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TOWN CLERK
TOWN OF RYE

2012 ADOPTED BUDGET

Joseph E. Carvin, Supervisor
William J. Villanova, Deputy Supervisor
David B. Gelfarb, Councilmember
Michele Mendicino-Daly, Councilmember
Robert Nioras, Councilmember

CERTIFICATION OF TOWN CLERK

I, HOPE B. VESPIA, Town Clerk of the Town of Rye, do hereby certify that the following is a true and correct copy of the budget of the Town of Rye, as adopted by the Town Board on the 20th day of December, 2011.

Hope B. Vespia



December 2011

Dear Rye Town Taxpayer

We are pleased to introduce a budget that once again reduces your taxes for the fifth year in a row. We are still hopeful that we will be able to eliminate the Town Tax at some point in the next couple of years once the economy improves.

After having reduced the Town expenditures by over 25% in our first year in office, we have kept overall Town expenditures under \$3.3 million every year we have been in office. Prior to the Carvin administration taking control of the Town in FY 2008, non-tax revenues (revenues that come into the Town other than taxes) averaged \$3.7 million. In our first three years in office non-tax revenues have averaged \$2.7 million. We are confident that once non-tax revenues recover to 90% of the previous three year average we will be able eliminate the town tax.

We also want to take this opportunity to confirm that our goal is not just to reduce expenditures but also to commit to provide our constituents with best-in-class service across all of our departments. To that end, we have included in this year's budget a brief description by our respective department heads of their roles and responsibilities and goals going forward.

We felt that this kind of context was particularly important this year given the fact that we are working with other local municipalities to study what cost savings might be generated through dissolving the Town and improved shared services.

We are honored to have the opportunity to serve you and want to re-commit here to make Rye Town a model American community.

Sincerely,

Joe Carvin
Supervisor

Town of Rye
2012 Budget - General Fund

| General Summary | | | | | | | | |
|--|--------------------|--------------------|--------------------------------|--------------------|-----------------------------|---------------------------------|----------------------|---------------|
| | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2011</u> | <u>2012</u> | <u>Annual</u> | <u>% Change</u> | |
| <u>General Fund Appropriations</u> | <u>Actual</u> | <u>Actual</u> | <u>Full Year Projected</u> | <u>Adopted</u> | <u>Proposed Adopted</u> | <u>Increase/ (Decrease)</u> | <u>Previous Year</u> | |
| Total Appropriations | \$3,281,381 | \$3,171,640 | \$3,439,103 | \$3,562,948 | \$3,558,245 | (4,703) | | 99.9% |
| Revenues | | | | | | | | |
| Estimated Revenue other than Real Property Taxes | \$2,499,895 | \$2,781,666 | \$2,400,721 | \$2,458,600 | \$2,538,300 | 79,700 | | 103.2% |
| Appropriated Fund Balance | \$141,530 | -\$128,668 | \$639,034 | \$705,000 | \$690,000 | (15,000) | | N/A |
| Revenue Subtotal | \$2,641,425 | \$2,652,998 | \$3,039,755 | \$3,163,600 | \$3,228,300 | 64,700 | | 102.0% |
| Balance to be Raised by Taxes | \$639,956 | \$518,642 | \$399,348 | \$399,348 | \$329,945 | (69,403) | | 82.6% |
| Total Revenues | \$3,281,381 | \$3,171,640 | \$3,439,103 | \$3,562,948 | \$3,558,245 | (\$4,703) | | 99.9% |
| Assessed Valuation | | | | \$ 6,828,374,232 | \$6,419,201,699 | | | 94.0% |
| Blended Tax Rate | | | | \$ 0.058 | \$ 0.051 | | | 87.9% |

Town of
2012 Budget Summary

| Town of Rye - Schedule of Revenues & Expenditures - General Fund | | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|------------------|
| | Actual | Actual | Adopted | Tentative | Preliminary | Adopted |
| | Audited | Audited | Budget | Budget | Budget | Budget |
| | 2009 | 2010 | 2011 | 2012 | 2012 | 2012 |
| REVENUE | | | | | | |
| P.I.L.O.T. | 57,629 | 53,323 | 30,000 | 40,000 | 40,000 | 40,000 |
| Interest and Penalties | 812,569 | 837,915 | 760,000 | 800,000 | 800,000 | 800,000 |
| Tax Collection Fees | 186,363 | 180,457 | 182,000 | 185,000 | 185,000 | 185,000 |
| Town Clerk Fees | 16,123 | 16,791 | 14,000 | 15,000 | 15,000 | 15,000 |
| Crawford Park Fees | 114,755 | 92,248 | 121,000 | 100,000 | 100,000 | 100,000 |
| Earnings of Investment | 95,259 | 67,433 | 75,000 | 50,000 | 50,000 | 50,000 |
| Rents-Government | 6,480 | 4,320 | 6,600 | 3,300 | 3,300 | 3,300 |
| Sale of Property | 0 | 285,954 | 100,000 | 150,000 | 150,000 | 150,000 |
| Fines and Forfeitures | 143,143 | 128,986 | 140,000 | 140,000 | 140,000 | 140,000 |
| Other Revenue | 86,752 | 134,686 | 30,000 | 30,000 | 30,000 | 30,000 |
| State Aid | 440,520 | 387,068 | 400,000 | 375,000 | 375,000 | 375,000 |
| Mortgage Tax | 540,302 | 592,485 | 600,000 | 650,000 | 650,000 | 650,000 |
| Total Revenue | 2,499,895 | 2,781,666 | 2,458,600 | 2,538,300 | 2,538,300 | 2,538,300 |
| EXPENDITURES | | | | | | |
| Assessment | 586,372 | 611,924 | 722,996 | 606,194 | 631,195 | 638,667 |
| Tax Collection | 239,844 | 229,519 | 242,807 | 239,007 | 241,007 | 244,659 |
| Clerk | 168,338 | 162,539 | 185,398 | 185,398 | 187,398 | 190,672 |
| Judicial | 240,720 | 254,945 | 255,098 | 236,891 | 236,891 | 240,265 |
| Law | 145,472 | 145,132 | 131,579 | 131,579 | 131,579 | 133,596 |
| Finance & Audit | 108,738 | 93,649 | 101,720 | 102,420 | 102,420 | 103,748 |
| Parks (Crawford & Rye Town) | 421,996 | 485,195 | 341,299 | 371,799 | 381,996 | 384,376 |
| Highways | 93,374 | 13,930 | 17,500 | 17,500 | 17,500 | 17,500 |
| Departmental Totals | 2,004,854 | 1,996,833 | 1,998,397 | 1,890,788 | 1,929,986 | 1,953,483 |
| Public Information | 37,693 | 6,291 | 18,500 | 20,500 | 20,500 | 20,500 |
| Youth Programs | 1,000 | 0 | 20,000 | 18,000 | 18,000 | 18,000 |
| Celebrations | 9,500 | 8,000 | 7,500 | 6,000 | 6,000 | 6,000 |
| Veterans Services | 6,810 | 6,108 | 12,000 | 12,000 | 12,000 | 12,000 |
| Model American Community | 23,095 | 43,224 | 40,000 | 48,000 | 78,000 | 63,000 |
| Community Services Totals | 78,098 | 63,623 | 98,000 | 104,500 | 134,500 | 119,500 |
| Executive | 119,876 | 150,632 | 125,364 | 124,086 | 122,586 | 124,258 |
| Legislative Board | 16,498 | 16,245 | 16,700 | 17,800 | 17,800 | 17,800 |
| Operation of Buildings | 192,809 | 166,679 | 104,456 | 112,656 | 112,656 | 113,019 |
| Central Communications | 23,415 | 27,878 | 27,600 | 27,600 | 27,600 | 27,600 |
| Elections | 18,915 | 15,929 | 17,750 | 17,750 | 17,750 | 17,750 |
| Special Items | 122,443 | 81,290 | 189,000 | 189,500 | 189,500 | 189,500 |
| Employee Benefits | 589,843 | 531,360 | 751,100 | 767,100 | 767,100 | 767,100 |
| Transfer to Debt Service | 114,630 | 121,171 | 234,581 | 234,581 | 231,856 | 228,235 |
| Administration Totals | 1,198,429 | 1,111,184 | 1,466,551 | 1,491,073 | 1,486,848 | 1,485,262 |
| Total Expenditures/Appropriations | 3,281,381 | 3,171,640 | 3,562,948 | 3,486,361 | 3,551,334 | 3,558,245 |

Town of Rye
2012 Budget - General Fund

Appropriations Summary

| | Actual Expenditures <u>2009</u> | Actual Expenditures <u>2010</u> | Full Year Projected Expenditures <u>2011</u> | Adopted Budget <u>2011</u> | Tentative Budget <u>2012</u> | Preliminary Budget <u>2012</u> | Adopted Budget <u>2012</u> |
|---|---------------------------------------|---------------------------------------|---|----------------------------------|------------------------------------|--------------------------------------|----------------------------------|
| General Government Support | | | | | | | |
| Legislative Board | 16,498 | 16,245 | 16,449 | 16,700 | 17,800 | 17,800 | 17,800 |
| Judicial | 240,720 | 254,945 | 231,787 | 255,098 | 236,891 | 236,891 | 240,265 |
| Executive | 119,876 | 150,632 | 142,055 | 125,364 | 124,086 | 122,586 | 124,258 |
| Finance | 71,038 | 62,899 | 70,099 | 71,720 | 72,420 | 72,420 | 73,748 |
| Auditor | 37,700 | 30,750 | 32,800 | 30,000 | 30,000 | 30,000 | 30,000 |
| Tax Collection | 239,844 | 229,519 | 244,984 | 242,807 | 239,007 | 241,007 | 244,659 |
| Assessment | 586,372 | 611,924 | 606,112 | 722,996 | 606,194 | 631,195 | 638,667 |
| Clerk | 168,338 | 162,539 | 197,850 | 185,398 | 185,398 | 187,398 | 190,672 |
| Law | 145,472 | 145,132 | 159,867 | 131,579 | 131,579 | 131,579 | 133,596 |
| Elections | 18,915 | 15,929 | 31,768 | 17,750 | 17,750 | 17,750 | 17,750 |
| Operation of Buildings | 192,809 | 166,679 | 195,512 | 104,456 | 112,656 | 112,656 | 113,019 |
| Central Communications | 23,415 | 27,878 | 25,482 | 27,600 | 27,600 | 27,600 | 27,600 |
| Special Items | 122,443 | 81,290 | 70,109 | 189,000 | 189,500 | 189,500 | 189,500 |
| Total General Government Support | 1,983,440 | 1,956,361 | 2,024,874 | 2,120,468 | 1,990,881 | 2,018,382 | 2,041,534 |
| Culture and Recreation | | | | | | | |
| Parks | 327,645 | 435,034 | 338,878 | 316,299 | 321,799 | 331,996 | 334,376 |
| Special Recreational Facilities | 94,351 | 50,161 | 50,000 | 25,000 | 50,000 | 50,000 | 50,000 |
| Total Culture and Recreation | 421,996 | 485,195 | 388,878 | 341,299 | 371,799 | 381,996 | 384,376 |
| Home and Community Service | | | | | | | |
| Public Information | 37,693 | 6,291 | 5,910 | 18,500 | 20,500 | 20,500 | 20,500 |
| Youth Programs | 1,000 | 0 | 0 | 20,000 | 10,000 | 10,000 | 18,000 |
| Celebrations | 9,500 | 8,000 | 6,000 | 7,500 | 6,000 | 6,000 | 6,000 |
| Veterans Service | 6,810 | 6,108 | 7,776 | 12,000 | 12,000 | 12,000 | 12,000 |
| Model American Community | 23,095 | 43,224 | 45,792 | 40,000 | 48,000 | 86,000 | 63,000 |
| Total Home and Community Service | 78,098 | 63,623 | 65,478 | 98,000 | 96,500 | 134,500 | 119,500 |
| Highway Department | 93,374 | 13,930 | 22,806 | 17,500 | 17,500 | 17,500 | 17,500 |
| Employee Benefits | 589,843 | 531,360 | 678,190 | 751,100 | 767,100 | 767,100 | 767,100 |
| Transfer to Debt Service | 114,630 | 121,171 | 258,877 | 234,581 | 234,581 | 231,856 | 228,235 |
| Total Appropriations | 3,281,381 | 3,171,640 | 3,439,103 | 3,562,948 | 3,478,361 | 3,551,334 | 3,558,245 |

Town of Rye
2012 Budget - General Fund

Schedule of Revenues

| | | Actual Revenues <u>2009</u> | Actual Revenues <u>2010</u> | Full Year Projected Revenues <u>2011</u> | Adopted Budget <u>2011</u> | Tentative Budget <u>2012</u> | Preliminary Budget <u>2012</u> | Adopted Budget <u>2012</u> |
|------------------------|-------------|-----------------------------------|-----------------------------------|---|----------------------------------|------------------------------------|--------------------------------------|----------------------------------|
| <u>Revenue</u> | <u>Code</u> | | | | | | | |
| P.I.L.O.T. | 1081 | 57,629 | 53,323 | 41,009 | 30,000 | 40,000 | 40,000 | 40,000 |
| Interest and Penalties | 1090 | 812,569 | 837,915 | 797,187 | 760,000 | 800,000 | 800,000 | 800,000 |
| Tax Collection Fees | 1232 | 186,363 | 180,457 | 183,678 | 182,000 | 185,000 | 185,000 | 185,000 |
| Town Clerk Fees | 1255 | 16,123 | 16,791 | 18,517 | 14,000 | 15,000 | 15,000 | 15,000 |
| Crawford Park Fees | 2001 | 114,755 | 92,248 | 90,320 | 121,000 | 100,000 | 100,000 | 100,000 |
| Earnings of Investment | 2401 | 95,259 | 67,433 | 48,760 | 75,000 | 50,000 | 50,000 | 50,000 |
| Rents-Government | 2412 | 6,480 | 4,320 | 3,390 | 6,600 | 3,300 | 3,300 | 3,300 |
| Sale of Property | 2500 | 0 | 285,954 | 6,600 | 100,000 | 150,000 | 150,000 | 150,000 |
| Fines and Forfeitures | 2610 | 143,143 | 128,986 | 126,918 | 140,000 | 140,000 | 140,000 | 140,000 |
| Other Revenue | 2770 | 86,752 | 134,686 | 88,025 | 30,000 | 30,000 | 30,000 | 30,000 |
| State Aid | 3001 | 440,520 | 387,068 | 374,181 | 400,000 | 375,000 | 375,000 | 375,000 |
| Mortgage Tax | 3005 | 540,302 | 592,485 | 622,136 | 600,000 | 650,000 | 650,000 | 650,000 |
| Total Revenue | | 2,499,895 | 2,781,666 | 2,400,721 | 2,458,600 | 2,538,300 | 2,538,300 | 2,538,300 |

LEGISLATIVE BOARD

DUTIES AND RESPONSIBILITIES

The Legislative Department consists of the Town Supervisor and four Councilpersons. All serve as elected, part-time, officials of the Town of Rye. They oversee all Town business, employees and activities. They set policy and budgets as well as the strategy to operate the Town going forward. They meet regularly and conduct the Town's business in an open and transparent manner.

2012: GOALS

- Evaluate the impact of increasing tax collection fees – now at .5% of tax levy
- Finalize fees for non-profit organizations' usage of parks
- Evaluate benefit of installing meters in Town Hall parking lot
- Review status of outside auditor
- Set up Ethics Board

2012: ADOPTED BUDGET

(see following page)

Town of Rye
2012 Budget - General Fund

| | | Actual | Actual | Full Year | Adopted | Tentative | Preliminary | Adopted |
|--------------------------------|-----------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | Code | Expenditures | Expenditures | Projected | Budget | Budget | Budget | Budget |
| | | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2011</u> | <u>2012</u> | <u>2012</u> | <u>2012</u> |
| Legislative Board | | | | | | | | |
| Personal Services | | | | | | | | |
| Council Expenses(4 @ 4,000) | 1010.0501 | 16,062 | 16,000 | 16,000 | 16,000 | 16,000 | 16,000 | 16,000 |
| Contractual Expenses | | | | | | | | |
| Court Security | 1010.0403 | 0 | 0 | 0 | 0 | 1,200 | 1,200 | 1,200 |
| Office Supplies | 1010.0418 | 436 | 0 | 0 | 300 | 300 | 300 | 300 |
| Postage | 1010.0425 | 0 | 0 | 0 | 100 | 0 | 0 | 0 |
| Printing | 1010.0470 | 0 | 245 | 449 | 300 | 300 | 300 | 300 |
| Total Contractual Expenses | | 436 | 245 | 449 | 700 | 1,800 | 1,800 | 1,800 |
| Total Legislative Board | | 16,498 | 16,245 | 16,449 | 16,700 | 17,800 | 17,800 | 17,800 |

JUDICIAL

DUTIES AND RESPONSIBILITIES

The Justice Court of the Town of Rye prosecutes and adjudicates parking tickets and Traffic violations issued by Village of Rye Brook or by New York State Police Officers. The Town Court handles criminal cases as well. The Village of Port Chester has its own Criminal and Traffic Courts and handles its own activity. The Town handles all civil cases within the Town borders.

2012: GOALS

- Consider Ticket Amnesty Program
- Establish monthly caseload summary report

2012: ADOPTED BUDGET

(see following page)

Town of Rye
2012 Budget - General Fund

| | | Actual Expenditures | Actual Expenditures | Full Year Projected Expenditures | Adopted Budget | Tentative Budget | Preliminary Budget | Adopted Budget |
|-----------------------------|-----------|---------------------|---------------------|----------------------------------|----------------|------------------|--------------------|----------------|
| | Code | 2009 | 2010 | 2011 | 2011 | 2012 | 2012 | 2012 |
| Judicial | | | | | | | | |
| Personal Services | | | | | | | | |
| Justices (Two) | 1110.0502 | 68,319 | 70,650 | 69,292 | 69,292 | 69,292 | 69,292 | 70,678 |
| Clerk | 1110.0503 | 53,045 | 52,799 | 53,855 | 53,855 | 53,855 | 53,855 | 54,932 |
| Deputy Court Clerk | 1110.0504 | 44,213 | 44,650 | 45,544 | 45,544 | 45,544 | 45,544 | 46,455 |
| Assistants | 1110.0500 | 16,523 | 17,646 | 1,103 | 18,207 | 0 | 0 | 0 |
| Internal Accounting Support | 1110.0510 | 1,100 | 2,000 | 2,979 | 2,000 | 2,000 | 2,000 | 2,000 |
| Total Personal Services | | 183,200 | 187,745 | 172,773 | 188,898 | 170,691 | 170,691 | 174,065 |
| Contractual Expenses | | | | | | | | |
| Training and Fees | 1110.0400 | 2,885 | 2,759 | 2,600 | 3,000 | 5,000 | 5,000 | 5,000 |
| O/S Court Reporter | 1110.0402 | 26,800 | 29,069 | 24,060 | 27,000 | 25,000 | 25,000 | 25,000 |
| Court Security | 1110.0403 | 12,725 | 13,400 | 11,300 | 10,500 | 10,500 | 10,500 | 10,500 |
| Bailiff | 1110.0404 | 2,023 | 3,750 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Office Supplies | 1110.0418 | 3,191 | 1,489 | 2,909 | 3,000 | 3,000 | 3,000 | 3,000 |
| Library Costs | 1110.0419 | 2,309 | 3,706 | 2,298 | 2,500 | 2,500 | 2,500 | 2,500 |
| Postage | 1110.0425 | 0 | 0 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 |
| Data Processing | 1110.0427 | 0 | 0 | 0 | 3,500 | 3,500 | 3,500 | 3,500 |
| Ticket Collection | 1110.0499 | 7,587 | 13,027 | 11,647 | 12,500 | 12,500 | 12,500 | 12,500 |
| Total Contractual Expenses | | 57,520 | 67,200 | 59,014 | 66,200 | 66,200 | 66,200 | 66,200 |
| Total Judicial | | 240,720 | 254,945 | 231,787 | 255,098 | 236,891 | 236,891 | 240,265 |

EXECUTIVE

DUTIES AND RESPONSIBILITIES

The Supervisor's Office is the main control and coordination hub of virtually all town activities. In addition to the Supervisor, Joseph Carvin, there is Bishop Nowotnik, Confidential Secretary/Director of Purchasing and a part time clerk, David Thomas. Additionally, the Supervisor's Office oversees activities of Project Manager, Greg Arcaro.

Functionally the Supervisor's office is responsible for:

Personnel Administration
Payroll Administration
Employee Benefits Administration
Maintaining all Civil Service Records
Purchasing Administration
Accounts Payable/Accounts Receivable
Budget Administration
Supervisor/Town Council coordination
Web Site Administration
Parks & Recreation Administration
Facilities Management
Constituent Services
Special Projects Coordination

2011: GOALS

- Bring Town Tax down to ZERO
- Upgrade Town of Rye Website
- Improve visibility, to the Public, of all Town actions and information
- Review and re-bid all service, supply and purchasing agreements
- Continue to explore shared service opportunities
- Complete Asset Inventory for all town property and equipment
- Improve aesthetics of all Town property, particularly Town offices at 10 Pearl Street
- Rewire data and phone networks, implement fiber service for data and phone
- Implement networked copier/scanner system for Digital Document Management
- Implement new Automated Gate system at Rye Town Park for better fiscal control and data collection

2011: PROGRESS

- Implemented Commercial Landscape Outsourcing for all Town owned properties
- Completed grading, topsoil, and reseeded of Crawford Park "Gateway" area
- Coordinated Tree Grant at Crawford Park and planted 45 new trees

- Implemented new Employee Assistance Program (EAP) with Westchester County
- Renovated/Painted 1st floor hallway at 10 Pearl Street
- Renovated, carpeted and painted old assessment office on 1st floor
- Relocated Nugent Records Library from basement to 1st floor Assessment office
- Coordinated resurfacing and lining of 10 Pearl Street parking lot
- Painted and carpeted 2nd floor and old License Office
- Mulched all recently planted trees in Crawford Park
- Updated all Rye Town Park cost and transaction data, finalized new budget format
- Improved operations and financial performance at Rye Town Park
- Completed plans for 2nd floor stairway at Crawford Mansion
- Coordinated Town Dissolution Study RFP and Contract
- Developed more detail for Town wide Capital Plan

2012: GOALS

- Complete Asset Inventory for all town property and equipment
- Rewire data and phone networks, implement fiber service for data and phone
- Implemented networked copier/scanner system for Digital Document Management
- Install WebCam security for Crawford Mansion, Pavilion and Fields
- Complete 2nd floor stairway project and redecorate upstairs function rooms
- Segregate Rye Town Park finances from Town of Rye, new Fed ID#, separate payroll
- Implement NYS Unemployment insurance program for Rye Town Park
- Plan for Jefferson Avenue bridge replacement (approx. \$1,500,000) share
- Coordinate FEMA Claim for Hurricane Irene damage
- Finalize basement flooding claim with insurance company
- Renovate Supervisor's Office; new ceiling, paint, carpet and furniture
- Implement streaming video for Town and Rye Town Park meetings
- Finalize Non-Profit usage policies and costs for Crawford Park and Rye Town Park
- Finalize a Town wide Capital Plan
- Assist with Finalization of Town Dissolution Study
- Develop RFP for potential sale/leaseback of 10 Pearl Street
- Resolve William Street Garage utilization/renew lease or review possible sale
- Extend Korean War Monument brick path to meet with driveway

2012: ADOPTED BUDGET (see following page)

Town of Rye
2012 Budget - General Fund

| | | Actual Expenditures | Actual Expenditures | Full Year Projected Expenditures | Adopted Budget | Tentative Budget | Preliminary Budget | Adopted Budget |
|-----------------------------------|-----------|---------------------|---------------------|----------------------------------|----------------|------------------|--------------------|----------------|
| | Code | 2009 | 2010 | 2011 | 2011 | 2012 | 2012 | 2012 |
| Executive | | | | | | | | |
| Personal Services | | | | | | | | |
| Supervisor | 1220.0504 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Secretary/Director of Purchasing | 1220.0505 | 88,705 | 81,947 | 83,586 | 83,586 | 83,586 | 83,586 | 85,258 |
| Clerical Assistant | 1220.0506 | 17,583 | 25,267 | 26,575 | 19,278 | 24,000 | 22,500 | 22,500 |
| Interns | 1220.0507 | 0 | 0 | 0 | 6,000 | 0 | 0 | 0 |
| Total Personal Services | | 106,288 | 107,214 | 110,161 | 108,864 | 107,586 | 106,086 | 107,758 |
| Contractual Expenses | | | | | | | | |
| Office Supplies | 1220.0418 | 8,064 | 19,734 | 9,102 | 6,000 | 6,000 | 6,000 | 6,000 |
| Miscellaneous | 1220.0423 | 3,024 | 1,618 | 19,628 | 2,000 | 2,000 | 2,000 | 2,000 |
| Postage | 1220.0425 | 2,500 | 22,066 | 3,164 | 5,000 | 5,000 | 5,000 | 5,000 |
| Data Processing | 1220.0427 | 0 | 0 | 0 | 3,500 | 3,500 | 3,500 | 3,500 |
| Total Contractual Expenses | | 13,588 | 43,418 | 31,894 | 16,500 | 16,500 | 16,500 | 16,500 |
| Total Executive | | 119,876 | 150,632 | 142,055 | 125,364 | 124,086 | 122,586 | 124,258 |

FINANCE AND AUDIT

DUTIES AND RESPONSIBILITIES

The Finance Department consists of a part time Comptroller and an outside town accountant. The outside town accountant is responsible for the bookkeeping, bank reconciliations and monthly financial income and expenses reporting of the Town. The Comptroller works with town Accountant and Supervisor's office to prepare the annual budget. The Town Accountant and Comptroller are the primary interfaces with the outside auditors for providing schedules and support. The Comptroller approves vouchers, maintains and improves financial internal controls, responsible for Cash Management and transfers to School Districts as well working with Town Accountant to maintain proper appropriation budgetary controls.

2011: GOALS

- Improved accuracy of reporting of Tax Receivables including In Rem Receivables.
- Completed Annual State Reporting and Town Audit timely.
- Improved Monthly Reporting of Income and Expense Activity.

2012: GOALS

- Install KVS Tax Collections System Software on Town's Accounting Operating Computer.
- Generate Monthly Tax Receivable Reports from KVS System in PDF format and for access by Finance Department, Outside Auditors and Key Personnel.
- Completion of Outside Audit for Year 2011 by 4/30/12.
- Establish written procedures and calendar with due dates of Tax Receiver Department pertaining to Tax Collection procedures.
- Improve Line Item Budget Controls in Financial System.
- Increase Town's Cash Flow through improved "In Rem" procedures.
- Investigate Bank Alternatives including fees and rates of return on funds.

2012: ADOPTED BUDGET

(see following page)

Town of Rye
2012 Budget - General Fund

| | | Actual Expenditures <u>2009</u> | Actual Expenditures <u>2010</u> | Full Year Projected Expenditures <u>2011</u> | Adopted Budget <u>2011</u> | Tentative Budget <u>2012</u> | Preliminary Budget <u>2012</u> | Adopted Budget <u>2012</u> |
|----------------------------|-------------|------------------------------------|------------------------------------|---|-------------------------------|---------------------------------|-----------------------------------|-------------------------------|
| | <u>Code</u> | | | | | | | |
| Finance | | | | | | | | |
| Personal Services | | | | | | | | |
| Comptroller | 1315.0506 | 21,110 | 21,840 | 21,420 | 21,420 | 21,420 | 21,420 | 21,848 |
| Contractual Expenses | | | | | | | | |
| Business Machine Maint. | 1315.0414 | 0 | 0 | 0 | 300 | 300 | 300 | 300 |
| Office Supplies | 1315.0418 | 295 | 0 | 0 | 1,000 | 500 | 500 | 500 |
| Library Costs | 1315.0420 | 0 | 80 | 200 | 200 | 200 | 200 | 200 |
| Postage | 1315.0425 | 0 | 0 | 0 | 0 | 1,200 | 1,200 | 1,200 |
| Outside Accountant | 1315.0426 | 40,000 | 40,800 | 40,800 | 40,800 | 40,800 | 40,800 | 41,700 |
| Data Processing | 1315.0427 | 9,633 | 179 | 7,679 | 8,000 | 8,000 | 8,000 | 8,000 |
| Total Contractual Expenses | | 49,928 | 41,059 | 48,679 | 50,300 | 51,000 | 51,000 | 51,900 |
| Total Finance | | 71,038 | 62,899 | 70,099 | 71,720 | 72,420 | 72,420 | 73,748 |
| Auditor | | | | | | | | |
| Outside Auditor's | 1320.0403 | 37,700 | 30,750 | 32,800 | 30,000 | 30,000 | 30,000 | 30,000 |

TAX COLLECTION

DUTIES AND RESPONSIBILITIES

The Receiver of Taxes is responsible for the billing and collecting of property taxes for the:

- Town of Rye
- County of Westchester
- Villages of Port Chester and Rye Brook
- School Districts of Blind Brook, Port Chester, and Rye Neck and a small section of the Harrison School District

The department processes over 55,000 transactions annually.

County and Town tax levies are based on the calendar year, billed April 1 and are payable in one payment by April 30th.

Port Chester and Rye Brook Village tax levies are based on the year beginning June 1 and ending May 31

Port Chester payments are paid half by June 30th and the balance is due by December 31st.

Rye Brook payments are two thirds payable by June 30th and one third payable by the last day of February.

All School districts levy year from July 1 through June 30^l and levied on September 1; Half the levy is due by September 30 and the second half is due by January

2011: GOALS

- Bill and collect property taxes for the Town of Rye, Westchester County, the villages of Port Chester and Rye Brook, and the Blind Brook, Port Chester, and Rye Neck School Districts, as well as a small amount of the Harrison School District
- Upgrade tax collection hardware and software

2011: PROGRESS

- Billed and collected property taxes for the Town of Rye, Westchester County, the villages of Port Chester and Rye Brook, and the Blind Brook, Port Chester, and Rye Neck School Districts, as well as a small amount of the Harrison School District
- Upgraded the tax collection software to make it "Windows" compatible and easier to collect taxes, produce reports and send them via e-mail.
- Redesigned various tax bills to be sure that the language was clear and that the bills showed all pertinent information
- Upgraded the tax collection software to enable taxpayers to look up property tax and delinquent tax information on-line and to pay their property taxes on-line
- Informed the public of the existence of the new services available to them especially the new on-line access.
- Served the public in a courteous, efficient and professional manner

2012: GOALS

- Re-design the tax bill for the "Sidewalk Betterment Assessment" for the Village of Port Chester and to collect the taxes.
- Update and add a printer to the public access terminal in the office
- Save more information on a computer program to eliminate paper and duplication.
- Pursue delinquent taxpayers for unpaid taxes to lower the amount of taxes still outstanding.
- Help the public learn how the tax system works and how to use of the updated tax systems
- Serve the public in a courteous, efficient and professional manner

2012: ADOPTED BUDGET

(see following page)

Town of Rye
2012 Budget - General Fund

| | | Actual | Actual | Full Year | Adopted | Tentative | Preliminary | Adopted |
|-----------------------------------|-----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Code | Expenditures | Expenditures | Projected | Budget | Budget | Budget | Budget |
| | | 2009 | 2010 | 2011 | 2011 | 2012 | 2012 | 2012 |
| Tax Collection | | | | | | | | |
| Personal Services | | | | | | | | |
| Receiver of Taxes | 1330.0508 | 68,454 | 68,289 | 69,655 | 69,655 | 69,655 | 69,655 | 71,048 |
| Deputy Receiver | 1330.0511 | 51,934 | 52,530 | 53,581 | 53,581 | 53,581 | 53,581 | 54,653 |
| Assistant | 1330.0512 | 32,291 | 33,038 | 33,871 | 33,871 | 33,871 | 33,871 | 34,548 |
| Assistant - Part Time | 1330.0513 | 19,834 | 21,319 | 23,167 | 25,500 | 25,500 | 25,500 | 26,010 |
| Interns | 1330.0514 | 0 | 0 | 0 | 0 | 0 | 2,000 | 2,000 |
| Total Personal Services | | 172,513 | 175,176 | 180,274 | 182,607 | 182,607 | 184,607 | 188,259 |
| Contractual Expenses | | | | | | | | |
| Tax Bills Printing Costs | 1330.0405 | 19,488 | 13,326 | 14,029 | 15,000 | 12,000 | 12,000 | 12,000 |
| Internal Accounting Support | 1330.0410 | 9,000 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| Business Machine Maint. | 1330.0414 | 0 | 297 | 3,393 | 2,400 | 2,400 | 2,400 | 2,400 |
| Office Supplies | 1330.0418 | 3,696 | 1,212 | 2,017 | 5,500 | 5,500 | 5,500 | 5,500 |
| Legal Advertising | 1330.0424 | 2,045 | 1,282 | 2,226 | 2,000 | 2,000 | 2,000 | 2,000 |
| Postage | 1330.0425 | 19,232 | 14,786 | 13,019 | 12,000 | 10,000 | 10,000 | 10,000 |
| Data Processing | 1330.0427 | 13,870 | 11,440 | 18,026 | 3,500 | 3,500 | 3,500 | 3,500 |
| Software & License Fees | 1330.0429 | 0 | 0 | 0 | 7,800 | 9,000 | 9,000 | 9,000 |
| Hardware Upgrades | 1330.0430 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Contractual Expenses | | 67,331 | 54,343 | 64,710 | 60,200 | 56,400 | 56,400 | 56,400 |
| Total Tax Collection | | 239,844 | 229,519 | 244,984 | 242,807 | 239,007 | 241,007 | 244,659 |

ASSESSMENT

DUTIES AND RESPONSIBILITIES

The Assessment Office is responsible for determining the market value of each real property within the Town of Rye every year.

This value is published each year as the Assessment Roll. The roll contains the assessed value of every property located within the Town of Rye – this includes the villages of Port Chester and Rye Brook and the Rye Neck section of the village of Mamaroneck. This Assessment Roll is then used by these jurisdictions to levy property taxes

The office updates its record of the physical property characteristics of real property on a regular basis. The information is used to determine property value.

Every change of ownership is recorded by the Assessor in order for tax bills to be updated.

The Assessment Roll and the related individual property characteristics are available for public review during business hours. They are also available on line at: www.visionappraisal.com

The office processes individual requests for applications for “exemptions” which reduce the assessed value of a particular property. Common exemptions include STAR (school tax relief), Aged (senior) exemptions and Veteran exemptions.

The office is responsible for the explaining the assessment roll and attends various meetings of public officials to provide advice and guidance on matters relating to the assessment roll. Such activities can include calculations of homestead base proportions, public presentations related to the assessment roll and meeting with individual property owners to discuss their property value.

The Town Assessor represents the Town at all public Board of Assessment Review meetings and private negotiation sessions and is responsible for leading the overall defense of values. The Assessor has overall responsibility for administrative functions including directing the operations of the office and its staff. The Assessor is a New York State Certified Assessor and a New York State Certified General Appraiser.

2011: GOALS

- Complete the New York State required valuation update in 2011. This will help keep our place as one of the very few communities in New York that maintain a 100% valuation each year.
- Hire an additional professional to assist the assessor.
- Apply for and receive New York State funding to continue annual valuation and annual property inspections

2011: ACCOMPLISHMENTS

- Completed the New York State required valuation update in 2011 - one of the very few communities in New York State that maintains a 100% valuation each year.
- Hired a new appraiser
- Received New York State funding to continue annual valuation and annual property inspections.
- Sent each property owner a Data Mailer describing their property and requesting that the owner review the property description.
- The Town’s vendor, Vision Appraisal, completed informal meetings with all residents who requested such a discussion.
- Made public presentations on the project to the elected officials of the Town, Village of Rye Brook, Port Chester School District and Blind Brook School District. The Revaluation Project addressed many of the failings of the previous 2004 revaluation as cited by the IAAO and the Committee of Property Assessment and Market Valuation. Areas of concern that were addressed include the following:
 - Completed upgrade in data management systems and technology
 - Expanded valuation modeling capabilities
 - Fully documented rates and tables which may be reproduced at any time
 - Provided software proven reliable and incorporates ORPS required data points

- Enhanced database with expanded data points relevant to local market
- Bridge CAMA and RPS software to reduce redundant data entry
- Produced USPAP compliant project documentation as recommended by IAAO and Committee
- Completed field inspection and data collection of all Commercial and Industrial properties
- Performed valuation analysis and determined assessed values for all properties in the Town of Rye which exceed all statistical standards of New York State and the IAAO
- Field review of over 10,000 properties resulted in the addition of thousands of data changes

2012: GOALS

- Continue the Town's existing and ongoing program to inspect and update valuations annually.
- Strengthen the Town valuation effort to include annual physical inspections of 1/6 of the residential properties with the assistance of a vendor.
- Purchase hand-held field computers for appraisers to increase their efficiency. As the appraisal staff drives around inspecting property with building permits, they will be able to call up any property and check property characteristics and values within the entire town. This can also assist the appraisers in finding missed data and omitted assessments. The technology has advanced recently and there are some revolutionary software packages soon to be released.

2012: ADOPTED BUDGET
(see following page)

Town of Rye
2012 Budget - General Fund

| | | Actual Expenditures <u>2009</u> | Actual Expenditures <u>2010</u> | Full Year Projected Expenditures <u>2011</u> | Adopted Budget <u>2011</u> | Tentative Budget <u>2012</u> | Preliminary Budget <u>2012</u> | Adopted Budget <u>2012</u> |
|----------------------------|-----------|---------------------------------------|---------------------------------------|---|----------------------------------|------------------------------------|--------------------------------------|----------------------------------|
| Assessment | | | | | | | | |
| Personal Services | | | | | | | | |
| Assessor | 1355.0514 | 121,774 | 123,452 | 125,915 | 125,915 | 125,915 | 125,915 | 128,433 |
| Senior Appraiser | 1355.0515 | 0 | 0 | 37,267 | 65,000 | 62,939 | 62,939 | 64,198 |
| Ass't Assessment Clerk | 1355.0516 | 47,782 | 48,316 | 37,871 | 49,281 | 49,281 | 49,281 | 50,267 |
| Real Property Appraiser | 1355.0517 | 57,107 | 57,783 | 61,665 | 58,939 | 56,999 | 57,000 | 58,140 |
| Exemption Coordinator | 1355.0518 | 32,719 | | | 0 | 0 | 0 | 0 |
| Ass't Assessment Clerk | 1355.0519 | 43,252 | 43,715 | 44,589 | 44,589 | 44,589 | 44,589 | 45,481 |
| Clerk | 1355.0520 | 32,085 | 33,207 | 33,871 | 33,871 | 33,871 | 33,871 | 34,548 |
| Clerk | 1355.0521 | 32,297 | 20,094 | | 0 | 0 | 0 | 0 |
| Interns | 1355.0522 | 5,141 | 13,638 | 10,004 | 5,150 | 9,800 | 9,800 | 9,800 |
| Total Personal Services | | 372,157 | 340,205 | 351,182 | 382,745 | 383,394 | 383,395 | 390,867 |
| Contractual Expenses | | | | | | | | |
| Business Machine Maint. | 1355.0414 | 1,248 | 832 | 1,445 | 1,568 | 1,500 | 1,500 | 1,500 |
| Office Supplies | 1355.0418 | 9,348 | 2,211 | 3,056 | 5,225 | 5,000 | 5,000 | 5,000 |
| Library Costs | 1355.0419 | 622 | 615 | 814 | 2,000 | 1,000 | 1,000 | 1,000 |
| Mileage | 1355.0421 | 2,764 | 2,100 | 2,341 | 3,500 | 3,500 | 3,500 | 3,500 |
| Legal Advertising | 1355.0424 | 420 | 29 | 405 | 1,700 | 800 | 800 | 800 |
| Postage | 1355.0425 | 86 | 53 | 169 | 200 | 2,000 | 2,000 | 2,000 |
| Tax Mapping | 1355.0426 | 15,157 | 0 | | 17,500 | 17,500 | 17,500 | 17,500 |
| Data Processing | 1355.0427 | 32,650 | 92,163 | | 15,000 | 15,000 | 15,000 | 15,000 |
| Hardware Upgrades | 1355.0430 | 0 | 0 | | 5,000 | 5,000 | 5,000 | 5,000 |
| Printing | 1355.0460 | 0 | 7,267 | | 3,058 | 1,000 | 1,000 | 1,000 |
| Board of Assessment Review | 1355.0475 | 12,500 | 10,000 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 |
| Annual Valuation Updates | 1355.0481 | 57,250 | 263 | 0 | 0 | 0 | 25,000 | 25,000 |
| Appraisals | 1355.0482 | 82,170 | 37,855 | 75,860 | 90,000 | 80,000 | 80,000 | 80,000 |
| Revaluation | 1355.0483 | 0 | 118,331 | 158,340 | 170,000 | 0 | 0 | 0 |
| Residential Inspections | 1355.0485 | 0 | 0 | 0 | 0 | 65,000 | 65,000 | 65,000 |
| NYS Disclosure Notices | 1355.0490 | 0 | 0 | 0 | 13,000 | 13,000 | 13,000 | 13,000 |
| Total Contractual Expenses | | 214,215 | 271,719 | 254,930 | 340,251 | 222,800 | 247,800 | 247,800 |
| Total Assessment | | 586,372 | 611,924 | 606,112 | 722,996 | 606,194 | 631,195 | 638,667 |

OFFICE OF THE TOWN CLERK

DUTIES AND RESPONSIBILITIES

The office is responsible for the administration of the many town business transactions required by Town law and taken by the Town Council.

The Town Clerk's duties include attending all meetings of the Town Board, recording and transcribing the minutes and actions taken by the Council, issuing licenses and permits; acting as the custodian of all records of the Town, responding to FOIL requests; posting all legal notices; and replying to correspondence and phone requests. The Deputy Clerk assists the Town Clerk in the daily functions of the office.

2011: GOALS

- Maintain all records of the Town Council
- Issue all permits and licenses;
- Begin the process of scanning contracts, bids and permanent records.
- Work with company providing digital images through the grant.

2011: PROGRESS

- Maintained all records of the Town Council
- Issued all permits and licenses; maintained a record of all permits and licenses
- Converted, with the assistance of a \$5,270 grant from NY State, all of the minutes of the Town Council to digital format
- Due to a flood, moved the Town's Archives Center and secured a \$15,418 grant to restore the damaged records. The Archives Center was relocated to the first floor. Damaged records were sent out to be freeze-dried, then transferred into fresh containers and relabeled.

2012: GOALS

- Maintained all records of the Town Council
- Issued all permits and licenses
- Continue the conversion of records to digital format.
- Secure a grant from NY State to purchase hardware and scanning equipment for in-house conversions and to proceed with scanning contracts, bids and permanent records
- Reorganize Town documents will continue and the required retention period for records will be reviewed and updated.
- Secure and a disaster management grant from NY State for \$10,000 to prepare a Disaster Management Plan for the Town.
- Review fee structure for licenses and permit

2012: ADOPTED BUDGET

(see following page)

Town of Rye
2012 Budget - General Fund

| | | Actual Expenditures <u>2009</u> | Actual Expenditures <u>2010</u> | Full Year Projected Expenditures <u>2011</u> | Adopted Budget <u>2011</u> | Tentative Budget <u>2012</u> | Preliminary Budget <u>2012</u> | Adopted Budget <u>2012</u> |
|-------------------------------|-----------|---------------------------------------|---------------------------------------|---|----------------------------------|------------------------------------|--------------------------------------|----------------------------------|
| Clerk | | | | | | | | |
| Personal Services | | | | | | | | |
| Clerk | 1410.0521 | 85,302 | 86,412 | 88,140 | 88,140 | 88,140 | 88,140 | 89,903 |
| Deputy Clerk | 1410.0522 | 50,551 | 51,127 | 52,149 | 52,149 | 52,149 | 52,149 | 53,192 |
| Part Time Clerk | 1410.0536 | 19,090 | 18,728 | 25,949 | 23,409 | 23,409 | 23,409 | 23,877 |
| Interns | 1410.0537 | 0 | 0 | 0 | 0 | 0 | 2,000 | 2,000 |
| Total Personal Services | | 154,943 | 156,267 | 166,238 | 163,698 | 163,698 | 165,698 | 168,972 |
| Contractual Expenses | | | | | | | | |
| Training and Fees | 1410.0400 | 0 | 0 | 0 | 500 | 500 | 500 | 500 |
| Business Machine Maint. | 1410.0414 | 3,531 | 1,680 | 3,994 | 3,600 | 3,600 | 3,600 | 3,600 |
| Office Supplies | 1410.0418 | 2,910 | 3,038 | 3,743 | 1,500 | 1,500 | 1,500 | 1,500 |
| Legal Advertising | 1410.0424 | 4,263 | 1,554 | 2,941 | 2,000 | 2,000 | 2,000 | 2,000 |
| Postage | 1410.0425 | 0 | 0 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Data Processing | 1410.0427 | 0 | 0 | 0 | 2,500 | 2,500 | 2,500 | 2,500 |
| Software | 1410.0429 | 2,400 | 0 | 0 | 2,400 | 2,400 | 2,400 | 2,400 |
| Printing | 1410.0460 | 291 | 0 | 2,520 | 500 | 500 | 500 | 500 |
| Preservation-Records | 1410.0465 | 0 | 0 | 2,485 | 2,500 | 2,500 | 2,500 | 2,500 |
| Laser Document Imaging System | 1410-0469 | 0 | 0 | 14,929 | 5,200 | 5,200 | 5,200 | 5,200 |
| Total Contractual Expenses | | 13,395 | 6,272 | 31,612 | 21,700 | 21,700 | 21,700 | 21,700 |
| Total Clerk | | 168,338 | 162,539 | 197,850 | 185,398 | 185,398 | 187,398 | 190,672 |

LAW DEPARTMENT

DUTIES AND RESPONSIBILITIES

The Law Department is a statutory office provided for in Section 20 of Town Law of the State of New York. Generally, the Town Attorney provides legal counsel to the Town Supervisor and Town Board, as well as other officials and department heads of the Town. He attends Board meetings and other meetings as required. He represents the Town in any Court proceedings. He prepares pleadings, appeals, resolutions, notices, contracts, and other legal documents as well as reviews same as they are received by the Town. The Town Attorney supervises the Town Prosecutor. He coordinates all legal matters and assigns and monitors all cases requiring outside council. He files reports with the Supervisor and the Town Board. Finally, the Town Attorney also advises the Rye Town Park Commission on all legal matters and attends their meetings as required.

2012: GOALS

- Advise the Town Supervisor and Town Council on all legal matters
- File all appropriate legal papers to enable the town to collect delinquent taxes
- Aggressively represent the Town in certiorari claims brought against the town and assist the Town Board with its long term initiatives
- Continue to be involved in virtually every aspect of Town government and be consistently available to the various Town officials to help bring about more efficient and effective resolutions to any Town issues or problems as they arise.
- Advance Town initiative to amend NYS Real Property Law re: certiorari process

2012: ADOPTED BUDGET (see following page)

Town of Rye
2012 Budget - General Fund

| | | Actual | Actual | Full Year | Adopted | Tentative | Preliminary | Adopted |
|-----------------------------|-----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Code | Expenditures | Expenditures | Projected | Budget | Budget | Budget | Budget |
| | | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2011</u> | <u>2012</u> | <u>2012</u> | <u>2012</u> |
| Law | | | | | | | | |
| Personal Services | | | | | | | | |
| Attorney | 1420.0523 | 81,564 | 74,768 | 68,201 | 50,429 | 50,429 | 50,429 | 52,446 |
| Attorney In Rem | 1420.0524 | 0 | 0 | 0 | 0 | 10,000 | 10,000 | 10,000 |
| Total Personal Services | | 81,564 | 74,768 | 68,201 | 50,429 | 60,429 | 60,429 | 62,446 |
| Contractual Expenses | | | | | | | | |
| Office Supplies | 1420.0418 | 679 | 1,338 | 1,010 | 650 | 650 | 650 | 650 |
| Library Costs | 1420.0419 | 0 | 3,075 | 0 | 0 | 0 | 0 | 0 |
| Legal Advertising | 1420.0424 | 0 | 0 | 1,286 | 2,025 | 2,025 | 2,025 | 2,025 |
| Postage | 1420.0425 | 0 | 0 | 0 | 400 | 400 | 400 | 400 |
| Asst Town Prosecutor | 1420.0428 | 11,631 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| Other Legal Counsel | 1420.0495 | 51,598 | 53,951 | 77,370 | 60,000 | 50,000 | 50,000 | 50,000 |
| Title Searches | 1420.0496 | 0 | 0 | 0 | 6,075 | 6,075 | 6,075 | 6,075 |
| Total Contractual Expenses | | 63,908 | 70,364 | 91,666 | 81,150 | 71,150 | 71,150 | 71,150 |
| Total Law | | 145,472 | 145,132 | 159,867 | 131,579 | 131,579 | 131,579 | 133,596 |

ELECTIONS

DUTIES AND RESPONSIBILITIES

- Verify the correctness of the voting machines for set-up and placement at the proper polling sites
- Liaison with all polling places
- Open and close the Town Clerk's Office on election days
- Assist with any questions or problems that may arise
- Insure the pick-up and delivery of all supplies
- Assist in recruiting and placing of poll workers
- Help in arranging the inspector training classes with the Westchester County Board of Elections
- Register new voters

Historic Note

Prior to 2005 the Town had to pay election inspectors, technicians, poll clerks, party reps, voting machine moving company, police, advertising, provide for voting machine repairs and maintenance, pay rental of polling places, provide classes for inspectors' classes
Chapter 180 of the Laws of 2005, the New York State Election Consolidation and Improvement Act provided for the takeover of elections management by the Westchester County Board of Elections.

Effective 2010, the cost of police presence at the polling places (requested by the School District administration) paid by the Westchester County Department of Finance.

Westchester County determines the allocation formula for the communities each year. In 2012 the cost to the Town of Rye will be \$12,310.77.

2012: GOALS

- Insure that working voting machines arrive at all polling places on time
- Assist in the training of poll clerks
- Complete disposition of County's old voting machines stored in Town garage

2012: ADOPTED BUDGET

(see following page)

Town of Rye
2012 Budget - General Fund

| | | Actual | Actual | Full Year | Adopted | Tentative | Preliminary | Adopted |
|-----------------------------|-------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | Expenditures | Expenditures | Projected | Budget | Budget | Budget | Budget |
| | <u>Code</u> | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2011</u> | <u>2012</u> | <u>2012</u> | <u>2012</u> |
| Elections | | | | | | | | |
| Contractual Expenses | | | | | | | | |
| County Election Charge | 1450.0000 | 18,915 | 15,929 | 31,768 | 17,750 | 17,750 | 17,750 | 17,750 |
| Total Contractual Expenses | | 18,915 | 15,929 | 31,768 | 17,750 | 17,750 | 17,750 | 17,750 |
| Total Elections | | 18,915 | 15,929 | 31,768 | 17,750 | 17,750 | 17,750 | 17,750 |

OPERATION OF BUILDINGS

DUTIES AND RESPONSIBILITIES

Clean and maintain Town Hall (10 Pearl Street) and arrange for the re-cycling

2011: GOALS

- Clean Town Hall
- Arrange for re-recycling

2011: PROGRESS

- Sealed and relined Pearl street parking lot
- Upgraded 2nd floor hallway with new carpet and paint
- Painted 1st floor hallway
- Relocated Archives Library from basement to first floor, ensuring future safety of historic records

2012: GOALS

- Review opportunities to maximize 10 Pearl Street as a Town asset
- Remodel Supervisor's Offices
- Paint men's & ladies rooms on 1st & 2nd floors
- Evaluate outsourcing of cleaning of Town Hall
- Maximize rental of vacant space in Town Hall
- Conduct energy efficiency study of Town Hall through NYSERDA

2012: ADOPTED BUDGET

(see following page)

Town of Rye
2012 Budget - General Fund

| | | Actual Expenditures <u>2009</u> | Actual Expenditures <u>2010</u> | Full Year Projected Expenditures <u>2011</u> | Adopted Budget <u>2011</u> | Tentative Budget <u>2012</u> | Preliminary Budget <u>2012</u> | Adopted Budget <u>2012</u> |
|-------------------------------------|-------------|---------------------------------------|---------------------------------------|---|----------------------------------|------------------------------------|--------------------------------------|----------------------------------|
| | <u>Code</u> | | | | | | | |
| Operations of Buildings | | | | | | | | |
| Personal Services | | | | | | | | |
| Cleaner | 1620.0500 | 17,781 | 18,345 | 18,156 | 18,156 | 18,156 | 18,156 | 18,519 |
| Contractual Expenses | | | | | | | | |
| Elevator Maintenance | 1620.0430 | 3,022 | 3,203 | 70,918 | 3,300 | 3,500 | 3,500 | 3,500 |
| Office Equipment Maintenance | 1620.0431 | 24,396 | 46,601 | 13,352 | 6,000 | 6,000 | 6,000 | 6,000 |
| Pearl Street Maintenance | 1620.0432 | 16,084 | 7,574 | 17,743 | 20,000 | 20,000 | 20,000 | 20,000 |
| General Repairs | 1620.0433 | 16,917 | 23,533 | 24,764 | 15,000 | 15,000 | 15,000 | 15,000 |
| Utilities | 1620.0434 | 13,519 | 30,315 | 28,765 | 30,000 | 30,000 | 30,000 | 30,000 |
| Pearl Street Improvements | 1620.0449 | 79,640 | 37,108 | 21,814 | 0 | 8,000 | 8,000 | 8,000 |
| Equipment Rental | 1620.0450 | 21,450 | 0 | 0 | 12,000 | 12,000 | 12,000 | 12,000 |
| Total Contractual Expenses | | 175,028 | 148,334 | 177,356 | 86,300 | 94,500 | 94,500 | 94,500 |
| Total Operation of Buildings | | 192,809 | 166,679 | 195,512 | 104,456 | 112,656 | 112,656 | 113,019 |
| Central Communications | | | | | | | | |
| Contractual Expenses | | | | | | | | |
| Telephone Communication Costs | 1650.0431 | 23,415 | 27,878 | 25,482 | 27,600 | 27,600 | 27,600 | 27,600 |

Town of Rye
2012 Budget - General Fund

| | | Actual Expenditures <u>2009</u> | Actual Expenditures <u>2010</u> | Full Year Projected Expenditures <u>2011</u> | Adopted Budget <u>2011</u> | Tentative Budget <u>2012</u> | Preliminary Budget <u>2012</u> | Adopted Budget <u>2012</u> |
|---|-----------|---------------------------------------|---------------------------------------|---|----------------------------------|------------------------------------|--------------------------------------|----------------------------------|
| Code | | | | | | | | |
| Special Items | | | | | | | | |
| Unallocated Insurance | 1910.0429 | 73,240 | 64,373 | 51,629 | 70,000 | 65,000 | 65,000 | 65,000 |
| Municipal Dues | 1920.0430 | 4,310 | 4,125 | 3,600 | 3,000 | 2,500 | 2,500 | 2,500 |
| Judgements & Claims | 1930.0000 | 29,086 | 890 | 2,288 | 10,000 | 8,000 | 8,000 | 8,000 |
| Taxes and Town Property | 1950.0433 | 12,481 | 11,902 | 12,592 | 21,000 | 19,000 | 19,000 | 19,000 |
| Training | 1965.0000 | 3,326 | 0 | 0 | 5,000 | 5,000 | 5,000 | 5,000 |
| Contingency | 1990.0000 | 0 | 0 | 0 | 80,000 | 90,000 | 90,000 | 90,000 |
| Total Special Items | | 122,443 | 81,290 | 70,109 | 189,000 | 189,500 | 189,500 | 189,500 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total General Government Support | | 1,983,440 | 1,956,361 | 2,024,874 | 2,120,468 | 1,990,881 | 2,018,382 | 2,041,534 |

PARKS

DUTIES AND RESPONSIBILITIES

The Parks employees are responsible for all maintenance and repairs in and around our Parks and facilities. This encompasses all trash removal, ground and tree work as well as beach and park maintenance at Rye Town Park. They also handle all maintenance duties at 10 Pearl Street and the Crawford Mansion. Additionally, they are responsible to maintain our Cemeteries and our bridges. The seeding, feeding and weeding of our lawns and landscape and snow plowing has been contracted out to a commercial landscape company.

2011: GOALS

- Do more work in-house to save The Town of Rye money
- Utilize the workers better by overlapping the work schedule.
- Share equipment with other communities.
- Increase contact with the public and inform them about park facilities and services
- Start updating equipment; certain equipment we have is 15-30 years old.

2011: PROGRESS

- Refinished floors at the Crawford Park mansion
- Enclosed dumpsters at Crawford Park
- Upgraded tree watering system at Crawford park
- Planted 41 new trees at Crawford Park

2012: GOALS

- Complete numerous projects inside the Crawford Park mansion, 10 Pearl Street and Rye Town Park
- Keep the budget numbers down by saving on expenditures.
- Work closer with the Friends of Crawford Park and all other organizations.
- Expand full time staff coverage to include weekends.
- Encourage public relations by being a positive influence in our community.
- Approach projects with enthusiasm and a fresh perspective.
- Coordinate bi-monthly meetings with the staff.
- Continue and expand our "natural" landscape maintenance program at both Parks.
- Finalize and implement new facilities usage rates and policies for both Parks
- Recondition softball and soccer fields; improve maintenance of the walking paths and parking areas

2012: ADOPTED BUDGET (see following page)

Town of Rye
2012 Budget - General Fund

| | | Actual | Actual | Full Year | Adopted | Tentative | Preliminary | Adopted |
|--|-----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Code | Expenditures | Expenditures | Projected | Budget | Budget | Budget | Budget |
| | | 2009 | 2010 | 2011 | 2011 | 2012 | 2012 | 2012 |
| Culture and Recreation Parks | | | | | | | | |
| Personal Services | | | | | | | | |
| Foreman | 7110.0530 | 27,685 | 31,781 | 32,417 | 32,417 | 32,417 | 32,417 | 33,065 |
| Park Attendant | 7110.0534 | 52,146 | 41,806 | 43,099 | 43,099 | 43,099 | 48,850 | 49,827 |
| Park Attendant | 7110.0532 | 31,877 | 32,285 | 33,283 | 33,283 | 33,283 | 37,729 | 38,484 |
| Park Attendant Mechanic | 7110.0535 | 18,963 | 42,600 | | 0 | 0 | 0 | 0 |
| Part Time/Seasonal Attendants | 7110.0540 | 55,464 | 91,265 | 86,940 | 40,000 | 24,000 | 24,000 | 24,000 |
| Park Attendants Overtime Pay | 7110.0542 | 0 | 0 | 0 | 6,000 | 6,000 | 6,000 | 6,000 |
| Total Personal Services | | 186,135 | 239,737 | 195,739 | 154,799 | 138,799 | 148,996 | 151,376 |
| Contractual Expenses | | | | | | | | |
| Cemeteries | 7110.0435 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Painting | 7110.0438 | 1,098 | 6,582 | 6,684 | 10,000 | 10,000 | 10,000 | 10,000 |
| Maintenance | 7110.0449 | 42,203 | 73,969 | 60,040 | 60,000 | 95,000 | 95,000 | 95,000 |
| Utilities | 7110.0450 | 42,872 | 43,380 | 38,920 | 28,000 | 30,000 | 30,000 | 30,000 |
| Machine and Repairs | 7110.0451 | 22,759 | 18,202 | 18,491 | 20,000 | 10,000 | 10,000 | 10,000 |
| Refuse Removal | 7110.0452 | 1,026 | 7,629 | 2,300 | 5,000 | 5,000 | 5,000 | 5,000 |
| Security System | 7110.0453 | 75 | 1,460 | 1,150 | 2,500 | 2,500 | 2,500 | 2,500 |
| Road Repair | 7110.0460 | 0 | 0 | 0 | 7,500 | 7,500 | 7,500 | 7,500 |
| Improvements | 7110.0461 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Field Repair | 7110.0462 | 8,193 | 0 | 0 | 5,000 | 4,000 | 4,000 | 4,000 |
| Sprinkler System | 7110.0463 | 3,873 | 0 | 4,069 | 7,500 | 5,000 | 5,000 | 5,000 |
| Fuel for Vehicles | 7110.0467 | 7,411 | 2,405 | 6,485 | 6,000 | 4,000 | 4,000 | 4,000 |
| Tree Maintenance | 7110.0468 | 12,000 | 41,670 | 5,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Total Contractual Expenses | | 141,510 | 195,297 | 143,139 | 161,500 | 183,000 | 183,000 | 183,000 |
| Total Parks | | 327,645 | 435,034 | 338,878 | 316,299 | 321,799 | 331,996 | 334,376 |
| Special Recreational Facilities | | | | | | | | |
| Rye Town Park- Operations | 7180.0100 | 94,351 | 50,161 | 50,000 | 25,000 | 50,000 | 50,000 | 50,000 |
| Rye Town Park- Capital Improvements | 7180.0450 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Special Recreational Facilities | | 94,351 | 50,161 | 50,000 | 25,000 | 50,000 | 50,000 | 50,000 |

HOME AND COMMUNITY SERVICE

DUTIES AND RESPONSIBILITIES

The Town is responsible for communicating information about its facilities and services to the public; it supports many community activities for the youth, veterans and holiday celebrations – all to make the Town a Model American Community.

2011: GOALS

- Support the Memorial Day, Independence Day and Columbus Day celebrations
- As required, provide support to veteran groups
- Complete the Rye 350 Celebration
- Start the Model American Community project
- Assist the Democracy Project – “Tools for Change” – in the high schools
- Complete the digitizing of the minutes of the Town Council and Rye Town Park Commission
- Complete the State of the Town: 2011

2011: PROGRESS

- Prepared and distributed a newsletter to the public
- Maintained the Town’s website
- Final Rye 350 Celebration held at the Crawford mansion in March; report prepared and distributed
- Conducted 11 interviews with Houses of Worship and Community Organizations
- Arranged for the final presentation of the Democracy Project – “Tools for Change”
- Completed the digitizing of the minutes of the Town Council and Rye Town Park Commission
- Assisted in the restoration of the Town’s archives damaged in March 2011 storm
- Secured a \$15,419 grant from NYS to pay for the restoration of part of the Town’s archives
- Completed applications to NYS for archive and disaster planning grants
- Completed a successful grant to NYS for the planting of 40 trees at Crawford Park
- Participated in the project to restore the Town’s African American Cemetery

2012: GOALS

- Prepare and distribute a newsletter to the public
- Maintain the Town’s website
- Support the Memorial Day, Independence Day and Columbus Day celebrations in the Town
- As required, provide support to veteran groups
- Support the “Tools for Change” project in the high schools
- Continue interviewing houses of worship and community organizations as part of the Model American Community Project
- Arrange for community meetings as part of the MAC project
- Prepare and distribute a State of the Town: 2012

2012: ADOPTED BUDGET (see following page)

Town of Rye
2012 Budget - General Fund

| | | Actual Expenditures <u>2009</u> | Actual Expenditures <u>2010</u> | Full Year Projected Expenditures <u>2011</u> | Adopted Budget <u>2011</u> | Tentative Budget <u>2012</u> | Preliminary Budget <u>2012</u> | Adopted Budget <u>2012</u> |
|---|-------------|---------------------------------------|---------------------------------------|---|----------------------------------|------------------------------------|--------------------------------------|----------------------------------|
| | <u>Code</u> | | | | | | | |
| Home and Community Service | | | | | | | | |
| Public Information | | | | | | | | |
| Newsletter & Communications | 1966.0000 | 37,693 | 6,291 | 5,910 | 10,000 | 12,000 | 12,000 | 12,000 |
| Website Support Costs | 1967.0000 | 0 | 0 | 0 | 8,500 | 8,500 | 8,500 | 8,500 |
| Total Public Information | | 37,693 | 6,291 | 5,910 | 18,500 | 20,500 | 20,500 | 20,500 |
| Youth Programs | | | | | | | | |
| Democracy High School Project | 7180-0493 | 0 | 0 | 0 | 0 | 0 | 0 | 8,000 |
| Other Youth Programs | 7180-0494 | 1,000 | 0 | 0 | 20,000 | 10,000 | 10,000 | 10,000 |
| Total Youth Programs | | 1,000 | 0 | 0 | 20,000 | 10,000 | 10,000 | 18,000 |
| Celebrations | | | | | | | | |
| Town Celebration Days | 7550.0440 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Memorial Day | 7550.0445 | 3,000 | 3,000 | 1,500 | 4,500 | 1,500 | 1,500 | 1,500 |
| Independence Day | 7550.0446 | 5,000 | 3,500 | 3,000 | 1,500 | 3,000 | 3,000 | 3,000 |
| Columbus Day | 7550.0447 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| Total Celebrations | | 9,500 | 8,000 | 6,000 | 7,500 | 6,000 | 6,000 | 6,000 |
| Veterans Services | | | | | | | | |
| Burial Plots | 6510.0411 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Veterans Groups | 6510.0430 | 3,500 | 3,000 | 6,000 | 3,500 | 3,500 | 3,500 | 3,500 |
| Veterans Memorial Day Expenses | 6510.0477 | 0 | 0 | 0 | 3,000 | 3,000 | 3,000 | 3,000 |
| Veterans Flag Costs | 6510.0478 | 3,310 | 3,108 | 1,776 | 3,500 | 3,500 | 3,500 | 3,500 |
| Korean War Monument | 6510.0479 | 0 | 0 | 0 | 2,000 | 2,000 | 2,000 | 2,000 |
| Total Veterans Services | | 6,810 | 6,108 | 7,776 | 12,000 | 12,000 | 12,000 | 12,000 |
| Model American Community | | | | | | | | |
| Model Community Special Events | 1970.0000 | 0 | 15,882 | 11,200 | 0 | 8,000 | 16,000 | 8,000 |
| Project Coordinator | 1980.0000 | 23,095 | 27,342 | 34,592 | 40,000 | 40,000 | 40,000 | 40,000 |
| Project Coordinator | 1982.0000 | 0 | 0 | 0 | 0 | 0 | 30,000 | 15,000 |
| Total Model American Community | | 23,095 | 43,224 | 45,792 | 40,000 | 48,000 | 86,000 | 63,000 |
| Total Home and Community Service | | 78,098 | 63,623 | 65,478 | 98,000 | 96,500 | 134,500 | 119,500 |

HIGHWAYS

DUTIES AND RESPONSIBILITIES

The Highway Superintendent is responsible for monitoring and coordinating the maintenance and repair of 7 bridges and 4 cemeteries.

The Town shares the costs associated with 3 bridges with the Village of Mamaroneck on a 50-50 basis. It shares the costs associated with 1 bridge equally with the Village of Mamaroneck and the Town of Mamaroneck. The other 3 bridges are solely the Town of Rye's responsibility.

This split, and the way maintenance and repair/legal costs are divided, was the subject of a lawsuit and stipulation of settlement in March of 2004 after the Village of Mamaroneck had sued the Town of Rye, the Village of Port Chester and the Village of Rye Brook.

The Town is totally responsible for the costs associated with the 3 cemeteries. Two of the 3 cemeteries require bi-weekly maintenance – mowing, general cleanup, leaves etc. The 3rd cemetery has no public access as it is completely landlocked in a residential area of Rye Neck.

2011: GOALS

- Repair South Barry/Guion Creek bridge

2011: PROGRESS

- Repaired South Barry/Guion Creek bridge

2012: GOALS

- Maintain the 7 bridges and 3 cemeteries owned by the Town
- Complete “wing wall” repairs on the South Barry Otter Creek bridges.
- Plan for the replacement of the Jefferson Avenue Bridge in 2012-2013

2012: ADOPTED BUDGET

(see following page)

Town of Rye
2012 Budget - General Fund

| | | Actual | Actual | Full Year | Adopted | Tentative | Preliminary | Adopted |
|--------------------------|-----------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | Code | Expenditures | Expenditures | Projected | Budget | Budget | Budget | Budget |
| | | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2011</u> | <u>2012</u> | <u>2012</u> | <u>2012</u> |
| Highway | | | | | | | | |
| Highway - Bridges | 7600.0449 | 90,970 | 11,430 | 20,306 | 15,000 | 15,000 | 15,000 | 15,000 |
| Highway - Superintendent | 7600.0500 | 2,404 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Total Highway | | 93,374 | 13,930 | 22,806 | 17,500 | 17,500 | 17,500 | 17,500 |

Town of Rye
2012 Budget - General Fund

| | | Actual | Actual | Full Year | Adopted | Tentative | Preliminary | Adopted |
|---------------------------------------|-----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Code | Expenditures | Expenditures | Projected | Budget | Budget | Budget | Budget |
| | | 2009 | 2010 | 2011 | 2011 | 2012 | 2012 | 2012 |
| Employee Benefits | | | | | | | | |
| Retirement | 9000.0801 | 90,818 | 128,523 | 160,000 | 147,500 | 185,000 | 185,000 | 185,000 |
| Social Security | 9030.0802 | 101,948 | 75,882 | 103,256 | 105,000 | 105,000 | 105,000 | 105,000 |
| Workman's Compensation | 9040.0803 | 19,925 | 831 | 31,396 | 31,000 | 26,000 | 26,000 | 26,000 |
| Life Insurance | 9045.0804 | 535 | 3,690 | 3,393 | 3,600 | 3,600 | 3,600 | 3,600 |
| Unemployment Insurance | 9050.0805 | 0 | 0 | 0 | 4,000 | 6,500 | 6,500 | 6,500 |
| Disability Insurance | 9055.0806 | 0 | 0 | 0 | 1,000 | 1,000 | 1,000 | 1,000 |
| Medical and Dental | 9060.0801 | 376,617 | 322,434 | 380,145 | 459,000 | 440,000 | 440,000 | 440,000 |
| Unallocated Employee Benefits | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Employee Benefits | | 589,843 | 531,360 | 678,190 | 751,100 | 767,100 | 767,100 | 767,100 |
| Transfer to Debt Service | | | | | | | | |
| Serial Bond Principal, 2003 Series | 9901.0000 | | | | 0 | 0 | 0 | 0 |
| Serial Bond Principal, 2004 Series | 9901.0000 | | | | 70,000 | 70,000 | 70,000 | 70,000 |
| Serial Bond Principal, 2007 Series | 9901.0000 | | | | 24,000 | 24,000 | 24,000 | 24,000 |
| Serial Bond Principal, 2010 Series | 9901.0000 | | | | 53,000 | 53,000 | 55,000 | 55,000 |
| Serial Bond Interest, 2003 Series | 9901.0000 | | | | 0 | 0 | 0 | 0 |
| Serial Bond Interest, 2004 Series | 9901.0000 | | | | 11,340 | 11,340 | 8,505 | 8,505 |
| Serial Bond Interest, 2007 Series | 9901.0000 | | | | 4,138 | 4,138 | 4,138 | 517 |
| Serial Bond Interest, 2010 Series | 9901.0000 | | | | 22,103 | 22,103 | 20,213 | 20,213 |
| Transfer to Capital Fund | 9950.0000 | | | | 50,000 | 50,000 | 50,000 | 50,000 |
| Total Transfer to Debt Service | | 114,630 | 121,171 | 258,877 | 234,581 | 234,581 | 231,856 | 228,235 |