

# 2012-2013

The Texas Municipal League Presents

## Public Funds Investment Act (PFIA) Training

*Compliance Information and TML Training for City Officials*



### **MESQUITE**

THURSDAY AND FRIDAY  
AUGUST 23-24, 2012

### **SAN ANTONIO**

THURSDAY AND FRIDAY  
DECEMBER 13-14, 2012

### **AUSTIN**

(for small cities, population  
15,000 and under)  
THURSDAY AND FRIDAY  
MARCH 21-22, 2013

### **ONLINE TRAINING**

Members who choose the  
online option may enroll at  
any time and will have 90 days  
from the date of enrollment to  
complete the course.



# TML Has Designed Public Funds Investment Act Training to Fit All Your Needs!

## What is the Public Funds Investment Act?

The Public Funds Investment Act (PFIA) governs the investment of government funds in Texas. Under this law, specific parameters are set for Texas cities, **requiring them to adopt an investment policy** and to designate an investment officer who is **required to attend an approved training course**.

The treasurer, the chief financial officer (if the treasurer is not the chief financial officer), and the investment officer must attend at least one training session, ten hours in length, within 12 months after taking office and must take ten hours of instruction every two years.

The TML workshop and online training meet the training requirements under state law and are designed for beginners and professionals, including elected and appointed city officials, with little expertise in managing investment portfolios.

The PFIA workshop for small cities provides all the necessary information, but with a focus on the special needs of cities with populations of 15,000 and less.

## Training Options

### ONSITE Three Dates to Choose From!



#### MESQUITE

**THURSDAY AND FRIDAY, AUGUST 23-24, 2012**

Thursday: 8:00 a.m. – 5:00 p.m. and Friday: 8:00 a.m. – Noon

Hampton Inn & Suites  
1700 Rodeo Drive, Mesquite

Please call the hotel directly at 972-329-3100 and refer to the TML PFI room block in order to receive the group rate. A guest room rate of \$95 (single/double) will be available until August 2 or until the block is full.

#### SAN ANTONIO

**THURSDAY AND FRIDAY, DECEMBER 13-14, 2012**

Thursday: 8:00 a.m. – 5:00 p.m. and Friday: 8:00 a.m. – Noon

Hyatt Grand, San Antonio Riverwalk  
600 East Market Street, San Antonio

Please call the hotel at 888-421-1442 and refer to the TML PFI room block for room reservations. A guest room rate of \$119 (single/double) will be available until November 22 or until the block is full (\$10.00 self-parking).

#### AUSTIN

**(for small cities, population 15,000 and under)**

**THURSDAY AND FRIDAY, MARCH 21-22, 2013**

Thursday: 8:00 a.m. – 5:00 p.m. and Friday: 8:00 a.m. – Noon

Texas Municipal Center

1821 Rutherford Lane, First Floor Conference Room, Austin

#### Austin Hotels

##### Courtyard Austin-University Area

- 2.6 miles to the Texas Municipal Center (5660 N IH 35)
- Rate: \$95, including a complimentary breakfast buffet, onsite parking, and wireless Internet
- Reservations: 512-458-2340 (ask for the Texas Municipal League corporate rate)

##### DoubleTree North Hotel

- 2.32 miles to the Texas Municipal Center (6505 North IH 35)
- Rate: \$119 single/double, including a complimentary breakfast buffet, parking, and high-speed Internet
- Reservations: 512-454-3737 (mention the Texas Municipal League corporate account number 0560030697)

##### Hampton Inn Austin North

- 1.3 miles to the Texas Municipal Center (7619 North IH 35)
- Rate: \$108, including a continental breakfast, free Wi-Fi, and parking
- Reservations: 512-452-3300 (give the Texas Municipal League corporate number 0560030697)

##### Holiday Inn Austin Midtown

- 2.47 miles to the Texas Municipal Center (6000 Middle Fiskville Road)
- Rate: \$85, including a complimentary buffet breakfast, parking, and high-speed wireless Internet
- Reservations: 512-451-5757 (ask for the Texas Municipal League rate)

### Holiday Inn Express

- 3.21 miles to the Texas Municipal Center (8500 North IH 35)
- Rate: \$92, including a complimentary breakfast
- Reservations: 512-821-0707 (mention the Texas Municipal League)

### Hyatt Place Austin-North Central

- 1.72 miles to the Texas Municipal Center (7522 North IH 35)
- Rate: \$108, including a continental breakfast with hot breakfast items, free Internet, and parking. The Gallery Cafe offers entrees, snacks, and drinks available for purchase 24 hours a day.
- Reservations: 888-492-8847 (ask for the Texas Municipal League rate)

### La Quinta

- 1.65 miles to the Texas Municipal Center (7622 North IH 35)
- Rate: Texas State Rate, including breakfast and free high-speed Internet
- Reservations: online at [www.lq.com/txstat](http://www.lq.com/txstat); or 866-468-3946 (ask for the Texas State Rate)



Scan this QR code with your smart phone for more information.

## ONLINE

TML partners with Virtual Learning Concepts (VLC) to offer PFIA training online for TML members. This online course is the equivalent of the full ten hours of training, but it allows a participant to certify from the comfort of home or office. All material needed to complete the course is included; no additional books or other material are required. Members may enroll at any time and will have 90 days from the date of enrollment to complete the course. Testing will take place as sections of the material are completed, and a certificate can be generated at the conclusion of the course. For more information, visit [www.virtuallearningconcepts.com](http://www.virtuallearningconcepts.com). To obtain a discount certificate, visit [www.tml.org](http://www.tml.org) and click on "Training," "Online Training," and then "PFIA Online Investment Training."

## General Information

### What Is Included in the Registration Fee?

The fee includes a *TML Public Funds Investment Act Handbook* on CD; handouts; a light continental breakfast, working lunch, and morning and afternoon breaks on Thursday; and a light continental breakfast and morning break on Friday (all other meals are on your own). Your handout packet also includes a sample investment policy for you to take home and modify for your city's particular needs, as well as a sample resolution to use in adopting your policy.

### Who Will Present the Training at the Onsite Workshops?

Linda Patterson, President, Patterson and Associates, Austin  
Bill Longley, Legal Counsel, Texas Municipal League, Austin  
Tito Villegas, Controller, Texas Municipal League Intergovernmental Risk Pool, Austin

### What Will I Learn?

- An Overview of the Public Funds Investment Act
- The Legislative Perspective and History of the Act
- Implementing an Investment Program
- Risks and How to Control Them
- Balancing the Basics of an Investment Policy
- Developing an Investment Strategy for Your City
- Economic Indicators
- Depository Contracts and Collateral
- Authorized Investments Including Pools

**Are There Prerequisites?** No prerequisites are required for TML PFIA Training.

**Who Should Take the Training?** To comply with state law regarding the investment of public funds, you should **identify who from your city needs to complete a TML PFIA training program**. Remember, the law requires the investment officer, chief financial officer (if the treasurer is not the chief financial officer), and treasurer to attend training. In some cities, the same person holds all three positions; in others, the positions are held by different individuals.

**What Do I Need to Do After I Complete the Training?** After completing the TML PFIA training, you should adopt an investment policy for your city. As part of the training, you will receive a sample resolution to help you with this compliance. You will also receive a sample investment policy that you can modify for your city's particular needs.

### What Else Do I Need to Know?

**Meeting Rooms:** As you are aware, hotel meeting rooms tend to be cold. It is hard to adjust the temperature to accommodate everyone, so please bring a sweater or a jacket to ensure your comfort.

**Dress Code:** Please dress very comfortably; jeans are welcome.

**Continuing Education Credit:** The State Board of Accountancy has approved CPE credit for completing the PFIA training, and elected officials (mayors and councilmembers) can earn up to ten Texas Municipal League Institute (TMLI) credits. For more information about the TMLI program, visit [www.tml.org](http://www.tml.org) and click on "Training," or call 512-231-7400.

**Confirmations/Badges:** Onsite workshop confirmations and badges will be mailed in advance. Name badges are required for admittance, so PLEASE REMEMBER TO BRING YOUR BADGE TO THE WORKSHOP.

**Special Accommodations:** Please let us know on the registration form if you need special accommodations of any kind.

**Questions:** Please contact us at 512-231-7400 or [pf@tml.org](mailto:pf@tml.org) if you have any questions.

# 2012-2013 The Texas Municipal League Presents Public Funds Investment Act (PFIA) Training

Compliance Information and TML Training for City Officials

## Registration Form

(Please copy this form as needed.)

August 23-24, 2012 – Mesquite  
December 13-14, 2012 – San Antonio  
March 21-22, 2013 – Austin (for small cities, population 15,000 and under)

Two ways to register: Your registration will not be processed until payment is received.

1. Register online with credit card payment at: [www.tml.org](http://www.tml.org) (click on "Training")
2. Mail this form and your payment to:  
TML Administrative Services  
1821 Rutherford Lane, Suite 400  
Austin, TX 78754-5128

Scan this QR code  
with your smart  
phone for more  
information.



Please choose one option and check the appropriate fee:

<input type="checkbox"/> August 23-24, 2012 – Mesquite	_____ \$180 (online)	_____ \$215 (by mail)
<input type="checkbox"/> December 13-14, 2012 – San Antonio	_____ \$180 (online)	_____ \$215 (by mail)
<input type="checkbox"/> March 21-22, 2013 – Austin	_____ \$180 (online)	_____ \$215 (by mail)

(The workshop in Austin is for small cities, population 15,000 and under.)

**Confirmations/Badges:** Your confirmation and badge will be mailed to you in advance. If an e-mail address is provided, you will also receive an e-mail confirmation. Name badges are required for admittance, so PLEASE REMEMBER TO BRING YOUR BADGE TO THE WORKSHOP.

**Cancellation and Substitution Policy:** If you are registered and cannot attend, we encourage you to send a substitute. If you cannot send a substitute, a \$45 fee will be assessed if your cancellation is e-mailed to [acct@tml.org](mailto:acct@tml.org) by August 2 (August workshop), November 22 (December workshop), or February 28 (March workshop).

**Questions:** Please contact us at 512-231-7400 or [pfia@tml.org](mailto:pfia@tml.org), or visit [www.tmlpfia.org](http://www.tmlpfia.org), if you have any questions.

Please print or type below.

Full Name \_\_\_\_\_

Badge Name \_\_\_\_\_

Title \_\_\_\_\_

City/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

I require the following special accommodations \_\_\_\_\_

\_\_\_\_\_

Visit [www.TMLPFIA.org](http://www.TMLPFIA.org).