

## Association of Towns - Training Survey - Please return no later than August 15, 2010

<b><u>Name:</u></b>			<b><u>Years with Town:</u></b>	
<b><u>Town:</u></b>			<b><u>Years in Current Position:</u></b>	
<b><u>Position:</u></b>			<b><u>Email address:</u></b>	
<b><i>Please review the following list of "How to Do It" areas of study and, for each, circle (yes/no) should it be offered? Remember - each area of study may wind up being comprised of multiple courses.</i></b>			<b><u>Offer?</u></b>	<b><u>Comments? Please add details needed and other courses you'd like to see. Use separate sheet if necessary.</u></b>
<b><u>FISCAL</u></b>				
F1	Town Budget Preparation and Monitoring		Yes      No	
F2	Auditing - Internal and External		Yes      No	
F3	Capital Planning and Expenditures, Reserve Funds		Yes      No	
F4	Special Districts, Villages, Fire Districts		Yes      No	
F5	Borrowing, Investing, Cash Management and Banking		Yes      No	
F6	Risk Management, Insurance		Yes      No	
F7	Internal Control, Claims, Fraud, Waste and Abuse		Yes      No	
F8	Privatizing, Contracting, Purchasing and Leasing		Yes      No	
<b><u>LEADERSHIP, POWERS AND DUTIES</u></b>				
L1	Meeting Management: Agenda, Presiding, Open Meetings, Public Hearings, Rules of Order, Public Participation, Executive Sessions		Yes      No	
L2	Appointments, Boards, Special Committees		Yes      No	
L3	Specific Roles and Responsibilities of Town Officers, Board Members and Employees, Rules and Options		Yes      No	
L4	Home Rule, Intermunicipal Cooperation, Internal Consolidation		Yes      No	
L5	Tools: Local Laws, Ordinances, Resolutions, Motions, Adopting Policies and Procedures		Yes      No	
L6	Leadership, Teamwork, Conflict Resolution and Accountability		Yes      No	

L7	Internal and Public Communications		Yes	No	
L8	Ethics and Conflicts of Interest		Yes	No	
<b><u>PERSONNEL</u></b>					
P1	Salaries and Fringe Benefits		Yes	No	
P2	Part-Time, Volunteer and Elected Employees		Yes	No	
P3	Hiring, Firing, Oversight, Discipline and Supervision		Yes	No	
P4	Labor Relations and Negotiations		Yes	No	
<b><u>MANAGEMENT LOGISTICS</u></b>					
M1	IT and Data		Yes	No	
M2	Public Works		Yes	No	
M3	Economic Development and Land Use Planning		Yes	No	
M4	Using Fiscal Information, Internal and Departmental Reporting		Yes	No	
<b><u>PRIORITY:</u></b> <i>Please select five (5) topics from above and list them in order of priority (greatest to least) as they relate to your particular training needs.</i>					
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>THANK YOU! - Please return no later than August 15, 2010 -</b>					
<b><u>MAIL</u> TO AOTSNY, 150 STATE ST., ALBANY, NY 12207 or <u>FAX</u> TO 518-465-0724, ATTN: PATTY or <u>EMAIL</u> TO: <a href="mailto:pkebea@nytowns.org">pkebea@nytowns.org</a></b>					
<b><u>QUESTIONS?: EMAIL</u> TO: <a href="mailto:tbodden@nytowns.org">tbodden@nytowns.org</a></b>					