

# NONAGRAPHY

1st EDITION

COMMUNITY MAP

KNOW WHAT'S WHERE WITH THIS HANDY MASTER PLAN

**LEGEND**

- Residential
- Parks
- Education
- Science & Technology Park
- Recreation Centers & Mixed Use

## Lake Nona

The next great location in Orlando, Lake Nona is the site that was chosen for the University of Central Florida's new medical school, the Burnham Institute for Medical Research, and potentially the site for a new VA hospital as well as Nemours Childrens' Hospital.



The features and graphics described and depicted are based on current development plans, which are subject to change without notice. No guarantee is made that the features, services, and facilities described or otherwise depicted will be provided.

# CITY OF ORLANDO, FLORIDA

## INVESTMENT POLICY

### I. Introduction

The City of Orlando Investment Policy within the context of the City's Investment Ordinance, is intended to set forth the framework within which the City's investment activities will be conducted. The Investment Policy establishes parameters for investment activity which may be further restricted by the Finance Committee, Investment Committee (as established herein) and the Chief Financial Officer, in order of authority. The Investment Policy provides both minimums and maximums to limit risk and ensure a broadly diversified portfolio.

In establishing this Investment Policy, the City Council recognizes the traditional relationship between risk and return and acknowledges that all investments, whether they are for one day or years, involve a variety of risks related to maturity, credit, market and other factors. Additionally, some investments involve intermediaries (counter-parties) whose performance (or failure to perform) may affect the value or liquidity of the underlying investment.

When choosing between alternative investments, staff should structure the portfolio based on an understanding of the variety of risks and the basic principle of diversification (imposed by this policy) on the structure of the portfolio. With adoption of this Investment Policy, the City recognizes that total return portfolio management may necessitate the sale of securities at a loss in order to reduce portfolio risk (without a material reduction in return) or to achieve a greater overall return (without assuming any material amount of additional risk) than could have been obtained if the original position had been held.

This Investment Policy the actions of staff and Third Party Managers will be guided by the standard of care expected of a "Prudent Person". The Prudent Person Rule states that, "Investments should be made with judgment and care, under the 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."

The Investment Policy provides that the City will utilize a) internal management for shorter-term investments and b) Third-Party Managers to manage longer-term investments or specialty investment areas. The policy framework has been developed to permit the subsequent consideration (by separate City Council action) of the inclusion of Specialty Risk sub-portfolios which are to be managed by Third-Party Managers. The initial employment of this strategy and Third Party Managers was implemented as of December 27, 2000. These exposures will provide for further diversification of the Aggregate Investment Portfolio while providing correlation and other investment advantages.

The changes to the policy are a continuation of the City's commitment with regard to its financial affairs to, whenever possible, act more like a comparably sized corporation rather than a typical governmental unit.

## **CITY OF ORLANDO, FLORIDA**

### **0II. Scope of Investment Policy**

This Investment Policy shall apply to all funds held by the City on behalf of the citizenship of the City of Orlando with the exception of:

- A. Pension or similar trust fund assets.
- B. Funds whose uses are restricted by debt covenants, prior contracts or legal, regulatory or other constraints.

### **III. Investment Objectives**

The following define the objectives, in order of priority, for the investment of the City's funds which are subject to the scope of this Investment Policy:

#### **A. Safety of Capital**

To ensure safety of capital by:

- 1. Establishing minimally acceptable credit ratings and limiting any exception thereto.
- 2. Limiting the portfolio duration and the duration of individual holdings.
- 3. Setting maximum exposure by market sector as well as individual holdings.
- 4. Requiring a minimum investment in a basket of securities either fully guaranteed by the U.S. Government or issued by an Agency or Instrumentality of the U.S. Government.
- 5. Defining authorized transactions and delegated authority levels.
- 6. Establishing, at a minimum, two segregated portfolios, the Liquidity and Active Portfolios, in order to diversify the City's credit, interest rate and management risks.
- 7. Requiring Third Party Managers to verify compliance with their investment parameters.

#### **B. Liquidity of Funds**

To provide liquidity in order to fund projected operating expenses by:

- 1. Creating and maintaining a separately managed Liquidity Portfolio; and
- 2. Investing in securities which are traded in a reasonably liquid market in order that funding may be provided for unanticipated expenditures.

#### **C. Investment Return**

To provide a reasonable return on the City's investable assets given the diversification and the level of risk taken in the portfolio, and achieve a rate of return on the aggregate City portfolio commensurate with exceeding the established benchmarks.

## CITY OF ORLANDO, FLORIDA

### IV. Delegation of Authority; Reporting Requirements

#### A. Finance Committee

1. The policies and procedures which govern the Finance Committee are defined in the General Administration Policy and Procedure Manual, Section 401.3 and are hereby incorporated, by reference, into the City's Investment Policy. The following authority is granted to the Finance Committee under Section 401.3:
  - a. To establish policies - long-range (five to ten year) directional guidelines, limitations and/or goals, which define a general framework within which strategies and target benchmarks, will be established.
  - b. To establish strategies - short or intermediate term (one to three year) guidelines within established policies.
  - c. To establish target benchmarks - within the policies and strategies and giving consideration to the changing market circumstances.
2. Also, the Finance Committee acts on behalf of City Council in:
  - a. Interpreting and enforcing the policies set forth in this document;
  - b. Setting policy which further restricts those contained herein; and
  - c. Approving Third Party Managers and investment funds which, in the judgment of the Finance Committee, are substantially in compliance with the policies set forth in this document and which do not require prior approval by City Council.
3. Resolution of matters shall be referred to City Council if such matters are outside the scope of, or if a majority of the Committee deem such matter to be outside the scope of, the authority delegated to the Finance Committee.
4. In accordance with the General Administration Policy and Procedures Manual, Section 401.3, the minutes of each Finance Committee Meeting shall be provided to the City Council.

#### B. Investment Committee

1. An Investment Committee, as hereby established, shall report periodically to the Finance Committee. The Investment Committee will be chaired by the Chief Financial Officer and have the Treasurer as a voting member. The Chief Financial Officer shall have the authority to appoint others to the Committee.
2. The Investment Committee shall be charged with:
  - a. Formulating Investment and Asset Allocation Strategies within the framework

## CITY OF ORLANDO, FLORIDA

of this Investment Policy and within those policies which, from time to time, may be promulgated by the Finance Committee;

- b. Establishing appropriate investment procedures and controls;
  - c. Establishing rate of return objectives, appropriate benchmarks and performance measurement methodology for each portfolio; and
  - d. Monitoring the risk and performance of each portfolio and the performance of the respective managers.
3. The Investment Committee shall have the authority to set policy which further restricts that established by the City's Investment Policy as same may have been further restricted by the Finance Committee.
  4. The Investment Committee shall meet at least quarterly or more often as deemed appropriate.
  5. A summary of investment holdings, performance reports and Investment Committee minutes will be prepared for the Committee and provided to the Finance Committee on at least a quarterly basis.
  6. Resolution of matters shall be referred to the Finance Committee if such matters are outside the scope of, or if a majority of the Investment Committee deem such matter to be outside the scope of, the authority delegated to the Investment Committee.

### C. Staff Members

1. The Chief Financial Officer, and/or other staff as may be designated by the Chief Financial Officer, shall have the authority to execute trades and to otherwise conduct business within the scope of the City's Investment Policy.
2. The Chief Financial Officer shall have the authority to further restrict the authority delegated to any staff member.
3. Staff, through the Treasurer, shall report to the Investment Committee with regard to material issues, open items and/or exceptions related to the scope of this Investment Policy and actions taken.
4. Staff shall prepare and distribute month-end reports to the Investment Committee which, at a minimum, include:
  - a. Investment Holdings Reports which shall, at a minimum detail:
    - (1) holdings by class of security;
    - (2) income earned;
    - (3) market value and portfolio reallocations;
    - (4) compliance with the Investment Policy; and
    - (5) compliance by third party managers with their individual parameters

## **CITY OF ORLANDO, FLORIDA**

- b. Performance Measurement Reports for the City's Aggregate Investment Portfolio, as well as for each separate portfolio, sub-portfolio, respective third-party manager and Specialty Risk portfolios, as and if appropriate.
- c. Each Third Party Manager will report on their individual portfolio characteristics, which will be reviewed by City staff and its performance measurement consultant on a monthly basis.

### **V. Prudent and Ethical Standards**

- A. Those staff members who have been delegated authority to conduct City business under this Investment Policy shall be required to act in accordance with the provisions of the "Prudent Person Rule", as is defined on page 1 herein, as well as in the compliance with the City's Ethics Policy as recited in the City of Orlando's Ethics Manual.
- B. Each employee, authorized to conduct investment activities for the City, is deemed by the City Council, through adoption of this Investment Policy and any amendment hereto, to be performing within the course and scope of his or her employment.

### **VI. Portfolio Management**

- A. Aggregate Investment Portfolio
  - 1. The Aggregate Investment Portfolio shall be actively managed on a total return basis consistent with the directives and objectives established by this Investment Policy.
  - 2. Performance Measurement for the Aggregate Portfolio is to achieve a rate of return over the established benchmarks for a rolling three year period
  - 3. All calculations and measures of compliance and performance shall be based upon the market value of individual securities and portfolios. Market value shall be defined as the bid price, plus accrued interest to date, which the City could reasonably expect to obtain in a transaction with a willing buyer. Investment in (d), (e), (f), (g), (h), and (i) listed below will be Externally Managed and will require the prior approval of the City Council. The Aggregate Investment Portfolio shall be invested within the following parameters:
    - a. No less than 10% of the Aggregate Investment Portfolio shall be used to establish the City's Liquidity Portfolio (See Part B of this Section).
    - b. The average duration shall not exceed 6.0 years nor shall it be less than 0.75 years. As a measure of interest rate sensitivity of individual securities and of the portfolio(s), the calculation methodology to be used will be the effective duration.
    - c. No less than 30% of the Aggregate Investment Portfolio shall be invested in a combination of U.S. Government and Agency Debt Obligations and in securities issued by Federal Instrumentality Debt Obligations, as each term is defined in Section IX B. Of this 30%, no less than 10% of the Aggregate

## CITY OF ORLANDO, FLORIDA

Investment Portfolio shall be invested in U.S. Government and Agency Debt Obligations.

- d. No more than 35% of the Aggregate Investment Portfolio shall be invested in Mortgage Backed Securities.
  - e. No more than 30% of the Aggregate Investment Portfolio shall be separately managed as Specialty Risk Externally Managed Funds, requiring specific Council approval (Section IX.J.2.).
  - f. No more than 10% of the Aggregate Investment Portfolio shall be invested in securities with a long term debt rating below Investment Grade, specifically below Baa- by Moody's, BBB- by S&P or BBB- by Fitch.
  - g. No more than 12.5 % of the Aggregate Investment Portfolio shall be invested in Investment Grade securities denominated in non-U.S. currency.
  - h. No more than 5% of the Aggregate Investment Portfolio shall be invested in Emerging Markets Securities.
  - i. No more than 5% of the Aggregate Investment Portfolio shall be invested in non-U.S. dollar, non-hedged securities.
3. Policy Exception: Deviations from the limits defined in items 2(b) through 2(g) above shall be permitted if:
- a. The policy exception results from the receipt and reinvestment of interest or from substantive changes in market value; and
  - b. The portfolio is re-balanced and compliance is reestablished no less frequently than 30 days following each fiscal quarter end.
4. Authority to Grant Exception(s) to policy limits.

A Third Party Manager may hold securities which are outside of these policy guidelines or the Third Party Manager's specific investment guidelines separately approved by City Council, subject to conditions only as follows:

- In aggregate, the value of all securities, which constitute a variance to this policy, shall not exceed 2% of the Aggregate Investment Portfolio;
- The investment represents no more than 4% of a manager's portfolio and the overall investment in the security across all managers' portfolios does not exceed 2% of the Aggregate Investment Portfolio;
- Immediate notification shall be provided to the City's CFO of the type and magnitude of such variance to policy;
- The Treasury staff shall meet with the CFO to discuss the proposed variance. After such consideration with the Treasury staff, if the CFO determines that a

## CITY OF ORLANDO, FLORIDA

variance request has merit, the CFO will prepare a write up fully describing the variance and recommended investment strategy regarding such variance within five (5) business days of receipt of the variance request and forward same to the Investment Committee;

- Within two (2) business days of receipt of the recommendation by the CFO to grant an exception to the Investment Policy, the Investment Committee will meet to discuss the proposed policy variance. If the Investment Committee recommends the approval of the proposed policy variance, the proposed variance will be sent to the Finance Committee. The Finance Committee or the Mayor must approve the proposed policy variance within five (5) business days of receipt in order for the variance to be approved.
- Written acknowledgement to the managers shall be sent by the CFO granting such exception to the Investment Policy, which shall include the following:

Defined enhanced reporting requirements for the manager regarding the specific investment holding which is an exception to Policy, including:

Impact to the liquidity of the holding and portfolio managed, and

Impact to the return on the portfolio managed under the expected outcome and under the worst case scenario, and

Updates on the status of each security which is subject to a policy exception shall be presented by the portfolio manager to the CFO at least monthly.

- Exceptions to the Investment Policy previously granted by the Finance Committee, if continuing to exist, must be reaffirmed by the Finance Committee at each regularly scheduled quarterly meeting.

### B. Liquidity Portfolio

1. As part of the Aggregate Investment Portfolio, staff shall create a Liquidity Portfolio which, at a minimum, has the following characteristics:
  - a. The funds allocated to the Liquidity Portfolio shall not be less than 10% of the average of the month-end balance for the Aggregate Investment Portfolio over the preceding fiscal year.
    - (1) The allocation shall be established, i.e., funds added to or removed from the Liquidity Portfolio, on or before December 31 each year.
    - (2) The allocation percentage shall be based upon market value of the investments in the Liquidity Portfolio in relation to the total market value of all investments subject to the scope of this Policy.

## CITY OF ORLANDO, FLORIDA

- b. The Liquidity Portfolio shall be managed with primary emphasis on matching investment maturities with known cash needs and funding anticipated cash flow requirements and secondary emphasis on fulfilling the Investment Objectives contained in this Policy.
  - c. The average duration of the Liquidity Portfolio shall not exceed 1.25 years.
  - d. The maximum duration of any single holding in the Liquidity Portfolio shall not exceed 3.00 years.
2. Performance Measurement for the Liquidity Portfolio is to achieve a rate of return that exceeds the six month Treasury Bill Index, measured quarterly, over a rolling three year period.
  3. The Finance Committee and/or the Investment Committee shall have the authority to create one or more "sub-portfolios" of the Liquidity Portfolio if such action is deemed in the best interest of the City. The characteristics and management style associated with each "sub-portfolio" must comply with this Policy. In addition, when combined, each "sub-portfolio" must comply with the Policy requirements of the Liquidity Portfolio.

### C. Active Portfolio

1. Those funds not required to establish the Liquidity Portfolio shall be used to establish the Active Portfolio. Third party managers and Treasury staff will direct the investment activities of the Active Portfolio. The Active Portfolio shall be managed with primary importance placed on fulfilling the Investment Objectives contained in this Policy and then in order to enhance the long-term performance and to provide diversification for the Aggregate Investment Portfolio. The Active Portfolio, at a minimum, shall have the following characteristics:
  - a. The duration of the Active Portfolio shall not exceed 6.75 years.
  - b. The duration of the Active Portfolio shall not be less than 1.00 years.
2. Performance Measurement for the Active Portfolio is to achieve a rate of return that exceeds the Lehman Brothers U.S. Aggregate Index, measured quarterly, over a rolling three year period.
3. The Finance Committee and/or the Investment Committee shall have the authority to create one or more "sub-portfolios" of the Active Portfolio if such action is deemed in the best interest of the City. The characteristics and management style associated with each "sub-portfolio" must comply with this Policy. In addition, when combined, each "sub-portfolio" must comply with the Policy requirements of the Active Portfolio.

## **CITY OF ORLANDO, FLORIDA**

### **VII. Asset Allocation Directives**

The portfolio shall be invested only in those instruments specifically designated as Authorized Investment Instruments. Within the exposure limits set for each instrument, the Investment Committee or staff shall have the authority to weight the portfolio(s) as to its type or duration as deem appropriate. Exposure percentages shall be based upon market value and shall include cash, investments managed by the City's staff and investments managed by outside managers. Staff shall maintain a schedule, on a manager and portfolio basis, to help ensure compliance with Investment Policy constraints. Securities held under a repurchase agreement and the specific assets underlying a mutual fund shall not be included when determining compliance with the exposure limits to a particular asset type, except as noted below, though compliance with exposure limits to repurchase agreements and/or mutual funds as an asset type must be maintained. Mutual funds invested substantially in U.S. Treasuries may be used to meet the minimum requirement for investment in Treasury securities.

### **VIII. Authorized Transactions**

Staff shall have the authority to execute trades on Authorized Investment Instruments in any of the following forms:

A. Cash Settlement

An agreement which obligates the City to buy or sell on the same day as the trade is executed.

B. Regular Settlement

An agreement which obligates the City to buy or sell on a date, other than the trade date, which is normal and customary for the specific security.

C. Short Sales

An agreement which obligates the City to sell a security which is not currently held in its portfolio. The following shall apply to short sales:

1. Short sales are authorized only on Treasury Securities which are otherwise Authorized Investment Instruments.
2. The transaction must settle in no more than 5 business days from the trade date.
3. Short positions must be identifiable as a hedge position against a particular holding, group of holdings or portfolio whose characteristics are effectively, though not necessarily perfectly, hedged by the short position.

D. Futures Contract

An agreement which obligates the City to either buy or sell the underlying security on a specified date, or within a specified time, in the future. Long and short futures positions are authorized. The following shall apply to Futures Contracts:

1. The Futures Contract must be traded on a recognized exchange; and

## CITY OF ORLANDO, FLORIDA

2. The Futures Contract must be for a term not to exceed 12 months; and either
  - a. The Futures Contract must be on a cash security which is otherwise an Authorized Investment Instrument; or
  - b. The Futures Contract must be on an interest rate index to which exposure could otherwise be achieved through the purchase of an Authorized Investment Instrument or by an Authorized Transaction; and
3. Short positions must be identifiable as a hedge position against a particular holding, group of holdings or portfolio whose characteristics are effectively, though not necessarily perfectly, hedged by the short position.

### E. Forward Agreements

An agreement, including those on "When-Issued" (WI) Treasuries, and "To Be Announced" (TBA) Mortgage Backed Securities, which obligates the City to either buy or sell the underlying security on a specified date, or within a specified time, in the future to a counterparty. Long and short positions are authorized. The following shall apply to Forward Agreements:

1. The counterparty must be an Approved Broker; and
2. The Forward Agreement cannot exceed six months; and either
  - a. The Forward Agreement must be on a cash security which is otherwise an Authorized Investment Instrument; or
  - b. The Forward Agreement must be on an interest rate index to which exposure could otherwise be achieved through the purchase of an Authorized Investment Instrument or Authorized Transaction; and
3. Short positions must be identifiable as a hedge position against a particular holding, group of holdings or portfolio whose characteristics are effectively, though not necessarily perfectly, hedged by the short position.

### F. Interest Rate Swap Agreements

An agreement between the City and a counterparty to pay/receive a fixed interest rate payment in exchange for variable rate payment over a specified term. The following shall apply to Interest Rate Swap Agreements:

1. The counterparty must be an Approved Broker; and
2. The Swap Agreement cannot exceed three years; and
3. The Swap Agreement must be on an interest rate index to which exposure could otherwise be achieved through the purchase of an Authorized Investment Instrument or Authorized Transaction; and

## CITY OF ORLANDO, FLORIDA

4. Swap positions must alter the interest rate exposure to a particular holding, group of holdings or portfolio.

### G. Option Contracts

An agreement which gives the City the right, though not the obligation (a long option position) to buy (call) or sell (put) the underlying security; or an agreement which obligates the City, at the option of the counterparty, (a short option position) to buy (put) or sell (call) the underlying security. The following shall apply to Option Contracts:

1. The Option Contract must be traded on a recognized exchange; and
2. The Option Contract must be for a term not to exceed 12 months; and either
  - a. The Option Contract must be on a cash security which is otherwise an Authorized Investment Instrument; or
  - b. The Option Contract must be on a futures contract which is otherwise an Authorized Transaction; or
  - c. The Option Contract must be on an interest rate index to which exposure could otherwise be achieved through the purchase of an Authorized Investment Instrument or Authorized Transaction; and
3. Short call positions must be identifiable as written against a particular holding, group of holdings or portfolio whose characteristics are substantially similar to the position against which it is written.

## IX. Authorized Investment Instruments

The following classes of securities are deemed suitable for investment by the City. The securities listed below may be purchased up to the limits and subject to standards defined for each asset type.

### A. U.S. Government and Agency Debt Obligations

Definition: Debt obligations of the U.S. Government or its agencies whose interest payment and principal repayment is backed by the full faith and credit of the U.S. Government or of a U.S. Government agency.

Duration: A maximum of 6.75 years.

Exposure: No less than 10% and no more than 100% of the Aggregate Investment Portfolio shall be invested in this sector.

### B. Federal Instrumentality Debt Obligations

Definition: Securities issued and guaranteed by a government sponsored enterprise which carry the "implied guarantee" of the U.S. Government.

Duration: A maximum of 6.75 years.

## CITY OF ORLANDO, FLORIDA

- Exposure:
1. No more than 45% of the Aggregate Investment Portfolio shall be invested in this sector.
  2. No more than 20% of the Aggregate Investment Portfolio shall be invested with any one issuer.

### C. High Grade Corporate Debt

Definition: U.S. dollar denominated debt obligations of domestic or foreign corporations, or foreign sovereignties issued in the United States or in foreign markets. This shall include, but not be limited to, corporate notes and bonds, medium term notes, Eurodollar notes and bonds, Yankee notes and bonds, bankers acceptances, commercial paper and certain asset backed securities. Asset-Backed Securities included in this classification shall not be collateralized by mortgages or home improvement loans.

Duration: A maximum of 6.75 years.

- Credit Rating:
1. Securities maturing in more than one year shall have a long-term debt rating which meet the following criteria:
    - a. The security must be rated by two nationally recognized credit rating agencies, one of which must be either Moody's, S&P or Fitch; and
    - b. The security must be rated, at a minimum, Investment Grade, specifically at or above Baa3 by Moody's, BBB- by S&P, or BBB- by Fitch or, if not rated such by two of these three, an equivalent minimum rating by a nationally recognized rating agency.
  2. Securities maturing in one year or less shall have a short-term debt rating which meet the following criteria:
    - a. The security must be rated by either Moody's, S&P or Fitch; and
    - b. The security must be rated, at a minimum, P1 by Moody's, A1 by S&P or F1 by Fitch or, if the required short-term debt rating is unavailable; then
    - c. The security must otherwise meet the criteria in this Section C under Credit Rating, Item 1 for High Grade Corporate Debt maturing in one year or more.

- Exposure:
1. No more than 60% of the Aggregate Investment Portfolio shall be invested in this sector; with
  2. No more than 40% of the Aggregate Investment Portfolio being

## CITY OF ORLANDO, FLORIDA

invested in securities with a duration greater than 1 year; and

3. No more than 5% of the Aggregate Investment Portfolio being invested with any one issuer.

### D. Mortgage-Backed Securities

**Definition:** Securities collateralized by mortgages (or deeds of trust) on residential property (“Residential Mortgage-Backed Securities”) or commercial (industrial, office, retail, etc.) property (“Commercial Mortgaged-Backed Securities”). The securities may be issued by a Federal Instrumentality or by a private corporation and may be structured as collateralized mortgage obligations or unstructured pass-through securities.

**Duration:** No more than an average duration of 6.75 years, based upon a reasonable and supportable prepayment assumption, is authorized by this policy.

**Credit Rating:**

1. The security must be rated by two nationally recognized credit rating agencies, one of whom must be either Moody's, S&P or Fitch; and
2. The security must be rated, at a minimum, Aa3 by Moody's, AA- by S&P, or AA- by Fitch or, if not rated such by two of these three, an equivalent minimum rating by a nationally recognized rating agency.

**Exposure:**

1. No more than 35% of the Aggregate Investment Portfolio shall be invested in this sector; with
2. No more than 20% of the Aggregate Investment Portfolio may be invested in securities of a single Federal Instrumentality of the United States.
3. No more than 15% of the Aggregate Investment Portfolio shall be invested in Commercial Mortgage Backed Securities.
4. No more than 10% of the Aggregate Investment Portfolio shall be invested in securities of any one (non-Instrumentality) issuer.

### E. Bank Certificates of Deposit

**Definition:** Deposits in interest bearing accounts at institutions approved as Qualified Public Depositories under applicable law.

**Duration:** A maximum of 2.00 years.

**Credit Rating:** Credit quality will be subject to approval by Investment Committee.

**Exposure:**

1. No more than 20% of the Aggregate Investment Portfolio shall be invested in this sector; with
2. No more than 5% of the Aggregate Investment Portfolio being invested in securities of any one issuer.

## CITY OF ORLANDO, FLORIDA

### F. Repurchase Agreements

**Definition:** Transactions in which the City purchases Approved Securities from an institution with an agreement to re-sell the same securities on a specified future date. Institutions who are a party to this transaction must:

1. Be approved by the Investment Committee; and
2. Have entered into a Master Repurchase Agreement; and
3. Have entered into a Tri-Party Custody Agreement which provides for a third party to take custody of the securities subject to the Master Repurchase Agreement.

**Transaction**

**Terms:** Shall adhere, at a minimum, to the requirements of the Master Repurchase Agreement.

**Approved**

**Securities:** Shall be limited to Direct Obligations of the U.S. Government or its Instrumentalities with maturities not in excess of 5 years.

**Collateral**

**Valuation:** Collateral shall be marked-to-market daily at no less than 102% of the security's market value

**Maturity:**

The term of the Repurchase Transaction shall not exceed 60 days.

**Exposure:**

1. No more than 20% of the Aggregate Investment Portfolio shall be invested in this sector; with
2. No more than 10% of the Aggregate Investment Portfolio shall be invested with any single counterparty.

### G. Money Market Mutual/Trust Funds

**Definition:** A mutual or trust fund which meets the Securities and Exchange Commission definition of a money market fund and whose investment policies are otherwise in substantial compliance with the City's Investment Policy; as substantial compliance is determined by the Investment Committee. Investment in money market funds (including 2a-7 like funds) offered or sponsored by the State Board of Administration are specifically approved for investment of City funds.

**Duration:**

Funds must provide daily liquidity.

**Credit Rating:**

The Investment Committee shall have the authority to determine the credit-worthiness of a particular Money Market Mutual/Trust Fund.

## CITY OF ORLANDO, FLORIDA

- Exposure:
1. No more than 40% of the Aggregate Investment Portfolio shall be invested in this sector; with
  2. No more than 20% of the Aggregate Investment Portfolio shall be invested in any one particular fund.

### H. State and Local Taxable and/or Tax Exempt Debt

Definition: General Obligation or Revenue debt obligations issued by states, counties, cities or other taxing authorities.

Duration: A maximum of 6.75 years.

- Credit Rating:
1. The security must be rated by two nationally recognized credit rating agencies, one of whom must be either Moody's, S&P or Fitch; and
  2. The security must be rated, at a minimum, A3 by Moody's, A- by S&P, or A- by Fitch or, if not rated such by two of these three, an equivalent minimum rating by a nationally recognized rating agency.

- Exposure:
1. No more than 10% of the Aggregate Investment Portfolio shall be invested in this sector; with
  2. No more than 5% of the Aggregate Investment Portfolio shall be invested in securities of any one issuer.

### I. Fixed Income Mutual Funds

Definition: A mutual fund whose investment guidelines are otherwise in substantial compliance with this Investment Policy, as substantial compliance is determined by the Investment Committee.

- Duration:
1. Funds must provide liquidity no less frequently than monthly.
  2. The average duration of the underlying investments must be in substantial compliance with this Policy.

Credit Rating: The Investment Committee shall have the authority to determine the credit-worthiness of a particular fund.

- Exposure:
1. No more than 85% of the Aggregate Investment Portfolio shall be invested in this sector; with
  2. No more than 20% of the Aggregate Investment Portfolio shall be invested in any one particular fund.

### J. Other Externally Managed Funds

Definition: Separate and/or co-mingled investment funds managed by a third party.

## CITY OF ORLANDO, FLORIDA

1. The Finance Committee shall have the authority to authorize management by a third-party manager if, in the judgement of the Finance Committee, the investment objectives and style of the manager is substantially in compliance with this Investment Policy.
2. City Council approval shall be required prior to engaging a third-party manager to invest in the following “Specialty Risk” categories:
  - a. Corporate securities with a long-term debt rating below Investment Grade, specifically below Baa3 by Moody's, BBB- by S&P or BBB- by Fitch.
  - b. Investment Grade debt issued in a currency other than the U.S. dollar.
  - c. Debt issued in the Emerging Markets segment of the Non-U.S. Market.
  - d. Other investment instruments or strategies, which may be contemplated in the future, which are currently outside the scope of this Investment Policy.

**Duration:** As provided for in each Third Party Manager’s specific investment guidelines separately approved by City Council.

**Credit Rating:** As provided for in each Third Party Manager’s specific investment guidelines separately approved by City Council.

- Exposure:**
1. No more than 90% of the Aggregate Investment Portfolio shall be managed by Third Party Managers.
  2. No more than 30% of the Aggregate Investment Portfolio shall be invested in Specialty Risk categories.
  3. No more than 10% (or 5% for Emerging Markets) of the Aggregate Investment Portfolio, shall be invested in any one particular fund.
  4. Fully hedged, non-dollar denominated holdings shall be equated to dollar equivalent securities.

### K. Derivative Securities

**Definition:** A financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or index or asset values.

**Authorization:**

1. Staff shall have the authority to invest, either individually or in

## CITY OF ORLANDO, FLORIDA

combination, in the following types of derivative structures on securities which are otherwise an Approved Investment Instrument:

- a. Floating interest rate - no cap or floor
  - b. Floating interest rate - with a cap and/or a floor
  - c. Call feature
  - d. Put feature
  - e. Step Interest Rate
  - f. Principal Strips
2. Finance Committee shall have the authority to authorize investment in other derivative structures on Authorized Investment Instruments as deemed appropriate.

### **X. Reverse Repurchase Agreements**

**Definition:** Transactions in which the City sells Authorized Investment Instruments to an institution with an agreement to repurchase the same securities on a specified future date.

Staff is authorized to enter into reverse repurchase agreements, as it deems necessary and subject to the limitations defined herein, in order to finance short term cash flow needs or to provide liquidity for the Aggregate Investment Portfolio.

**Authorized**

**Counterparty:** Institutions who are a party to this transaction must:

1. Be approved by the Investment Committee; and
2. Have entered into a Master Repurchase Agreement; and
3. Have entered into a Tri-Party Custody Agreement which provides for a third party to take custody of the securities subject to the Master Repurchase Agreement.

**Approved**

**Securities:** Any securities held by the City which may be acceptable to the counterparty.

**Collateral**

**Valuation:** Collateral shall be marked-to-market as often as reasonably required by the counterparty.

**Collateral**

**Maintenance:** Investment Committee shall have the authority to set maximum amount of collateral to be pledged based upon the nature of the counterparty and the form of the collateral.

## **CITY OF ORLANDO, FLORIDA**

**Maturity:** The term of the Reverse Repurchase Transaction shall not exceed 60 days and the maturity date of the reinvested proceeds shall not materially exceed the maturity date of the Reverse Repurchase transaction.

**Exposure:** No more than 20% of the Aggregate Investment Portfolio, net of the balance of all existing and pending reverse repurchase agreements, shall be leveraged with reverse repurchase agreements.

### **XI. Approved Broker/Dealers and Financial Intermediaries**

#### **A. Security Purchases and Sales**

1. Except for Externally Managed funds, security purchases and sales shall be transacted through the following approved entities:
  - a. Institutions designated as "Primary Securities Dealers" by the Federal Reserve Bank of New York;
  - b. Federal or state insured financial institutions who are designated as Qualified Public Depositories by the State of Florida and who operate a branch or office within the City of Orlando; or
  - c. Regional or local broker/dealers approved by the Investment Committee as it deems appropriate.
2. Of those Broker/Dealers who are eligible to be approved, the Investment Committee shall have the authority to select those with whom transactions are authorized as well as the number of approved Broker/Dealers necessary to conduct City business.
3. External Managers are charged with the responsibility to transact purchases and sales on a best execution basis.

#### **B. Repurchase and Reverse Repurchase Agreements**

The City shall enter into repurchase and reverse repurchase agreements with the following approved entities:

1. Institutions designated as "Primary Securities Dealers" by the Federal Reserve Bank of New York.
2. The City's primary correspondent bank.

The Finance Committee may approve other institutions who meet specific requirements as developed by the Finance Committee from time to time.

## CITY OF ORLANDO, FLORIDA

### **XII. Bid Requirements**

Securities, identified by staff as candidates for purchase or sale, shall, when feasible and appropriate, be competitively bid or offered. External Managers will use a form of “bid process” when feasible and appropriate to achieve best execution.

### **XIII. Internal Control Directives**

The Investment Committee shall establish the following minimum level of internal controls for the investment operations of the City in order to prevent losses of funds due to fraud, employee error, and misrepresentation by third parties, or imprudent actions by City employees:

#### **A. Responsibility**

The Chief Financial Officer shall hold primary responsibility for assuring compliance with the City's Investment Policy.

#### **B. Delegation of Responsibility**

The Chief Financial Officer shall have the authority to delegate to competent staff those responsibilities as deemed appropriate, but such delegation shall accomplish, at a minimum, the following separation of responsibilities:

1. Authority to execute trades and accounting for trades.
2. Accounting for trades and check or wire transfer authority.
3. Check and wire transfer authority from bank and custodial account reconciliation responsibility.
4. Preparation of performance reports from authority to execute trades.

#### **C. Internal Control Manual**

The Chief Financial Officer or designee shall maintain an Internal Control Manual for the Investment function. Upon the occurrence of an Investment Policy change, appropriate revisions to the Manual shall be prepared and submitted, within 45 days of the effective date of the policy change, for approval by the Finance Committee. Furthermore, the Internal Control Manual, including previously approved modifications and any newly recommended procedural changes, shall be re-submitted to the Finance Committee for ratification at least annually.

#### **D. The Internal Control Manual for the investment functions shall be reviewed by the City's external auditor at least annually.**

#### **E. Operational Procedure Manual**

The Chief Financial Officer or designee shall maintain an Operational Procedure Manual for the Investment function. Upon the occurrence of an Investment Policy change, appropriate revisions to the Manual shall be prepared and submitted to Investment Committee for approval

## **CITY OF ORLANDO, FLORIDA**

within 30 days of the effective date of the policy change. Furthermore, the Procedure Manual, including previously approved modifications and any newly recommended procedural changes, shall be re-submitted to the Investment Committee for ratification at least annually.

### **F. Transaction Settlement**

All investment transactions executed by the City, except those authorized by the Chief Financial Officer or the Treasurer as further approved by the Mayor, shall be settled on a Delivery vs. Payment basis through the City's custodian. Any securities settled under the exception above shall be secured or controlled by a written agreement approved by the Office of Legal Affairs.

### **G. Third-Party Custodial Agreement**

The custodial relationship shall be governed by a written agreement properly executed by all parties and shall specify, at a minimum that:

1. All securities owned and cash held by the City shall be held in the City's, or its nominee's, name in an account separate from all other accounts maintained by the custodian and shall at all times, while in the custody of the Custodian, be designated as an asset of the City.
2. The custodian shall accept transaction instructions only from those persons who have been duly authorized by the Chief Financial Officer and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be permitted unless directed by such a duly authorized person.
3. The custodian shall, as it pertains to all transactions settled by the custodian, ensure that the City receives good and marketable title to all securities purchased and has immediately available cash for all securities sold on a "delivery vs. payment" basis.

## **XIV. Continuing Education**

A minimum of eight hours of continuing education shall be completed during each fiscal year by the staff member(s) directly responsible for directing the investment decisions pertaining to those funds subject to the scope of this policy. The Chief Financial Officer shall determine the nature of the continuing education that shall satisfy this Section as well as the staff member(s), who are subject to this requirement.

## **XV. Investment Policy Statement Review and Modification**

The City's Investment Policy will be submitted by the Investment Committee for ratification by City Council within 120 days of each fiscal year end.

The authority to effect any change, modification or amendment of this Investment Policy shall rest solely with City Council. Finance Committee, Investment Committee and staff recommendations for policy changes may be submitted in conjunction with the annual ratification or more often as deemed necessary. Policy changes initiated by City Council may be made as it deems appropriate. Policy changes will become effective on the date stipulated by City Council.

## CITY OF ORLANDO, FLORIDA

### **XVI. Effective Date**

The City's Investment Policy was ratified and approved, as revised, by City Council on this 22 day of January 2007.

# CITY OF ORLANDO, FLORIDA

## GLOSSARY

### **Adjustable-Rate Mortgage (ARM)**

A mortgage that features predetermined adjustments of the loan interest rate at regular intervals based on an established index. The interest rate is adjusted at each interval to a rate equivalent to the index value plus a predetermined spread, or margin, over the index, usually subject to per-interval and to life-of-loan interest rate and/or payment rate caps.

### **Active Portfolio**

Those funds not established for the Liquidity Portfolio that are currently outsourced to Third Party Managers.

### **Agency Securities**

A U.S. government-issued security that was not issued by the Treasury Department but that may be backed by the full faith and credit of the United States depending upon the issuing agency.

### **Aggregate Portfolio**

The entirety of the City's invested funds that include both the Active Portfolio as well as the Liquidity Portfolio.

### **Asset-backed Security**

A security that is collateralized by loans, leases, receivables, or installment contracts on personal property.

### **Benchmark**

The performance of a predetermined set of securities, used for comparison purposes. Such sets may be based on published indexes or may be customized to suit an investment strategy.

#### Performance Benchmark

The benchmark stated in the manager's contract for performance measurement.

#### Latitude Benchmark

The benchmark that is more comparative to the manager's mix of securities.

### **Collateralized Mortgage Obligation (CMO)**

A security backed by a pool of pass-through rates, structured so that there are several classes of bondholders with varying maturities, called tranches. The principal payments from the underlying pool of pass-through securities are used to retire the bonds on a priority basis as specified in the prospectus.

### **Corporate Bonds**

Debt obligations issued by corporations.

### **Custodian**

A bank, agent, trust company, or other organization responsible for safeguarding financial assets.

### **Duration**

A common gauge of the price sensitivity of a fixed income asset or portfolio to a change in interest

## CITY OF ORLANDO, FLORIDA

rates.

### **Effective Duration**

The duration calculated using the approximate duration formula for a bond with an embedded option, reflecting the expected change in the cash flow caused by the option. Measures the responsiveness of a bond's price taking into account that expected cash flows will change as interest rates change due to the embedded option.

### **Federal Instrumentality**

Government sponsored enterprise whose obligations, although not obligations of the government, carry an implied guarantee of the U.S. Government.

### **Liquidity Portfolio**

Funds primarily managed for anticipated short-term cash flow needs with a secondary emphasis on fulfilling investment objectives.

### **Portfolio**

A collection of financial investments.

### **Private Placement**

The sale of a bond or other security directly to a limited number of investors. For example, sale of stocks, bonds, or other investments directly to an institutional investor like an insurance company, avoiding the need for SEC registration if the securities are purchased for investment as opposed to resale.

### **Ratings**

An evaluation of credit quality of a company's debt issue. Investors and analysts use ratings to assess the riskiness of an investment. Ratings can also be an evaluation a country's creditworthiness or ability to repay, taking into consideration its estimated percentage default rate and political risk. The City utilizes the following rating agencies: Moody's, S&P, and Fitch Investors Service.

### **Sector**

Used to characterize a group of securities that are similar with respect to maturity, type, rating, industry, and/or coupon.

### **Sector Allocation**

Investment of certain proportions of a portfolio in certain sectors.

### **Treasury Securities**

Securities issued by the US Department of the Treasury.

### **Universe of Managers**

A group of managers having a common feature, such as similar outstanding market capitalization or same product line.