

Town of Clayton

TOWN SUPERVISOR'S ANNUAL MESSAGE 2011



Town of Clayton
CEROW
RECREATION PARK

A large wooden sign for Cerow Recreation Park. The sign features the town name in a script font, the park name in large block letters, and is surrounded by a flower bed with pink and purple blooms.





Town
of
Clayton

What were our goals in
the **past** and what are
our goals for the **future**?



Town
of
Clayton

What were our goals
from 2008 through the
present?

- Increasing public access and education for the community and our taxpayers.
 - We offered many public education workshops on assessment and other local topics and posted much material on our website (www.townofclayton.com).
 - We “live fed” an assessment workshop for web viewing for those who could not attend.
 - We work diligently to keep our website updated with important information for the public.
 - We have been working toward broadening our GIS capabilities with tools that allow us to provide more information to our taxpayers, such as the Clayton Map Viewer.

- Continuing to support local organizations that rely on us as a major part of their operating budget.
 - These include:
 - Paynter Senior Center
 - Clayton Local Development Corporation
 - Thousand Islands Emergency Rescue Service (TIERS)
 - Clayton Chamber of Commerce
 - Joint Town/Village of Clayton Youth Commission
 - And also Organizations that we provide a helping hand to, including:
 - TI Youth Hockey and Clayton Figure Skating Club
 - TI Museum
 - Volunteer Transportation Center

- We have also worked toward continuing to offer quality services at our own facilities.
 - These include:
 - Cerow Recreation Park Arena, Athletic Fields, Ice Rink & Pool
 - Joint Town/Village of Clayton Courtroom
 - Depauville Community Center & Library
 - Grindstone Island Schoolhouse—Home of the Grindstone Island Research & Heritage Center

- Our Town Departments are improving in numerous ways.
 - Including:
 - The Code Enforcement Office continues to work closely with the Zoning and Assessment offices to further ensure that assessments are equitable.
 - The Highway Department has seen the construction of a new salt barn which will save taxpayer dollars previously lost through runoff from storage of materials outside.
 - The Highway Department is also involved in a bi-county project which will allow better management of pavement and infrastructure—saving taxpayer dollars through more efficient asset management and planning.
 - The Town Clerk’s Office has seen the installation of a device which allows for electronic depositing of funds. This allows for more timely deposits of payments received by check and fewer trips to the bank.
 - The Town as a whole is continuing to develop its asset management plan which will assist in better maintaining and preserving our assets.

Our **MAJOR GOALS** for 2010 included:

- **Strategic Planning & Asset Management**
 - Digital Highway; Capital Building; Capital Equipment; Office Automation & Recordkeeping
- **Energy Conservation & Efficiency**
 - Continuing to Lead by Example as Outlined in Our Energy Efficiency Resolution of 2009; Utilization of Renewable Resources; Conversion to Efficient Fixtures and Appliances
- **Fiscal Accountability**
 - Monitor Budgets; Review Grant and Other Revenue Not Related to Taxes; Plan for Upgrade of Accounting System in 2010

Strategic Planning & Asset Management

- **Digital Highway**—The Joint Infrastructure Management Initiative grant that the Highway is participating with along with Jefferson and Lewis counties and several other municipalities will allow the Highway Department to better manage and plan for necessary upgrades.
- **Capital Building**—We have completed a Building Evaluation for all Town-owned buildings which will be reviewed and updated annually in order to assist with better site management and future planning.
- **Capital Equipment**—The Town has completed an inventory of its equipment assets. This record of capital equipment will allow the Town to better track the useful lives of the equipment and to better plan for upgrades.
- **Office Automation & Recordkeeping**—We have recently received a NYS Archives grant which will help us to digitalize both our historical and current day-to-day records for better recordkeeping and less use of paper.

Energy Conservation & Efficiency

- Continuing to Lead by Example as Outlined in Our Energy Efficiency Resolution of 2009—The Town has remained proactive in both undertaking energy efficient projects for our own infrastructure and in advocating support for local businesses and residences who are attempting to do the same.
- Utilization of Renewable Resources—The Town is currently undergoing projects that will allow for utilization of solar energy at our Cerow Recreation Park Arena, Pool Bathhouse and Highway Garage.
- Conversion to Efficient Fixtures and Appliances—The Town has followed through on many recommendations relayed in the NYSERDA Energy Audits of our facilities.

Fiscal Accountability

- Monitor Budgets—The Town Board worked diligently once again to create a balanced budget at the least burden to the taxpayers. Department Heads were frugal during the previous fiscal year and will continue to be in their spending for 2011.
- Review Grant and Other Revenue Not Related to Taxes—The Town continues to expend much energy in analyzing all financial transactions related to the Town.
- Plan for Upgrade of Accounting System in 2010—The Town is continuing to investigate software in order to update our current system with more efficient software.

- In addition, we continue to progress on our largest projects...
 - These include:
 - We are currently awaiting the announcement of the next round of the Local Waterfront Revitalization Program grant in which we will apply for a planning grant for the revitalization of the hamlet of Depauville. This comes on the tail of the official designation of the Chaumont River as a NYS Inland Waterway.
 - We have received our Certificate of Completion from the NYS DEC for the remediation of the former Frink Property. We are currently working with the CLDC and developers to plan for the redevelopment and sale of the property.
 - We continue to work through our NYS Department of State LWRP grant and our NYS Parks grant for the stabilization of the Frink shoreline and the construction of overlooks, lighting and more along the Riverwalk.
 - We are working closely with the CLDC, Village and Chamber on the recently awarded Boating Infrastructure Grant in order to construct transient dockage along the Frink shoreline.



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of
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**What are our Goals for
2011-2012?**

Our **MAJOR GOALS** for 2011-2012 include:

- **Personnel File Management**
 - Ensuring accurate, up-to-date, required employee documents for each active employee of the Town.
- **Financial Data Management**
 - Developing a system that aligns with the NYS Comptroller's requirements and allows for effective decision making.
- **Continued Asset Management**
 - Taking asset management to the next level with a concentration of major equipment.
- **Assurance of Efficient Use of Budgeted Dollars**
 - Increasing efforts of accountability; efficiency and efficacy in spending public funds.

Personnel File Management

- Having complete and up-to-date personnel files is essential for complying with any state legal requirements, as well as to help the employer make important employment decisions. They serve as a tool to protect the employer in future legal proceedings, clearing up misunderstandings that may occur over policy issues, pay and benefits issues, work duties and responsibilities, disciplinary or corrective actions, and grievances—potentially saving the employer time and money if an issue was to arise.



Town of Clayton

Financial Management

- Good financial management is at the core of good management. Having on-site, instant access to financial records allows for more efficient decision making by the Board and increased transparency and accountability of public funds.

Continuing Asset Management

- Asset management provides for control in our capital assets; allows for a check and balance of our major equipment through periodic spot checks; and allows for monitoring of equipment values and performance—providing necessary details when considering capital acquisitions.

Assuring efficient use of budgeted dollars

- We will actively increase the focus on the expenditure of budgeted public funds through enhancing accountability for more control and monitoring of spending; increasing attention toward efficiency of spending; and providing more effort toward improving efficacy of spending through further utilization of financial and equipment records.