions	2,334	1,800	1,310	1,500	-17%	1,800	0.3%	173%	0%
05-130-640-55420	Seminars and Conferences	1,647	3,900	219	1,100	-72%	3,000	0.4%	-3%	-23%
	Total Other:	104,175	138,750	70,154	134,550	-3%	129,900	18.1%	-3%	-6%
	Subtotal Salaries, Benefits, & Other	646,258	727,653	494,753	723,453	-1%	718,803	100.0%	-1%	-1%
<b>CAPITAL EXPENDITURES</b>										
05-130-640-56400	General Equipment	9,943	-	-	-	-	-	0.0%	-	-
	Total Capital Expenditures:	9,943	-	-	-	-	-	0.0%	-	-
<b>TOTAL</b>		656,201	727,653	494,753	723,453	-1%	718,803	100.0%	-1%	-1%

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Procurement - 640

<b>05-130-640-53100</b>	<b>Professional Services</b>	<b>Account Budget:</b>	<b>\$75,000</b>
Funds needed to continue current contract with a Records Management firm to microfilm CFX records in accordance with the Records Management Plan. Estimate 500,000 images to be microfilmed during the fiscal year.			75,000
<b>05-130-640-53110</b>	<b>Consultant Fees</b>	<b>Account Budget:</b>	<b>\$4,800</b>
Make modifications to "Access" data base software for Records Management including adding data entry fields, improving report results and improving overall efficiency and usefulness of software.			4,800
<b>05-130-640-54010</b>	<b>Travel</b>	<b>Account Budget:</b>	<b>\$5,000</b>
Travel to conferences, training, recertification seminars, etc.			5,000
<b>05-130-640-54012</b>	<b>Reimbursed Local Travel</b>	<b>Account Budget:</b>	<b>\$150</b>
Mileage allowed for local travel.			150
<b>05-130-640-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$150</b>
Printing various documents (bid documents, contracts, etc.)			150
<b>05-130-640-54440</b>	<b>Records Management</b>	<b>Account Budget:</b>	<b>\$30,000</b>
Off site storage, retrieval and destruction of Authority documents.			30,000
<b>05-130-640-54610</b>	<b>Repairs &amp; Maint. - Equipment</b>	<b>Account Budget:</b>	<b>\$1,500</b>
Maintenance agreement for scanner, repairs for printers, etc.			1,500
<b>05-130-640-54910</b>	<b>Advertising and Legal Notices</b>	<b>Account Budget:</b>	<b>\$5,000</b>
Advertising for bids, RFPs, etc.			5,000
<b>05-130-640-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$3,000</b>
Misc. office supplies, toner, paper, etc.			3,000
<b>05-130-640-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$500</b>
Miscellaneous office needs.			500
<b>05-130-640-55400</b>	<b>Dues and Subscriptions</b>	<b>Account Budget:</b>	<b>\$1,800</b>
Dues for staff members in professional organizations and subscriptions to trade publications.			1,800
<b>05-130-640-55420</b>	<b>Seminars and Conferences</b>	<b>Account Budget:</b>	<b>\$3,000</b>
Fees for seminars and conferences attended by staff for professional development.			3,000

# Human Resources

Central Florida Expressway Authority  
Administrative Fund - Human Resources  
Budget Worksheet

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Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>										
05-130-660-51200	Salaries & Wages	\$ 72,100	\$ 76,491	\$ 55,363	\$ 76,491	0%	\$ 76,491	39.5%	0%	0%
05-130-660-52100	Social Security and Medicare	5,608	5,852	4,236	5,852	0%	5,852	3.0%	0%	0%
05-130-660-52210	Retirement Contributions -FRS	5,029	5,668	4,080	5,668	0%	5,668	2.9%	0%	0%
05-130-660-52300	Life and Health Insurance	18,645	19,855	13,546	19,855	0%	19,855	10.3%	0%	0%
05-130-660-52310	State Assessment	92	211	119	211	0%	211	0.1%	0%	0%
05-130-660-52400	Workers' Compensation	141	228	306	228	0%	228	0.1%	0%	0%
	Total Salaries & Benefits:	101,615	108,305	77,650	108,305	0%	108,305	55.9%	0%	0%
<b>OTHER</b>										
05-130-660-53100	Professional Services	2,008	2,500	1,982	2,500	0%	2,500	1.3%	0%	0%
05-130-660-53105	Legal Fees	-	-	32	32		-	0.0%	-100%	
05-130-660-53110	Consultant Fees	24,470	37,000	20,989	30,000	-19%	37,000	19.1%	23%	0%
05-130-660-54010	Travel	236	2,000	-	500	-75%	2,000	1.0%	300%	0%
05-130-660-54012	Reimbursed Local Travel	-	200	-	50	-75%	200	0.1%	300%	0%
05-130-660-54200	Printing	-	500	-	100	-80%	500	0.3%	400%	0%
05-130-660-54610	Repairs & Maint. - Equipment	-	400	-	100	-75%	400	0.2%	300%	0%
05-130-660-54910	Advertising and Legal Notices	890	2,000	2,420	2,500	25%	2,500	1.3%	0%	25%
05-130-660-54950	Special Events	2,204	1,000	595	1,000	0%	1,000	0.5%	0%	0%
05-130-660-55100	Office Supplies	236	1,500	456	650	-57%	1,000	0.5%	54%	-33%
05-130-660-55110	Office Supplies - Other	-	300	1,210	100	-67%	300	0.2%	200%	0%
05-130-660-55400	Dues & Subscriptions	560	6,000	-	1,000	-83%	6,000	3.1%	500%	0%
05-130-660-55420	Seminars and Conferences	210	2,000	-	500	-75%	2,000	1.0%	300%	0%
05-130-660-55430	Staff Training and Education	5,992	30,000	2,884	10,000	-67%	30,000	15.5%	200%	0%
	Total Other:	36,806	85,400	30,568	49,032	-43%	85,400	44.1%	74%	0%
	<b>TOTAL</b>	138,421	193,705	108,218	157,337	-19%	193,705	100.0%	23%	0%

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Human Resources - 660

<b>05-130-660-53100</b>	<b>Professional Services</b>	<b>Account Budget:</b>	<b>\$2,500</b>
Employee Assistance Program and employee background checks cost.			2,500
<b>05-130-660-53110</b>	<b>Consultant Fees</b>	<b>Account Budget:</b>	<b>\$37,000</b>
Benefit Consultant Group and Work place training as required by HR for \$12,000. Consultant fees for recruitment process of Executive Director replacement for \$25,000.			37,000
<b>05-130-660-54010</b>	<b>Travel</b>	<b>Account Budget:</b>	<b>\$2,000</b>
Attendance for EAF Conference, HR Workshops, SHRM conference.			2,000
<b>05-130-660-54012</b>	<b>Reimbursed Local Travel</b>	<b>Account Budget:</b>	<b>\$200</b>
Local attendance of meetings in Orlando area.			200
<b>05-130-660-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$500</b>
Miscellaneous document printing ie. handbooks.			500
<b>05-130-660-54610</b>	<b>Repairs &amp; Maint. - Equipment</b>	<b>Account Budget:</b>	<b>\$400</b>
Scanner and Printer repair as required or replacement.			400
<b>05-130-660-54910</b>	<b>Advertising and Legal Notices</b>	<b>Account Budget:</b>	<b>\$2,500</b>
This item will be used for advertising costs associated with recruiting activities placing legal notices. These include print media ads in the newspaper, job postings on the internet, and with industry related associations.			2,500
<b>05-130-660-54950</b>	<b>Special Events</b>	<b>Account Budget:</b>	<b>\$1,000</b>
Employee Recognition Program.			1,000
<b>05-130-660-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$1,000</b>
Printer cartriges, paper, file folders, misc. office supplies.			1,000
<b>05-130-660-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$300</b>
Printer replacement if needed.			300
<b>05-130-660-55400</b>	<b>Dues and Subscriptions</b>	<b>Account Budget:</b>	<b>\$6,000</b>
Dues for each employee access to Success Factors. EAF, SHRM membership. One time Set up for Success Factors			6,000
<b>05-130-660-55420</b>	<b>Seminars and Conferences</b>	<b>Account Budget:</b>	<b>\$2,000</b>
HR seminars, Professional Courses, Industry Conferences.			2,000
<b>05-130-660-55430</b>	<b>Staff Training and Education</b>	<b>Account Budget:</b>	<b>\$30,000</b>
Tuition Reimbursement \$25,000 Leadership Orlando \$3,500 Specialized Training \$1,500			30,000

# Business Development

Central Florida Expressway Authority  
Administrative Fund - Business Development  
Budget Worksheet

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Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>										
05-130-665-51200	Salaries & Wages	\$ 94,126	\$ 98,345	\$ 72,404	\$ 98,345	0%	\$ 98,345	21.8%	0%	0%
05-130-665-52100	Social Security and Medicare	7,079	7,523	5,473	7,523	0%	7,523	1.7%	0%	0%
05-130-665-52210	Retirement Contributions - FRS	17,389	20,830	15,306	20,830	0%	20,830	4.6%	0%	0%
05-130-665-52300	Life and Health Insurance	18,115	19,943	14,183	19,943	0%	19,943	4.4%	0%	0%
05-130-665-52310	State Assessment	206	211	133	211	0%	211	0.0%	0%	0%
05-130-665-52400	Workers' Compensation	141	423	315	423	0%	423	0.1%	0%	0%
	Total Salaries & Benefits:	137,056	147,275	107,814	147,275	0%	147,275	32.7%	0%	0%
<b>OTHER</b>										
05-130-665-53100	Professional Services	90,410	200,000	53,085	140,000	-30%	200,000	44.4%	43%	0%
05-130-665-53110	Consultant Fees	1,769	75,000	-	15,000	-80%	75,000	16.7%	400%	0%
05-130-665-54010	Travel	2,041	6,500	3,116	3,000	-54%	7,500	1.7%	150%	15%
05-130-665-54012	Reimbursed Local Travel	119	500	34	100	-80%	250	0.1%	150%	-50%
05-130-665-54110	Telephone Service	214	650	321	300	-54%	300	0.1%	0%	-54%
05-130-665-54200	Printing	680	1,500	-	-	-100%	500	0.1%	0%	-67%
05-130-665-54910	Advertising and Legal Notices	125	-	-	-	-	-	0.0%	-	-
05-130-665-54950	Special Events	4,823	7,500	6,245	7,000	-7%	7,000	1.6%	0%	-7%
05-130-665-55100	Office Supplies	14	300	301	200	-33%	300	0.1%	50%	0%
05-130-665-55400	Dues & Subscriptions	6,644	8,600	3,998	8,000	-7%	8,600	1.9%	8%	0%
05-130-665-55420	Seminars and Conferences	1,967	3,000	2,058	2,800	-7%	3,500	0.8%	25%	17%
	Total Other:	108,806	303,550	69,158	176,400	-42%	302,950	67.3%	72%	0%
<b>TOTAL</b>										
		245,862	450,825	176,972	323,675	-28%	450,225	100.0%	39%	0%



# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Business Development - 665

<b>05-130-665-53100</b>	<b>Professional Services</b>	<b>Account Budget:</b>	<b>\$200,000</b>
	Disparity Study		100,000
	Financial Management and Technical Assistance Contract		100,000
<b>05-130-665-53110</b>	<b>Consultant Fees</b>	<b>Account Budget:</b>	<b>\$75,000</b>
	Business Development Management Consultant		55,000
	Business Development Consultant i.e reports, research		20,000
<b>05-130-665-54010</b>	<b>Travel</b>	<b>Account Budget:</b>	<b>\$7,500</b>
	Travel expenses to attend seminars, conferences and quarterly meeting including travel for federal DBE program		7,500
<b>05-130-665-54012</b>	<b>Reimbursed Local Travel</b>	<b>Account Budget:</b>	<b>\$250</b>
	Travel in Central Florida area as needed.		250
<b>05-130-665-54110</b>	<b>Telephone Service</b>	<b>Account Budget:</b>	<b>\$300</b>
	Cell Phone		300
<b>05-130-665-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$500</b>
	Printing cost associated with seminars and trade fairs		500
<b>05-130-665-54950</b>	<b>Special Events</b>	<b>Account Budget:</b>	<b>\$7,000</b>
	Business Development Advertising		4,000
	Community engagement i.e expos and networking		3,000
<b>05-130-665-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$300</b>
	Office Supplies		300
<b>05-130-665-55400</b>	<b>Dues and Subscriptions</b>	<b>Account Budget:</b>	<b>\$8,600</b>
	Asian American Chamber of Commerce		600
	African American Chamber of Commerce		1,000
	Hispanic Chamber of Commerce		600
	Seminole County Chamber of Commerce		600
	Central and North Florida Minority Supplier Development Council		2,000
	Central and North Florida National Association of Minority Contractors		1,500
	Central Florida Partnership		190
	Women in Transportation		200
	Conference of Minority in Transportation Officials		200
	Florida Association of Minority Officials		200
	American Contract Compliance Association		500
	Other Chamber of Commerce(s)		1,010
<b>05-130-665-55420</b>	<b>Seminars and Conferences</b>	<b>Account Budget:</b>	<b>\$3,500</b>
	Registration fees associated with seminars and conferences		3,500

# Communication

Central Florida Expressway Authority  
Administrative Fund - Communications  
Budget Worksheet

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Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>										
05-130-670-51200	Salaries & Wages	\$ 194,410	\$ 204,512	\$ 149,587	\$ 204,512	0%	\$ 204,512	36.0%	0%	0%
05-130-670-52100	Social Security & Medicare	14,850	15,645	11,419	15,645	0%	15,645	2.8%	0%	0%
05-130-670-52210	Retirement Contributions -FRS	13,559	15,154	11,025	15,154	0%	15,154	2.7%	0%	0%
05-130-670-52300	Life and Health Insurance	43,308	59,466	39,149	59,466	0%	59,466	10.5%	0%	0%
05-130-670-52310	State Assessment	439	633	359	633	0%	633	0.1%	0%	0%
05-130-670-52400	Workers' Compensation	388	879	633	879	0%	879	0.2%	0%	0%
	Total Salaries & Benefits:	266,954	296,289	212,172	296,289	0%	296,289	52.1%	0%	0%
<b>OTHER</b>										
05-130-670-53100	Professional Services	58,761	78,500	42,914	107,000	36%	105,000	18.5%	-2%	34%
05-130-670-54010	Travel	2,056	3,500	958	3,000	-14%	3,500	0.6%	17%	0%
05-130-670-54012	Reimbursed Local Travel	400	1,000	1,008	1,500	50%	3,000	0.5%	100%	200%
05-130-670-54110	Telephone Service	2,730	3,500	1,731	3,000	-14%	3,500	0.6%	17%	0%
05-130-670-54200	Printing	753	8,500	2,576	8,500	0%	8,500	1.5%	0%	0%
05-130-670-54220	Annual Report	11,430	25,000	14,999	15,000	-40%	25,000	4.4%	67%	0%
05-130-670-54808	Board Meeting Broadcasting	9,720	20,520	9,720	15,000	-27%	16,000	2.8%	7%	-22%
05-130-670-54834	Photography	2,063	2,200	1,495	2,000	-9%	2,200	0.4%	10%	0%
05-130-670-54836	Displays	-	3,000	-	-	-100%	-	0.0%	400%	-100%
05-130-670-54840	Graphic Production Services	-	10,000	641	2,000	-80%	10,000	1.8%	0%	0%
05-130-670-54850	Promotional Items	356	1,000	1,465	1,000	0%	1,000	0.2%	0%	0%
05-130-670-54950	Special Events	2,983	3,000	384	700	-77%	1,500	0.3%	114%	-50%
05-130-670-54990	Miscellaneous Expense	400	8,000	255	500	-94%	3,000	0.5%	500%	-63%
05-130-670-55100	Office Supplies	942	2,000	945	1,500	-25%	2,000	0.4%	33%	0%
05-130-670-55110	Office Expense - Other	316	1,500	1,176	1,500	0%	1,500	0.3%	0%	0%
05-130-670-55220	Software Expense	2,877	5,000	565	14,000	180%	7,000	1.2%	-50%	40%
05-130-670-55400	Dues & Subscriptions	2,176	5,500	3,418	5,500	0%	5,500	1.0%	0%	0%
05-130-670-55420	Seminars & Conferences	590	1,500	377	500	-67%	1,000	0.2%	100%	-33%
	Total Other:	98,553	183,220	84,627	182,200	-1%	199,200	35.0%	9%	9%
	Subtotal Salaries, Benefits, & Other	365,507	479,509	296,799	478,489	0%	495,489	87.2%	4%	3%
<b>CAPITAL EXPENDITURES</b>										
05-130-670-56700	Software	-	30,000	-	-	-100%	73,000	12.8%		143%
	<b>TOTAL</b>	365,507	509,509	296,799	478,489	-6%	568,489	87.2%	19%	12%

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Communications - 670

<b>05-130-670-53100</b>	<b>Professional Services</b>	<b>Account Budget:</b>	<b>\$105,000</b>
Anticipated costs associated for consultants for communications, public relations and outreach where expertise or professional services may be required.			105,000
<b>05-130-670-54010</b>	<b>Travel</b>	<b>Account Budget:</b>	<b>\$3,500</b>
This amount will cover travel expenses incurred by the Communications Department to travel as assigned including to Tallahassee during legislative session.			3,500
<b>05-130-670-54012</b>	<b>Reimbursed Local Travel</b>	<b>Account Budget:</b>	<b>\$3,000</b>
Associated costs to reimburse employees for mileage and tolls as required by job assignments.			3,000
<b>05-130-670-54110</b>	<b>Telephone Service</b>	<b>Account Budget:</b>	<b>\$3,500</b>
This amount covers cell phone expenses for the Communications Department.			3,500
<b>05-130-670-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$8,500</b>
Projected budget would allow for printing of the CAFR and other communication collateral.			8,500
<b>05-130-670-54220</b>	<b>Annual Report</b>	<b>Account Budget:</b>	<b>\$25,000</b>
Projected budget to cover all costs associated with producing CAFR.			25,000
<b>05-130-670-54808</b>	<b>Board Meeting Broadcasting</b>	<b>Account Budget:</b>	<b>\$16,000</b>
For board meeting broadcasting.			16,000
<b>05-130-670-54834</b>	<b>Photography</b>	<b>Account Budget:</b>	<b>\$2,200</b>
Projected budget for professional photographer needs.			2,200
<b>05-130-670-54840</b>	<b>Graphic Production Services</b>	<b>Account Budget:</b>	<b>\$10,000</b>
This amount supports the production of communication graphic materials including flyers and promotional materials as well as regular collateral activities and website graphics.			10,000
<b>05-130-670-54850</b>	<b>Promotional Items</b>	<b>Account Budget:</b>	<b>\$1,000</b>
Give-away items used to promote and brand the agency and its services.			1,000
<b>05-130-670-54950</b>	<b>Special Events</b>	<b>Account Budget:</b>	<b>\$1,500</b>
Projected costs to support the agency's promotional and community events.			1,500
<b>05-130-670-54990</b>	<b>Miscellaneous Expense</b>	<b>Account Budget:</b>	<b>\$3,000</b>
As needed.			3,000
<b>05-130-670-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$2,000</b>
Projected amount to cover office supplies as needed during the fiscal year.			2,000
<b>05-130-670-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$1,500</b>
This amount will cover misc. office expense needs that may arise during the fiscal year as well as furniture and equipment for potential new employee.			1,500
<b>05-130-670-55220</b>	<b>Software Expense</b>	<b>Account Budget:</b>	<b>\$7,000</b>
Projected budget to cover software updates as necessary for things such as website that is not capitalized in below software line item.			7,000
<b>05-130-670-55400</b>	<b>Dues and Subscriptions</b>	<b>Account Budget:</b>	<b>\$5,500</b>
Allocations for dues and subscriptions for the Communications Department such as News Service Florida, media tracking tools and professional organizations.			5,500
<b>05-130-670-55420</b>	<b>Seminars and Conferences</b>	<b>Account Budget:</b>	<b>\$1,000</b>
This amount will cover continuing education and professional development for the Communications Department such as IBTTA, TEAMFL, etc.			1,000

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Communications - 670

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05-130-670-56700      Software

Account Budget:

\$73,000

Capital expense portion to complete corporate website design to include expanded jurisdiction, ADIA compliance and Spanish language option.

73,000

# Construction Administration

Central Florida Expressway Authority  
Administration Fund - Construction Administration  
Budget Worksheet

Page 1 of 1

Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>SALARIES &amp; BENEFITS</b>										
05-130-685-51200	Salaries & Wages	\$ 230,086	\$ 242,579	\$ 178,075	\$ 242,579	0%	\$ 242,579	65.3%	0%	0%
05-130-685-52100	Social Security and Medicare	15,661	17,185	11,603	17,185	0%	17,185	4.6%	0%	0%
05-130-685-52210	Retirement Contributions -FRS	21,950	25,332	18,540	25,332	0%	25,332	6.8%	0%	0%
05-130-685-52300	Life and Health Insurance	45,213	47,890	35,373	47,890	0%	47,890	12.9%	0%	0%
05-130-686-52310	State Assessment	703	507	511	507	0%	507	0.1%	0%	0%
05-130-685-52400	Workers' Compensation	360	3,264	2,295	3,264	0%	3,264	0.9%	0%	0%
	Total Salaries & Benefits:	313,973	336,757	246,397	336,757	0%	336,757	90.6%	0%	0%
<b>OTHER</b>										
05-130-685-54010	Travel	402	3,000	800	3,000	0%	4,000	1.1%	33%	33%
05-130-685-54012	Reimbursed Local Travel	-	200	50	100	-50%	200	0.1%	100%	0%
05-130-685-54020	Gasoline	4,341	7,500	1,988	5,000	-33%	7,500	2.0%	50%	0%
05-130-685-54110	Telephone Service	1,141	3,250	806	3,250	0%	3,250	0.9%	0%	0%
05-130-685-54200	Printing	561	500	39	500	0%	500	0.1%	0%	0%
05-130-685-54500	Insurance	1,050	1,090	1,037	1,037	-5%	1,052	0.3%	1%	-3%
05-130-685-54610	Repairs & Maint. - Equipment	-	400	-	400	0%	400	0.1%	0%	0%
05-130-685-54650	Repairs & Maint. - Vehicles	597	2,000	729	2,000	0%	2,000	0.5%	0%	0%
05-130-685-55100	Office Supplies	1,613	4,000	1,712	4,000	0%	4,000	1.1%	0%	0%
05-130-685-55110	Office Expense - Other	237	3,500	-	3,500	0%	3,500	0.9%	0%	0%
05-130-685-55400	Dues and Subscriptions	604	4,500	3,583	4,500	0%	4,500	1.2%	0%	0%
05-130-685-55420	Seminars and Conferences	860	3,500	2,660	3,500	0%	4,000	1.1%	14%	14%
05-130-685-55430	Staff Training and Education	-	-	20	20	0%	-	0.0%	-100%	0%
	Total Other:	11,406	33,440	13,424	30,807	-8%	34,902	9.4%	13%	4%
	Subtotal Salaries, Benefits, & Other	325,379	370,197	259,821	367,564	-1%	371,659	100.0%	1%	0%
<b>CAPITAL EXPENDITURES</b>										
05-130-685-56400	General Equipment	-	10,000	-	10,000		10,000	2.6%	0%	0%
05-130-685-56405	Furniture	-	5,000	-	5,000		5,000	1.3%	0%	0%
	Total Capital Expenditures:	-	15,000	-	15,000		15,000	3.9%	0%	0%
	<b>TOTAL</b>	325,379	385,197	259,821	382,564	-1%	386,659	103.9%	1%	0%

# Budget Prep Detail

## Preliminary Budget

FUND: Toll Collection - 05

FISCAL YEAR: 2016

Cost Center: Construction Administration - 685

<b>05-130-685-54010</b>	<b>Travel</b>	<b>Account Budget:</b>	<b>\$4,000</b>
Various travel needs for professional development seminars/conferences			4,000
<b>05-130-685-54012</b>	<b>Reimbursed Local Travel</b>	<b>Account Budget:</b>	<b>\$200</b>
Mileage and tolls for non-Authority in town travel as needed			200
<b>05-130-685-54020</b>	<b>Gasoline</b>	<b>Account Budget:</b>	<b>\$7,500</b>
Gasoline for 2 vehcles in Construction Department			7,500
<b>05-130-685-54110</b>	<b>Telephone Service</b>	<b>Account Budget:</b>	<b>\$3,250</b>
Cell phones and modems			3,250
<b>05-130-685-54200</b>	<b>Printing</b>	<b>Account Budget:</b>	<b>\$500</b>
Various printing as needed.			500
<b>05-130-685-54500</b>	<b>Insurance</b>	<b>Account Budget:</b>	<b>\$1,052</b>
Auto insurance for 2 vehicles			1,052
<b>05-130-685-54610</b>	<b>Repairs &amp; Maint. - Equipment</b>	<b>Account Budget:</b>	<b>\$400</b>
R&M as needed			400
<b>05-130-685-54650</b>	<b>Repairs &amp; Maint. - Vehicles</b>	<b>Account Budget:</b>	<b>\$2,000</b>
R&M for 2 vehcles			2,000
<b>05-130-685-55100</b>	<b>Office Supplies</b>	<b>Account Budget:</b>	<b>\$4,000</b>
Basic supplies			4,000
<b>05-130-685-55110</b>	<b>Office Expense - Other</b>	<b>Account Budget:</b>	<b>\$3,500</b>
Furniture etc. under \$5,000			3,500
<b>05-130-685-55400</b>	<b>Dues and Subscriptions</b>	<b>Account Budget:</b>	<b>\$4,500</b>
Dues and subscriptions as needed. including the Florida Transportation Builders for \$2,500.			4,500
<b>05-130-685-55420</b>	<b>Seminars and Conferences</b>	<b>Account Budget:</b>	<b>\$4,000</b>
Professional development seminars and conferences (Florida Engineering Society Annual Meeting, IBTTA, TEAMFL).			4,000
<b>05-130-685-56400</b>	<b>General Equipment</b>	<b>Account Budget:</b>	<b>\$10,000</b>
Equipment purchases over \$5,000 for the administration building.			10,000
<b>05-130-685-56405</b>	<b>Furniture</b>	<b>Account Budget:</b>	<b>\$5,000</b>
Misc. furniture needs.			5,000



# Internal Audit

Central Florida Expressway Authority  
Internal Audit  
Budget Worksheet

Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
OTHER										
05-130-690-53410	Contract Personnel	287,775	389,000	191,002	389,000	0%	389,000	100.0%	0%	0%
05-130-690-55100	Office Supplies	75	-	-	-		-	0.0%		
		287,850	389,000	191,002	389,000	0%	389,000	100.0%	0%	0%

# OTHER OPERATING EXPENSES

**Central Florida Expressway Authority**  
**Other Operating**

	2014 Year-end Actual	2015 Annual Budget	2015 Budget Amendments	2015 Budget Restated	Projected Year-end Actual	2016 Annual Budget	% Inc (Decr) over 2015 Budget
Traffic & Engineering Consultant	\$ 598,360	\$ 571,000	-	\$ 571,000	\$ 411,047	\$ 494,731	-13%
General Engineering Consultant	2,132,900	2,229,000	-	2,229,000	2,175,562	2,181,000	-2%
Total Other Operating Expenses	2,731,260	2,800,000	-	2,800,000	2,586,609	2,675,731	-4%

**GOLDENROD**

**Central Florida Expressway Authority**  
**Goldenrod Road - Summary**

	2014 Year-end Actual	2015 Annual Budget	2015 Budget Amendments	2015 Budget Restated	Projected Year-end Actual	2016 Annual Budget	% Inc (Decr) over 2015 Budget
Maintenance	\$ 113,833	\$ 135,000	-	\$ 135,000	\$ 135,000	\$ 135,000	0%
Operations	209,622	220,788	-	220,788	215,230	218,633	-1%
<b>TOTAL OPERATIONS AND MAINTENANCE</b>							
	323,455	355,788	-	355,788	350,230	353,633	-1%
<b>TOLL REVENUE</b>	(1,280,428)	(1,240,000)	-	(1,240,000)	(1,425,000)	(1,430,000)	15%
<b>NET RESULT OF ACTIVITY</b>	956,973	884,212	-	884,212	1,074,770	1,076,367	22%

Central Florida Expressway Authority  
Goldenrod Road  
Budget Worksheet

Account	Description	2014 Year-end Actual	2015 Annual Budget	2015 March YTD Actual	Projected Year-end Actual	Proj. Budget Var. %	2016 Annual Budget	% of Total Budget	% Inc (Decr) over Proj. 2015 Actual	% Inc (Decr) over 2015 Budget
<b>MAINTENANCE</b>										
80-120-000-54702	Roadway and Bridges Maintenance	\$ 113,833	\$ 120,000	\$ 54,203	\$ 120,000	0%	\$ 120,000	33.9%	0%	0%
80-120-000-54749	Traffic Signals and Lights	-	15,000	-	15,000	0%	15,000	4.2%	0%	0%
	Total Maintenance:	113,833	135,000	54,203	135,000	0%	135,000	38.2%	0%	0%
<b>OPERATIONS</b>										
80-110-000-53430	Toll Collection Management Fees	108	100	64	100	0%	125	0.0%	25%	25%
80-110-000-53432	Toll Collection Administrative Salaries	544	500	324	500	0%	550	0.2%	10%	10%
80-110-000-53434	Toll Collection Office Expense	170	150	100	150	0%	200	0.1%	33%	33%
80-110-000-53436	Toll Collection Insurance and Bonding	93	100	55	100	0%	100	0.0%	0%	0%
80-110-000-53460	Janitorial	3,869	4,000	2,257	4,000	0%	4,000	1.1%	0%	0%
80-110-000-54300	Utilities	42,926	45,000	25,886	45,000	0%	45,000	12.7%	0%	0%
80-110-000-54500	Insurance	4,758	4,948	4,839	4,840	-2%	4,985	1.4%	3%	1%
80-110-000-54500	Repairs & Maint. - Equipment	285	500	213	500	0%	500	0.1%	0%	0%
80-110-000-54610	Repairs & Maint. - Software and Hardware	2,221	2,000	2,002	2,300	15%	2,500	0.7%	9%	25%
80-110-000-54620	Facilities Maintenance	57,662	57,662	28,831	57,662	0%	57,662	16.3%	0%	0%
80-110-000-54630	Repairs & Maint. - Toll Equipment	44,984	40,675	25,234	40,675	0%	41,665	11.8%	2%	2%
80-110-000-54640	Repairs & Maint. - Toll Equipment Parts	20,921	30,000	10,274	25,000	-17%	25,000	7.1%	0%	-17%
80-110-000-54641	Repairs & Maint. - VES Equipment	19,321	19,628	11,389	19,628	0%	20,401	5.8%	4%	4%
80-110-000-54642	Bank Fees	11,760	14,025	10,454	14,025	0%	14,445	4.1%	3%	3%
80-110-000-54920	Operating Supplies	-	500	-	250	-50%	500	0.1%	100%	0%
80-110-000-55210	Contingencies	-	1,000	-	500	-50%	1,000	0.3%	100%	0%
80-110-000-55700	Total Operations:	209,622	220,788	121,922	215,230	3%	218,633	61.8%	2%	-1%
<b>TOTAL OPERATIONS AND MAINTENANCE</b>										
		323,455	355,788	176,125	350,230	-2%	353,633	100.0%	1%	-1%
<b>TOLL REVENUE</b>										
		(1,280,428)	(1,240,000)	(929,964)	(1,425,000)	15%	(1,430,000)		0%	15%
<b>NET RESULT OF ACTIVITY</b>										
		(1,603,883)	(1,595,788)	(1,106,089)	(1,775,230)	-11%	(1,783,633)		0%	12%

**TAB C**



CENTRAL  
FLORIDA  
EXPRESSWAY  
AUTHORITY

# Investment Policy Recommendations and Enhancements

April 29, 2015



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Financial & Investment Advisors

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# Contents

## **1. Investment Policy Review Framework**

- Section 218.415, Florida Statutes Requirements
- Association of Public Treasurers of the U.S. and Canada (APT US & C) Best Practices
- Government Finance Officer Association (GFOA) 2010 Investment Policy Best Practices

## **2. Recommended Changes to Reflect Current Market Environment**



## **1. Investment Policy Review Framework**

# Section 218.415, Florida Statutes Requirements

## Required Sections

- |   |                                     |   |  |
|---|-------------------------------------|---|--|
| ✓ | Scope                               | ✓ | Authorized Investment Institutions and Dealers |
| ✓ | Investment Objectives               | ✓ | Third-Party Custodial Agreement                |
| ✓ | Performance Measurement             | ✓ | Master Repurchase Agreement                    |
| ✓ | Prudence and Ethical Standards      | ✓ | Bid Requirement                                |
| ✓ | Listing of Authorized Investments   | ✓ | Internal Controls                              |
| ✓ | Maturity and Liquidity Requirements | ✓ | Continuing Education                           |
| ✓ | Portfolio Composition               | ✓ | Reporting                                      |
| ✓ | Risk and Diversification            |   |  |

CFX's Investment Policy contains all of the required sections per Section 218.415, Florida Statutes.

# APT US & C Investment Policy Requirements

## Required Sections

✓	Policy/Purpose	✓	Collateralization
✓	Scope	✓	Safekeeping and Custody
✓	Prudence	✓	Diversification
✓	Objective (Safety, Liquidity, Yield)	✓	Maximum Maturities
✓	Delegation of Authority	✓	Internal Control
✓	Ethics and Conflict of Interest	✓	Performance Standards
✓	Authorized Financial Dealers and Institutions	✓	Reporting
✓	Authorized & Suitable Investments	✓	Investment Policy Adoption
✓	Investment Pools/Mutual Funds Questionnaire	✓	Glossary

CFX's Investment Policy contains all of the required sections to be certified by the APT US & C.  
These sections meet industry best practices.

# GFOA 2010 Investment Policy Best Practices

## Requirements

- ✓ Who are the authorized investment officers?
- ✓ What standard of care will be established?
- ✓ What instruments will be eligible for investment?
- ✓ How will diversification be ensured?
- ✓ How will safekeeping be handled?
- ✓ What is the maximum term for any given investment?
- ✓ What type of internal controls should be in place?
- ☐ Who will comprise the investment committee (internal/external members), if any? **N/A**
- ✓ What type of investment reports/performance reports will be produced?
- ✓ What types of benchmarks will be used?
- ☐ Will an investment advisor be used (and to what capacity)?
- ☐ What are the criteria for beginning or ending an investment relationship?

**CFX's Investment Policy answers the majority of the areas the GFOA recommends addressing.**



## **2. Recommended Changes to Reflect Current Market Environment**

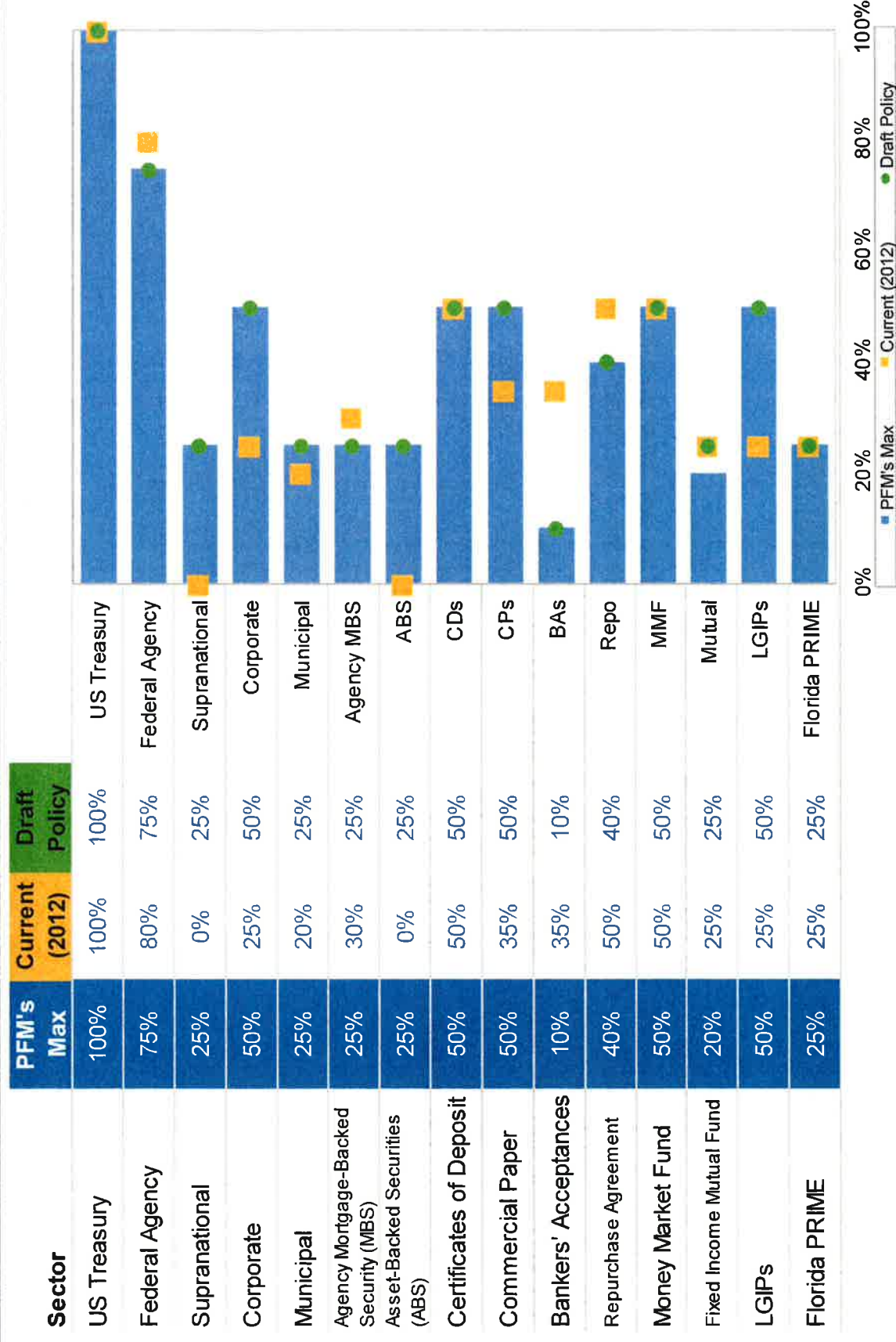


# Recommendations to Update Investment Policy

- Clarify the scope of the investment policy to include the master bond resolutions permitted investments
- Expand investment objectives to more accurately reflect the management strategy of Safety and Liquidity first, then Return.
- Make general updates to reflect industry changes (i.e. new regulators, trading platform)
- Clarify authorized investment types
- Add new investment sectors including Supranational Agencies and Asset Backed Securities (rated “AAA”)



# Recommended Changes



# Disclaimer

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DRAFT 4/7/15

~~ORLANDO—ORANGE COUNTY~~  
~~EXPRESSWAY AUTHORITY~~  
INVESTMENT POLICY

Of

CENTRAL  
FLORIDA  
EXPRESSWAY  
AUTHORITY

The logo for the Central Florida Expressway Authority is centered on the page. It consists of the words "CENTRAL", "FLORIDA", "EXPRESSWAY", and "AUTHORITY" stacked vertically in a bold, sans-serif font. The word "EXPRESSWAY" is highlighted with a yellow background. Below the text is a thick, horizontal, grey brushstroke-like line.

Approved: ~~September 26, 2012~~

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**ATTACHMENT A: Glossary of Cash and Investment Management Terms**

**ATTACHMENT B: Investment Pool/Fund Questionnaire**

# ~~ORLANDO—ORANGE COUNTY~~CENTRAL FLORIDA EXPRESSWAY AUTHORITY INVESTMENT POLICY

---

## I. PURPOSE

The purpose of this Investment Policy (“Policy”) is to set forth the investment objectives and parameters for the management of public funds of the ~~Orlando—Orange County~~Central Florida Expressway Authority (hereinafter ~~the~~ “AuthorityCFX”). These policies are designed to ensure the prudent management of public funds by ~~the AuthorityCFX~~, the availability of operating and capital funds when needed by ~~the AuthorityCFX~~ and an investment return for ~~the AuthorityCFX~~ competitive with comparable funds and financial market indices.

## II. SCOPE

In accordance with Section 218.415, Florida Statutes, this Policy applies to all cash and investments held or controlled by ~~the AuthorityCFX~~ and shall be identified as operating funds, reserve funds or bond funds of ~~the AuthorityCFX~~ (the “Portfolio”). In connection with the investment of proceeds of bonds issued by ~~the AuthorityCFX~~, ~~the AuthorityCFX~~’s master bond resolution permitted investments ~~will be in addition~~are included to the authorized investments in Section XV of this Policy.

## III. INVESTMENT OBJECTIVES

Safety of Principal The foremost objective of ~~the AuthorityCFX~~’s investment program is the safety of the principal of those funds within the Portfolio. Investment transactions shall seek to be consistent with the other investment objectives, which are to keep capital losses at a minimum, whether they are from securities defaults or erosion of market value.

Maintenance of Liquidity The Portfolio shall be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements of ~~the AuthorityCFX~~ in an orderly manner. Periodic~~al~~ cash flow analyses will be completed in order to ensure that the Portfolio is positioned to provide sufficient liquidity.

Return on Investment The Portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. However, return is attempted through active management where the Investment Manager utilizes a total return strategy (which includes both realized and unrealized gains and losses in the Portfolio). This total return strategy seeks to increase the value of the Portfolio through reinvestment of income and capital gains. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Despite this, an Investment Manager may trade to recognize a loss from time to time to achieve a perceived relative value based on its potential to enhance the total return of the Portfolio.

#### IV. DELEGATION OF AUTHORITY

In accordance with ~~the AuthorityCFX~~'s administrative policies, the responsibility for providing oversight and direction in regard to the management of the investment program and the Portfolio resides with ~~the AuthorityCFX~~'s Finance Committee. The Executive Director and Chief Financial Officer of ~~the AuthorityCFX~~ have the ultimate authority and responsibility for the investment program and the management of the Portfolio. The management responsibility for all Authority funds in the Portfolio and investment transactions is delegated to ~~the AuthorityCFX~~'s Chief Financial Officer and Authorized Staff members. The Chief Financial Officer shall account for all Authority funds in the Portfolio. The Chief Financial Officer shall establish written procedures for the operation of the investment portfolio and a system of internal accounting and administrative controls to regulate the activities of employees. ~~The AuthorityCFX~~ may employ an investment manager (an "Investment Manager"), to assist in managing the Portfolios. Such Investment Manager must be registered under the Investment Advisers Act of 1940. The Chief Financial Officer shall be responsible for monitoring and regulating the activities of Authorized Staff and the Investment Manager involved with the investment program. The Authorized Staff is limited to the following positions:

- Chief Financial Officer
- Manager of Finance and Accounting
- Assistant Manager of Finance and Accounting

#### V. STANDARDS OF PRUDENCE

The standard of prudence to be used by the Authorized Staff shall be the "Prudent Person" standard and shall be applied in the context of managing the Portfolio. Authorized Staff acting in accordance with written procedures and this Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported in a timely fashion to the Executive Director and Finance Committee and that the securities involved are liquidated or sold accordance with the terms of this policy. The "Prudent Person" rule states the following:

Investments shall be 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 from the investment.

While the standard of prudence to be used by Authorized Staff who are officers or employees is the "Prudent Person" standard, any person or firm hired or retained as an Investment Manager, or otherwise retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of "Prudent Expert". The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the Investment Manager shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.



## **VI. ETHICS AND CONFLICTS OF INTEREST**

Authorized Staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Also, Authorized Staff or other employees involved in the investment process shall disclose in writing to ~~the Authority~~CFX and the Board any material financial interests in financial institutions that conduct business with the Board, and they shall further disclose any material personal financial/investment positions that could be related to the performance of ~~the Authority~~CFX's Portfolio.

## **VII. INTERNAL CONTROLS AND INVESTMENT PROCEDURES**

The Chief Financial Officer shall establish a system of internal controls and operational procedures to protect ~~the Authority~~CFX's assets, including the Portfolio, and ensure proper accounting and reporting of the transactions related thereto. No person may engage in an investment transaction except as authorized under the terms of this Policy. Independent auditors shall conduct a review of the system of internal controls with respect to, among other things, the Portfolio and the investment thereof as a normal part of the annual financial audit of ~~the Authority~~CFX. Such internal controls shall include, but not limited to, the following:

Separation of functions:

By separating the person who authorizes or performs the transaction from the person or persons who record or otherwise account for the transaction, a proper separation of duties is achieved.

Custodial safekeeping:

Securities purchased from any bank or dealer, including appropriate collateral, shall be placed into a third party bank for custodial safekeeping.

Clear delegation of authority to subordinate staff members:

Subordinate staff must have a clear understanding of their authority and responsibilities to avoid any improper actions. Clear delegation of authority also preserves the internal control structure that is built around the various staff positions and their respective responsibilities.

Written confirmation of electronically initiated transactions for investments and wire transfers:

Due to the potential for error and improprieties arising from telephone or other electronically initiated transactions, all such transactions should be supported by written communications and approved by an individual other than the individual initiating said transaction. Repetitive wires do not require a secondary approval; however, all non-repetitive wires shall have secondary approval.

Documentation of transactions and strategies:

All transactions and the strategies that were used to develop said transactions should be documented in writing and approved by the appropriate person.

## VIII. CONTINUING EDUCATION

The Chief Financial Officer and appropriate Authorized Staff shall annually complete 8 hours of continuing education in subjects or courses of study related to investment practices and products.

## IX. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

Authorized Staff ~~and Investment Manager~~ shall only purchase securities from financial institutions, which are qualified as public depositories by the Treasurer, or Chief Financial Officer of the State of Florida, institutions designated as “Primary ~~Securities~~ Dealers” as designated by the Federal Reserve Bank of New York, direct issuers of commercial paper and bankers’ acceptances, approved non-primary ~~securities~~ dealers, or Minority/Women Disadvantaged Business Enterprise (“M/WBE”) securities dealers. The Investment Manager shall utilize and maintain its own list of approved primary dealers, non-primary ~~securities~~ dealers and M/WBE securities dealers. The Investment Manager will provide a ~~monthly~~ quarterly report to ~~the Authority~~ CFX detailing the M/WBE trading activity.

Authorized Staff and Investment Manager shall only enter into Repurchase agreements with “Primary ~~Securities~~ Dealers” as designated by the Federal Reserve Bank of New York and financial institutions that are state qualified public depositories.

## X. MATURITY AND LIQUIDITY REQUIREMENTS

A. To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements of ~~the Authority~~ CFX. Investments of current operating funds shall have maturities of no longer than twenty-four (24) months. Investments of bond reserves, construction funds, and other non-operating funds (“core funds”) shall have a term appropriate to the need for funds and in accordance with debt covenants. The purchase of investments for core funds with maturities longer than five ~~and a half~~ (5.50) years requires ~~the Authority~~ CFX’s approval prior to purchase. However, final maximum maturity for any investment is limited to ten (10) years. The maturities of the underlying securities of a repurchase agreement will follow the requirements of the Securities Industry and Financial Markets Association (SIFMA) Master Repurchase Agreements.

~~B. Investments do not necessarily have to be made for the same length of time that the funds are available. The basic criteria for consideration for investments are listed below:~~

- ~~1. Keep maturities short in a period of constantly rising interest rates based on Treasury bill auctions or the daily Federal Funds rate.~~
- ~~2. Keep maturities short in a period of a flat or an inverted treasury yield curve.~~
- ~~3. Maturities should be lengthened when the treasury yield curve is normal and is expected to remain that way based on economic reports taken as a whole. The yield curve is normal when short term rates are lower than long term rates.~~
- ~~4. Maturities should be lengthened when interest rates are expected to fall based on economic reports taken as a whole.~~
- ~~5. The yield curves of the market should be analyzed for significant breaks in yields over various maturity dates. The points at which the yield curve breaks are the points at which there are~~



~~significant marginal declines in yields for incremental changes in the maturity dates. Investments should be made at these breaks in the yield curve so that yields will be maximized.~~

## **XI. RISK AND DIVERSIFICATION**

The Portfolio shall be diversified to control risks resulting from over concentration of assets in a specific maturity, issuer, instrument, dealer, or bank through which these securities are bought and sold. The Chief Financial Officer shall determine diversification strategies within the established guidelines.

## **XII. MASTER REPURCHASE AGREEMENT**

~~The Authority~~CFX will require all approved institutions and dealers transacting repurchase agreements to execute and perform as stated in the SIFMA Master Repurchase Agreement. All repurchase agreement transactions will adhere to requirements of the SIFMA Master Repurchase Agreement.

### **XIII. DERIVATIVES AND REVERSE REPURCHASE AGREEMENTS**

Investment in any derivative products or the use of reverse repurchase agreements is specifically prohibited by this investment policy, unless permitted in Section XV of this Policy. A “derivative” is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values. However, for the purpose of a financing mechanism for funding ~~the AuthorityCFX~~’s Five-Year Work Plan, derivatives are permitted. Please refer to ~~the AuthorityCFX~~’s Swap Policy.

### **XIV. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

After the Investment Manager or the Chief Financial Officer has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investments, a minimum of three (3) reputable, qualified, and financially sound banks and/or dealers must be contacted and asked to provide bids on securities in questions. Bids will be held in confidence until the highest bid is determined and awarded.

However, on an exception basis, securities may be purchased utilizing the comparison to current market price method. Acceptable current market price providers include, but are not limited to:

- A. ~~Telerate Information System Trade Web~~,
- B. Bloomberg Information Systems,
- C. The Wall Street Journal or a comparable nationally recognized financial publication providing daily market pricing,
- D. Daily market pricing provided by ~~the AuthorityCFX~~’s custody agents or their correspondent institutions,
- E. Such other current market price provider that the Investment Manager shall recommend to ~~the AuthorityCFX~~ as a regular provider of such information.

Selection by comparison to a current market price, as indicated above, shall only be utilized when, in judgment of the Investment Manager, ~~the AuthorityCFX~~, or Chief Financial Officer, competitive bidding would inhibit the selection process.

Examples of when this method may be used include:

- A. When time constraints due to unusual circumstances preclude the use of the competitive bidding process.
- B. When no active market exists for the issue being traded due to the age or depth of the issue.
- C. When a security is unique to a single dealer, for example, a private placement.
- D. When the transaction involves new issues or issues in the “when issued” market.

Overnight sweep repurchase agreements will not be bid, but may be placed with the depository bank relating to the demand account for which the repurchase agreement was purchased.

|

## XV. AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION

Investments should be made subject to the cash flow needs and such cash flows are subject to revisions as market conditions and ~~the Authority~~CFX's needs change. However, when the invested funds are needed in whole or in part for the purpose originally intended or for more optimal investments, Authorized Staff may sell an investment at the then-prevailing market price and place the proceeds into the proper account at the Board's custodian.

The following are the guidelines for investments and limits on security types, issuers, and maturities as established by ~~the Authority~~CFX. ~~The Authority~~CFX or the Chief Financial Officer shall have the option to further restrict investment percentages from time to time based on market conditions. The percentage allocations requirements for investment types and issuers are calculated based on the original cost of each investment, at the time of purchase. Investments not listed in this ~~P~~policy are prohibited. The following is a summary table of the permitted investments and their respective allocation limits. The allocation limits are for non- bond proceeds.

### Permitted Investments

<u>Sector</u>	<u>Sector Maximum (%)</u>	<u>Per Issuer Maximum (%)</u>	<u>Minimum Ratings Requirement<sup>1</sup></u>	<u>Maximum Maturity</u>	<u>Master Bond Resolution Permitted Investments</u>
<u>U.S. Treasury</u>	<u>100%</u>	<u>100%</u>	<u>N/A</u>	<u>5.50 Years (5.50 Years avg. life<sup>4</sup> for GNMA)</u>	<u>X</u>
<u>GNMA</u>		<u>40%</u>			<u>X</u>
<u>Other U.S. Government Guaranteed (e.g. AID, GTC)</u>		<u>10%</u>			<u>X</u>
<u>Federal Agency/GSE: FNMA, FHLMC, FHLB, FFCB*</u>	<u>75%</u>	<u>40%<sup>3</sup></u>	<u>N/A</u>	<u>5.50 Years</u>	<u>X</u>
<u>Federal Agency/GSE other than those above</u>		<u>10%</u>			<u>X</u>
<u>Supranationals where U.S. is a shareholder and voting member</u>	<u>25%</u>	<u>10%</u>	<u>Highest ST or Two Highest LT Rating Categories (A-1/P-1, AAA/Aaa, or equivalent)</u>	<u>5.50 Years</u>	
<u>Corporates</u>	<u>50%<sup>2</sup></u>	<u>5%</u>	<u>Highest ST or Three Highest LT Rating Categories (A-1/P-1, A-/A3 or equivalent)</u>	<u>5.50 Years</u>	
<u>Municipals</u>	<u>25%</u>	<u>5%</u>	<u>Highest ST or Three Highest LT Rating Categories (SP-1/MIG 1, A-/A3, or equivalent)</u>	<u>5.50 Years</u>	<u>X</u>
<u>Agency Mortgage-Backed Securities (MBS)</u>	<u>25%</u>	<u>40%<sup>3</sup></u>	<u>N/A</u>	<u>5.50 Years Avg. Life<sup>4</sup></u>	
<u>Asset-Backed Securities (ABS)</u>	<u>25%</u>	<u>5%</u>	<u>Highest ST or LT Rating (A-1+/P-1, AAA/Aaa, or equivalent)</u>	<u>5.50 Years Avg. Life<sup>4</sup></u>	
<u>Depository Accounts with Qualified Public Depositories</u>	<u>75%</u>	<u>50%</u>	<u>N/A</u>	<u>N/A</u>	<u>X</u>
<u>Non Negotiable Collateralized Bank Deposits or Savings Accounts</u>	<u>50%</u>	<u>None, if fully collateralized</u>	<u>None, if fully collateralized.</u>	<u>2 Years</u>	<u>X</u>
<u>Commercial Paper (CP)</u>	<u>50%<sup>2</sup></u>	<u>5%</u>	<u>Highest ST Rating Category (A-1/P-1, or equivalent)</u>	<u>270 Days</u>	<u>X</u>
<u>Bankers' Acceptances (BAs)</u>	<u>10%<sup>2</sup></u>	<u>5%</u>	<u>Highest ST Rating Category (A-1/P-1, or equivalent)</u>	<u>180 Days</u>	<u>X</u>



<u>Sector</u>	<u>Sector Maximum (%)</u>	<u>Per Issuer Maximum (%)</u>	<u>Minimum Ratings Requirement<sup>1</sup></u>	<u>Maximum Maturity</u>	<u>Master Bond Resolution Permitted Investments</u>
<u>Repurchase Agreements (Repo or RP)</u>	<u>40%</u>	<u>20%</u>	<u>Counterparty (or if the counterparty is not rated by an NRSRO, then the counterparty's parent) must be rated in the Highest ST Rating Category (A-1/P-1, or equivalent)</u> <u>If the counterparty is a Federal Reserve Bank, no rating is required</u>	<u>1 Year</u>	<u>X</u>
<u>Money Market Funds (MMFs)</u>	<u>50%</u>	<u>25%</u>	<u>Highest Fund Rating by all NRSROs who rate the fund (AAAm/Aaa-mf, or equivalent)</u>	<u>N/A</u>	<u>X</u>
<u>Fixed-Income Mutual Funds</u>	<u>25%</u>	<u>10%</u>	<u>N/A</u>	<u>3 Years</u>	
<u>Intergovernmental Pools (LGIPs)</u>	<u>50%</u>	<u>25%</u>	<u>Highest Fund Quality and Volatility Rating Categories by all NRSROs who rate the LGIP, (AAAm/AAAf, S1, or equivalent)</u>	<u>N/A</u>	
<u>Florida Local Government Surplus Funds Trust Funds ("Florida Prime")</u>	<u>25%</u>	<u>N/A</u>	<u>Highest Fund Rating by all NRSROs who rate the fund (AAAm/Aaa-mf, or equivalent)</u>	<u>N/A</u>	<u>X</u>
<u>Notes:</u> <sup>1</sup> <u>Rating by at least one SEC-registered Nationally Recognized Statistical Rating Organization ("NRSRO"), unless otherwise noted. ST=Short-term; LT=Long-term.</u> <sup>2</sup> <u>Maximum allocation to all corporate and bank credit instruments is 50% combined.</u> <sup>3</sup> <u>Maximum exposure to any one Federal agency, including the combined holdings of Agency debt and Agency MBS, is 40%.</u> <sup>4</sup> <u>The maturity limit for MBS and ABS is based on the expected average life at time of settlement, measured using Bloomberg or other industry standard methods.</u> <sup>*</sup> <u>Federal National Mortgage Association (FNMA); Federal Home Loan Mortgage Corporation (FHLMC); Federal Home Loan Bank or its District banks (FHLB); Federal Farm Credit Bank (FFCB).</u>					

- 1) **U.S. Treasury & Government Guaranteed** - U.S. Treasury obligations, and obligations the principal and interest of which are backed or guaranteed by the full faith and credit of the U.S. Government.
- 2) **Federal Agency/GSE** - Debt obligations, participations or other instruments issued or fully guaranteed by any U.S. Federal agency, instrumentality or government-sponsored enterprise (GSE).
- 3) **Supranationals** – U.S. dollar denominated debt obligations of a multilateral organization of governments where U.S. is a shareholder and voting member.
- 4) **Corporates** – U.S. dollar denominated corporate notes, bonds or other debt obligations issued or guaranteed by a domestic or foreign corporation, financial institution, non-profit, or other entity.
- 5) **Municipals** – Obligations, including both taxable and tax-exempt, issued or guaranteed by any State, territory or possession of the United States, political subdivision, public corporation, authority, agency board, instrumentality or other unit of local government of any State or territory.
- 6) **Agency Mortgage Backed Securities** - Mortgage-backed securities (MBS), backed by residential, multi-family or commercial mortgages, that are issued or fully guaranteed as to principal and interest by a U.S. Federal agency or government sponsored enterprise, including but not limited to pass-throughs, collateralized mortgage obligations (CMOs) and REMICs.
- 7) **Asset-Backed Securities** - Asset-backed securities (ABS) whose underlying collateral consists of loans, leases or receivables, including but not limited to auto loans/leases, credit card receivables, student loans, equipment loans/leases, or home-equity loans.



- 8) **Depository Accounts with Qualified Public Depositories** - Banks organized under the laws of this state and/or in national banks organized under the laws of the United States and doing business and situated in this state, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.
- 9) **Non-Negotiable Certificate of Deposit and Savings Accounts** - Non-negotiable interest bearing time certificates of deposit, or savings accounts in banks organized under the laws of this state or in national banks organized under the laws of the United States and doing business in this state, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.
- 10) **Commercial Paper** – U.S. dollar denominated commercial paper issued or guaranteed by a domestic or foreign corporation, company, financial institution, trust or other entity, including both unsecured debt and asset-backed programs.
- 11) **Bankers' Acceptances** - Bankers' acceptances issued, drawn on, or guaranteed by a U.S. bank or U.S. branch of a foreign bank.
- 12) **Repurchase Agreements** - Repurchase agreements (Repo or RP) that meet the following requirements:
- a. Must be governed by a written SIFMA Master Repurchase Agreement which specifies securities eligible for purchase and resale, and which provides the unconditional right to liquidate the underlying securities should the Counterparty default or fail to provide full timely repayment.
  - b. Counterparty must be a Federal Reserve Bank, a Primary Dealer as designated by the Federal Reserve Bank of New York, or a nationally chartered commercial bank.
  - c. Securities underlying repurchase agreements must be delivered to a third party custodian under a written custodial agreement and may be of deliverable or tri-party form. Securities must be held in CFX's custodial account or in a separate account in the name of CFX.
  - d. Acceptable underlying securities include only securities that are direct obligations of, or that are fully guaranteed by, the United States or any agency of the United States, or U.S. Agency-backed mortgage related securities.
  - e. Underlying securities must have an aggregate current market value of at least 102% (or 100% if the counterparty is a Federal Reserve Bank) of the purchase price plus current accrued price differential at the close of each business day.
  - f. Final term of the agreement must be 1 year or less.
- 13) **Money Market Funds** - Shares in open-end and no-load money market mutual funds, provided such funds are registered under the Investment Company Act of 1940 and operate in accordance with Rule 2a-7.
- A thorough investigation of any money market fund is required prior to investing, and on an annual basis. Attachment B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.
- 14) **Fixed-Income Mutual Funds** - Shares in open-end and no-load fixed-income mutual funds whose underlying investments would be permitted for purchase under this policy and all its restrictions.
- 15) **Local Government Investment Pools** – State, local government or privately-sponsored investment pools that are authorized pursuant to state law.
- A thorough investigation of any intergovernmental investment pool is required prior to investing, and on an annual basis. Attachment B is a questionnaire that contains a list of questions, to be answered prior to



investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

- 16) The Florida Local Government Surplus Funds Trust Funds ("Florida Prime")** A thorough investigation of the Florida Prime is required prior to investing, and on an annual basis. Attachment B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus or portfolio report must be obtained.

### **General Investment and Portfolio Limits**

- 1. General investment limitations:**
  - a. Investments must be denominated in U.S. dollars and issued for legal sale in U.S. markets.
  - b. Minimum ratings are based on the highest rating by any one Nationally Recognized Statistical Ratings Organization ("NRSRO"), unless otherwise specified.
  - c. All limits and rating requirements apply at time of purchase.
  - d. Should a security fall below the minimum credit rating requirement for purchase, the Investment Advisor will notify the Chief Financial Officer.
  - e. The maximum maturity (or average life for MBS/ABS) of any investment is 5.50 years. Maturity and average life are measured from settlement date. The final maturity date can be based on any mandatory call, put, pre-refunding date, or other mandatory redemption date.
- 2. General portfolio limitations:**
  - a. The maximum effective duration of the aggregate portfolio is 3 years.
  - b. Maximum exposure to issuers in any non-U.S. country cannot exceed 10 percent per country.
- 3. Investment in the following are permitted, provided they meet all other policy requirements:**
  - a. Callable, step-up callable, called, pre-refunded, putable and extendable securities, as long as the effective final maturity meets the maturity limits for the sector
  - b. Variable-rate and floating-rate securities
  - c. Subordinated, secured and covered debt, if it meets the ratings requirements for the sector
  - d. Zero coupon issues and strips, excluding agency mortgage-backed Interest-only structures (I/Os)
  - e. Treasury TIPS
- 4. The following are **NOT PERMITTED** investments, unless specifically authorized by statute and with prior approval of the governing body:**
  - a. Trading for speculation
  - b. Derivatives (other than callables and traditional floating or variable-rate instruments)
  - c. Mortgage-backed interest-only structures (I/Os)
  - d. Inverse or leveraged floating-rate and variable-rate instruments
  - e. Currency, equity, index and event-linked notes (e.g. range notes), or other structures that could return less than par at maturity
  - f. Private placements and direct loans, except as may be legally permitted by Rule 144A or commercial paper issued under a 4(2) exemption from registration
  - g. Convertible, high yield, and non-U.S. dollar denominated debt
  - h. Short sales
  - i. Use of leverage
  - j. Futures and options
  - k. Mutual funds, other than fixed-income mutual funds and ETFs, and money market funds  
—Equities, commodities, currencies and hard assets

I.           

Security Type	Rating Requirement	Maturity Limits	Issuers Limits	Total Permitted Allocation	Master Bond Resolution Permitted Investments
Florida PRIME	AAAm			25%	X
United States Government Securities		10 years		100%	X
United States Government Agency Securities		10 years	25%	50%	X
Federal Instrumentalities		10 years	30%	80%	X
Non-Negotiable Interest Bearing Time Deposits		1 year	25%	50%	X
Depository Accounts with Qualified Public Depositories			50%	75%	X
Repurchase Agreements		90 days	25%	50%	X
Commercial Paper	A1/P1	270 days	10%	35%	X
Corporate Notes	A	5 years	5%	25%	
Bankers Acceptances	A1/P1	180 days	20%	35%	X
State and/or Local Government Taxable and/or Tax-Exempt Debt	A	5 years	10%	20%	X
Registered Investment Companies (Money Market Funds)	AAAm		25%	50%	X
Intergovernmental Investment Pool	AAAm			25%	
Mortgage-Backed Securities (MBS)		10 years	20%	30%	
Registered Investment Companies (Mutual Funds)		3 years	10%	25%	

A. ~~The Florida PRIME~~  
1. ~~Investment Authorization~~

~~Authorized Staff may invest in the Florida PRIME. Any investment with the Florida PRIME will be evaluated with the same criteria as Money Market Mutual Funds, detailed in section K.~~

2. ~~Portfolio Composition~~

~~A maximum of 25% of available funds may be invested in the Florida PRIME.~~

3. ~~Rating Requirements~~

~~As with any other Intergovernmental Investment Pool, it shall be rated "AAAm" by Standard & Poor's or the equivalent by another Nationally Recognized Statistical Rating Organization ("NRSRO").~~

4. ~~Due Diligence Requirements~~



~~A thorough investigation of the Florida PRIME is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Investment Advisor that will contain a list of due diligence considerations that deal with the major aspects of any investment pool/fund. A current prospectus or equivalent documentation, including and Investment Policy, Financial Statements, and Portfolio Holdings must be obtained.~~

~~B. United States Government Securities~~

~~1. Purchase Authorization~~

~~Authorized Staff may invest in negotiable direct obligations, or obligations the principal and interest of which are unconditionally guaranteed by the United States Government. Such securities will include, but not be limited to the following:~~

~~Cash Management Bills  
Treasury Securities—State and Local Government Series (SLGS)  
Treasury Bills  
Treasury Notes  
Treasury Bonds  
Treasury Strips~~

~~2. Portfolio Composition~~

~~A maximum of 100% of available funds may be invested in the United States Government Securities.~~

~~3. Maturity Limitations~~

~~The length to maturity of any direct investment in a United States Government Security is five (5) years from the date of purchase. Maturities longer than five (5) years require the Authority's approval and will not exceed a final maximum maturity of ten (10) years.~~

~~C. United States Government Agencies (full faith and credit of the United States Government)~~

~~1. Purchase Authorization~~

~~Authorized Staff may invest in bonds, debentures or notes issued or guaranteed by the United States Governments agencies, provided such obligations are backed by the full faith and credit of the United States Government. Such securities will include, but not be limited to the following:~~

~~Government National Mortgage Association  
United States Export—Import Bank  
———Direct obligations or fully guaranteed certificates of beneficial ownership  
Farmer Home Administration  
———Certificates of beneficial ownership  
Federal Financing Bank  
———Discount notes, notes and bonds  
Federal Housing Administration Debentures  
General Services Administration  
United States Maritime Administration Guaranteed~~

~~———— Title XI Financing~~

~~New Communities Debentures~~

~~———— United States Government guaranteed debentures~~

~~United States Public Housing Notes and Bonds~~

~~———— United States Government guaranteed public housing notes and bonds~~

~~United States Department of Housing and Urban Development~~

~~———— Project notes and local authority bonds~~

~~2. ——— Portfolio Composition~~

~~A maximum of 50% of available funds may be invested in United States Government agencies.~~

~~3. ——— Limits on Individual Issuers~~

~~A maximum of 25% of available funds may be invested in individual United States Government agencies.~~

~~4. ——— Maturity Limitations~~

~~The length to maturity of any direct investment in a United States Government Agency Security is five (5) years from the date of purchase. Maturities longer than five (5) years require the Authority's approval and will not exceed a final maximum maturity of ten (10) years.~~

~~D. ——— Federal Instrumentalities (United States Government sponsored agencies which are non-full faith and credit).~~

~~1. ——— Purchase Authorization~~

~~Authorized Staff may invest in bonds, debentures or notes issued or guaranteed by United States Government sponsored agencies (Federal Instrumentalities which are non-full faith and credit agencies) limited to the following:~~

~~Federal Farm Credit Bank (FFCB)~~

~~Federal Home Loan Bank or its District banks (FHLB)~~

~~Federal National Mortgage Association (FNMA)~~

~~Federal Home Loan Mortgage Corporation (Freddie Macs) including Federal Home Loan Mortgage Corporation participation certificates~~

~~2. ——— Portfolio Composition~~

~~A maximum of 80% of available funds may be invested in Federal Instrumentalities.~~

~~3. ——— Limits on Individual Issuers~~

~~A maximum of 30% of available funds may be invested in any one issuer.~~

4. ~~Maturity Limitations~~

~~The length to maturity of any direct investment in a Federal Instrumentality is five (5) years from the date of purchase. Maturities longer than five (5) years require the Authority's approval and will not exceed a final maximum maturity of ten (10) years.~~

E. ~~Non-Negotiable Interest Bearing Time Certificates of Deposit~~

1. ~~Purchase Authorization~~

~~Authorized Staff may invest in non-negotiable interest bearing time certificates of deposit or savings accounts in banks organized under the laws of this state and/or in national banks organized under the laws of the United States and doing business and situated in this state, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.~~

2. ~~Portfolio Composition~~

~~A maximum of 50% of available funds may be invested in non-negotiable interest bearing time certificates of deposit or savings accounts.~~

3. ~~Limits on Individual Issuers~~

~~A maximum of 25% of available funds may be deposited with any one issuer.~~

4. ~~Maturity Limitations~~

~~The maximum maturity on any certificate shall be no greater than one (1) year from the date of purchase.~~

F. ~~Depository Accounts with Qualified Public Depositories~~

1. ~~Purchase Authorization~~

~~Authorized Staff may deposit funds in banks organized under the laws of this state and/or in national banks organized under the laws of the United States and doing business and situated in this state, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.~~

2. ~~Portfolio Composition~~

~~A maximum of 75% of available funds may be invested in depository accounts.~~

3. ~~Limits on Individual Issuers~~

~~A maximum of 50% of available funds may be deposited with any one bank.~~



## ~~G. Repurchase Agreements~~

### ~~1. Purchase Authorization~~

- ~~a. Authorized Staff may invest in repurchase agreements comprised of only those investments based on the requirements set forth by the Authority's Master Repurchase Agreement. All firms with whom the Authority enters into repurchase agreements will have in place an executed Master Repurchase Agreement with the Authority.~~
- ~~b. A third party custodian shall hold collateral for all repurchase agreements with a term longer than one (1) business day.~~
- ~~c. Securities authorized for collateral are negotiable direct obligations of the United States Government and Federal Instrumentalities with maturities under five (5) years and must have a mark to market value at a minimum of 102 percent during the term of the repurchase agreement. Immaterial short term deviations from 102 percent requirement are permissible only upon the approval of the Authorized Staff.~~

### ~~2. Portfolio Composition~~

~~A maximum of 50% of available funds may be invested in repurchase agreements with the exception of one (1) business day agreements and overnight sweep agreements.~~

### ~~3. Limits on Individual Issuers~~

~~A maximum of 25% of available funds may be invested with any one institution with the exception of one (1) business day agreements and overnight sweep agreements.~~

### ~~4. Maturity Limitations~~

~~The maximum length to maturity of any repurchase agreement is 90 days from the date of purchase.~~

## ~~H. Commercial Paper~~

### ~~1. Purchase Authorization~~

~~Authorized Staff may invest in commercial paper of any United States company that is rated, at the time of purchase, "Prime-1" by Moody's and "A-1" by Standard & Poor's (prime commercial paper). If backed by a letter of credit (LOC), the long-term debt of the LOC provider must be rated at least "A" by at least two NRSROs.~~

### ~~2. Portfolio Composition~~

~~A maximum of 35% of available funds may be directly invested in prime commercial paper.~~

~~3. Limits on Individual Issuers~~

~~A maximum of 10% of available funds may be invested with any one issuer.~~

~~4. Maturity Limitations~~

~~The maximum length to maturity for prime commercial paper shall be 270 days from the date of purchase.~~

~~I. Corporate Notes~~

~~1. Purchase Authorization~~

~~The Authorized Staff may invest in corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States that have a long term debt rating, at the time of purchase, at a minimum single "A" category by any two NRSROs.~~

~~2. Portfolio Composition~~

~~A maximum of 25% of available funds may be directly invested in corporate notes.~~

~~3. Limits on Individual Issuers~~

~~A maximum of 5% of available funds may be invested with any one issuer.~~

~~4. Maturity Limitations~~

~~The maximum length to maturity for corporate notes shall be five (5) years from the date of purchase.~~

~~J. Bankers' Acceptances~~

~~1. Purchase Authorization~~

~~Authorized Staff may invest in bankers' acceptances which are issued by a domestic bank which has at the time of purchase, an unsecured, uninsured and unguaranteed obligation rating of at least "Prime 1" by Moody's or "A-1" by Standard & Poor's.~~

~~2. Portfolio Composition~~

~~A maximum of 35% of available funds may be directly invested in bankers' acceptances.~~

~~3. Limits on Individual Issuers~~

~~A maximum of 20% of available funds may be invested with any one issuer.~~

~~4. Maturity Limitations~~

~~The maximum length to maturity for bankers' acceptances shall be 180 days from the date of purchase.~~

~~K. State and/or Local Government Taxable and/or Tax-Exempt Debt~~

~~1. Purchase Authorization~~

~~Authorized Staff may invest in state and/or local government taxable and/or tax-exempt debt, general obligation and/or revenue bonds, rated at least a minimum single "A" Category by two NRSROs, or rated at least "VMIG2" by Moody's or "A-2" by Standard & Poor's for short-term debt.~~

~~2. Portfolio Composition~~

~~A maximum of 20% of available funds may be invested in taxable and tax-exempt debts.~~

~~3. Limits on Individual Issuers~~

~~A maximum of 10% of available funds may be invested with any one issuer.~~

~~4. Maturity Limitations for Fixed Income Securities~~

~~A maximum length to maturity for an investment in any state or local government debt security is five (5) years from the date of purchase.~~

~~5. Maturity Limitations for Variable Rate Demand Obligations~~

~~A maximum length to maturity for an investment in any state or local government debt security is the shorter of put or tender date, where the put or tender does not expire for the life of the security, or final maturity.~~

~~L. Registered Investment Companies (Money Market Mutual Funds)~~

~~1. Investment Authorization~~

~~Authorized Staff may invest in shares in open-end and no-load money market funds provided such funds are registered under the Federal Investment Company Act of 1940 and operate in accordance with 17 C.F.R. § 270.2a-7, which stipulates that money market funds must have an average weighted maturity of 60 days or less. In addition, the share value of the money market funds must equal to \$1.00.~~

~~2. Portfolio Composition~~

~~A maximum of 50% of available funds may be invested in money market funds.~~

~~3. Limits of Individual Issuers~~

~~A maximum of 25% of available funds may be invested with any one money market fund.~~



4. ~~Rating Requirements~~

~~The money market funds shall be rated “AAAm” by Standard & Poor’s or the equivalent by another NRSRO.~~

5. ~~Due Diligence Requirements~~

~~A thorough review of any money market fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Investment Advisor that will contain a list of questions that covers the major aspects of any investment pool/fund. A current prospectus must be obtained and/or current pool documents and portfolio reports.~~

M. ~~Intergovernmental Investment Pool~~

1. ~~Investment Authorization~~

~~Authorized Staff may invest in intergovernmental investment pools that are authorized pursuant to the Florida Interlocal Cooperation Act, as provided in s. 163.01, F.S.~~

2. ~~Portfolio Composition~~

~~A maximum of 25% of available funds may be invested in intergovernmental investment pools.~~

3. ~~Rating Requirements~~

~~The intergovernmental investment pools shall be rated “AAAm” by Standard & Poor’s or the equivalent by another NRSRO.~~

4. ~~Due Diligence Requirements~~

~~A thorough review of any investment pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Investment Advisor that will contain a list of questions that covers the major aspects of any investment pool. A current prospectus must be obtained and/or current pool documents and portfolio reports.~~

N. ~~Mortgage-Backed Securities (MBS)~~

1. ~~Investment Authorization~~

~~The Authorized Staff may invest in mortgage-backed securities (MBS) which are based on mortgages that are guaranteed by a government agency or GSE for payment of principal and a guarantee of timely payment.~~

2. ~~Portfolio Composition~~

~~A maximum of 30% of available funds may be invested in MBS.~~

~~3. Limits of Individual Issuers~~

~~A maximum of 20% of available funds may be invested with any one issuer.~~

~~4. Maturity Limitations~~

~~A maximum length to maturity for an investment in any MBS is ten (10) years from the date of purchase. Maturities longer than five (5) years require the Authority's approval.~~

~~The maturity of mortgage securities shall be considered the date corresponding to its average life. This date reflects the average number of years that each dollar of unpaid principal due on the MBS remains outstanding. The average life may be different from the stated legal maturity included in a security's description.~~

~~O. Registered Investment Companies (Mutual Funds)~~

~~1. Investment Authorization~~

~~The Authorized Staff may invest in any open end or closed end management type investment company or investment trust registered under the Investment Company Act of 1940, 15 U.S.C. ss. 80a-1 et seq., as amended from time to time, provided that the portfolio of such investment company or investment trust is limited to obligations of the United States Government or any agency or instrumentality thereof and to repurchase agreements fully collateralized by such United States Government obligations, and provided that such investment company or investment trust takes delivery of such collateral either directly or through an authorized custodian.~~

~~2. Portfolio Composition~~

~~A maximum of 25% of available funds may be invested in mutual funds.~~

~~3. Limits of Individual Issuers~~

~~A maximum of 10% of available funds may be invested with any one mutual fund.~~

~~4. Duration Limitations~~

~~A maximum target duration for a mutual fund is three (3) years as defined in the prospectus.~~

~~5. Due Diligence Requirements~~

~~A thorough review of any mutual fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Investment Advisor that will contain a list of questions that covers the major aspects of any mutual fund. A current prospectus must be obtained and/or current documents and portfolio reports.~~



## **XVI. PERFORMANCE MEASUREMENTS**

In order to assist in the evaluation of the portfolio's performance, ~~the Authority~~CFX will use performance benchmarks. The use of benchmarks will allow ~~the Authority~~CFX to measure its returns against other investors in the same markets.

- A. The S&P Rated GIP Index Government 30 Day Gross Yield Index will be used as a benchmark as compared to the portfolios' net book value rate of return for current operating funds.
- B. Investment performance of funds designated as reserve funds and other non-operating funds (core funds) that have a longer-term investment horizon will be compared to ~~an index comprised of U. S. Treasury or Government securities~~the Bank of America Merrill Lynch 1-3 Year U.S. Treasury/Agency Index. ~~The appropriate~~This index ~~will have~~has a duration and asset mix that ~~approximates is similar to the p~~Portfolios and will be utilized as a benchmark to be compared to the Pportfolio's total rate of return.

## **XVII. REPORTING**

The Chief Financial Officer and/or Investment Manager shall provide the Executive Director and the Finance Committee with at least quarterly investment reports. Schedules in the quarterly report should include the following:

- A. A listing of individual securities held at the end of the reporting period
- B. Percentage of available funds represented by each investment type
- C. Coupon, discount or earning rate
- D. Final maturity date of all investments
- E. Book value and market value

On an annual basis, the Investment Manager shall prepare and submit to the Finance Committee a written report on all invested funds. The annual report shall provide all, but not limited to, the following: a complete list of all invested funds, name or type of security in which the funds are invested, the amount invested, the maturity date, earned income, the book value, the market value and the yield on each investment.

The annual report will show performance on both a book value and total rate of return basis when required and will compare the results to the above-stated performance benchmarks. All investments shall be reported at fair value per GASB standards. Investment reports shall be available to the public.

## **XVIII. THIRD-PARTY CUSTODIAL AGREEMENTS**

All securities, with the exception of certificates of deposits, shall be held with a third party custodian; and all securities purchased by, and all collateral obtained by; ~~the Authority~~CFX should be properly designated as an asset of ~~the Authority~~CFX. The securities must be held in an account separate and apart from the assets of the financial institution. A third party custodian is defined as any bank depository

chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida as defined in Section 658.12, Florida Statutes, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.

~~The AuthorityCFX~~ will execute a third party custodial agreement(s) with its bank(s) and depository institution(s). Such agreements may include letters of authority from ~~the AuthorityCFX~~, details as to the responsibilities of each party, method of notification of security purchases, sales and delivery procedures related to repurchase agreements and wire transfers, safekeeping and transaction costs, procedures in case of wire failure or other unforeseen mishaps and describing the liability of each party.

The custodian shall accept transaction instructions only from those persons who have been duly authorized by ~~the AuthorityCFX~~ and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, shall be permitted unless by such a duly authorized person.

The custodian shall provide ~~the AuthorityCFX~~ with safekeeping receipts that provide detail information on the securities held by the custodian. Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Securities held as collateral shall be held free and clear of any liens.

#### **XIX. INVESTMENT POLICY ADOPTION**

The investment policy shall be adopted by Board resolution. The Chief Financial Officer, Executive Director and the Finance Committee shall review the policy every two years and the Board shall approve any modification made thereto.

**APPROVED AND ADOPTED BY THE BOARD ON THIS ~~26th XX~~ day of ~~September XX~~ 201~~25~~.**



## **Attachment A**

### **Glossary of Cash and Investment Management Terms**

The following is a glossary of key investing terms, many of which appear in CFX's Investment Policy. This glossary clarifies the meaning of investment terms generally used in cash and investment management. This glossary has been adapted from the GFOA Sample Investment Policy and the Association of Public Treasurers of the United States and Canada's Model Investment Policy.

**Accrued Interest.** Interest earned but which has not yet been paid or received.

**Agency.** See "Federal Agency Securities."

**Ask Price.** Price at which a broker/dealer offers to sell a security to an investor. Also known as "offered price."

**Asset Backed Securities (ABS).** A fixed-income security backed by notes or receivables against assets other than real estate. Generally issued by special purpose companies that "own" the assets and issue the ABS. Examples include securities backed by auto loans, credit card receivables, home equity loans, manufactured housing loans, farm equipment loans, and aircraft leases.

**Average Life.** The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

**Bankers' Acceptance (BA's).** A draft or bill of exchange drawn upon and accepted by a bank. Frequently used to finance shipping of international goods. Used as a short-term credit instrument, bankers' acceptances are traded at a discount from face value as a money market instrument in the secondary market on the basis of the credit quality of the guaranteeing bank.

**Basis Point.** One hundredth of one percent, or 0.01%. Thus 1% equals 100 basis points.

**Bearer Security.** A security whose ownership is determined by the holder of the physical security. Typically, there is no registration on the issuer's books. Title to bearer securities is transferred by delivery of the physical security or certificate. Also known as "physical securities."

**Benchmark Bills:** In November 1999, FNMA introduced its Benchmark Bills program, a short-term debt securities issuance program to supplement its existing discount note program. The program includes a schedule of larger, weekly issues in three- and six-month maturities and biweekly issues in one-year for Benchmark Bills. Each issue is brought to market via a Dutch (single price) auction. FNMA conducts a weekly auction for each Benchmark Bill maturity and accepts both competitive and non-competitive bids through a web based auction system. This program is in addition to the variety of other discount note maturities, with rates posted on a daily basis, which FNMA offers. FNMA's Benchmark Bills are unsecured general obligations that are issued in book-entry form through the Federal Reserve Banks. There are no periodic payments of interest on Benchmark Bills, which are sold at a discount from the principal amount and payable at par at maturity. Issues under the Benchmark program constitute the same credit standing as other FNMA discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

**Benchmark Notes/Bonds:** Benchmark Notes and Bonds are a series of FNMA "bullet" maturities (non-callable) issued according to a pre-announced calendar. Under its Benchmark Notes/Bonds program, 2, 3, 5, 10, and 30-year maturities are issued each quarter. Each Benchmark Notes new issue has a minimum size of \$4 billion, 30-year new issues having a minimum size of \$1 billion, with re-openings based on investor demand to further enhance liquidity. The amount of non-callable issuance has allowed FNMA to build a yield curve in Benchmark Notes and Bonds in maturities ranging from 2 to 30 years. The liquidity emanating from these large size issues has facilitated favorable financing opportunities through the development of a liquid overnight and term repo market. Issues under the Benchmark program constitute the same credit standing as other FNMA issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.



**Benchmark.** A market index used as a comparative basis for measuring the performance of an investment portfolio. A performance benchmark should represent a close correlation to investment guidelines, risk tolerance, and duration of the actual portfolio's investments.

**Bid Price.** Price at which a broker/dealer offers to purchase a security from an investor.

**Bond.** Financial obligation for which the issuer promises to pay the bondholder (the purchaser or owner of the bond) a specified stream of future cash-flows, including periodic interest payments and a principal repayment.

**Book Entry Securities.** Securities that are recorded in a customer's account electronically through one of the financial markets electronic delivery and custody systems, such as the Fed Securities wire, DTC, and PTC

(as opposed to bearer or physical securities). The trend is toward a certificate-free society in order to cut down on paperwork and to diminish investors' concerns about the certificates themselves. The vast majority of securities are now book entry securities.

**Book Value.** The value at which a debt security is reflected on the holder's records at any point in time. Book value is also called "amortized cost" as it represents the original cost of an investment adjusted for amortization of premium or accretion of discount. Also called "carrying value." Book value can vary over time as an investment approaches maturity and differs from "market value" in that it is not affected by changes in market interest rates.

**Broker/Dealer.** A person or firm transacting securities business with customers. A "broker" acts as an agent between buyers and sellers, and receives a commission for these services. A "dealer" buys and sells financial assets from its own portfolio. A dealer takes risk by owning inventory of securities, whereas a broker merely matches up buyers and sellers. See also "Primary Dealer."

**Bullet Notes/Bonds.** Notes or bonds that have a single maturity date and are non-callable.

**Call Date.** Date at which a call option may be or is exercised.

**Call Option.** The right, but not the obligation, of an issuer of a security to redeem a security at a specified value and at a specified date or dates prior to its stated maturity date. Most fixed-income calls are a par, but can be at any previously established price. Securities issued with a call provision typically carry a higher yield than similar securities issued without a call feature. There are three primary types of call options (1) European - one-time calls, (2) Bermudan - periodically on a predetermined schedule (quarterly, semi-annual, annual), and (3) American - continuously callable at any time on or after the call date. There is usually a notice period of at least 5 business days prior to a call date.

**Callable Bonds/Notes.** Securities which contain an imbedded call option giving the issuer the right to redeem the securities prior to maturity at a predetermined price and time.

**Certificate of Deposit (CD).** Bank obligation issued by a financial institution generally offering a fixed rate of return (coupon) for a specified period of time (maturity). Can be as long as 10 years to maturity, but most CDs purchased by public agencies are one year and under.

**Collateral.** Investment securities or other property that a borrower pledges to secure repayment of a loan, secure deposits of public monies, or provide security for a repurchase agreement.

**Collateralization.** Process by which a borrower pledges securities, property, or other deposits for securing the repayment of a loan and/or security.

**Collateralized Mortgage Obligation (CMO).** A security that pools together mortgages and separates them into short, medium, and long-term positions (called tranches). Tranches are set up to pay different rates of interest depending upon their maturity. Interest payments are usually paid monthly. In "plain vanilla" CMOs, principal is



not paid on a tranche until all shorter tranches have been paid off. This system provides interest and principal in a more predictable manner. A single pool of mortgages can be carved up into numerous tranches each with its own payment and risk characteristics.

**Commercial Paper.** Short term unsecured promissory note issued by a company or financial institution. Issued at a discount and matures for par or face value. Usually a maximum maturity of 270 days and given a short-term debt rating by one or more NRSROs.

**Convexity.** A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

**Corporate Note.** A debt instrument issued by a corporation with a maturity of greater than one year and less than ten years.

**Counterparty.** The other party in a two party financial transaction. "Counterparty risk" refers to the risk that the other party to a transaction will fail in its related obligations. For example, the bank or broker/dealer in a repurchase agreement.

**Coupon Rate.** Annual rate of interest on a debt security, expressed as a percentage of the bond's face value.

**Current Yield.** Annual rate of return on a bond based on its price. Calculated as (coupon rate / price), but does not accurately reflect a bond's true yield level.

**Custody.** Safekeeping services offered by a bank, financial institution, or trust company, referred to as the "custodian." Service normally includes the holding and reporting of the customer's securities, the collection and disbursement of income, securities settlement, and market values.

**Dealer.** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.

**Delivery Versus Payment (DVP).** Settlement procedure in which securities are delivered versus payment of cash, but only after cash has been received. Most security transactions, including those through the Fed Securities Wire system and DTC, are done DVP as a protection for both the buyer and seller of securities.

**Depository Trust Company (DTC).** A firm through which members can use a computer to arrange for securities to be delivered to other members without physical delivery of certificates. A member of the Federal Reserve System and owned mostly by the New York Stock Exchange, the Depository Trust Company uses computerized debit and credit entries. Most corporate securities, commercial paper, CDs, and BAs clear through DTC.

**Derivatives.** (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities, or commodities). For hedging purposes, common derivatives are options, futures, interest rate swaps, and swaptions.

**Derivative Security.** Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

**Designated Bond.** FFCB's regularly issued, liquid, non-callable securities that generally have a 2 or 3 year original maturity. New issues of Designated Bonds are \$1 billion or larger. Re-openings of existing Designated Bond issues are generally a minimum of \$100 million. Designated Bonds are offered through a syndicate of two to six dealers. Twice each month the Funding Corporation announces its intention to issue a new Designated Bond, reopen an existing issue, or to not issue or reopen a Designated Bond. Issues under the Designated Bond



program constitute the same credit standing as other FFCB issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

**Discount Notes.** Unsecured general obligations issued by Federal Agencies at a discount. Discount notes mature at par and can range in maturity from overnight to one year. Very large primary (new issue) and secondary markets exist.

**Discount Rate.** Rate charged by the system of Federal Reserve Banks on overnight loans to member banks. Changes to this rate are administered by the Federal Reserve and closely mirror changes to the "fed funds rate."

**Discount Securities.** Non-interest bearing money market instruments that are issued at discount and redeemed at maturity for full face value. Examples include: U.S. Treasury Bills, Federal Agency Discount Notes, Bankers' Acceptances, and Commercial Paper.

**Discount.** The amount by which a bond or other financial instrument sells below its face value. See also "Premium."

**Diversification.** Dividing investment funds among a variety of security types, maturities, industries, and issuers offering potentially independent returns.

**Dollar Price.** A bond's cost expressed as a percentage of its face value. For example, a bond quoted at a dollar price of 95 ½, would have a principal cost of \$955 per \$1,000 of face value.

**Duff & Phelps.** One of several NRSROs that provide credit ratings on corporate and bank debt issues.

**Duration.** The weighted average maturity of a security's or portfolio's cash-flows, where the present values of the cash-flows serve as the weights. The greater the duration of a security/portfolio, the greater its percentage price volatility with respect to changes in interest rates. Used as a measure of risk and a key tool for managing a portfolio versus a benchmark and for hedging risk. There are also different kinds of duration used for different purposes (e.g. MacAuley Duration, Modified Duration).

**Fannie Mae.** See "Federal National Mortgage Association."

**Fed Money Wire.** A computerized communications system that connects the Federal Reserve System with its member banks, certain U. S. Treasury offices, and the Washington D.C. office of the Commodity Credit Corporation. The Fed Money Wire is the book entry system used to transfer cash balances between banks for themselves and for customer accounts.

**Fed Securities Wire.** A computerized communications system that facilitates book entry transfer of securities between banks, brokers and customer accounts, used primarily for settlement of U.S. Treasury and Federal Agency securities.

**Fed.** See "Federal Reserve System."

**Federal Agency Security.** A debt instrument issued by one of the Federal Agencies. Federal Agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

**Federal Agency.** Government sponsored/owned entity created by the U.S. Congress, generally for the purpose of acting as a financial intermediary by borrowing in the marketplace and directing proceeds to specific areas of the economy considered to otherwise have restricted access to credit markets. The largest Federal Agencies are GNMA, FNMA, FHLMC, FHLB, FFCB, SLMA, and TVA.

**Federal Deposit Insurance Corporation (FDIC).** Federal agency that insures deposits at commercial banks, currently to a limit of \$250,000 per depositor per bank.



**Federal Farm Credit Bank (FFCB).** One of the large Federal Agencies. A government sponsored enterprise (GSE) system that is a network of cooperatively-owned lending institutions that provides credit services to farmers, agricultural cooperatives and rural utilities. The FFCBs act as financial intermediaries that borrow money in the capital markets and use the proceeds to make loans and provide other assistance to farmers and farm-affiliated businesses. Consists of the consolidated operations of the Banks for Cooperatives, Federal Intermediate Credit Banks, and Federal Land Banks. Frequent issuer of discount notes, agency notes and callable agency securities. FFCB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and agricultural industry. Also issues notes under its “designated note” program.

**Federal Funds (Fed Funds).** Funds placed in Federal Reserve Banks by depository institutions in excess of current reserve requirements, and frequently loaned or borrowed on an overnight basis between depository institutions.

**Federal Funds Rate (Fed Funds Rate).** The interest rate charged by a depository institution lending Federal Funds to another depository institution. The Federal Reserve influences this rate by establishing a “target” Fed Funds rate associated with the Fed’s management of monetary policy.

**Federal Home Loan Bank System (FHLB).** One of the large Federal Agencies. A government sponsored enterprise (GSE) system, consisting of wholesale banks (currently twelve district banks) owned by their member banks, which provides correspondent banking services and credit to various financial institutions, financed by the issuance of securities. The principal purpose of the FHLB is to add liquidity to the mortgage markets. Although FHLB does not directly fund mortgages, it provides a stable supply of credit to thrift institutions that make new mortgage loans. FHLB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes and callable agency securities. Also issues notes under its “global note” and “TAP” programs.

**Federal Home Loan Mortgage Corporation (FHLMC or “Freddie Mac”).** One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides stability and assistance to the secondary market for home mortgages by purchasing first mortgages and participation interests financed by the sale of debt and guaranteed mortgage backed securities. FHLMC debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities, and MBS. Also issues notes under its “reference note” program.

**Federal National Mortgage Association (FNMA or “Fannie Mae”).** One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides liquidity to the residential mortgage market by purchasing mortgage loans from lenders, financed by the issuance of debt securities and MBS (pools of mortgages packaged together as a security). FNMA debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its “benchmark note” program.

**Federal Reserve Bank.** One of the 12 distinct banks of the Federal Reserve System.

**Federal Reserve System (the Fed).** The independent central bank system of the United States that establishes and conducts the nation’s monetary policy. This is accomplished in three major ways: (1) raising or lowering bank reserve requirements, (2) raising or lowering the target Fed Funds Rate and Discount Rate, and (3) in open market operations by buying and selling government securities. The Federal Reserve System is made up of twelve Federal Reserve District Banks, their branches, and many national and state banks throughout the nation. It is headed by the seven member Board of Governors known as the “Federal Reserve Board” and headed by its Chairman.



**Financial Industry Regulatory Authority, Inc. (FINRA).** A private corporation that acts as a self-regulatory organization (SRO). FINRA is the successor to the National Association of Securities Dealers, Inc. (NASD). Though sometimes mistaken for a government agency, it is a non-governmental organization that performs financial regulation of member brokerage firms and exchange markets. The government also has a regulatory arm for investments, the Securities and Exchange Commission (SEC).

**Fiscal Agent/Paying Agent.** A bank or trust company that acts, under a trust agreement with a corporation or municipality, in the capacity of general treasurer. The agent performs such duties as making coupon payments, paying rents, redeeming bonds, and handling taxes relating to the issuance of bonds.

**Fitch Investors Service, Inc.** One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

**Floating Rate Security (FRN or "floater").** A bond with an interest rate that is adjusted according to changes in an interest rate or index. Differs from variable-rate debt in that the changes to the rate take place immediately when the index changes, rather than on a predetermined schedule. See also "Variable Rate Security."

**Freddie Mac.** See "Federal Home Loan Mortgage Corporation."

**Ginnie Mae.** See "Government National Mortgage Association."

**Global Notes:** Notes designed to qualify for immediate trading in both the domestic U.S. capital market and in foreign markets around the globe. Usually large issues that are sold to investors worldwide and therefore have excellent liquidity. Despite their global sales, global notes sold in the U.S. are typically denominated in U.S. dollars.

**Government National Mortgage Association (GNMA or "Ginnie Mae").** One of the large Federal Agencies. Government-owned Federal Agency that acquires, packages, and resells mortgages and mortgage purchase commitments in the form of mortgage-backed securities. Largest issuer of mortgage pass-through securities. GNMA debt is guaranteed by the full faith and credit of the U.S. government (one of the few agencies that are actually full faith and credit of the U.S. government).

**Government Securities.** An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, Bonds, and SLGS."

**Government Sponsored Enterprise (GSE).** Privately owned entity subject to federal regulation and supervision, created by the U.S. Congress to reduce the cost of capital for certain borrowing sectors of the economy such as students, farmers, and homeowners. GSEs carry the implicit backing of the U.S. government, but they are not direct obligations of the U.S. government. For this reason, these securities will offer a yield premium over U.S. Treasuries. Examples of GSEs include: FHLB, FHLMC, FNMA, and SLMA.

**Government Sponsored Enterprise Security.** A security issued by a Government Sponsored Enterprise. Considered Federal Agency Securities.

**Index.** A compilation of statistical data that tracks changes in the economy or in financial markets.

**Interest-Only (IO) STRIP.** A security based solely on the interest payments from the bond. After the principal has been repaid, interest payments stop and the value of the security falls to nothing. Therefore, IOs are considered risky investments. Usually associated with mortgage-backed securities.

**Internal Controls.** An internal control structure ensures that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely



to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

1. **Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. **Separation of transaction authority from accounting and record keeping** - A separation of duties is achieved by separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction.
3. **Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. **Avoidance of physical delivery securities** - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. **Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. **Written confirmation of transactions for investments and wire transfers** - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. **Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

**Inverse Floater.** A floating rate security structured in such a way that it reacts inversely to the direction of interest rates. Considered risky as their value moves in the opposite direction of normal fixed-income investments and whose interest rate can fall to zero.

**Investment Advisor.** A company that provides professional advice managing portfolios, investment recommendations, and/or research in exchange for a management fee.

**Investment Adviser Act of 1940.** Federal legislation that sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

**Investment Grade.** Bonds considered suitable for preservation of invested capital, including bonds rated a minimum of Baa3 by Moody's, BBB- by Standard & Poor's, or BBB- by Fitch. Although "BBB" rated bonds are considered investment grade, most public agencies cannot invest in securities rated below "A."

**Liquidity.** Relative ease of converting an asset into cash without significant loss of value. Also, a relative measure of cash and near-cash items in a portfolio of assets. Additionally, it is a term describing the marketability of a money market security correlating to the narrowness of the spread between the bid and ask prices.



**Local Government Investment Pool (LGIP).** An investment by local governments in which their money is pooled as a method for managing local funds, (e.g., Florida State Board of Administration's Florida Prime Fund).

**Long-Term Core Investment Program.** Funds that are not needed within a one-year period.

**Market Value.** The fair market value of a security or commodity. The price at which a willing buyer and seller would pay for a security.

**Mark-to-market.** Adjusting the value of an asset to its market value, reflecting in the process unrealized gains or losses.

**Master Repurchase Agreement.** A widely accepted standard agreement form published by the Securities Industry and Financial Markets Association (SIFMA) that is used to govern and document Repurchase Agreements and protect the interest of parties in a repo transaction.

**Maturity Date.** Date on which principal payment of a financial obligation is to be paid.

**Medium Term Notes (MTN's).** Used frequently to refer to corporate notes of medium maturity (5-years and under). Technically, any debt security issued by a corporate or depository institution with a maturity from 1 to 10 years and issued under an MTN shelf registration. Usually issued in smaller issues with varying coupons and maturities, and underwritten by a variety of broker/dealers (as opposed to large corporate deals issued and underwritten all at once in large size and with a fixed coupon and maturity).

**Money Market.** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

**Money Market Mutual Fund (MMF).** A type of mutual fund that invests solely in money market instruments, such as: U.S. Treasury bills, commercial paper, bankers' acceptances, and repurchase agreements. Money market mutual funds are registered with the SEC under the Investment Company Act of 1940 and are subject to "rule 2a-7" which significantly limits average maturity and credit quality of holdings. MMF's are managed to maintain a stable net asset value (NAV) of \$1.00. Many MMFs carry ratings by a NRSRO.

**Moody's Investors Service.** One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

**Mortgage Backed Securities (MBS).** Mortgage-backed securities represent an ownership interest in a pool of mortgage loans made by financial institutions, such as savings and loans, commercial banks, or mortgage companies, to finance the borrower's purchase of a home or other real estate. The majority of MBS are issued and/or guaranteed by GNMA, FNMA, and FHLMC. There are a variety of MBS structures with varying levels of risk and complexity. All MBS have reinvestment risk as actual principal and interest payments are dependent on the payment of the underlying mortgages which can be prepaid by mortgage holders to refinance and lower rates or simply because the underlying property was sold.

**Mortgage Pass-Through Securities.** A pool of residential mortgage loans with the monthly interest and principal distributed to investors on a pro-rata basis. The largest issuer is GNMA.

**Municipal Note/Bond.** A debt instrument issued by a state or local government unit or public agency. The vast majority of municipals are exempt from state and federal income tax, although some non-qualified issues are taxable.

**Mutual Fund.** Portfolio of securities professionally managed by a registered investment company that issues shares to investors. Many different types of mutual funds exist (e.g., bond, equity, and money market funds); all except money market funds operate on a variable net asset value (NAV).



**Negotiable Certificate of Deposit (Negotiable CD).** Large denomination CDs (\$100,000 and larger) that are issued in bearer form and can be traded in the secondary market.

**Net Asset Value.** The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets including securities, cash, and any accrued earnings, then subtracting the total assets from the fund's liabilities, and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.)

$$\frac{[(\text{Total assets}) - (\text{Liabilities})]}{(\text{Number of shares outstanding})}$$

**NRSRO.** A "Nationally Recognized Statistical Rating Organization" (NRSRO) is a designated rating organization that the SEC has deemed a strong national presence in the U.S. NRSROs provide credit ratings on corporate and bank debt issues. Only ratings of a NRSRO may be used for the regulatory purposes of rating. Includes Moody's, S&P, Fitch, and Duff & Phelps.

**Offered Price.** See also "Ask Price."

**Open Market Operations.** A Federal Reserve monetary policy tactic entailing the purchase or sale of government securities in the open market by the Federal Reserve System from and to primary dealers in order to influence the money supply, credit conditions, and interest rates.

**Par Value.** The face value, stated value, or maturity value of a security.

**Physical Delivery.** Delivery of readily available underlying assets at contract maturity.

**Portfolio.** Collection of securities and investments held by an investor.

**Premium.** The amount by which a bond or other financial instrument sells above its face value. See also "Discount."

**Primary Dealer.** A designation given to certain government securities dealer by the Federal Reserve Bank of New York. Primary dealers can buy and sell government securities directly with the Fed. Primary dealers also submit daily reports of market activity and security positions held to the Fed and are subject to its informal oversight. Primary dealers are the largest buyers and sellers by volume in the U.S. Treasury securities market.

**Prime Paper.** Commercial paper of high quality. Highest rated paper is A-1+/A-1 by S&P and P-1 by Moody's.

**Principal.** Face value of a financial instrument on which interest accrues. May be less than par value if some principal has been repaid or retired. For a transaction, principal is par value times price and includes any premium or discount.

**Prudent Expert Rule.** Standard that requires that a fiduciary manage a portfolio with the care, skill, prudence, and diligence, under the circumstances then prevailing, that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. This statement differs from the "prudent person" rule in that familiarity with such matters suggests a higher standard than simple prudence.

**Prudent Investor Standard.** Standard that requires that when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. More stringent than the "prudent person" standard as it implies a level of knowledge commensurate with the responsibility at hand.



**Qualified Public Depository** - Per Subsection 280.02(26), F.S., “qualified public depository” means any bank, savings bank, or savings association that:

1. Is organized and exists under the laws of the United States, the laws of this state or any other state or territory of the United States.
2. Has its principal place of business in this state or has a branch office in this state which is authorized under the laws of this state or of the United States to receive deposits in this state.
3. Has deposit insurance under the provision of the Federal Deposit Insurance Act, as amended, 12 U.S.C. ss.1811 et seq.
4. Has procedures and practices for accurate identification, classification, reporting, and collateralization of public deposits.
5. Meets all requirements of Chapter 280, F.S.
6. Has been designated by the Chief Financial Officer as a qualified public depository.

**Range Note.** A type of structured note that accrues interest daily at a set coupon rate that is tied to an index. Most range notes have two coupon levels; a higher accrual rate for the period the index is within a designated range, the lower accrual rate for the period that the index falls outside the designated range. This lower rate may be zero and may result in zero earnings.

**Rate of Return.** Amount of income received from an investment, expressed as a percentage of the amount invested.

**Realized Gains (Losses).** The difference between the sale price of an investment and its book value. Gains/losses are “realized” when the security is actually sold, as compared to “unrealized” gains/losses which are based on current market value. See “Unrealized Gains (Losses).”

**Reference Bills:** FHLMC’s short-term debt program created to supplement its existing discount note program by offering issues from one month through one year, auctioned on a weekly or on an alternating four-week basis (depending upon maturity) offered in sizeable volumes (\$1 billion and up) on a cycle of regular, standardized issuance. Globally sponsored and distributed, Reference Bill issues are intended to encourage active trading and market-making and facilitate the development of a term repo market. The program was designed to offer predictable supply, pricing transparency, and liquidity, thereby providing alternatives to U.S. Treasury bills. FHLMC’s Reference Bills are unsecured general corporate obligations. This program supplements the corporation’s existing discount note program. Issues under the Reference program constitute the same credit standing as other FHLMC discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

**Reference Notes:** FHLMC’s intermediate-term debt program with issuances of 2, 3, 5, 10, and 30-year maturities. Initial issuances range from \$2 - \$6 billion with re-openings ranging \$1 - \$4 billion.

The notes are high-quality bullet structures securities that pay interest semiannually. Issues under the Reference program constitute the same credit standing as other FHLMC notes; they simply add organization and liquidity to the intermediate- and long-term Agency market.

**Repurchase Agreement (Repo).** A short-term investment vehicle where an investor agrees to buy securities from a counterparty and simultaneously agrees to resell the securities back to the counterparty at an agreed upon time and for an agreed upon price. The difference between the purchase price and the sale price represents interest



earned on the agreement. In effect, it represents a collateralized loan to the investor, where the securities are the collateral. Can be DVP, where securities are delivered to the investor's custodial bank, or "tri-party" where the securities are delivered to a third party intermediary. Any type of security can be used as "collateral," but only some types provide the investor with special bankruptcy protection under the law. Repos should be undertaken only when an appropriate Securities Industry and Financial Markets Association (SIFMA) approved master repurchase agreement is in place.

**Reverse Repurchase Agreement (Reverse Repo).** A repo from the point of view of the original seller of securities. Used by dealers to finance their inventory of securities by essentially borrowing at short-term rates. Can also be used to leverage a portfolio and in this sense, can be considered risky if used improperly.

**Safekeeping.** Service offered for a fee, usually by financial institutions, for the holding of securities and other valuables. Safekeeping is a component of custody services.

**Secondary Market.** Markets for the purchase and sale of any previously issued financial instrument.

**Securities Industry and Financial Markets Association (SIFMA).** The bond market trade association representing the largest securities markets in the world. In addition to publishing a Master Repurchase Agreement, widely accepted as the industry standard document for Repurchase Agreements, the SIFMA also recommends bond market closures and early closes due to holidays.

**Securities Lending.** An arrangement between an investor and a custody bank that allows the custody bank to "loan" the investor's investment holdings, reinvest the proceeds in permitted investments, and shares any profits with the investor. Should be governed by a securities lending agreement. Can increase the risk of a portfolio in that the investor takes on the default risk on the reinvestment at the discretion of the custodian.

**Sinking Fund.** A separate accumulation of cash or investments (including earnings on investments) in a fund in accordance with the terms of a trust agreement or indenture, funded by periodic deposits by the issuer (or other entity responsible for debt service), for the purpose of assuring timely availability of moneys for payment of debt service. Usually used in connection with term bonds.

**Spread.** The difference between the price of a security and similar maturity U.S. Treasury investments, expressed in percentage terms or basis points. A spread can also be the absolute difference in yield between two securities. The securities can be in different markets or within the same securities market between different credits, sectors, or other relevant factors.

**Standard & Poor's.** One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

**STRIPS (Separate Trading of Registered Interest and Principal of Securities).** Acronym applied to U.S. Treasury securities that have had their coupons and principal repayments separated into individual zero-coupon Treasury securities. The same technique and "strips" description can be applied to non-Treasury securities (e.g., FNMA strips).

**Structured Notes.** Notes that have imbedded into their structure options such as step-up coupons or derivative-based returns.

**Supranational.** Supranational organizations are international financial institutions that are generally established by agreements among nations, with member nations contributing capital and participating in management. These agreements provide for limited immunity from the laws of member countries. Bonds issued by these institutions are part of the broader class of Supranational, Sovereign, and Non-U.S. Agency (SSA) sector bonds. Supranational bonds finance economic and infrastructure development and support environmental protection, poverty reduction, and renewable energy around the globe. For example, the World Bank, International Finance Corporation (IFC), and African Development Bank (AfDB) have "green bond" programs specifically designed for energy resource conservation and management. Supranational bonds, which are issued by multi-national



organizations that transcend national boundaries. Examples include the World Bank, African Development Bank, and European Investment Bank.

**Swap.** Trading one asset for another.

**TAP Notes:** Federal Agency notes issued under the FHLB TAP program. Launched in 6/99 as a refinement to the FHLB bullet bond auction process. In a break from the FHLB's traditional practice of bringing numerous small issues to market with similar maturities, the TAP Issue Program uses the four most common maturities and reopens them up regularly through a competitive auction. These maturities (2, 3, 5, and 10 year) will remain open for the calendar quarter, after which they will be closed and a new series of TAP issues will be opened to replace them. This reduces the number of separate bullet bonds issued, but generates enhanced awareness and liquidity in the marketplace through increased issue size and secondary market volume.

**Tennessee Valley Authority (TVA).** One of the large Federal Agencies. A wholly owned corporation of the United States government that was established in 1933 to develop the resources of the Tennessee Valley region in order to strengthen the regional and national economy and the national defense. Power operations are separated from non-power operations. TVA securities represent obligations of TVA, payable solely from TVA's net power proceeds, and are neither obligations of nor guaranteed by the United States. TVA is currently authorized to issue debt up to \$30 billion. Under this authorization, TVA may also obtain advances from the U.S. Treasury of up to \$150 million. Frequent issuer of discount notes, agency notes, and callable agency securities.

**Total Return.** Investment performance measured over a period of time that includes coupon interest, interest on interest, and both realized and unrealized gains or losses. Total return includes, therefore, any market value appreciation/depreciation on investments held at period end.

**Treasuries.** Collective term used to describe debt instruments backed by the U.S. government and issued through the U.S. Department of the Treasury. Includes Treasury bills, Treasury notes, and Treasury bonds. Also a benchmark term used as a basis by which the yields of non-Treasury securities are compared (e.g., "trading at 50 basis points over Treasuries").

**Treasury Bills (T-Bills).** Short-term direct obligations of the United States government issued with an original term of one year or less. Treasury bills are sold at a discount from face value and do not pay interest before maturity. The difference between the purchase price of the bill and the maturity value is the interest earned on the bill. Currently, the U.S. Treasury issues 4-week, 13-week, and 26-week T-Bills.

**Treasury Bonds.** Long-term interest-bearing debt securities backed by the U.S. government and issued with maturities of ten years and longer by the U.S. Department of the Treasury.

**Treasury Notes.** Intermediate interest-bearing debt securities backed by the U.S. government and issued with maturities ranging from one to ten years by the U.S. Department of the Treasury. The Treasury currently issues 2-year, 3-year, 5-year, and 10-year Treasury Notes.

**Trustee.** A bank designated by an issuer of securities as the custodian of funds and official representative of bondholders. Trustees are appointed to insure compliance with the bond documents and to represent bondholders in enforcing their contract with the issuer.

**Uniform Net Capital Rule.** SEC Rule 15c3-1 that outlines the minimum net capital ratio (ratio of indebtedness to net liquid capital) of member firms and non-member broker/dealers.

**Unrealized Gains (Losses).** The difference between the market value of an investment and its book value. Gains/losses are "realized" when the security is actually sold, as compared to "unrealized" gains/losses which are based on current market value. See also "Realized Gains (Losses)."



**Variable-Rate Security.** A bond that bears interest at a rate that varies over time based on a specified schedule of adjustment (e.g., daily, weekly, monthly, semi-annually, or annually). See also "Floating Rate Note."

**Weighted Average Maturity (or just "Average Maturity").** The average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. A simple measure of risk of a fixed-income portfolio.

**Weighted Average Maturity to Call.** The average maturity of all securities and investments of a portfolio, adjusted to substitute the first call date per security for maturity date for those securities with call provisions.

**Yield Curve.** A graphic depiction of yields on like securities in relation to remaining maturities spread over a time line. The traditional yield curve depicts yields on U.S. Treasuries, although yield curves exist for Federal Agencies and various credit quality corporates as well. Yield curves can be positively sloped (normal) where longer-term investments have higher yields, or "inverted" (uncommon) where longer-term investments have lower yields than shorter ones.

**Yield to Call (YTC).** Same as "Yield to Maturity," except the return is measured to the first call date rather than the maturity date. Yield to call can be significantly higher or lower than a security's yield to maturity.

**Yield to Maturity (YTM).** Calculated return on an investment, assuming all cash-flows from the security are reinvested at the same original yield. Can be higher or lower than the coupon rate depending on market rates and whether the security was purchased at a premium or discount. There are different conventions for calculating YTM for various types of securities.

**Yield.** There are numerous methods of yield determination. In this glossary, see also "Current Yield," "Yield Curve," "Yield to Call," and "Yield to Maturity."

**Accrued Interest.** Interest earned but which has not yet been paid or received.

**Agency.** See "Federal Agency Securities."

**Ask Price.** Price at which a broker/dealer offers to sell a security to an investor. Also known as "offered price."

**Asset-Backed Securities (ABS).** A fixed-income security backed by notes or receivables against assets other than real estate. Generally issued by special purpose companies that "own" the assets and issue the ABS. Examples include securities backed by auto loans, credit card receivables, home equity loans, manufactured housing loans, farm equipment loans and aircraft leases.

**Average Life.** The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

**Bankers' Acceptance (BA's).** A draft or bill of exchange drawn upon and accepted by a bank. Frequently used to finance shipping of international goods. Used as a short term credit instrument, bankers' acceptances are traded at a discount from face value as a money market instrument in the secondary market on the basis of the credit quality of the guaranteeing bank.

**Basis Point.** One hundredth of one percent, or 0.01%. Thus 1% equals 100 basis points.

**Bearer Security.** A security whose ownership is determined by the holder of the physical security. Typically, there is no registration on the issuer's books. Title to bearer securities is transferred by delivery of the physical security or certificate. Also known as "physical securities."

**Benchmark Bills.** In November 1999, FNMA introduced its Benchmark Bills program, a short-term debt securities issuance program to supplement its existing discount note program. The program includes a schedule of larger, weekly issues in three- and six-month maturities and biweekly issues in one-year for Benchmark Bills.



Each issue is brought to market via a Dutch (single price) auction. FNMA conducts a weekly auction for each Benchmark Bill maturity and accepts both competitive and non-competitive bids through a web-based auction system. This program is in addition to the variety of other discount note maturities, with rates posted on a daily basis, which FNMA offers. FNMA's Benchmark Bills are unsecured general obligations that are issued in book-entry form through the Federal Reserve Banks. There are no periodic payments of interest on Benchmark Bills, which are sold at a discount from the principal amount and payable at par at maturity. Issues under the Benchmark program constitute the same credit standing as other FNMA discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

**Benchmark Notes/Bonds:** Benchmark Notes and Bonds are a series of FNMA "bullet" maturities (non-callable) issued according to a pre-announced calendar. Under its Benchmark Notes/Bonds program, 2, 3, 5, 10 and 30-year maturities are issued each quarter. Each Benchmark Notes new issue has a minimum size of \$4 billion, 30-year new issues having a minimum size of \$1 billion, with re-openings based on investor demand to further enhance liquidity. The amount of non-callable issuance has allowed FNMA to build a yield curve in Benchmark Notes and Bonds in maturities ranging from 2 to 30 years. The liquidity emanating from these large size issues has facilitated favorable financing opportunities through the development of a liquid overnight and term repo market. Issues under the Benchmark program constitute the same credit standing as other FNMA issues; they simply add organization and liquidity to the intermediate and long-term Agency market.

**Benchmark.** A market index used as a comparative basis for measuring the performance of an investment portfolio. A performance benchmark should represent a close correlation to investment guidelines, risk tolerance and duration of the actual portfolio's investments.

**Bid Price.** Price at which a broker/dealer offers to purchase a security from an investor.

**Bond Market Association (BMA).** The bond market trade association representing the largest securities markets in the world. In addition to publishing a Master Repurchase Agreement, widely accepted as the industry standard document for Repurchase Agreements, the BMA also recommends bond market closures and early closes due to holidays.

**Bond.** Financial obligation for which the issuer promises to pay the bondholder (the purchaser or owner of the bond) a specified stream of future cash flows, including periodic interest payments and a principal repayment.

**Book Entry Securities.** Securities that are recorded in a customer's account electronically through one of the financial markets electronic delivery and custody systems, such as the Fed Securities wire, DTC and PTC

(as opposed to bearer or physical securities). The trend is toward a certificate-free society in order to cut down on paperwork and to diminish investors' concerns about the certificates themselves. The vast majority of securities are now book entry securities.

**Book Value.** The value at which a debt security is reflected on the holder's records at any point in time. Book value is also called "amortized cost" as it represents the original cost of an investment adjusted for amortization of premium or accretion of discount. Also called "carrying value." Book value can vary over time as an investment approaches maturity and differs from "market value" in that it is not affected by changes in market interest rates.

**Broker/Dealer.** A person or firm transacting securities business with customers. A "broker" acts as an agent between buyers and sellers, and receives a commission for these services. A "dealer" buys and sells financial assets from its own portfolio. A dealer takes risk by owning inventory of securities, whereas a broker merely matches up buyers and sellers. See also "Primary Dealer."

**Bullet Notes/Bonds.** Notes or bonds that have a single maturity date and are non-callable.

**Call Date.** Date at which a call option may be or is exercised.



**Call Option.** The right, but not the obligation, of an issuer of a security to redeem a security at a specified value and at a specified date or dates prior to its stated maturity date. Most fixed-income calls are at par, but can be at any previously established price. Securities issued with a call provision typically carry a higher yield than similar securities issued without a call feature. There are three primary types of call options (1) European—one time calls, (2) Bermudan—periodically on a predetermined schedule (quarterly, semi-annual, annual), and (3) American—continuously callable at any time on or after the call date. There is usually a notice period of at least 5 business days prior to a call date.

**Callable Bonds/Notes.** Securities, which contain an imbedded call option giving the issuer, the right to redeem the securities prior to maturity at a predetermined price and time.

**Certificate of Deposit (CD).** Bank obligation issued by a financial institution generally offering a fixed rate of return (coupon) for a specified period of time (maturity). Can be as long as 10 years to maturity, but most CDs purchased by public agencies are one year and under.

**Collateral.** Investment securities or other property that a borrower pledges to secure repayment of a loan, secure deposits of public monies, or provide security for a repurchase agreement.

**Collateralization.** Process by which a borrower pledges securities, property, or other deposits for securing the repayment of a loan and/or security.

**Collateralized Mortgage Obligation (CMO).** A security that pools together mortgages and separates them into short, medium, and long-term positions (called tranches). Tranches are set up to pay different rates of interest depending upon their maturity. Interest payments are usually paid monthly. In “plain vanilla” CMOs, principal is not paid on a tranche until all shorter tranches have been paid off. This system provides interest and principal in a more predictable manner. A single pool of mortgages can be carved up into numerous tranches each with its own payment and risk characteristics.

**Commercial Paper.** Short term unsecured promissory note issued by a company or financial institution. Issued at a discount and matures for par or face value. Usually a maximum maturity of 270 days, and given a short-term debt rating by one or more NRSROs.

**Convexity.** A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

**Corporate Note.** A debt instrument issued by a corporation with a maturity of greater than one year and less than ten years.

**Counterparty.** The other party in a two-party financial transaction. “Counterparty risk” refers to the risk that the other party, to a transaction, will fail in its related obligations. For example, the bank or broker/dealer in a repurchase agreement.

**Coupon Rate.** Annual rate of interest on a debt security, expressed as a percentage of the bond's face value.

**Current Yield.** Annual rate of return on a bond based on its price. Calculated as (coupon rate / price), but does not accurately reflect a bond's true yield level.

**Custody.** Safekeeping services offered by a bank, financial institution or trust company, referred to as the “custodian.” Service normally includes the holding and reporting of the customer's securities, the collection and disbursement of income, securities settlement and market values.

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



**Delivery Versus Payment (DVP).** Settlement procedure in which securities are delivered versus payment of cash, but only after cash has been received. Most security transactions, including those through the Fed Securities Wire system and DTC, are done DVP as a protection for both the buyer and seller of securities.

**Depository Trust Company (DTC).** A firm through which members can use a computer to arrange for securities to be delivered to other members without physical delivery of certificates. A member of the Federal Reserve System and owned mostly by the New York Stock Exchange, the Depository Trust Company uses computerized debit and credit entries. Most corporate securities, commercial paper, CDs and BAs clear through DTC.

**Derivatives.** For hedging purposes, common derivatives are options, futures, swaps and swaptions. All Collateralized Mortgage Obligations ("CMOs") are derivatives. (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

**Derivative Security.** Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

**Designated Bond.** FFCB's regularly issued, liquid, non-callable securities that generally have a 2 or 3 year original maturity. New issues of Designated Bonds are \$1 billion or larger. Re-openings of existing Designated Bond issues are generally a minimum of \$100 million. Designated Bonds are offered through a syndicate of two to six dealers. Twice each month the Funding Corporation announces its intention to issue a new Designated Bond, reopen an existing issue, or to not issue or reopen a Designated Bond. Issues under the Designated Bond program constitute the same credit standing as other FFCB issues; they simply add organization and liquidity to the intermediate and long term Agency market.

**Discount Notes.** Unsecured general obligations issued by Federal Agencies at a discount. Discount notes mature at par and can range in maturity from overnight to one year. Very large primary (new issue) and secondary markets.

**Discount Rate.** Rate charged by the system of Federal Reserve Banks on overnight loans to member banks. Changes to this rate are administered by the Federal Reserve and closely mirror changes to the "fed funds rate."

**Discount Securities.** Non interest bearing money market instruments that are issued at discount and redeemed at maturity for full face value. Examples include: U.S. Treasury Bills, Federal Agency Discount Notes, Bankers' Acceptances and Commercial Paper.

**Discount.** The amount by which a bond or other financial instrument sells below its face value. See also "Premium."

**Diversification.** Dividing investment funds among a variety of security types, maturities, industries and issuers offering potentially independent returns.

**Dollar Price.** A bond's cost expressed as a percentage of its face value. For example, a bond quoted at a dollar price of 95 1/2, would have a principal cost of \$955 per \$1,000 of face value.

**Duff & Phelps.** One of several NRSROs that provide credit ratings on corporate and bank debt issues.

**Duration.** The weighted average maturity of a security's or portfolio's cash flows, where the present values of the cash flows serve as the weights. The greater the duration of a security/portfolio, the greater its percentage price volatility with respect to changes in interest rates. Used as a measure of risk and a key tool for managing a portfolio versus a benchmark and for hedging risk. There are also different kinds of duration used for different purposes (e.g. MacAuley Duration, Modified Duration).



**Fannie Mae.** See "Federal National Mortgage Association."

**Fed Money Wire.** A computerized communications system that connects the Federal Reserve System with its member banks, certain U. S. Treasury offices, and the Washington D.C. office of the Commodity Credit Corporation. The Fed Money Wire is the book entry system used to transfer cash balances between banks for themselves and for customer accounts.

**Fed Securities Wire.** A computerized communications system that facilitates book entry transfer of securities between banks, brokers and customer accounts, used primarily for settlement of U.S. Treasury and Federal Agency securities.

**Fed.** See "Federal Reserve System."

**Federal Agency Security.** A debt instrument issued by one of the Federal Agencies. Federal Agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

**Federal Agency.** Government sponsored/owned entity created by the U.S. Congress, generally for the purpose of acting as a financial intermediary by borrowing in the marketplace and directing proceeds to specific areas of the economy considered to otherwise have restricted access to credit markets. The largest Federal Agencies are GNMA, FNMA, FHLMC, FHLB, FFCB, SLMA, and TVA.

**Federal Deposit Insurance Corporation (FDIC).** Federal agency that insures deposits at commercial banks; currently to a limit of \$250,000 per depositor per bank.

**Federal Farm Credit Bank (FFCB).** One of the large Federal Agencies. A government sponsored enterprise (GSE) system that is a network of cooperatively owned lending institutions that provides credit services to farmers, agricultural cooperatives and rural utilities. The FFCBs act as financial intermediaries that borrow money in the capital markets and use the proceeds to make loans and provide other assistance to farmers and farm affiliated businesses. Consists of the consolidated operations of the Banks for Cooperatives, Federal Intermediate Credit Banks, and Federal Land Banks. Frequent issuer of discount notes, agency notes and callable agency securities. FFCB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and agricultural industry. Also issues notes under its "designated note" program.

**Federal Funds (Fed Funds).** Funds placed in Federal Reserve Banks by depository institutions in excess of current reserve requirements, and frequently loaned or borrowed on an overnight basis between depository institutions.

**Federal Funds Rate (Fed Funds Rate).** The interest rate charged by a depository institution lending Federal Funds to another depository institution. The Federal Reserve influences this rate by establishing a "target" Fed Funds rate associated with the Fed's management of monetary policy.

**Federal Home Loan Bank System (FHLB).** One of the large Federal Agencies. A government sponsored enterprise (GSE) system, consisting of wholesale banks (currently twelve district banks) owned by their member banks, which provides correspondent banking services and credit to various financial institutions, financed by the issuance of securities. The principal purpose of the FHLB is to add liquidity to the mortgage markets. Although FHLB does not directly fund mortgages, it provides a stable supply of credit to thrift institutions that make new mortgage loans. FHLB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes and callable agency securities. Also issues notes under its "global note" and "TAP" programs.

**Federal Home Loan Mortgage Corporation (FHLMC or "Freddie Mae").** One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides stability and assistance to the



secondary market for home mortgages by purchasing first mortgages and participation interests financed by the sale of debt and guaranteed mortgage-backed securities. FHLMC debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its "reference note" program.

**Federal National Mortgage Association (FNMA or "Fannie Mae").** One of the large Federal Agencies. A government-sponsored public corporation (GSE) that provides liquidity to the residential mortgage market by purchasing mortgage loans from lenders, financed by the issuance of debt securities and MBS (pools of mortgages packaged together as a security). FNMA debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its "benchmark note" program.

**Federal Reserve Bank.** One of the 12 distinct banks of the Federal Reserve System.

**Federal Reserve System (the Fed).** The independent central bank system of the United States that establishes and conducts the nation's monetary policy. This is accomplished in three major ways: (1) raising or lowering bank reserve requirements, (2) raising or lowering the target Fed Funds Rate and Discount Rate, and (3) in open market operations by buying and selling government securities. The Federal Reserve System is made up of twelve Federal Reserve District Banks, their branches, and many national and state banks throughout the nation. It is headed by the seven member Board of Governors known as the "Federal Reserve Board" and headed by its Chairman.

**Financial Industry Regulatory Authority, Inc (FINRA).** is a private corporation that acts as a self-regulatory organization (SRO). FINRA is the successor to the National Association of Securities Dealers, Inc. (NASD). Though sometimes mistaken for a government agency, it is a non-governmental organization that performs financial regulation of member brokerage firms and exchange markets. The government also has a regulatory arm for investments, the Securities and Exchange Commission.

**Fiscal Agent/Paying Agent.** A bank or trust company that acts, under a trust agreement with a corporation or municipality, in the capacity of general treasurer. The agent performs such duties as making coupon payments, paying rents, redeeming bonds, and handling taxes relating to the issuance of bonds.

**Fitch Investors Service, Inc.** One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

**Floating Rate Security (FRN or "floater").** A bond with an interest rate that is adjusted according to changes in an interest rate or index. Differs from variable rate debt in that the changes to the rate take place immediately when the index changes, rather than on a predetermined schedule. See also "Variable Rate Security."

**Freddie Mac.** See "Federal Home Loan Mortgage Corporation".

**Ginnie Mae.** See "Government National Mortgage Association".

**Global Notes:** Notes designed to qualify for immediate trading in both the domestic U.S. capital market and in foreign markets around the globe. Usually large issues that are sold to investors worldwide and therefore have excellent liquidity. Despite their global sales, global notes sold in the U.S. are typically denominated in U.S. dollars.

**Government National Mortgage Association (GNMA or "Ginnie Mae").** One of the large Federal Agencies. Government-owned Federal Agency that acquires, packages, and resells mortgages and mortgage purchase commitments in the form of mortgage-backed securities. Largest issuer of mortgage pass-through securities.



~~GNMA debt is guaranteed by the full faith and credit of the U.S. government (one of the few agencies that is actually full faith and credit of the U.S.).~~

~~**Government Securities.**—An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, Bonds, and SLGS."~~

~~**Government Sponsored Enterprise (GSE).**—Privately owned entity subject to federal regulation and supervision, created by the U.S. Congress to reduce the cost of capital for certain borrowing sectors of the economy such as students, farmers, and homeowners. GSEs carry the implicit backing of the U.S. Government, but they are not direct obligations of the U.S. Government. For this reason, these securities will offer a yield premium over U.S. Treasuries. Some consider GSEs to be stealth recipients of corporate welfare. Examples of GSEs include: FHLB, FHLMC, FNMA and SLMA.~~

~~**Government Sponsored Enterprise Security.**—A security issued by a Government Sponsored Enterprise. Considered Federal Agency Securities.~~

~~**Index.**—A compilation of statistical data that tracks changes in the economy or in financial markets.~~

~~**Interest Only (IO) STRIP.**—A security based solely on the interest payments from the bond. After the principal has been repaid, interest payments stop and the value of the security falls to nothing. Therefore, IOs are considered risky investments. Usually associated with mortgage-backed securities.~~

~~**Internal Controls.**—An internal control structure ensures that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:~~

- ~~1. **Control of collusion**—Collusion is a situation where two or more employees are working in conjunction to defraud their employer.~~
- ~~2. **Separation of transaction authority from accounting and record keeping**—By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.~~
- ~~3. **Custodial safekeeping**—Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.~~
- ~~4. **Avoidance of physical delivery securities**—Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.~~
- ~~5. **Clear delegation of authority to subordinate staff members**—Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.~~
- ~~6. **Written confirmation of transactions for investments and wire transfers**—Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.~~



~~7. **Development of a wire transfer agreement with the lead bank and third-party custodian**—The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.~~

~~**Inverse Floater.**—A floating rate security structured in such a way that it reacts inversely to the direction of interest rates. Considered risky as their value moves in the opposite direction of normal fixed income investments and whose interest rate can fall to zero.~~

~~**Investment Advisor.**—A company that provides professional advice managing portfolios, investment recommendations and/or research in exchange for a management fee.~~

~~**Investment Adviser Act of 1940.** Federal legislation that sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.~~

~~**Investment Grade.** Bonds considered suitable for preservation of invested capital; bonds rated a minimum of Baa3 by Moody's, BBB by Standard & Poor's, or BBB by Fitch. Although "BBB" rated bonds are considered investment grade, most public agencies cannot invest in securities rated below "A."~~

~~**Liquidity.** Relative ease of converting an asset into cash without significant loss of value. Also, a relative measure of cash and near-cash items in a portfolio of assets. Also, a term describing the marketability of a money market security correlating to the narrowness of the spread between the bid and ask prices.~~

~~**Local Government Investment Pool (LGIP).**—An investment by local governments in which their money is pooled as a method for managing local funds, (i.e., Florida State Board of Administration's Florida Prime Fund).~~

~~**Long-Term Core Investment Program.** Funds that are not needed within a one-year period.~~

~~**Market Value.** The fair market value of a security or commodity. The price at which a willing buyer and seller would pay for a security.~~

~~**Mark-to-market.** Adjusting the value of an asset to its market value, reflecting in the process unrealized gains or losses.~~

~~**Master Repurchase Agreement.**—A widely accepted standard agreement form published by the Bond Market Association (BMA) that is used to govern and document Repurchase Agreements and protect the interest of parties in a repo transaction.~~

~~**Maturity Date.** Date on which principal payment of a financial obligation is to be paid.~~

~~**Medium-Term Notes (MTN's).**—Used frequently to refer to corporate notes of medium maturity (5 years and under). Technically, any debt security issued by a corporate or depository institution with a maturity from 1 to 10 years and issued under an MTN shelf registration. Usually issued in smaller issues with varying coupons and maturities, and underwritten by a variety of broker/dealers (as opposed to large corporate deals issued and underwritten all at once in large size and with a fixed coupon and maturity).~~

~~**Money Market.** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.~~

~~**Money Market Mutual Fund (MMF).**—A type of mutual fund that invests solely in money market instruments, such as: U.S. Treasury bills, commercial paper, bankers' acceptances, and repurchase agreements. Money market mutual funds are registered with the SEC under the Investment Company Act of 1940 and are subject "rule 2a-7"~~



~~which significantly limits average maturity and credit quality of holdings. MMF's are managed to maintain a stable net asset value (NAV) of \$1.00. Many MMF's carry ratings by a NRSRO.~~

~~**Moody's Investors Service.** One of several NRSROs that provide credit ratings on corporate and municipal debt issues.~~

~~**Mortgage Backed Securities (MBS).** Mortgage-backed securities represent an ownership interest in a pool of mortgage loans made by financial institutions, such as savings and loans, commercial banks, or mortgage companies, to finance the borrower's purchase of a home or other real estate. The majority of MBS are issued and/or guaranteed by GNMA, FNMA and FHLMC. There are a variety of MBS structures, some of which can be very risky and complicated. All MBS have reinvestment risk as actual principal and interest payments are dependent on the payment of the underlying mortgages which can be prepaid by mortgage holders to refinance and lower rates or simply because the underlying property was sold.~~

~~**Mortgage Pass-Through Securities.** A pool of residential mortgage loans with the monthly interest and principal distributed to investors on a pro-rata basis. Largest issuer is GNMA.~~

~~**Municipal Note/Bond.** A debt instrument issued by a state or local government unit or public agency. The vast majority of municipals are exempt from state and federal income tax, although some non-qualified issues are taxable.~~

~~**Mutual Fund.** Portfolio of securities professionally managed by a registered investment company that issues shares to investors. Many different types of mutual funds exist (bond, equity, money fund); all except money market funds operate on a variable net asset value (NAV).~~

~~**Negotiable Certificate of Deposit (Negotiable CD).** Large-denomination CDs (\$100,000 and larger) that are issued in bearer form and can be traded in the secondary market.~~

~~**Net Asset Value.** The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.)~~

$$\frac{((\text{Total assets}) - (\text{Liabilities}))}{(\text{Number of shares outstanding})}$$

~~**NRSRO.** A "Nationally Recognized Statistical Rating Organization." A designated rating organization that the SEC has deemed a strong national presence in the U.S. NRSROs provide credit ratings on corporate and bank debt issues. Only ratings of a NRSRO may be used for the regulatory purposes of rating. Includes Moody's, S&P, Fitch and Duff & Phelps.~~

~~**Offered Price.** See also "Ask Price."~~

~~**Open Market Operations.** Federal Reserve monetary policy tactic entailing the purchase or sale of government securities in the open market by the Federal Reserve System from and to primary dealers in order to influence the money supply, credit conditions, and interest rates.~~

~~**Par Value.** Face value, stated value or maturity value of a security.~~

~~**Physical Delivery.** Delivery of readily available underlying assets at contract maturity.~~

~~**Portfolio.** Collection of securities and investments held by an investor.~~

~~**Premium.** The amount by which a bond or other financial instrument sells above its face value. See also "Discount."~~



**Primary Dealer.** Any of a group of designated government securities dealers designated by to the Federal Reserve Bank of New York. Primary dealers can buy and sell government securities directly with the Fed. Primary dealers also submit daily reports of market activity and security positions held to the Fed and are subject to its informal oversight. Primary dealers are considered the largest players in the U.S. Treasury securities market.

**Prime Paper.** Commercial paper of high quality. Highest rated paper is A-1+/A-1 by S&P and P-1 by Moody's.

**Principal.** Face value of a financial instrument on which interest accrues. May be less than par value if some principal has been repaid or retired. For a transaction, principal is par value times price and includes any premium or discount.

**Prudent Investor Standard.** Standard that requires that when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. More stringent than the "prudent person" standard as it implies a level of knowledge commensurate with the responsibility at hand.

**Qualified Public Depository**—Per Florida Statute 280, means any bank, saving bank or savings association that:

1. Is organized and exists under the laws of the United States, the laws of this state or any other state or territory of the United States;
2. Has its principal place of business in this state or has a branch office in this state which is authorized under the laws of this state or of the United States to receive deposits in this state.
3. Has deposit insurance under the provision of the Federal Deposit Insurance Act, as amended, 12 U.S.C. ss.1811 seq.
4. Meets all requirements of F.S. 280
5. Has been designed by the Treasurer as a qualified public depository.

**Range Note.** A type of structured note that accrues interest daily at a set coupon rate that is tied to an index. Most range notes have two coupon levels; a higher accrual rate for the period the index is within a designated range, the lower accrual rate for the period that the index falls outside the designated range. This lower rate may be zero and may result in zero earnings.

**Rate of Return.** Amount of income received from an investment, expressed as a percentage of the amount invested.

**Realized Gains (Losses).** The difference between the sale price of an investment and its book value. Gains/losses are "realized" when the security is actually sold, as compared to "unrealized" gains/losses which are based on current market value. See "Unrealized Gains (Losses)."

**Reference Bills:** FHLMC's short-term debt program created to supplement its existing discount note program by offering issues from one month through one year, auctioned on a weekly or on an alternating four-week basis (depending upon maturity) offered in sizeable volumes (\$1 billion and up) on a cycle of regular, standardized issuance. Globally sponsored and distributed, Reference Bill issues are intended to encourage active trading and market-making and facilitate the development of a term repo market. The program was designed to offer predictable supply, pricing transparency and liquidity, thereby providing alternatives to U.S. Treasury bills. FHLMC's Reference Bills are unsecured general corporate obligations. This program supplements the



corporation's existing discount note program. Issues under the Reference program constitute the same credit standing as other FHLMC discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

**Reference Notes:** FHLMC's intermediate-term debt program with issuances of 2, 3, 5, 10 and 30-year maturities. Initial issuances range from \$2–\$6 billion with re-openings ranging \$1–\$4 billion.

The notes are high-quality bullet-structure securities that pay interest semiannually. Issues under the Reference program constitute the same credit standing as other FHLMC notes; they simply add organization and liquidity to the intermediate and long-term Agency market.

**Repurchase Agreement (Repo).** A short-term investment vehicle where an investor agrees to buy securities from a counterparty and simultaneously agrees to resell the securities back to the counterparty at an agreed-upon time and for an agreed-upon price. The difference between the purchase price and the sale price represents interest earned on the agreement. In effect, it represents a collateralized loan to the investor, where the securities are the collateral. Can be DVP, where securities are delivered to the investor's custodial bank, or "tri-party," where the securities are delivered to a third-party intermediary. Any type of security can be used as "collateral," but only some types provide the investor with special bankruptcy protection under the law. Repos should be undertaken only when an appropriate BMA-approved master repurchase agreement is in place.

**Reverse Repurchase Agreement (Reverse Repo).** A repo from the point of view of the original seller of securities. Used by dealers to finance their inventory of securities by essentially borrowing at short-term rates. Can also be used to leverage a portfolio and in this sense, can be considered risky if used improperly.

**Safekeeping.** Service offered for a fee, usually by financial institutions, for the holding of securities and other valuables. Safekeeping is a component of custody services.

**Secondary Market.** Markets for the purchase and sale of any previously issued financial instrument.

**Securities Lending.** An arrangement between an investor and a custody bank that allows the custody bank to "loan" the investor's investment holdings, reinvest the proceeds in permitted investments, and share any profits with the investor. Should be governed by a securities lending agreement. Can increase the risk of a portfolio in that the investor takes on the default risk on the reinvestment at the discretion of the custodian.

**Sinking Fund.** A separate accumulation of cash or investments (including earnings on investments) in a fund in accordance with the terms of a trust agreement or indenture, funded by periodic deposits by the issuer (or other entity responsible for debt service), for the purpose of assuring timely availability of moneys for payment of debt service. Usually used in connection with term bonds.

**Spread.** The difference between the price of a security and similar-maturity U.S. Treasury investments, expressed in percentage terms or basis points. A spread can also be the absolute difference in yield between two securities. The securities can be in different markets or within the same securities market between different credits, sectors, or other relevant factors.

**Standard & Poor's.** One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

**STRIPS (Separate Trading of Registered Interest and Principal of Securities).** Acronym applied to U.S. Treasury securities that have had their coupons and principal repayments separated into individual zero-coupon Treasury securities. The same technique and "strips" description can be applied to non-Treasury securities (e.g., FNMA strips).

**Structured Notes.** Notes that have imbedded into their structure options such as step-up coupons or derivative-based returns.



**Swap.** Trading one asset for another.

**TAP Notes:** Federal Agency notes issued under the FHLB TAP program. Launched in 6/99 as a refinement to the FHLB bullet bond auction process. In a break from the FHLB's traditional practice of bringing numerous small issues to market with similar maturities, the TAP Issue Program uses the four most common maturities and reopens them up regularly through a competitive auction. These maturities (2, 3, 5 and 10 year) will remain open for the calendar quarter, after which they will be closed and a new series of TAP issues will be opened to replace them. This reduces the number of separate bullet bonds issued, but generates enhanced awareness and liquidity in the marketplace through increased issue size and secondary market volume.

**Tennessee Valley Authority (TVA).** One of the large Federal Agencies. A wholly owned corporation of the United States government that was established in 1933 to develop the resources of the Tennessee Valley region in order to strengthen the regional and national economy and the national defense. Power operations are separated from non-power operations. TVA securities represent obligations of TVA, payable solely from TVA's net power proceeds, and are neither obligations of nor guaranteed by the United States. TVA is currently authorized to issue debt up to \$30 billion. Under this authorization, TVA may also obtain advances from the U.S. Treasury of up to \$150 million. Frequent issuer of discount notes, agency notes and callable agency securities.

**Total Return.** Investment performance measured over a period of time that includes coupon interest, interest on interest, and both realized and unrealized gains or losses. Total return includes, therefore, any market value appreciation/depreciation on investments held at period end.

**Treasuries.** Collective term used to describe debt instruments backed by the U.S. Government and issued through the U.S. Department of the Treasury. Includes Treasury bills, Treasury notes, and Treasury bonds. Also a benchmark term used as a basis by which the yields of non-Treasury securities are compared (e.g., "trading at 50 basis points over Treasuries").

**Treasury Bills (T-Bills).** Short term direct obligations of the United States Government issued with an original term of one year or less. Treasury bills are sold at a discount from face value and do not pay interest before maturity. The difference between the purchase price of the bill and the maturity value is the interest earned on the bill. Currently, the U.S. Treasury issues 4 week, 13 week and 26 week T-Bills.

**Treasury Bonds.** Long term interest bearing debt securities backed by the U.S. Government and issued with maturities of ten years and longer by the U.S. Department of the Treasury. The Treasury stopped issuing Treasury Bonds in August 2001.

**Treasury Notes.** Intermediate interest bearing debt securities backed by the U.S. Government and issued with maturities ranging from one to ten years by the U.S. Department of the Treasury. The Treasury currently issues 2-year, 5-year and 10-year Treasury Notes.

**Trustee.** A bank designated by an issuer of securities as the custodian of funds and official representative of bondholders. Trustees are appointed to insure compliance with the bond documents and to represent bondholders in enforcing their contract with the issuer.

**Uniform Net Capital Rule.** SEC regulation 15C3-1 that outlines the minimum net capital ratio (ratio of indebtedness to net liquid capital) of member firms and non-member broker/dealers.

**Unrealized Gains (Losses).** The difference between the market value of an investment and its book value. Gains/losses are "realized" when the security is actually sold, as compared to "unrealized" gains/losses which are based on current market value. See also "Realized Gains (Losses)."

**Variable Rate Security.** A bond that bears interest at a rate that varies over time based on a specified schedule of adjustment (e.g., daily, weekly, monthly, semi-annually or annually). See also "Floating Rate Note."



~~**Weighted Average Maturity** (or just "Average Maturity"). The average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. A simple measure of risk of a fixed-income portfolio.~~

~~**Weighted Average Maturity to Call.** The average maturity of all securities and investments of a portfolio, adjusted to substitute the first call date per security for maturity date for those securities with call provisions.~~

~~**Yield Curve.** A graphic depiction of yields on like securities in relation to remaining maturities spread over a time line. The traditional yield curve depicts yields on U.S. Treasuries, although yield curves exist for Federal Agencies and various credit quality corporates as well. Yield curves can be positively sloped (normal) where longer term investments have higher yields, or "inverted" (uncommon) where longer term investments have lower yields than shorter ones.~~

~~**Yield to Call (YTC).** Same as "Yield to Maturity," except the return is measured to the first call date rather than the maturity date. Yield to call can be significantly higher or lower than a security's yield to maturity.~~

~~**Yield to Maturity (YTM).** Calculated return on an investment, assuming all cash flows from the security are reinvested at the same original yield. Can be higher or lower than the coupon rate depending on market rates and whether the security was purchased at a premium or discount. There are different conventions for calculating YTM for various types of securities.~~

~~**Yield.** There are numerous methods of yield determination. In this glossary, see also "Current Yield," "Yield Curve," "Yield to Call" and "Yield to Maturity."~~

**Attachment B**  
**Investment Pool/Fund Questionnaire**

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

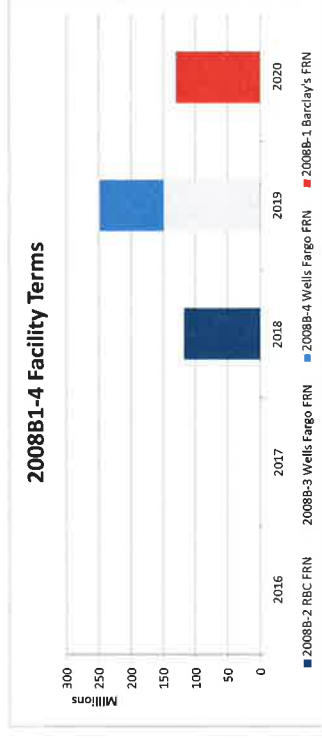
**TAB D**



Central Florida Expressway Authority  
Request for Proposal: Letter of Credit and/or Direct Placement Index Floaters  
Addendum 1 Response Matrix

Letter of Credit										Direct Purchase				
	Addendum 1 Response	2-Year	3-Year	4-Year	5-Year	3-Year	4-Year	5-Year	6-Year	7-Year	10-Year			
Barclays (\$150MM)	Agreed to Terms of Addendum 1								SIFMA + 55 bps	SIFMA + 62.5 bps	SIFMA + 67.5 bps			
RBC (\$120MM)	Agreed to Terms of Addendum 1		48 bps	55 bps										
Mizuho & SunTrust (\$250MM)	Agreed - Subject to further Legal review	40 bps	53 bps	65.5 bps	78.5 bps									
Wells Fargo (\$250MM)	Requests the opportunity to discuss a covenant cross-default provision													
TD Bank (\$120MM)	Longer Term out Option Available													
Northern Trust (\$50MM)	Credit Approval Pending	50 bps	55 bps											
BMO Harris (\$130MM)	No Response		42 bps	50 bps										
BTMU (\$130MM)	No Response		42.5 bps	50 bps	57.5 bps									
SMBC (\$150MM)	No Response		58 bps											
BAML (\$218MM)	No Response													
PNC (\$100MM)	No Response													
Public FRN	N/A													

\*In response to Addendum 1, Wells Fargo amended their 3-Year proposed rate to SIFMA + 45 bps and added a 4-Year option at SIFMA + 53.5 bps



**Central Florida Expressway Authority**  
**Request for Proposal: Letter of Credit and/or Direct Placement Index Floaters**  
**Addendum 1 Response Matrix**

Current Facilities						
Series	Outstanding Principal	Final Maturity	LOC/FRN	Credit Provider	Expiration	Fee
2008B-1	130,870,000	7/1/2040	Letter of Credit	BMO	May 2015	65 bps
2008B-2	118,335,000	7/1/2040	Letter of Credit	TD Bank	May 2016	55 bps
2008B-3	149,655,000	7/1/2040	Floating Rate Note	Wells Fargo	March 2016	SIFMA + 67.5 bps
2008B-4	99,715,000	7/1/2040	Floating Rate Note	Wells Fargo	March 2016	SIFMA + 67.5 bps

Proposed Facilities						
Series	Outstanding Principal	Final Maturity	LOC/FRN	Credit Provider	Term	Fee
2008B-1	130,870,000	7/1/2040	Floating Rate Note	Barclays	5 Years	SIFMA + 55 bps
2008B-2	118,335,000	7/1/2040	Floating Rate Note	RBC	3 Years	SIFMA + 58 bps
2008B-3	149,655,000	7/1/2040	Floating Rate Note	Wells Fargo	4 Years	SIFMA + 53.5 bps
2008B-4	99,715,000	7/1/2040	Floating Rate Note	Wells Fargo	4 Years	SIFMA + 53.5 bps

Savings Analysis			
Series	Outstanding Principal	Final Maturity	Estimated Annual Savings
2008B-1	130,870,000	7/1/2040	5.38% 235,566
2008B-2	118,335,000	7/1/2040	5.42% 59,168
2008B-3	149,655,000	7/1/2040	5.37% 209,517
2008B-4	99,715,000	7/1/2040	5.37% 139,601