



Rye Town Park  
95 Dearborn Ave.  
Rye, NY 10580  
914 967-0965

## **RYE TOWN PARK COMMISSION** **AGENDA – MARCH 15, 2016**

### **Commission Members:**

Gary Zuckerman - President  
Joseph Sack, Mayor-City of Rye  
Dennis Pilla, Mayor-Village of Port Chester  
Paul Rosenberg, Mayor-Village of Rye Brook  
Benedict Salanitro, Commissioner  
Julie Killian – Commissioner

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**RYE TOWN PARK COMMISSION**  
**Minutes of January 19, 2016 Meeting**

Attendance:

Gary Zuckerman, Chair  
Joseph Sack, Mayor of the City of Rye  
Paul Rosenberg  
Benedict Salanitro  
Julie Killian

1. Pledge of Allegiance
2. Moment of Silence for the Commission's accountant Saverio Terenzi, who passed away in January 2016.
3. Comments from the Public

Linda Wells, representing the Friends of Rye Town Park welcomed the new Commissioners. She asked about the status of the sewer project being planned. Commissioner Salanitro responded that the bids were due in January 20, 2016. It was anticipated that the bid would be awarded without delay and that the project would start in middle of March. Work would proceed from both ends simultaneously. By working in that way, the park portion would be concluded first so that by the time the park's season is in full swing, construction would no longer be an issue for park-goers. He added that both park benches would have to be temporarily relocated. The engineering consultant will be provided with a contact sheet of all stakeholders for regular communications and progress reports.

4. Park Management Report:

Park Director Fred Gioffre reported that the park is closed. Therefore, there has been a minimum of activity. Contractor John Zicca has been on-site regularly to clean up and collect trash. There have been many walkers due to the good weather. Director Gioffre reported that Bill Lawyer has already contacted Pond Lake Management Company to get started early on the DEC application.

There was a spray paint incident that was cleaned immediately. Park staff has spoken with the Rye Police Department (RPD) about increasing patrols. In addition, since the Commission voted to prohibit smoking in the park at its December 2015 meeting, the staff has started work to determine where cigarette receptacles can be located. The new policy will be publicized in the coming months along with the posting of signs. According to the RPD, the annual permit to have dogs off leash from 6:00 – 9:00 AM will cost \$25 and that 400 people signed up in 2015.

Finances: with the illness and passing of Sam Terenzi, Bishop Nowotnik is working on pulling together unaudited financial numbers. As per Commission instructions, a bill has already been submitted to the City of Rye for its share of operations.

Mr. Lawyer has been in contact with the people organizing the "Stand Up and Paddle for the Cure" event which was presented at the December meeting. Event organizers anticipate 500 people will participate on Saturday, September 10. However, because the tides at RTP will be too low on the appointed day and

time, organizers have indicated they will need a new location. The Commissioners expressed their hope that RTP will still be able to participate in some way.

Staff also worked with the MAC Angels Foundation on their annual New Year's Day Polar Park Plunge. The [MAC Angels Foundation](#) is dedicated to supporting families living with Lou Gehrig's Disease. About 80 people participated. Preparations are also underway for a facility use agreement for an Angel Man Walk on Sunday, May 22nd. In addition, flyers have been sent to Rye City, Port Chester and Rye Brook Chambers of Commerce to promote sponsorship opportunities for Twilight Tuesday Concerts and other events.

5. Financial Report:

Former RTP Secretary Bishop Nowotnik presented the preliminary budget for 2016, explaining that it is based on the last actual budget report produced by Mr. Terenzi, which was from October 2015.

6. Budget discussion.

Mr. Nowotnik explained that because 2015 was such an unusual year for the park, 2016 projections were based on an average of the preceding three years (2012-2014). 2015 was an anomaly because there were seven more business days than in prior years and the weather was exceptionally good.

Chairman Zuckerman asked if Park Director Gioffre's recommendations for capital expenditures were included in budget numbers that had just been presented. Mr. Nowotnik replied that \$90,000 was included in the budget for capital expenditures but that number was not exact. He continued by explaining that the largest project in the plan is the ADA-compliant beach gate, for which exact costs were still unknown.

Commissioner Salanitro asked that staff circulate to the Commissioners a copy of the two-year capital plan that had been approved in 2015.

Mr. Nowotnik pointed out that this budget was a working draft intended to aid the Commission in beginning discussion. He observed, for example, that the 2016 budget will contain a number of changes such as an increase in the minimum wage to \$8.75 or \$9. Mr. Zuckerman asked for a projection for 2016 based on last year's wage schedule.

Chairman Zuckerman also asked when the budget should be passed. Mr. Nowotnik replied that the absolute latest date would be March and that February would be better because the permit mailing would need to be ready to go in April. Moreover, any increase in the fee schedule would need to be included in that as well. Commissioners asked the staff to present a recommended proposal for a 2016 fee schedule.

7. Old Business:

Rye Town Park Operations RFQ.

RTP Secretary Debbie Reisner read out the proposed schedule. Commissioner Sack suggested the timeline might be a bit aggressive. He suggested the Commission should be prepared to extend deadlines if the RFQ doesn't elicit the response desired. Chairman Zuckerman said the Commission could be flexible regarding all dates. But it would be useful to keep to the timeline proposed to determine interest. After much discussion it was agreed that the Commission can be flexible with all the dates if necessary. Commissioner Salanitro specified that all questions that are submitted in response to the RFQ must be submitted in writing so that all participants can benefit from the answers.

It was agreed that the RFQ would be distributed to the RTP's original distribution list of 50 developers and advertised in a Tri-State development magazine, as well as to a handful of people who have requested to be kept up-to-date on this matter. In addition, restaurants and local restaurant groups such as the Z Group in Greenwich and the Pearl Group in Rye would be contacted as well. Commissioner Sack said he

will put RTP staff in touch with the Rye Golf Club and provide us with the list the Whitby Castle used in its recent RFP. He also suggested we reach out to the Journal News, Westmore news, Hometown media Group and other local news outlets.

It was agreed that the RFQ's deadlines would be aligned with the Commissions' regularly scheduled meetings in April, May and June. Further, the Commission will make a determination at its March 15 meeting if a change in schedule will have to be made.

Public Comment: Emily Hurd of the City of Rye said this was the first she has heard of RFQ. She asked if there is a goal that the Commission would like to see and had the Commission put out other RFQs? Chairman Zuckerman explained the RTP had issued an earlier version of this draft a year earlier.

#### 8. New Business

Mr. Nowotnik presented the idea of switching to the use of biometric timeclocks instead of paper punch cards for managing employee hours and payroll. This new technology could enable more efficient park management. The system would sync with RTP's payroll system and transfer records electronically. Currently, paper punch cards must be reviewed and processed both by the Assistant Park Director and in the Supervisor's office. Mr. Nowotnik went on to explain that there are two technologies for the Commission to consider. One that reads a single thumb print and the other that reads an entire palm. The Commission asked that staff prepare a report that estimates the potential time savings and presents parallel case.

Public Comment: Meighan Corbett, a neighbor of RTP said that The Rye Y uses a palm print scanner for its many employees. She posited that the Y probably found that this is the most effective and efficient way to manage time. Also is it likely that the proprietor of Seaside Johnnies would be interested in renewing. The Commissioners said he would likely be a highly interested party.

#### 9. Motion to adjourn. Voice votes.



**RYE TOWN PARK COMMISSION**  
**Minutes of December 15, 2015 Meeting**

1. Pledge of Allegiance
2. Roll Call

Attendance:

Gary Zuckerman  
Joseph Sack  
Benedict Salanitro

3. Minutes

The minutes were not adopted because the Commissioners in attendance did not make a quorum.

4. Park Management Report

Park Director Fred Gioffre read the Park Management Report and he was later joined by Assistant Park Director for Development Bill Lawyer:

**Overview** - *The weather became much more wintry from later January through the end of this report period. The January average temperature was still 2 degrees above normal. Many people were sledding and cross-country skiing after the 24-inch snow on Jan. 23. The park got a lot of coverage in the local media. We are working with the Town of Rye's new chief of staff, Debbie Reisner, to make a smooth transition in preparation for the 2016 Park beach season.*

**Maintenance** - *John Zicca, the park contracted handyman, carried out regular cleanup operations. We worked with the grounds contractor to be more careful in removing snow from the sidewalks, so as to not damage the flowerbed near the corner of Dearborn and Forest Avenue or the daffodils along the stone walls. The proposed pond maintenance fee was higher for 2016, but Bishop Nowotnik and Bill Lawyer got them to reduce it to last year's level, and we would only pay more if we had increased need for treatment. Last summer was unusually sunny and dry, which led to increased algae growth requiring more than normal treatment.*

**Parking, Security and Safety** - *As per the Rye Town Park Commission's (RTPC) vote at the December meeting to prohibit smoking in the Park except on the paved parking area, we started work determining where smoking areas with cigarette butt receptacles could be located. The new policy will be publicized in the coming months, including the posting of new signs.*

*On Feb 9 Bill Lawyer spoke with Ken Puccia, assistant park director of Playland, regarding how they enforce and manage their similar regulation. Smoking is not permitted in the amusement park, pool or beach. They permit smoking in the fountain circle area and most of the boardwalks, except the area near the pool/beach operations. Smokers have access to benches in the permitted areas. Smoking is also permitted in the parking lot. The Park does not provide cigarette butt receptacles. There is no specific staff member assigned to enforcement.*

*The City of Rye updated all its website information about the revised leash law for Rye Town Park. At the Jan 27 City Council meeting, police Lieutenant Scott Craig provided an update on the enforcement of the policy so far. And, he answered questions from council members about the policy as raised by park-goers. Bill Lawyer wrote a report about the discussion for the Rye Record.*

**Beach Operations** - *Nothing to report.*

**Finances** - *We are still waiting for a complete financial report for the park's operations in 2015. Bill Lawyer and Fred Gioffre met to discuss the proposed budget for 2016.*

**Personnel** - Some of the management topics reviewed with Ms. Reisner were the operations manual, personnel policies, job descriptions, orientation procedures, and the Code of Conduct and Ethics document.

**Programs, Permits and Fees** - Bill Lawyer had further discussions with Debbie Bisaccia on January 21 regarding the proposed Stand Up Paddle fundraiser. He determined that the tide conditions might work on Sept. 17. Debbie had since learned that the sponsor's goal was to have more than 1000 participants and RTP not big enough. Jones Beach has been selected instead.

Bill Lawyer prepared a draft facility rental agreement with Dr. Jane Riley of Rye for the Angelman Syndrome Foundation Walk scheduled for Sunday, May 22<sup>nd</sup>.

Bill Lawyer, Fred Gioffre and Terry Fanelli submitted ideas for possible increases in park user fees to help handle increases in operating costs, including the New York higher minimum wage.

### **Park Development**

Bill Lawyer spoke about partnership opportunities for sponsorship of summer events at RTP at the Rye Chamber of Commerce's February meeting. He also made more updates to the park's web site. He also participated in a draft survey that will be used to help promote Rye Chamber members.

The "Greater Playland Working group had two meetings to focus on environmental and cultural projects coordinated by Rye Town Park, the Children's Museum, the Rye Historical Society and Edith Read Sanctuary. This would include the walker's beach path guide and coastal shoreline resiliency improvement.

With Debbie Reisner's approval Bill Lawyer sent out press release regarding the Request for Qualifications (RFQ) to local media. Items appeared in Rye Patch, Rye Hamlet Hub, and the Rye Record.

Bill Lawyer reached out to the Friends of Rye Town Park (FRTP) and the Rye Town Park Advisory Committee (RTPAC) of the City of Rye to bring them up to date on the RFQ. Russ Gold of the RTPAC has contacted the FRTP about a joint "stakeholders" meeting.

They also discussed the idea of holding another public "community conversation" meeting at the park in April or May.

Bill Lawyer and Bishop Nowotnik joined Debbie Reisner in leading the February 4 RTP 'walk-through' for prospective RFQ proposal submitters. A number of City of Rye staff participated. Ms. Reisner got everyone's contact information.

We were approached by Midland School parents about developing community service projects at the park in May. They also approached the FRTP. Bill will work with them any way he can. Daisy (6-7 year old) Scout troop leader Nicole Van Maanen also contacted us regarding spring volunteer projects. He will work with them any way he can.

Discussion ensued regarding the scheduling of a community conversation about RTP in March or April at a time when members of the community, RTP commissioners and staff would be able to attend. Mr. Zuckerman and Commissioner Sack agreed the Commission should get a date on the calendar at the March meeting.

Commissioner Salanitro asked if the FORTP were planning to be involved in maintaining the pond in the coming season. The FORTP are providing benches and spearheading the tree care program. He and President Zuckerman asked that the staff coordinate with FORTP in the coming month to determine where the organization will be directing its resources and where the Commission should fill in with its own initiatives.

Mr. Lawyer will invite the RORTP to either meet with staff or come to the next meeting.

Mr. Zuckerman added that it was his view that it is the responsibility of the RTPC to operate the park. The FORTP are adjunct and a honored help. Bill Lawyer pointed out that the FORTP also hire a contractor to plant flower beds including the garden at the corner of Dearborn and Forrest Avenues.

Commissioner Sack asked in the absence of Sam Terenzi, the RTP's late accountant, who would be handling the financial analysis and reporting for the park. Mr. Zuckerman reported that Comptroller David Byrnes has stepped into the accounting role temporarily to prepare the documents for the final audit. Mr. Sack asked what the commission has to do to retain a new accountant. Mr. Zuckerman responded that the Town has been interviewing accountants and would make a recommendation by the next meeting.

Mayor Sack expressed his hope that the hiring of an accountant would take advantage of economies of scale to get a low price for accounting services.

Mayor Sack then commented on the new smoking policy. He was surprised RTP would bring in receptacles when the county doesn't feel the need to have them. Mr. Gioffre reported that RTP has always allowed smoking all over the park w/o receptacles.

#### 5. Pond-Lake Proposal

President Zuckerman reported that according to RTP legal counsel Paul Noto, the Commission does not need a resolution because it has used them in the past. As to the question of whether it was necessary to go out to bid for this project, Mr. Nowotnik reported that the Commission had put the pond care project out to bid three or four years ago. The selection of the current provider was made at that time. Moreover, since then, everyone agrees that the service has been satisfying to all and more effective than when the RTP staff was caring for the pond themselves. Mayor Sack agreed that he was satisfied that we are following the law.

#### 6. Financial Report

With regard to the Budget Discussion, Mr. Zuckerman pointed out that the Commission would not be voting on the budget because of the absence of a quorum. Mr. Sack observed that it would be necessary to raise at least some salaries up to minimum wage. And that to do so would necessitate an increase in revenue. Mr. Zuckerman agreed that it would be important to treat all staff fairly. No matter what the thinking, it was the consensus that the budget would will have to raise revenue to keep pace with increased expenditures. Mayor Sack recommended that the budget use the number of days to calculate projections for 2016. Mr. Nowotnik reported that a standard RTP season contains 102 days. However, every season varies due to bad weather. When that happens, the park directors send people home early or don't open at all. That would be why labor and revenue both dropped below projections in 2013. A bad weather Saturday is much worse than a bad weather Tuesday.

Financial Results from 2015: Mr. Nowotnik presented a brief summary of the unaudited and not yet conclusive results of 2015. RTP produced record level revenues of \$100,057 with total expenses of \$919,000. On an unaudited and still incomplete basis, this has RTP showing a net operating profit of \$137,000 with capital expenses of \$62,929. He concluded by observing that all in all, it was a record year due to good weather and an extra operating week.

Discussion of fees: Mayor Sack observed that he was not in favor of a policy that would include charging fees for people entering the beach on fireworks nights and increasing fees for seniors. Commissioner Salanitro observed the imperative of approving the new fee schedule as soon as possible. It was observed that one way to proceed is to raise rates for everyone coming into the park. Mr. Zuckerman observed that there are many factors that could potentially have an impact on financial results, but all would ultimately hinge on the weather being good or bad. It was suggested that it might be helpful to adjust Rye Town Park fees in line with any changes being made by Playland which abuts RTP's southern border.

Rye Town Park Operations and Restaurant RFQ: The RFQ's schedule for submissions was reviewed.

#### **Timeline:**

- RFQ Issued January 20, 2016
- Information meeting and site visit: February 4, 2016, 11am
- Deadline for submission of written questions: March 4, 2016
- Date written questions will be answered: March 11, 2016
- RFQ Submission Deadline March 18, 2016, 4pm
- Top responses selected April 19, 2016
- Presentations by top proposers May 17, 2016
- Selection of Top Proposal June 21, 2016

Debbie Reisner briefly reviewed how the Walk-through had gone on February 4. Five groups participated in a tour lead by Bishop Nowotnik, Bill Lawyer and Ms. Reisner. Mr. Zuckerman said he received calls and spoke with three of the people who expressed interest and was hopeful we would be receiving an RFQ from all of

them. He also observed that he had not yet spoken with anyone from the City of Rye, which had sent staff to participate in the Walk-through. Mr. Zuckerman briefly outline that this is an RFQ process not a request for full-blown proposals. The Commission will have to decide how to proceed once it assesses the submissions it receives, whether there is one response or five responses.

7. Old Business

Mr. Salanitro sought and received a “go ahead” to once again begin working with architect Lisa Easton on the development of a more affordable ramp for the middle gate. He agreed to pick up the plan from where work had left off at the end of 2015.

8. Motion to adjourn. Voice vote to approve. Adjourned.

## Film Permit Application

**As per correspondence 3/8/2016, a provisional waiver has been granted subject to final approval by the Commission at its meeting on 3/15/2016**

**From:** Carley Sposta [<mailto:csposta687@gmail.com>]

**Sent:** Tuesday, February 23, 2016 2:48 PM

**To:** Sposta, Sarina {PEP}

**Subject:** Application to do student film in town of Rye.

For one of my courses at Eugene Lang College The New School For Liberal Arts we are to produce a short film over the course of the semester as professionally as possible from start to finish. One of our requirements is to film a scene outside using natural light. This will be the opening scene to my short film, where the three protagonists meet and reminisce about their high school years while sitting on the beach.



Town of Rye, NY  
10 Pearl Street  
Port Chester, NY 10573  
Tel#: (914) 939-3075 ext. 100  
Fax#: (914) 939-1465  
email: parksdept@townofryeny.com

PLEASE NOTE: THIS PERMIT IS ISSUED TO THE APPLIANT TO FILM, TELEVISION OR TAKE STILL PHOTOGRAPHS ON STREETS OR PROPERTY SUBJECT TO THE JURISDICTION OF THE TOWN OF RYE AT THE TIMES & LOCATIONS DESIGNATED BELOW. THIS PERMIT MUST BE IN POSSESSION OF THE APPLICANT AT ALL TIMES WHILE ON LOCATION. FOR ADDITIONAL INFORMATION, CALL THE TOWN PARKS AND RECREATION OFFICE (914) 939-3075 EXT. 100

PLEASE PRINT Carley Sposta

LICENSE NO.: \_\_\_\_\_

COMPANY: N/A (student)

ADDRESS: 64 Prospect St. Port Chester NY 10573

PRODUCTION CONTACT: Carley Sposta  
PHONE# 914 937-2399  
CELL PHONE# 914 380 0619  
FAX# \_\_\_\_\_

LOCATION(S): Rye Oakland beach / Park  
Date(s) of Filming March 19, 20, 21, 22 (one day only, dependent on weather)  
HOURS: 8:00am - 6:00 PM (or less)

TYPE OF PRODUCTION (TITLE, CELEBRITIES): Student Project

IF TV COMMERCIAL, PRODUCT NAME: ---

SCENE DESCRIPTION: outside, walking through park, sits on beach.

EQUIPMENT: Camera, zoom mic, shoulder mount, lenses

GENERATOR: N/A

# IN CAST & CREW: 10 (max)

# OF VEHICLES: 1

DIRECTOR: Carley Sposta

PRODUCTION MANAGER: Carley Sposta

SIGNATURE OF FILM REPRESENTATIVE AND TITLE: Carley Sposta, Student

INSURANCE COMPANY: ---

Police Dept.: \_\_\_\_\_

Fire Dept.: \_\_\_\_\_ Town Clerk: \_\_\_\_\_

Certificate of Insurance Received: \_\_\_\_\_

## **Rye Town Park - Management Report From Feb 10-March 9 2016 - Draft**

**Overview** - We moved forward on all fronts in getting ready for the spring and summer.

No serious storm damage was done to the park during the time of this report. While overall the temperature was above average in February, we did have a record low temperature (-1) on Feb. 14.

**Maintenance** - The heavy storm on Feb. 24 knocked over one of our leash law signs as well as some branches. The sign was re-installed the following week.

At the February meeting, the RTPC approved the contract with the Pond Lake Connection Company for maintenance of the park pond water quality.

### **Parking, Security and Safety** -

The Rye Record police blotters reported a number of summons issued to people violating the leash laws at RTP - in the park and on the beach. Other security issues reported included the Rye police getting a car parked in the lot at 2 a.m. removed.

Bill Lawyer prepared a clarified and abbreviated version of the "No Smoking" policy for use in educating the staff and public regarding the reasons for the policy.

**Beach Operations** - Nothing to report. We've had no significant sand erosion so far.

**Finances** - We are still waiting for a complete financial report for the park's operations in 2015.

**Personnel** - Bill Lawyer made a recommendation to Debbie Reisner regarding adding the word "staff" as well as the logo to all staff shirts going forward.

**Programs, Permits and Fees** - Due to the lack of a quorum the RTPC was unable to act on the issue of possible changes in fees for 2016.

We received the signed contract and payment for the Angelman Foundation Walk scheduled for Sunday, May 22. We also received the contract and payment for the NAMI walk Saturday, May 21.

Marie Considine, the NAMI walk coordinator has also requested that they be allowed to mount supportive ribbons on some of the Park trees during the month of May. Bill Lawyer told her to send a request to the RTP Commission.

Bill Lawyer started work in contacting bands and setting up the schedule of concerts for the summer.

### **Park Development**

So far we have received contributions or pledges totaling \$1,760 toward the outdoor movie ("Because of Wynn Dixie July 14") and Shakespeare ("12<sup>th</sup> Night"). We have 3 additional businesses interested in the concerts and movies.

Bill Lawyer met Feb 19 with Peter Green of the Lawnchair Theatre to work out their production.

Bill passed the list of saplings offered at low cost by the NY Power Authority to Bartlett arborist Frazer Pehmueller. We must order a minimum of 5 trees.

The NYPA will match what we order. Frazer recommends getting 3 sugar maples (total of 6) for planting along the west side, and 3 American sycamores (total of 6) for the northeast section of the park. The cost will be \$827 for the 12 trees. We must get the purchase order in by April 15. The trees will be delivered for planting in the fall. Frazer will submit a price quote for planting the 12 trees.

Bill Lawyer attended a free program March 8 on urban public gardens. It was led by Partick Cullina, an award winning horticulturist and landscape designer with over 20 years of experience. His projects include NYC High Line, numerous projects for the Brooklyn Botanical Gardens, and the Bethlehem Steel/The Hoover Mason Trestle. The program was sponsored by the Rye Garden Clubs. We hope to get the clubs to provide help with projects at Rye Town Park.

The "Greater Playland Working Group" had a meeting March 4 to update the goals and activities proposed to promote focus on environmental and cultural projects coordinated by Rye Town Park, the Children's Museum, the Rye Historical Society, Save The Sound, and Edith Read Sanctuary.

Bill Lawyer reached out to the Friends of Rye Town Park and the Rye Town Park Advisory Committee of the City of Rye to bring them up to date on the RFQ. Russ Gold of the RTPAC has contacted the FRTP about a joint "stakeholders" meeting.

Debbie Reisner and I met with 3 members of the board of Friends of Rye Town Park on Thursday, March 3. They are going to continue to provide financial support for care of the park's gardens, pond, and the bench replacement project. However, they will not be able to provide any volunteer help or recruitment/coordination.

Bill Lawyer is working with park neighbors who are interested in providing these services. We met with resident Jamie Jenson on March 11.

We also discussed the idea of holding another public "community conversation" meeting at the park in April or May.

Update on the RFQ - A second walk-through was conducted for the Fort-Pond-Bay Company on Thursday, March 3. We received written questions from the City of Rye on Friday, March 4. A written response was sent to all parties that have expressed interest on Friday, March 11.

We were approached by Midland School parents about developing community service projects at the park in May. They also approached the FRTP.. Daisy (6-7 yr. old) Scout troop leader Nicole Van Maanen contacted us regarding spring volunteer projects as well.

We will work with people looking to do volunteer work at the park any way we can.

**Summary of Projects and Programs  
Provided by the Friends of Rye Town Park  
Draft Prepared by Bill Lawyer February 2016**

- ❖ Set up a Friends membership program with dues to help support activities and updates
- ❖ Coordinate Friends-sponsored and volunteer park work with RTP staff
- ❖ On-Going Improvements and Maintenance of Park Gardens and Plantings
- ❖ Creation of New Gardens - Forest-Dearborn corner, Rye Beach and Forest corner, stairs to nowhere garden, flagpole and sun dial gardens
- ❖ Led Campaign to Convert Pond into Natural Wildlife Habitat with DEC grant
- ❖ Provided support for upgrading of pond aeration and circulation systems
- ❖ Got grant to replace Chain Link Fencing and Gates with more decorative units
- ❖ Carry out ladybug release program in spring
- ❖ Work with students and adult volunteers to carry out projects
- ❖ Work with park for historical programs:
  - ❖ RTP Centennial Celebration - 2009
  - ❖ Town of Rye 350 anniversary -2010
  - ❖ Get listing on National Register of Historic Properties
- ❖ Provide funding for park-wide tree inventory - 327 trees as of Feb. 2016
- ❖ Provide funds for planting of new trees and on-going tree care
- ❖ Develop free park programs - concert series, outdoor movie
- ❖ Organized major fund-raising events - dinners, auctions, raffles at local clubs
- ❖ Funding for park benches and improvement of path lights
- ❖ Construction of information kiosk by security office;
- ❖ Funds for graphic artist to make "you are here" maps



February 25, 2016

Ms. Deborah Reisman  
Rye Town Park Commission  
222 Grace Church Street  
Suite 300  
Port Chester, NY 10573

Dear Ms. Reisman:

Attached is a description of the Mental Health Awareness Ribbon Campaign about which Marie Considine of our office spoke with Bill Lawyer. Also please find our organization's brochure.

We have been organizing this campaign for three years and several towns and villages have supported the effort. The ribbons are normally placed on "main street" as indicated by the town board; you can advise us as to exactly where in the park we are able to display the ribbons. It is our plan that they will be hung on or before May 1 and come down soon after May 31, 2016.

We believe it is especially significant that we are hosting our annual NAMIWalks Westchester annual 5K at Rye Town Park on Saturday, May 21. This makes the park the perfect location to bring awareness to mental health.

Please contact me at your convenience at 914-592-5458 if you need more information.

Sincerely,

*Sharon McCarthy*

Sharon McCarthy  
Program Director

**NAMI Westchester, Inc.**  
**100 Clearbrook Road • Elmsford, NY 10523 • [www.namiwestchester.org](http://www.namiwestchester.org)**

## JOIN US IN HONORING MENTAL HEALTH AWARENESS MONTH



Every May, NAMI Westchester displays the above ribbons throughout the county to bring community awareness to mental health. We are a self-help and support organization dedicated to improving the lives of people and their families living with mental health problems through support, education and advocacy.

NAMI Westchester is a grassroots organization dedicated to improving the quality of life of all individuals and families whose lives are affected by mental illness. The Ribbon Campaign was initiated in 2013 with more than 12 town/villages participating. We hope this anti-stigma campaign will bring the topic of mental health to the forefront and facilitate an open and honest dialogue.

We hope you will join us in supporting this awareness campaign by allowing ribbons to be placed on “Main Street” in your municipality. On or about May 1, volunteers will tie ribbons on trees or poles (as designated by town officials). We also hope you will allow one or two ribbons to be placed outside Town Hall.

**FOR MORE INFORMATION:  
Contact NAMI Westchester  
914-592-5458  
[www.namiwestchester.org](http://www.namiwestchester.org)**

**SUMMARY of 2016 BUDGET (all figures in \$000)**

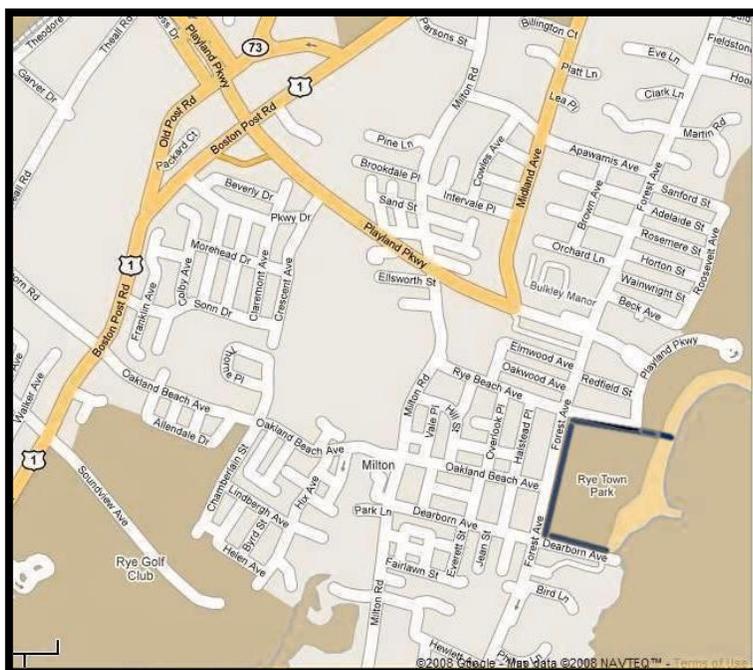
NET OPERATING REVENUES	2016 EXPENSES		
	+2% Wage Increase vs. 2015	Only Increase Min. Wage to \$9	
	\$933	\$925	
2016 REVENUES			
* Based on Staff Est. for 2015			
With No Increased Rates	\$881	(52)	(44)
With +2% (ex. Other Income)	\$898	(35)	(27)
With +8% only for Non=Residents	\$933	0	8
* Based on Yr-on-Yr. Changes to 2015 Budget			
With No Increased Rates	\$886	(47)	(39)
With +2% (ex. Other Income)	\$904	(29)	(21)
With +8% only for Non=Residents	\$939	6	14



# Rye Town Park

Rye Town Park, located in the City of Rye, New York, is a wonderful facility for public recreation and relaxation. The park has a long history as a recreational outlet for the community, dating back to the 1860's when the area was known as Oakland Beach.

It was established as Rye Town Park in 1907 by an act of the New York Legislature. The main buildings were completed in 1909. The sixty-two acre preserve has 28 acres of lawns and paths with mature plantings, gently rolling hills, benches, a naturalized duck pond, and expansive beachfront of 34 acres. Many of the trees and shrubs have been identified with their common and Latin names. After dark several of the park paths are illuminated by old-fashioned streetlights.



The parking entrance is at 95 Dearborn Avenue. Parking spaces are available for over 500 cars. The park is also accessible by Westchester County's Beeline Bus service, with a connection to Metro North at the Rye City train station. Many nearby residents walk or bike to the park. Pedestrian entrances to the Park are located along Dearborn, Forest and Rye Beach Avenues. Rye Town Park is located directly south of Westchester County's Playland Amusement Park, which includes a beach, pool and fishing pier. The Park's main building complex, which includes a two-towered administration building, pavilions, restaurant and service

facilities, is a magnificent edifice with Spanish style architecture, fantastic views, and beach access to Long Island Sound.

The park's crescent shaped 1,200-foot long white sand beach offers the general public splendid access to the shores of the Long Island Sound. Three gates provide access to the beach. The north gate is near Rye Beach Avenue. The south gate is on Dearborn Avenue. The center gate, which is usually the busiest, is located next to Seaside Johnnie's Restaurant. Restrooms and outdoor showers are located near the south center and north beach entrances.



Admission to the beach is open to everyone. Residents of Port Chester, Rye Brook, Rye City and Rye Neck may purchase season permits which provide discounts for parking and beach access. All others can purchase permits for slightly higher fees.

Permits are sold at the Administration (towers) Building on Wednesdays through Sundays during the "in season" from 9 a.m. to 3 p.m. Permits may be renewed by mail. Daily Parking and beach access tickets are available at the gate. Prices vary by weekday, weekends and holidays. Please check our website.

[www.ryetownpark.org](http://www.ryetownpark.org) for current pricing.

The park is open from dawn to midnight. All cars must be out of the Park before closing time.

The Park's "in season" begins on the Friday before Memorial Day and runs through Labor Day. Weather permitting, lifeguards will be on duty 9 a.m. until 5 p.m. and the beach is open from 9 a.m. to dusk. During the Park's "off season", pre-Memorial Day and post-Labor Day, the beach is frequently open, but swimming is not permitted. There is no charge for beach access. Parking fees are applicable on warm days when crowds are anticipated.

The Park is patrolled by a professional staff of rangers, who provide assistance and security to visitors and monitor the park for adherence to its rules and regulations. Among the regulations are:

- All dogs must be leashed and kept in designated areas.
- No glass bottles, alcoholic beverages or pets are allowed on the beach.

Seaside Johnnie's – a public restaurant in the Park - was opened in 2000. Food and spirits are available while enjoying wonderful views of Long Island Sound. The restaurant also operates two beach snack bars – one at the middle beach area and the other at the north beach. Beach supplies and apparel can be purchased, as well.



The park is operated by the Rye Town Commission, a regional governing body comprised of the chief elected officials of the Town of Rye, City of Rye, Village of Port Chester, and Village of Rye Brook. One additional commissioner is appointed by the Town of Rye and one by the City of Rye.

**RYE TOWN PARK COMMISSION**

**Hon. Gary Zuckerman, Supervisor, Town of Rye – Chair**

**Hon. Joseph Sack, Mayor, City of Rye**

**Hon. Dennis Pilla, Mayor, Village of Port Chester**

**Hon. Paul Rosenberg, Mayor, Village of Rye Brook**

**Benedict Salanitro, Rye Neck (Town of Rye)**

**Julie Killian, Councilwoman, City of Rye**

Operating funds for the Park's programs and general maintenance are generated through parking and beach fees, rentals, and season permits. Any balances are paid proportionally by the Town of Rye and the City of Rye.



“The Friends of Rye Town Park” is a non-profit organization that works closely with the Rye Town Park Commission. This public/private partnership has been successful in funding various park improvements over the years including the restoration of the duck pond to its original size and adding beautiful, natural wetland and waterfall features to its character. The pond attracts a variety of shore and aquatic birds, including herons, egrets and cormorants.

***Duck pond at Rye Town Park***

**For more information  
or  
to arrange for an event at the Park, beach or one of the outdoor pavilions contact:**

**Rye Town Park: 914-967-0965**

**Rye Town Hall: 914-939-3075 ext 100**

**Seaside Johnnie’s Restaurant: 914-921-6104**

# Calendar for year 2016 (United States)

<p><b>January</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>31</p> <p>2: 9: 16: 23: 31:</p>	<p><b>February</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29</p> <p>8: 15: 22:</p>	<p><b>March</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p> <p>1: 8: 15: 23: 31:</p>
<p><b>April</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>7: 14: 22: 29:</p>	<p><b>May</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p> <p>6: 13: 21: 29:</p>	<p><b>June</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30</p> <p>4: 12: 20: 27:</p>
<p><b>July</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>31</p> <p>4: 11: 19: 26:</p>	<p><b>August</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p> <p>2: 10: 18: 24:</p>	<p><b>September</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30</p> <p>1: 9: 16: 23: 30:</p>
<p><b>October</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p> <p>9: 16: 22: 30:</p>	<p><b>November</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p> <p>7: 14: 21: 29:</p>	<p><b>December</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30 31</p> <p>7: 13: 20: 29:</p>

## Holidays and Observances:

<b>Jan 1</b> New Year's Day	<b>May 30</b> Memorial Day	<b>Nov 11</b> Veterans Day
<b>Jan 18</b> Martin Luther King Day	Jun 19 Father's Day	<b>Nov 24</b> Thanksgiving Day
Feb 14 Valentine's Day	<b>Jul 4</b> Independence Day	Dec 24 Christmas Eve
<b>Feb 15</b> Presidents' Day	<b>Sep 5</b> Labor Day	<b>Dec 25</b> Christmas Day
Mar 27 Easter Sunday	<b>Oct 10</b> Columbus Day (Most regions)	<b>Dec 26</b> 'Christmas Day' observed
Apr 13 Thomas Jefferson's Birthday	Oct 31 Halloween	Dec 31 New Year's Eve
May 8 Mother's Day	Nov 8 Election Day	

Calendar generated on [www.timeanddate.com/calendar](http://www.timeanddate.com/calendar)



# 2016 Budget

## Revenues

Rye Town Park Commission  
Operating Capital Budget

	2012	2013	2014	2015			2016	2016	NOTES
	Actual	Actual	Actual	Proposed			Based on Y-o-Y	Proposed	
	Audited	Audited	Audited	Budget			Incr. v 2015B	Budget	
					2015	2016			
					per Staff	per Staff 2015			
					Estimate	Estimate	w/2% wage increase	w/ only min. wage increase	
<b>OPERATING BUDGET</b>									
<b>REVENUE</b>									
Rental Income - Concession	89,014	91,465	95,008	97,858			100,794	100,794	2015 actuals unavailable
Parking Fees	283,649	253,877	271,648	280,000	355,844		262,018	280,000	2015 proposed #
Beach Admission -North Gate	41,204	31,841	28,032	35,000			32,752	32,752	2015 # calculated to a 102 day season(from 109)
Beach Admission - Mid Gate	231,743	224,091	257,881	260,000			243,303	243,303	2015 # calculated to a 102 day season(from 109)
Beach Admission - South Gate	84,044	65,772	68,531	72,000			67,376	67,376	2015 # calculated to a 102 day season(from 109)
					470,652				
Investment Income	67	-	0	0			0	0	
Permits	105,505	102,019	116,060	117,000	114,630		117,000	117,000	Success of blanket mailing program
Grant Income	1,141	38,460	0	0			0	0	
Other Income	57,512	64,061	62,938	63,000			63,000	63,000	
<b>Total Revenue with 0 increases</b>	<b>\$ 893,879</b>	<b>\$ 871,586</b>	<b>\$ 900,098</b>	<b>\$ 924,858</b>	<b>\$ 941,126</b>	<b>\$ 880,687</b>	<b>\$ 886,243</b>	<b>\$ 886,243</b>	
<b>Total Revenue with +2% fee increase (except Other Inc.)</b>						<b>\$ 898,300</b>	<b>\$ 903,968</b>	<b>\$ 903,968</b>	See Rate Increase Pro Forma
<b>Total Revenue with only increase being +8% for non-residents</b>						<b>\$ 933,452</b>	<b>\$ 939,008</b>	<b>\$ 939,008</b>	See Rate Increase Pro Forma
<b>EXPENSES</b>									
<b>Wages</b>									
Salaries - Directors	45,562	45,413	46,892	48,298			99,339	99,339	All Park Directors, See Note B
Salaries - Groundsman	63,375	88,075	83,183	85,678			81,779	80,176	2015 # calculated to a 102 day season(from 109)
Salaries - Security	75,993	78,565	84,756	87,299			85,685	81,693	2015 # calculated to a 102 day season(from 109)
Salaries - Life Guards	109,932	109,183	116,138	119,622			114,179	111,940	2015 # calculated to a 102 day season(from 109)
Salaries - Cashiers	86,692	86,566	94,605	97,627			68,735	68,735	calculated on 102 day season (from 109). See note C
Salaries - Attendants	26,103	24,365	21,753	24,796			23,867	23,867	calculated on 102 day season (from 109) + Implement new min. wage of \$9.00
<b>Total Salaries</b>	<b>\$ 440,074</b>	<b>\$ 432,167</b>	<b>\$ 447,327</b>	<b>\$ 463,320</b>			<b>\$ 473,583</b>	<b>\$ 465,748</b>	
<b>Benefits</b>									
Social Security	31,104	35,256	34,806	35,444			36,229	35,630	.0765 times total wages
Workman's Compensation	17,465	17,939	17,414	19,407			19,407	19,407	As per 2015 quoted rates
Medical Insurance	13,800	3,064	3,065	3,296			3,300	3,300	
Retirement	5,500	2,591	3,373	2,987			3,000	3,000	
Unemployment Insurance	19,571	25,414	16,715	18,924			17,565	17,565	rate dropped to 4.2%
<b>Total Benefits</b>	<b>\$ 87,439</b>	<b>\$ 84,264</b>	<b>\$ 75,373</b>	<b>\$ 80,058</b>			<b>\$ 79,501</b>	<b>\$ 78,902</b>	

Rye Town Park Commission  
Operating Capital Budget

	2012	2013	2014	2015			2016	2016	NOTES
	Actual	Actual	Actual	Proposed			Based on Y-o-Y	Proposed	
	Audited	Audited	Audited	Budget			Incr. v 2015B	Budget	
<b>Utilities, Taxes and Interest</b>									
Telephone	6,022	6,810	7,753	6,000			6,000		Lower costs due to provider switch
Utilities	39,060	45,581	47,187	48,100			46,000		2015 was 6 Day longer season
Sewer Tax	34,333	10,291	0	22,000			11,000		Assumes RTP prevails in CERT suit
Interest Costs	17,901	9,887	9,733	11,000			5,000		Rates projected to rise slightly in 2016
<b>Total Utilities, Taxes and Interest</b>	<b>\$ 97,316</b>	<b>\$ 72,569</b>	<b>\$ 64,673</b>	<b>\$ 87,100</b>			<b>\$ 68,000</b>	<b>\$ 68,000</b>	
<b>Administrative</b>									
Professional Fees	57,789	49,900	49,900	53,242			50,410		
Insurance	41,462	43,516	41,968	48,084			48,084		Post Irene/Sandy Risk inspections
Background Checks							5,000		\$60-\$85 industry average
Office	5,014	5,982	3,801	4,000			9,500		Misc. Office Expenses + conversion to biometric payroll system
<b>Total Administrative</b>	<b>\$ 104,265</b>	<b>\$ 99,398</b>	<b>\$ 95,669</b>	<b>\$ 105,326</b>			<b>\$ 112,994</b>	<b>\$ 112,994</b>	
<b>Operations and Maintenance</b>									
Miscellaneous	10,637	8,947	16,966	12,000			12,000		Water, supplies, staff events
Beach Supplies & Equipment	11,496	13,405	7,580	12,000			12,000		Wristbands, first Aid supplies, etc.
Refuse Removal	6,550	1,800	12,260	4,500			10,605		Port Chester Waste pickup agreement
Promo, Print, Signs	8,709	12,139	11,201	13,000			13,000		Permit Mailing, signs, etc.
Computer Service & Supplies	4,850	6,311	16,988	14,000			16,000		Cashier system, related hardware, Park Director computer
Equipment - Repairs	10,640	13,107	18,023	13,000			10,000		Tractor, golf carts, trucks maint.
Building and Grounds Maintenance	98,036	135,618	114,585	53,954			61,582		Misc. Grounds Maintenance
New Line - Lawns Maintenance	-	-	-	35,000			35,000		Lawn Maintenance services
New Line - Trees Maintenance	-	-	-	18,000			15,000		Tree Maintenance services
Concerts and Events	6,200	7,211	5,600	6,400			6,200		Seven Concerts & Shakespeare
Uniforms	6,321	7,632	5,775	7,200			7,800		Employee Uniforms
<b>Total Operations and Maintenance</b>	<b>\$ 163,439</b>	<b>\$ 206,170</b>	<b>\$ 208,978</b>	<b>\$ 189,054</b>			<b>\$ 199,187</b>	<b>\$ 199,187</b>	
<b>Total Expenditures</b>	<b>\$ 892,533</b>	<b>\$ 894,568</b>	<b>\$ 892,020</b>	<b>\$ 924,858</b>			<b>\$ 933,265</b>	<b>\$ 924,831</b>	

Rye Town Park Commission  
Operating Capital Budget

	2012 Actual Audited	2013 Actual Audited	2014 Actual Audited	2015 Proposed Budget		2016 Based on Y-o-Y Incr. v 2015B	2016 Proposed Budget	NOTES
<b>SUMMARY</b>								
Total Revenue	\$ 893,879	\$ 871,586	\$ 900,098	\$ 924,858		\$ 939,008		
Total Expenditures	\$ 892,533	\$ 894,568	\$ 892,020	\$ 924,858		\$ 933,265		
Net Operating Revenue	\$ 1,346	\$ (22,982)	\$ 8,078	\$ 0		\$ 5,743		
Prior Year Carryover		\$ 1,346						
<b>OPERATING SUBSIDY</b>								
Town of Rye Share of net (loss)/gain	\$ -	\$ (10,282)	\$ 3,688	\$ -		\$ 62,000		2014 T.A.V. Ratio = .456540
City of Rye Share of net (loss)/gain	\$ -	\$ (11,354)	\$ 4,390	\$ -		\$ 73,804		2014 T.A.V. Ratio = .543460
	\$ -							
<b>OPERATING BUDGET</b>	\$ -		\$ -	\$ -		\$ 135,804		
<b>CAPITAL BUDGET</b>								
<b>CAPITAL EXPENDITURES</b>	28,006	8,231	89,701	90,000		90,000		
FEMA Revenues	-	38,460						
Total Capital Improvements	28,006	46,691						
<b>CAPITAL EXPENSE CONTRIBUTION</b>								
Town of Rye Share @ .60722	\$17,006	\$4,998	\$54,468	\$54,650		\$54,650		
City of Rye Share @ .39278	\$11,000	\$3,233	\$35,233	\$35,350		\$35,350		

## **RYE TOWN PARK 2016 REVENUE ASSUMPTIONS**

### **REVENUE**

#### **Rental Income**

Rental Income for FY2016 reflects revenue from Seaside Johnnies. Assumes a 3% increase over 2015, per Seaside Johnnies License Agreement.

#### **Parking Fees/Beach Gate Admissions**

Three approaches for projecting the Park's 2016 revenue from parking fees and beach admissions were developed.

All projections have been adjusted for a 102 day season. Budget amounts have been rounded to the nearest 000. We also added \$10K each to Parking and the Middle Beach projection. With the administrative changes of having all special events revenues and reservations handled at the beach, Beach and Parking related revenues are now being booked directly to those lines.

The budget presents three possible revenue scenarios: One makes no change to fees, the second is based on a 2% across-the-board increase. The third revenue model increases nonresident fees and permits by an average of 8%. As the Permit & Fees History & Proposal (page 27) indicates, small fees, such as an increase from \$4 for permit holder parking can be rounded up to \$5. This would be a 20% increase. On the other hand increasing a nonresident family permit from \$230 to \$250 is only a 6% increase.

#### **Permit Revenue**

Permits revenue increased sharply in 2014 primarily due to a timely and well executed renewal and promo mailing. We intend to do it again.

#### **Other Income**

We are projecting as flat due to our maximizing activity throughout the season. In lieu of any fee increases we do not forecast any growth in these revenues. Please note the two \$10K transfers referred to above.

**2016**  
**Fee Increase Pro Forma**

<b>PERMITS</b>				
EMPLOYEE	137	0.00	0	0
RESIDENT FAMILY	344	51,600.00	52,632	52,632
RESIDENT SINGLE	83	9,130.00	9,313	9,313
PLATINUM FAMILY	27	8,100.00	8,262	8,262
RESIDENT SENIOR	907	18,140.00	18,503	18,503
NON RESIDENT SENIOR	239	11,950.00	12,189	14,340
NON RESIDENT SINGLE	24	5,520.00	5,630	6,000
NON RESIDENT FAMILY	25	8,250.00	8,415	8,750
ANNUAL PARKING	12	1,800.00	1,836	1,836
REPLACEMENT	7	140.00	143	143
<b>SUB TOTALS</b>	<b>1805</b>	<b>114,630.00</b>	116,923	119,778
<b>PARKING</b>				
PERMIT PARKING	21798	13,676.00	13,950	13,676
RESIDENT PARKING	3190	27,324.00	27,870	27,324
NON RESIDENT PARKING	18918	239,880.00	244,678	283,770
HOLIDAY RESIDENT PARKING	0	0.00	0	0
HOLIDAY NON RESIDENT PARKING	344	5,150.00	5,253	6,880
NIGHT PARKING	11456	57,280.00	58,426	229,120
HOLIDAY NIGHT PARKING (NR)	0	0.00	0	0
BOOTCAMP	1105	2,210.00	2,254	2,210
OFF SEASON PERMIT PARKING	414	1,245.00	1,270	1,245
OFF SEASON PARKING NP	3402	17,010.00	17,350	17,010
VOLLEYBALL	1936	0.00	0	0
PARTY TALLY \$2	1985	3,970.00	4,049	3,970
PARTY TALLY	1520	0	0	0
PARTY TALLY \$5	355	1775	1,811	1,775
<b>SUB TOTALS</b>	<b>44,625.00</b>	<b>355,844.00</b>	362,961	586,980
<b>BEACH</b>				
PERMIT BEACH ACCESS				
RESIDENT BEACH ACCESS	10765	39,792.00	40,588	39,792
NON RESIDENT BEACH ACCESS	41117	393,960.00	401,839	616,755
BEACH ACCESS 4-7	7404	36,900.00	37,638	393,960
HOLIDAY BEACH NR	0	0.00	0	
HOLIDAY BEACH RES	0	0.00	0	
NIGHT BEACH ACCESS	0	0.00	0	
<b>SUB TOTALS</b>	<b>59286</b>	<b>470,652.00</b>	480,065	1,050,507
<b>TOTAL</b>		941,126	959,949	959,949

## PERMITS FEES HISTORY

FEE TYPE	2011			2012			2013			2014			2015			2016 (2%increase)			2016 (only non resident increases)		
	Permit	Parking	Beach	Permit	Parking	Beach															
<b>PERMITS: RESIDENTS</b>	<b>(Annual Fee)</b>			<b>(Annual Fee)</b>																	
Resident Senior	\$20	FREE	FREE	\$20.40	FREE	FREE	\$20	FREE	FREE												
Resident Single	\$110	\$4	FREE	\$112.20	\$4.08	FREE	\$110	\$4	FREE												
Resident Family	\$130	\$4	FREE	\$140	\$4	FREE	\$150	\$4	FREE	\$150	\$4	FREE	\$150	\$4	FREE	\$153.00	\$4.08	FREE	\$150	\$4	FREE
Platinum Family	\$335	FREE	FREE	\$335	FREE	FREE	\$300	FREE	FREE	\$300	FREE	FREE	\$300	FREE	FREE	\$306.00	FREE	FREE	\$300	FREE	FREE
Annual Parking	\$140	FREE	N/A	\$140	FREE	N/A	\$150	FREE	N/A	\$150	FREE	N/A	\$150	FREE	N/A	\$153.00	FREE	N/A	\$150	FREE	N/A
<b>PERMITS: NON-RESIDENTS</b>																					
Non-Resident Senior	\$50	\$4	FREE	\$51.00	\$4.08	FREE	\$60	\$5	FREE												
Non-Resident Single	\$210	\$4	FREE	\$210	\$4	FREE	\$230	\$4	FREE	\$230	\$4	FREE	\$230	\$4	FREE	\$234.60	\$4.08	FREE	\$250	\$5	FREE
Non-Resident Family	\$310	\$4	FREE	\$310	\$4	FREE	\$330	\$4	FREE	\$330	\$4	FREE	\$330	\$4	FREE	\$336.60	\$4.08	FREE	\$350	\$5	FREE
<b>NON PERMIT HOLDERS</b>																					
Residents: Weekdays	N/A	\$8	\$7	N/A	\$8.16	\$7.14	N/A	\$8	\$7												
Residents: Weekends	N/A	\$9	\$8	N/A	\$9.18	\$8.16	N/A	\$9	\$8												
Resident: Holidays	N/A	\$9	\$9	N/A	\$9	\$8	N/A	\$9.18	\$8.16	N/A	\$9	\$8									
From 3pm - 6pm					\$5	\$5					\$5	\$5					\$5.10	\$5.10		\$5	\$5
From 4pm to 7pm								\$5	\$5		\$5	\$5		\$5	\$5		\$5.10	\$5.10		\$5	\$5
Non-resident: Weekdays	N/A	\$10	\$9	N/A	\$10.20	\$9.18	N/A	\$15	\$10												
Non-resident: Weekends	N/A	\$15	\$10	N/A	\$15.30	\$1.02	N/A	\$20	\$15												
Non-resident: Holidays	N/A	\$15	\$10	N/A	\$15.30	\$10.20	N/A	\$20	\$15												
Proof of Residency Discount	N/A	N/A	N/A	N/A	N/A	N/A															
<b>Beach Access &amp; Parking After 7PM</b>																					
Permit Holders							Free	Free		Free	Free										
Non-permit holders							\$5	Free		\$5	Free		\$5	Free		\$5.10	Free		\$5	Free	
<b>PRE- &amp; POST SEASON</b>																					
<b>WEEKDAYS</b>																					
Permit Holders	N/A	\$3	FREE	N/A	\$3.06	FREE	N/A	\$3	FREE												
Non-Permit Holders	N/A	\$5	FREE	N/A	\$5.10	FREE	N/A	\$5	FREE												
<b>WEEKENDS</b>																					
Permit Holders	N/A	\$5	\$1	N/A	\$3	FREE	N/A	\$3.06	FREE	N/A	\$3	FREE									
Non-permit Holders	N/A	\$5	\$5	N/A	\$5	FREE	N/A	\$5.10	FREE	N/A	\$5	FREE									
Items reflect changes in Fee structure (Up or Down)																					

**2015 vs 2014  
YEAR TO DATE COMPARISON**

	4/1 - 9/30 2015 UNITS	REVENUE	4/1 - 9/30 2014 UNITS	REVENUE	UNIT VARIANCE	REVENUE VARIANCE
<b>PERMITS</b>						
EMPLOYEE	137	0.00	467	0.00	(330)	0.00
RESIDENT FAMILY	344	51,600.00	360	54,000.00	(16)	(2,400.00)
RESIDENT SINGLE	83	9,130.00	89	9,790.00	(6)	(660.00)
PLATINUM FAMILY	27	8,100.00	44	13,200.00	(17)	(5,100.00)
RESIDENT SENIOR	907	18,140.00	709	14,010.00	198	4,130.00
NON RESIDENT SENIOR	239	11,950.00	198	9,900.00	41	2,050.00
NON RESIDENT SINGLE	24	5,520.00	29	6,670.00	(5)	(1,150.00)
NON RESIDENT FAMILY	25	8,250.00	24	7,920.00	1	330.00
ANNUAL PARKING	12	1,800.00	8	1,200.00	4	600.00
REPLACEMENT	7	140.00	7	140.00	0	0.00
<b>TOTALS</b>	<b>1805</b>	<b>114,630.00</b>	<b>1935</b>	<b>116,830.00</b>	<b>(130)</b>	<b>(2,200.00)</b>
<b>PARKING</b>						
PERMIT PARKING	21798	13,676.00	20312	12,508.00	1486	1,168.00
RESIDENT PARKING	3190	27,324.00	2530	21,733.00	660	5,591.00
NON RESIDENT PARKING	18918	239,880.00	14816	184,070.00	4102	55,810.00
HOLIDAY RESIDENT PARKING	0	0.00	0	0.00	0	0.00
HOLIDAY NON RESIDENT PARKING	344	5,150.00	129	1,935.00	215	3,215.00
NIGHT PARKING	11456	57,280.00	9598	47,990.00	1858	9,290.00
HOLIDAY NIGHT PARKING (NR)	0	0.00	0	0.00	0	0.00
BOOTCAMP	1105	2,210.00	1283	2,566.00	(178)	(356.00)
OFF SEASON PERMIT PARKING	414	1,245.00	450	1,350.00	(36)	(105.00)
OFF SEASON PARKING NP	3402	17,010.00	2904	14,520.00	498	2,490.00
VOLLEYBALL	1936	0.00	2846	0.00	(910)	0.00
PARTY TALLY \$2	1985	3,970.00	2338	4,676.00	(353)	(706.00)
PARTY TALLY	1520	0.00	1627	0.00	(107)	0.00
PARTY TALLY \$5	355	1775.00	388	\$1,940.00	(33)	(165.00)
<b>TOTALS</b>	<b>44625</b>	<b>355,844.00</b>	<b>38521</b>	<b>278,840.00</b>	<b>6104</b>	<b>77,004.00</b>
<b>BEACH</b>						
PERMIT BEACH ACCESS					0	0.00
RESIDENT BEACH ACCESS	10765	39,792.00	13893	34,720.00	(3128)	5,072.00
NON RESIDENT BEACH ACCESS	41117	393,960.00	30170	287,415.00	10947	106,545.00
BEACH ACCESS 4-7	7404	36,900.00	4572	22,860.00	2832	14,040.00
HOLIDAY BEACH NR	0	0.00	0	0.00	0	0.00
HOLIDAY BEACH RES	0	0.00	0	0.00	0	0.00
NIGHT BEACH ACCESS	0	0.00	1294	2,588.00	(1294)	(2,588.00)
<b>TOTALS</b>	<b>59286</b>	<b>470,652.00</b>	<b>49929</b>	<b>347,583.00</b>	<b>9357</b>	<b>123,069.00</b>



# 2016 Budget

## Expenses

Rye Town Park Commission

Supervisor,  
Town of Rye

Confidential  
Secretary

Park  
Director

Assist. Pk. Dir.  
Development

Supervisor,  
Security & Parking

Park Foreman  
Maintenance

Assist. Pk. Dir.  
Finance

Captain of  
Lifeguards

Security  
Sergeant

Parking  
Assistant

Supervisor of  
Cashiers

Assistant I  
Assistant II

(10) Rangers

(10) Parking  
Attendants

(10)  
Maintenance  
Park Attendants

(18) Cashiers

(18) Lifeguards

Park Director	1
Assist. PK. Dir.	2
Security	Supervisor + 11
Parking	11
Maintenance	Foreman +10
Cashiers	Supervisor +18
Lifeguards	Captain + 20
Total Employees	77

**RYE TOWN PARK**  
**2016 EXPENSE ASSUMPTIONS**

**A. Revenue Increase to cover wage increase**

**Proposed Fee Increase** – Increase Weekend/Holiday Beach Admission from \$10 to \$15 per person and Weekend/Holiday parking from \$15 to \$20 per car. In 2015, 41,000 non-residents paid for beach access and nearly 19,000 non-residents permit holders parked. For purposes of this calculation, we estimate half of them entered on weekends or holidays.

**B. Wages** – The Director’s line now includes the park director (\$58,000) and both assistant park directors, Terry Fenelli (23,806) and William Lawyer (\$18,000). Terry Fanelli’s salary has been deleted from the Cashier’s line.

**C. Telephone, Utilities, Taxes, and Interest**

**Telephone** – based on historical usage. Direct billing to Rye Town Park. Services include main line, and secondary line for events, fax line, Life Guard Line, Security line, Cashier system internet and Manager’s & Supervisor’s internet service. Recent increase has been due to increasing internet speed options.

**Utilities** – Include gas, electric, and water which are direct billings based on historical usage. Exception is Park Lighting and Main Building Electricity, which qualifies for NY Power Authority, and are included in a Rye Town bill and rebilled to the Park at actual cost. Budget is based on direct usage. Bill is paid monthly and the actual expenses will be accrued monthly as incurred. Reduction in season days of operation should yield some minor savings.

**Sewer Tax** – The FY2015 amount includes 2 years of County Sewer taxes, as 2014 was unpaid. The entire Park property was re-assessed by Rye City in 2011. The Seaside Johnnies Restaurant parcel was set up as separate parcel and deemed taxable at a value of \$1,000,000. There is an on-going certiorari case to dispute that. While the Rye Town Park Commission won the case, Rye City has decided to appeal the case. The amount budgeted is the County Tax amount due on the Park Parcel and assumes the case will be upheld in the Appellate Court.

**Interest Cost** – This is carry cost interest payable to Town of Rye for advancing all operating funds to Rye Town Park. Rate of 4% is forecast for FY2016.

**D. Administration – Professional Fees**

Accounting Services	\$14,400
Legal Services	\$ 6,030
Outside Audit	\$13,750
Secretary/Reisner*	\$16,230
Total	\$50,410

- Reisner is paid \$15,000 annually. \$1230 was January transition overlap for Nowotnik

Staff increases of 2% were granted by the Town of Rye to all employees for 2016. Also, approximately 15 positions are subject to the min wage increase to \$9.00. Audit firm has projected \$250 increase to its 2015 Audit fee.

**E. Insurance**

Represents annual premium 1/1/2016 through 12/31/2016 Includes property, casualty and liability insurance. Direct billing for RTP. Last bid out for 2012. Renewing with same provider (NYMIR) for 2016.

**F. Office Expense**

This is miscellaneous operating expenses like: bottled water for staff, misc. meeting expenses, misc. office supplies, expense reimbursement, small office equipment, Payroll processing expense of \$5,500. This includes the addition of a biometric payroll system. See Attachment.

**G. Miscellaneous**

All other expenses not otherwise or elsewhere recorded. Meeting video, etc. Also included are Beach Wristbands (\$2,000), Color Print Ribbons (\$2,000) Receipt paper and all other Cashier supplies. Also included are Credit Card processing fees.

**H. Beach Supplies**

Includes first aid supplies, lifeguard equipment and misc. Lifeguard requirements. Also includes Beach Operating Permit fees.

**I. Refuse Removal**

Village of Port Chester is contracted to do refuse removal and bills RTP at cost plus admin fee. 2011 & 2012 expenses were high due to Hurricane Irene and Super storm Sandy cleanup costs, respectively. 2016 expenses are showing added costs due to new dumpsters. During the season only we have added extra cost pick-ups on Saturday mornings.

**J. Promo, Print and Signs**

This account is for all of the sign changes required each year due to rates and fees changes, policy and procedure changes, and operational changes. Also included are the printing and increased mailing costs for the permit renewal and promotion. Also included are the signs and promotion expenses for various events in the Park. 2016 we are expecting to provide Kiosk signs.

**K. Computer Service & Supplies**

This account includes the costs of setting up, programming and servicing and packing away our Cashier System each season. (\$7,500) FY2014 expenses are

high due to excess equipment repair costs as a result of a severe electrical storm which burned out several components of the cashier system. Also we are replacing two stations as they are now 6 years old, at a cost of \$3300.00 and providing the Park Director with a computer. The balance is cost of supplies, permit cards, printing ink, etc.

**L. Equipment Repairs**

Included are maintenance & repair costs to all park vehicles including, golf carts, dump truck, tractor, sand rake, and misc. grounds equipment. FY 2014 expenses include \$5000 to perform a bi-annual overhaul on our sand cleaner. We will not repeat this in 2016. This will be a budget item for FY2017.

**M. Buildings/Grounds Maintenance**

This year we are breaking out this line into three separate components:  
Routine Buildings & Grounds expense - \$61,582 – Misc. Grounds Maintenance costs and supplies

Lawn Maintenance - \$35,000 – which covers lawn mowing and fertilizing services. This also includes special fertilization and overseeding of the main grass area between the restaurant, bathrooms and pavilions.

Trees Maintenance - \$15,000 – which covers trees care, pruning, removal, fertilizing, etc.

This will allow for more specificity in identifying how maintenance money is being spent.

Note that FY2014 total expenses were \$114,585 and FY2015 are projected at \$123,410. We are projecting FY2016 at \$111,582.

**N. Concerts and Events**

7 concerts at \$800 each plus Shakespeare in the Park at \$600 = \$6200.00

**O. Uniforms (Shirts, hats, swim trunks, etc.)**

Security staff - each receives 3 shirts and a hat.

Lifeguard staff - each receives 3 shirts and 2 swim trunks and a hat

Parking staff - each receives 3 shirts

Cashiers - each receives 3 shirts

Grounds staff - each receives 3 shirts

New style shirts were bought in FY2015. We will look to price these better and review order quantities.

**P. Background Checks**

We have inserted a line item for background checks. Depending on what the Commission decides to do, this cost can vary from 0 to an industry average of between \$65-\$85 each.

**Q. Electronic Payroll**

We have inserted a line item for conversion to electronic payroll. The final cost will likely be around \$4,500 rather than the \$5,500 in the budget. For full explanation, See page 49 for full explanation.

**RTP Draft Budget and Timetable For Carrying Out Bartlett Tree Recommendations**

**Prepared by Bill Lawyer - Modified by Nowotnik October-January 2016**

Recommendation	# Trees	Year 1-2014		Year 2-2015		Year 3-2016		Year 4
		Trees	Cost	Trees	Cost	Trees	Cost	Trees
		Remove trees*	33	(14/1)	\$16,000	3	\$3,000	5
Problems To Be managed	162	0	\$0	0	\$0	0	\$0	0
Vine Removal	4	0	\$0	4	\$0	0	\$0	0
Avanced Assessment	26	0	\$0		\$0		\$0	
Priority/Pruning								
First Priority	66	0	\$0	33	\$3,000	33	\$3,000	0
Second Priority	140	0	\$0	0	\$0	0	\$0	40
Third Priority	87	0	\$0	0	\$0	0	\$0	40
Structural Support	22	0	\$0	22	\$2,000	0	\$0	0
Lightning protection	1	0	\$0	1	\$250	0	\$0	0
Root Colar Excavation	35	0	\$0	35	\$2,500	0	\$0	0
Soil Care & Fertilization	24	24	\$2,051	24	\$2,100	24	\$2,100	24
Integrated Pest/Disease Mgt**	75	0	\$0	10	\$5,000	10	\$5,000	10
Planting New Trees	50	7	\$0	7	\$0	7	\$0	7
Arborscope Software (3 yr)	0	0	\$0	\$0	\$1,500	0	\$0	0
<b>Total</b>	<b>NA</b>	<b>31</b>	<b>\$18,051</b>	<b>136</b>	<b>\$17,850</b>	<b>74</b>	<b>\$15,100</b>	<b>121</b>
Note: some tree removal and pruning can be carried out "in house" for no additional expense								
This shows the Rye Town Park Expenses - The Friends Contributions are separate.								
*This includes emergency, storm related removals								
**IPM/Disease Mgt related to Emerald Ash Borer Beetle and Dutch disease								



Town of Rye  
Flex Time & Labor

## Flex Time & Labor

Flex Time & Labor, an Internet based time and labor management system, provides an easy and cost-effective way to automate your time and attendance process. Hosted by Paychex and usable from any computer with Internet access, Flex Time & Labor helps to increase payroll accuracy, control costs and be in compliance with federal wage and hour requirements.

According to The American Payroll Administration, the use of an automated Time and Labor Management System can provide many benefits to a business that can save time, increase accuracy and save money by reducing the amount of overtime and time lost due to increased staff productivity.

Flex Time & Labor provides you with the lowest Total Cost of Ownership and predictable costs. The system includes seamless two-way integration with Paychex payroll and support is included. In addition to the financial benefits of Paychex, please note the following benefits:

### Versatility

- Employees can enter time via a Web Punch, Online Time Sheet, or Time Clock
- Supervisors can review exceptions, modify timecards, and approve them.
- Timecards reflect all adjustments in **Real Time**. Supervisors see the effect of adjustments immediately and can quickly approve timecards.
- Determine historical trends easily with advanced reporting features.
- Data collection and company rules are configured to meet your company's needs.

### Comprehensive Support

- Prompt system implementation at a fixed price.
- Dedicated technical support with guaranteed support response.
- Software upgrades for life included.
- Industry-leading customer service and software technology



## **Executive Summary:**

Paychex Flex Time & Labor will provide you with the following functionality:

- Accurately tracking hours worked with the flexibility of using either a computer web-punch or timesheet with administrators using a web-interface to manage the activity.
- Labor Distribution - Track hours worked in different departments & locations.
- Administrator and Supervisory use – the system can be used with varying levels of access depending on the specific user.
- Automation of payroll entry as the data imports into the Paychex payroll software.
- Implementation of labor rules for different groups of employees. Examples of which are overtime, lunches, breaks, rounding, and schedules.

The system features of Flex Time & Labor allow our clients to:

- Automate the process of managing time and attendance information.
- Automatically track key labor hours and wages by store, department & cost center.
- Increase management awareness of critical labor information and proactively monitor and control your most valuable and costly resource.
- Streamline the payroll preparation process and electronically move your labor data to your human resource and payroll system(s).

## **Intuitive Software:**

Paychex Flex Time & Labor allows managers and supervisors to quickly check employee status and edit time, employee file information, exceptions, or schedules. A status board displays currently clocked in employees, missed punches and time-off requests. Flex Time & Labor highlights exceptions so that supervisors can make edits easily. There is also a full audit trail so that all history is saved in the system. The system gives you the ability to report on historical data, identify cost for job numbers, and plan accordingly for the future. It is a powerful tool that empowers supervisors with a simple method for effectively managing labor.

## **Data Collection Options – Clocks and Web:**

Automating time and attendance saves time and money, generating a faster, more precise reading on daily time and attendance within your business. With our software, you can gather data from both salaried employees and hourly professionals in a secure environment. Flex Time & Labor offers Web-based input and bar code badge or biometric time clocks as data collection devices. Web time entry allows employees to change departments, and enter information such as sales & tips.



### **Attendance Tracking:**

Exception history allows users to track exceptions and compliance to policies, including early or late arrivals, late departures, long shifts or meals, missed punches, and frequent absences. The program collects exceptions defined within your payroll rules. This enables the quick identification of unfavorable trends. Supervisors can request a “snapshot” of exceptions by employee that shows the number and type of exceptions recorded by the system.

### **Extensive Scheduling Capabilities:**

Employee schedules may be created with a different start and stop time for each day of the week, or automatic schedules can be assigned for cyclical, recurring start times.

### **Time-Saving Self-Service Tool:**

Flex Time & Labor includes employee self-service. This enables employees to view vacation balances, sick time balances, schedules, & their own time cards. HR managers save time with minimal research into employee vacation and sick time. All employees enjoy direct access to personal information with the assurance of privacy and security.

### **Universal Payroll Interface Solution:**

Paychex provides a Payroll Interface which allows our Time & Attendance software to integrate directly with payroll. Unlike many workforce management services, Paychex develops its own comprehensive and robust payroll interfaces, rather than depending on a third-party vendor. This is configured for you by the Paychex implementation team.

### **Reduced Labor Costs with Reporting Capabilities:**

Paychex Flex Time & Labor enables you to quickly analyze employee data with our reporting section. This provides comprehensive overviews of employee statistics that are intuitive and easy to read. Managers can retrieve information at the click of a button, and reports can be scheduled and automatically delivered to supervisor or administrative e-mail addresses.

### **Improved Compliance:**

Wage and hour disputes or lawsuits can represent a substantial expense. Flex Time & Labor has accurate time records to assist with Federal time-keeping requirements. Payroll rules are based on your company’s policies which are applied to the punch data to ensure that time is calculated correctly.



### Client Services, Implementation & Support:

Paychex is committed to providing the highest level of service and support through a toll-free support telephone number, training classes, and Internet access to our technical support team. Our products are installed and supported by highly trained and rigorously qualified teams of workforce management specialists.

### Flex Time & Labor Client Support Team:

#### Implementation Specialist

- Coordinates the initial stages of your conversion/implementation
- Introduces you to your client services team.
- Assists with survey completion.
- Conducts discovery process.
- Performs installation, configuration, and support.

#### Trainer

- Conducts administrative and supervisor training via the Web.

#### Client Support Representative

- Provides ongoing support after implementation is complete.
- Answers day-to-day user questions and service-related inquiries

### Implementation Timeline:

Most organizations can deploy FLEX TIME & LABOR within 6-8 weeks. The following is an illustration for a sample implementation timetable:

**Software Installation**    **Week 1**   Week 2   Week 3   Week 4   Week 5   Week 6   Week 7   Week 8

Paychex Time & attendance delivers implementation surveys. Within the first week, your project team will conduct a transition meeting in order to review the survey and implementation schedule.

### Survey Review, Project Planning

Week 1   **Week 2**   **Week 3**   Week 4   Week 5   Week 6   Week 7   Week 8

Representatives from your company (HR, Payroll, IT) complete the surveys. Paychex provides support to help you understand the questionnaire and describe the system setup. Upon completion, the surveys are returned to your implementation specialist who will review them to ensure a thorough understanding of your specific programming needs and prepare your project plan which includes milestones, deliverable dates, and ownership responsibilities.



**System Configuration**   Week 1   Week 2   Week 3   **Week 4**   **Week 5**   Week 6   Week 7   Week 8

Paychex Time & Attendance configures the Flex Time & Labor system based on the system specification document and reviews how this system meets your requirements.

**Team Training & LIVE!**   Week 1   Week 2   Week 3   Week 4   Week 5   **Week 6**   **Week 7**   Week 8

Paychex deploys training directly to your supervisors or to project team members, who, in turn, train the supervisors. The trainers work with you to develop a curriculum tailored to your company and employees' needs. Training is delivered through live and recorded WebEx sessions that can be repeated as often as necessary at no additional cost.

**Savings Analysis:**

Flex Time & Labor will help your company save time money and effort by automating and streamlining your data collection process. The time spent reviewing individual employee time records is reduced. Company policies are applied evenly to all employees to prevent overpayment and ensure compliance with federal and state regulations. Data is transferred directly to payroll to eliminate the possibility of an incorrect entry. The following is an analysis of the hard and soft dollar costs that your company can realize through automation:

**Time Savings:**

According to industry estimates, it takes 7 minutes to manually calculate timecard data for each employee during a pay period. The use of an Automated Time and Labor Management System would reduce that to 1 minute per employee.

**Time savings can result in \$2,560.00 per year in productivity:**

7 minutes x 85 employees = 595 minutes/60 = 9.62 hours per pay period

1 minute x 85 employees = 85 minutes /60 = 1.42 hours per pay period

That's a savings of 8 hours per week x \$20.00/hour (payroll processor's wage) = \$160.00 per week in productivity x 16 weeks (height of the season) = \$2,560.00



## **Data Accuracy:**

Eliminating paper time cards has been shown to improve payroll accuracy by up to 3%. A Time and Labor Management System that automates the process of tracking employees as they check in and out of work results in more accurate time data and fewer payroll errors. An automated system will consistently and accurately apply all company payroll policies and provide a detailed account of employee exceptions and manager approvals.

## **An increase in accuracy of just 1% could save your company \$5,760.00 annually:**

Assume a pay rate of \$10.00 per hour x 40 hours = \$400 per week x 85 hourly employees = \$36,000.00 gross wages x 16 weeks = \$576,000.00 annually.

$\$576,000.00 \times 1\% = \$5,760.00$

## **Time Theft:**

According to a Robert Half Associates survey of theft of time, the average employee "steals" four hours and eighteen minutes a week by coming in late, goofing off, taking long lunch breaks and leaving a few minutes late to get overtime.

An Automated Time and Attendance System helps you recover lost time by tracking the actual time on the job more closely. Since employees know that they are being paid accurately and fairly for hours that they have worked, productivity can increase. In addition, accurate tracking can be used to develop employee reward programs as incentives for good attendance and disciplinary actions for poor attendance.

## **A reduction of 5 minutes per day per employee can save you \$5,976.00 annually:**

5 minutes = .083 hours x 5 days = .415 x \$10.00 per hour = \$4.15 per employee x 90 hourly employees = \$373.50 per week x 16 weeks = \$5,976.00



### Cost of current system:

Time Savings: \$2,560.00  
Accuracy: \$5,760.00  
Time Theft: \$5,976.00  
**Total Savings: \$14,296.00**

### Fee Schedule:

#### Monthly Subscription:

##### Software:

~~\$4.50~~ \$3.51 per user per month x 85 users = \$298.35 x 12 months = \$3,580.20

##### Hardware:

Biometric Time Clock

Monthly subscription: ~~\$140.00~~ \$109.20 x 12 months = \$1,310.40

Annualized cost: \$3,580.20 + \$1,344.00 = \$4,890.60

**Annual savings vs. current system: \$9,372.00**

**One-time Implementation Fee:** ~~\$1,800.00~~ \$800.00



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## 2016 Budget Narrative - Security

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### **Pre-season: April 18 - May 26**

9am - 4:30pm, 1 security guard  
4:30pm - 12:00am, 1 security guard

### **Season: May 27 – September 5**

**Mondays & Tuesdays**...are low attendance days:

9am-4:30pm, 2 security guards  
When volley ball begins one guard will be added during the night shift:  
4:30pm-12am, 1 security guard

**Wednesdays**...attendance increases. Four guards will be assigned during the day shift. This will allow for the three gates to be manned and having one guard as a rover to relieve gate personnel.

9am-4:30pm, 4 security guards,  
4:30pm-12am; 2 security guard

**Thursdays**...attendance is similar to Wednesdays; four guards during the day shift and two on night shift

9am-4:30pm, 4 security guards,  
4:30pm-12am; 2 security guards

**Fridays**...park attendance increases

Five security guards will be used during the day shift - three at the gates and two on patrol each with a cart. Two guards will be used on the night shift.

Beginning July 4, Fridays are "Fireworks nights;" a 3rd security guard will be added to the 4:30pm - 12am shift until the end of the season

9am - 4:30pm; 5 security guards  
4:30pm - 12am; 2 security guards

**Saturdays and Sundays** are generally the busiest days at the park.

Five guards will be used during the day shift – three at the gates and two to patrol the park in carts. The night shift will again staff two guards.

9am - 4:30pm, 5 security guards  
4:30pm - 12am, 2 security guards

### **Post Season: (After Labor Day in September & October only)**

9am - 4:30pm, 1 security guard  
4:30pm - 12am, 1 security guard

### **Holidays and Inclement weather**

The only time that these schedules will change is during holidays or inclement weather. On holidays - Memorial Day, Labor Day and July 4<sup>th</sup> - the guards will be scheduled like Saturdays/Sundays.

On days with inclement weather only one guard will be used per shift.

## **LIFEGUARD 2016 BUDGET NARRATIVE**

### **PRE-SEASON LIFEGUARD MAINTENANCE: May 9 - May 26**

10am - 4pm, 5 -6 lifeguards scheduled

### **PRE-SUMMER LIFEGUARD COVERAGE: May 27 - June 24,**

Mon. – Fri: 9am- 5pm, 8 lifeguards scheduled

Sat & Sun: 9am - 6pm, 12 lifeguards scheduled with split 8 hour shifts,

### **SUMMER PEAK SEASON LIFEGUARD COVERAGE: June 25<sup>th</sup> - August 19th**

Mon. – Thurs: 9am - 5pm, 10 lifeguards scheduled

Fridays: 9am - 6pm and Friday nights: 4pm - 8pm, 12 lifeguards scheduled

Sat. & Sun. (including 4th of July) 9am - 6pm, 18 lifeguards scheduled

### **LATE SUMMER LIFEGUARD COVERAGE: August 20th - Sept. 5<sup>th</sup>**

Mon - Thurs: 9am - 5pm, 8 lifeguards scheduled

Fri, Sat, Sun: 9am - 6pm, 10-12 lifeguards scheduled

### **POST LABOR DAY WEEKEND: Sept. 10, 11**

9am - 5pm, 6 - 8 lifeguards scheduled weather permitting

### **NOTE:**

The beach will be closed in the event of an electrical storm, heavy rain, or pollution

For other inclement weather there may be a delayed opening or early closing

## **2016 BUDGET NARRATIVE FOR CASHIERS**

### **Cashiers:**

1. Sell permits at the administrative office at Rye Town Park
2. Collect fees at the entrance to the parking lot
3. Collect fees at the three entrances to the beach

### **1. Cashiers will sell beach and parking permits at the Administrative building at the Park:**

May 13 – July 31:

5 days a week **Wednesday thru Sunday**; 9am – 3pm; 2 employees

### **2. Cashiers will collect parking fees and check for parking permits at the entrance to the parking lot (on bad weather days, cashiers are notified to not report to work by 8am that morning):**

**PRE-SEASON** - April 11 – May 26

7 days a week; 9am – 4pm; weather permitting; 2 employees;

**REGULAR SEASON** - May 27 - Labor Day September 5

7 days a week, 9am – 9pm or otherwise determined by Park Manager to close; 4 employees

### **3. Cashiers will collect beach fees and check for beach permits at the North, Main and South entrances to the beach (on bad weather days, cashiers are notified by 8am that morning to not report to work):**

May 27 – Labor Day September 5

9am – 6pm or otherwise determined by Park Manager; 6 employees (2 per booth)

South booth will close earlier as determined by Park Manager

North booth will be opened Friday, Saturday and Sunday; at other times, as determined by Park Manager

### **NOTES:**

Total hours assume that the park is open every day of the season and does not account for weather conditions or low attendance volume days.

If good weather unexpectedly becomes inclement or park attendance is low, some employees are released from their duties and only paid for the hours they worked.

Computers are scheduled to be installed the week of April 4<sup>th</sup> in the parking booth and permit office.

Computers in the beach booths are scheduled to be installed early May.

## 2016 BUDGET NARRATIVE: PARKING ATTENDANTS

The need for parking personnel at Rye Town Park begins on weekends starting late April using the following shift format:

- 10am - 4pm (day shift)
- 3:30pm - 9:30pm (evening shift)

**Monday** there will be a minimum of three parking guards during the day shift to allow for a smooth operation in the front lot while allowing for a relief man. The evening shift will staff the same amount of parking guards **with a ½ hour overlap ending the shift at 9:30pm, once volley ball begins.** Otherwise, depending on attendance parking guard's shifts will end at six. Maximum 6 shifts per Monday.

**Tuesday thru Thursday** will follow the same staffing needs of Monday except for the evening shift which will overlap from twelve pm and end at six pm. This will allow for coverage during the busiest hours between 12pm and 4pm. Maximum 6 shifts.

**Friday** we will staff five parking guards during the day shift and night shift expecting a **large volume of patrons during both shifts, also allowing for fireworks during the night;** again this is so that the vehicle traffic will be safely guided in and out of the park during and upon completion of the festivities. Maximum 10 Shifts.

**Saturday and Sunday** will see the parking guards dropped back to four during the day shift because of the early overlap of 12pm the shift will end at 6pm. This will also depend on the amount of vehicles in the upper lot. Maximum 8 shifts.

**Holidays and Holiday Weekends** – These will require full staffing and there will be 10 shifts scheduled for each Holiday weekend day.

A total of 11 parking attendants are requested.



# 2016 Budget

## Capital

**Proposed Capital Projects For 2016  
Submitted by Park Director Fred Gioffre**

Adopted

Proposed Project	Projected Cost	Priority A	Priority B	Expense
Add Fixed Lighting to the Left Side of Duck Pond Lamp Posts (3 on left side of pond) - \$2,500 each Buried Electric supply - Same cost for 3 or 6	\$ 35,000		\$ 7,500 \$ 27,500	
ADA compliant Foot Ramps (Middle Gate) - Middle Gate Middle Gate booth replacement	\$ 84,000	\$ 61,500	\$ 20,000	
Replace Tile roof on main Bathroom/Security building	\$ 190,000		\$ 190,000	
4 Wheel Drive "Gator" for Beach support w/Transport Rack	\$ 11,000	\$ 11,000		
2 Way Radio replacements (12 units) w/charging stations	\$ 3,600	\$ 3,600		
Sand replacement for Beach Erosion - (14 trailers at 28yds per) Includes spreading costs	\$ 17,500	\$ 17,500		
Security Camera System	\$ 25,000	12,500	\$ 12,500	
Upgrade 2 cashier stations plus server software	\$ 6,000	\$ 6,000		
Replace 2 Security golf carts (new at \$5500 each)	\$ 11,000	\$ 11,000		
95 Dearborn Seawall Replacement (net of FEMA reimbursement) \$627,000 project cost, 87.5% FEMA reimbursed = \$78,375	\$ 78,375	\$ 78,375		
<b>Total</b>	<b>\$ 461,475</b>	<b>\$ 201,475</b>	<b>\$ 257,500</b>	<b>\$ -</b>

## RYE TOWN PARK CAPITAL ASSESSMENT - 2011

RYE TOWN PARK CAPITAL ASSESSMENT - 2011															
Cost Estimate															
Item	Item	Description	QTY	UOM	Unit Cost	Subtotal	Escalations & Contingencies	Total	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Totals
<b>RYE TOWN PARK: STRUCTURES</b>															
<b>Main Administration Building:</b>															
1	<b>Exterior Envelope Restoration:</b>														
	1a	Stucco & Masonry	1	LS	\$4,000,000	\$4,000,000	\$2,000,000	\$6,000,000					\$6,000,000		\$6,000,000
	1b	Windows & Doors	1	LS	\$1,250,000	\$1,250,000	\$625,000	\$1,875,000	\$100,000	\$100,000	\$100,000	\$100,000	\$1,475,000		\$1,875,000
	1c	Staircases, Kneewalls, Concrete, Birdproofing	1	LS	\$625,000	\$625,000	\$312,500	\$937,500	\$50,000	\$50,000	\$50,000	\$787,500			\$937,500
<b>Exterior Envelope Subtotal</b>								<b>\$8,812,500.00</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$887,500</b>	<b>\$7,475,000</b>	<b>\$0</b>	<b>\$8,812,500</b>
2	<b>Interior Repairs &amp; Upgrades:</b>														
	2a	Improve Layout, Remove Partitions	1	LS	\$15,000	\$15,000	\$7,500	\$22,500	\$22,500						\$22,500
	2b	Staircase	1	LS	\$7,500	\$7,500	\$3,750	\$11,250		\$11,250					\$11,250
	2c	Toilet Facilities & ADA Accessible Toilet	2	EA	\$30,000	\$60,000	\$30,000	\$90,000			\$45,000	\$45,000			\$90,000
	2d	Finishes (All Floors)	1	LS	\$35,000	\$35,000	\$17,500	\$52,500				\$52,500			\$52,500
	2e	Improve ADA Accessibility (Ramp)	1	LS	\$35,000	\$35,000	\$17,500	\$52,500	\$52,500						\$52,500
<b>Interior Repairs &amp; Upgrades Subtotal</b>								<b>\$228,750.00</b>	<b>\$75,000</b>	<b>\$11,250</b>	<b>\$45,000</b>	<b>\$97,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$228,750</b>
3	<b>Infrastructure Upgrades:</b>														
	3a	Mechanical System	1	LS	\$75,000	\$75,000	\$37,500	\$112,500					\$112,500		\$112,500
	3b	Plumbing System	1	LS	\$75,000	\$75,000	\$37,500	\$112,500					\$112,500		\$112,500
	3c	Electrical System	1	LS	\$75,000	\$75,000	\$37,500	\$112,500					\$112,500		\$112,500
	3d	Fire Safety/Alarm System	1	LS	\$20,000	\$20,000	\$10,000	\$30,000					\$30,000		\$30,000
<b>Infrastructure Upgrades Subtotal</b>								<b>\$367,500.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$367,500</b>	<b>\$0</b>	<b>\$367,500</b>

## RYE TOWN PARK CAPITAL ASSESSMENT - 2011

RYE TOWN PARK CAPITAL ASSESSMENT - 2011															
Cost Estimate															
Item	Item	Description	QTY	UOM	Unit Cost	Subtotal	Escalations & Contingencies	Total	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Totals
4	<b>Perimeter Building Wall Repairs:</b>														\$0
	4a	Stucco & Masonry (Walls, Copings, Finials)	325	LF	\$375	\$121,875	\$60,938	\$182,813					\$182,813		\$182,813
	4b	Structural Upgrades	325	LF	\$250	\$81,250	\$40,625	\$121,875				\$121,875			\$121,875
	4c	Drainage Improvements	1	LS	\$5,000	\$5,000	\$2,500	\$7,500			\$7,500				\$7,500
<b>Perimeter Building Wall Repairs Subtotal</b>									\$0	\$0	\$7,500	\$121,875	\$182,813	\$0	\$312,188
5	<b>Tunnels:</b>														\$0
	5a	Stucco & Masonry	375	LF	\$200	\$75,000	\$37,500	\$112,500		\$112,500					\$112,500
	5b	Concrete Slab	2,850	SF	\$40	\$114,000	\$57,000	\$171,000		\$171,000					\$171,000
	5c	Staircases	2	EA	\$20,000	\$40,000	\$20,000	\$60,000		\$60,000					\$60,000
	5d	Structural Repairs & Improvements	2	LS	\$20,000	\$40,000	\$20,000	\$60,000	\$60,000						\$60,000
	5e	Improve ADA Accessibility	2	EA	\$2,500	\$5,000	\$2,500	\$7,500	\$7,500						\$7,500
<b>Tunnels Subtotal</b>									\$67,500	\$343,500	\$0	\$0	\$0	\$0	\$411,000
<b>Main Administration Building Total</b>								#####	\$292,500	\$504,750	\$202,500	\$1,106,875	\$8,025,313	\$0	\$10,131,938
<b>Pavilion Shelters (2):</b>															
1	<b>Exterior Repairs &amp; Routine Maintenance:</b>														
	1a	Roof Repairs	2	EA	\$20,000	\$40,000	\$20,000	\$60,000		\$30,000	\$30,000				\$60,000
	1b	Concrete Repairs (Columns, Piers & Slab)	2	EA	\$8,000	\$16,000	\$8,000	\$24,000		\$24,000					\$24,000
	1c	Finishes	2	EA	\$5,000	\$10,000	\$5,000	\$15,000			\$15,000				\$15,000
	1d	Birdproofing	2	EA	\$0	\$0	\$0	\$0							\$0
	1e	Lighting Upgrades	2	EA	\$7,500	\$15,000	\$7,500	\$22,500				\$22,500			\$22,500
	1f	Improve ADA Accessibility	2	EA	\$5,000	\$10,000	\$5,000	\$15,000	\$15,000						\$15,000
<b>Pavilion Shelters (2) Total</b>									\$15,000	\$54,000	\$45,000	\$22,500	\$0	\$0	\$136,500

## RYE TOWN PARK CAPITAL ASSESSMENT - 2011

RYE TOWN PARK CAPITAL ASSESSMENT - 2011															
Cost Estimate															
Item	Item	Description	QTY	UOM	Unit Cost	Subtotal	Escalations & Contingencies	Total	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Totals
<b>Concession Building:</b>															
1	<b>Exterior Repairs &amp; Routine Maintenance:</b>														
	1a	Roof Repairs	1	LS	\$2,500	\$2,500	\$1,250	\$3,750	\$3,750						\$3,750
	1b	Stucco & Masonry Repairs	1	LS	\$5,000	\$5,000	\$2,500	\$7,500		\$7,500					\$7,500
	1c	Staircases, Seawall & Concrete Repairs	1	LS	\$8,000	\$8,000	\$4,000	\$12,000			\$12,000				\$12,000
	1d	Finishes	1	LS	\$5,000	\$5,000	\$2,500	\$7,500			\$7,500				\$7,500
	1e	Improved ADA Accessibility	1	LS	\$12,000	\$12,000	\$6,000	\$18,000	\$18,000						\$18,000
	1f	Birdproofing	1	LS	\$0	\$0	\$0	\$0							\$0
<b>Concession Building Total</b>									<b>\$21,750</b>	<b>\$7,500</b>	<b>\$19,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$48,750</b>
<b>Spring House Shelter:</b>															
1	<b>Exterior Repairs &amp; Routine Maintenance:</b>														
	1a	Roof Restoration (Wood & Tile)	1	LS	\$8,000	\$8,000	\$4,000	\$12,000				\$4,000			\$4,000
	1b	Concrete Repairs (Columns, Piers & Slab)	1	LS	\$5,000	\$5,000	\$2,500	\$7,500				\$7,500			\$7,500
	1c	Finishes	1	LS	\$2,000	\$2,000	\$1,000	\$3,000				\$3,000			\$3,000
	1d	Birdproofing	1	LS	\$1,500	\$1,500	\$750	\$2,250				\$2,250			\$2,250
<b>Spring House Shelter Total</b>									<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,750</b>
<b>1925 Bath House Building:</b>															
1	<b>Exterior Repairs &amp; Rehabilitation:</b>														
	1a	Roof	3,100	SF	\$72.50	\$224,750	\$112,375	\$337,125	\$337,125						\$337,125
	1b	Stucco & Masonry	1	LS	\$200,000	\$200,000	\$100,000	\$300,000	\$300,000						\$300,000
	1c	Windows & Doors	26	EA	\$5,000	\$130,000	\$65,000	\$195,000		\$195,000					\$195,000
	1d	Kneewalls and Concrete	1	LS	\$15,000	\$15,000	\$7,500	\$22,500		\$22,500					\$22,500
	1e	Birdproofing	1	LS	\$0	\$0	\$0	\$0							\$0
<b>Exterior Repairs &amp; Rehabilitation Subtotal</b>									<b>\$637,125</b>	<b>\$217,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$854,625</b>

## RYE TOWN PARK CAPITAL ASSESSMENT - 2011

RYE TOWN PARK CAPITAL ASSESSMENT - 2011																
Cost Estimate																
Item	Item	Description	QTY	UOM	Unit Cost	Subtotal	Escalations & Contingencies	Total	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Totals	
2	<b>Interior Repairs &amp; Upgrades:</b>															
	2a	Improve Layout, Remove Partitions	1	LS	\$12,000	\$12,000	\$6,000	\$18,000		\$18,000					\$18,000	
	2b	Finishes	1	LS	\$10,000	\$10,000	\$5,000	\$15,000		\$15,000					\$15,000	
<b>Interior Repairs &amp; Upgrades Subtotal</b>									\$0	\$33,000	\$0	\$0	\$0	\$0	\$33,000	
3	<b>Infrastructure Upgrades:</b>															
	3a	Mechanical System	1	LS	\$5,000	\$5,000	\$2,500	\$7,500		\$7,500					\$7,500	
	3b	Plumbing System	1	LS	\$5,000	\$5,000	\$2,500	\$7,500		\$7,500					\$7,500	
	3c	Electrical System	1	LS	\$5,000	\$5,000	\$2,500	\$7,500		\$7,500					\$7,500	
	3d	Fire Safety/Alarm System	1	LS	\$3,000	\$3,000	\$1,500	\$4,500		\$4,500					\$4,500	
<b>Infrastructure Upgrades Subtotal</b>									\$0	\$27,000	\$0	\$0	\$0	\$0	\$27,000	
<b>1925 Bath House Building Total</b>									\$914,625.00	\$637,125	\$277,500	\$0	\$0	\$0	\$0	\$914,625
<b>First Aid Building:</b>																
1	<b>Exterior Repairs &amp; Rehabilitation:</b>															
	1a	Roof	1	LS	\$5,000	\$5,000	\$2,500	\$7,500	\$7,500						\$7,500	
	1b	Exterior Walls	1	LS	\$2,500	\$2,500	\$1,250	\$3,750	\$3,750						\$3,750	
	1c	Windows & Doors	4	LS	\$625	\$2,500	\$1,250	\$3,750	\$3,750						\$3,750	
<b>Exterior Repairs &amp; Rehabilitation Subtotal</b>									\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	
2	<b>Interior Repairs &amp; Upgrades:</b>															
	2a	Improve ADA Accessibility	1	LS	\$2,500	\$2,500	\$1,250	\$3,750	\$3,750						\$3,750	
	2b	Finishes	5	LS	\$500	\$2,500	\$1,250	\$3,750	\$3,750						\$3,750	
<b>Interior Repairs &amp; Upgrades Subtotal</b>									\$7,500	\$0	\$0	\$0	\$0	\$0	\$7,500	

## RYE TOWN PARK CAPITAL ASSESSMENT - 2011

RYE TOWN PARK CAPITAL ASSESSMENT - 2011																
Cost Estimate																
Item	Item	Description	QTY	UOM	Unit Cost	Subtotal	Escalations & Contingencies	Total	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Totals	
3	<b>Infrastructure Upgrades:</b>															
	3a	Mechanical System	x			\$0	\$0	\$0							\$0	
	3b	Plumbing System	x			\$0	\$0	\$0							\$0	
	3c	Electrical System	x			\$0	\$0	\$0							\$0	
	3d	Fire Safety/Alarm System	x			\$0	\$0	\$0							\$0	
<b>Infrastructure Upgrades Subtotal</b>								<b>\$0.00</b>								
<b>First Aid Building Total</b>								<b>\$0.00</b>	<b>\$22,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,500</b>
<b>Lifeguard Storage Building:</b>																
1	<b>Exterior Repairs &amp; Rehabilitation:</b>															
	1a	Roof	1	LS	\$5,000	\$5,000	\$2,500	\$7,500		\$7,500					\$7,500	
	1b	Exterior Walls	1	LS	\$2,500	\$2,500	\$1,250	\$3,750		\$3,750					\$3,750	
	1c	Windows & Doors	1	LS	\$2,500	\$2,500	\$1,250	\$3,750		\$3,750					\$3,750	
<b>Exterior Repairs &amp; Rehabilitation Subtotal</b>								<b>\$15,000.00</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	
2	<b>Interior Repairs &amp; Upgrades:</b>															
	2a	Improve ADA Accessibility	1	LS	\$2,500	\$2,500	\$1,250	\$3,750		\$3,750					\$3,750	
	2b	Finishes	1	LS	\$2,000	\$2,000	\$1,000	\$3,000		\$3,000					\$3,000	
<b>Interior Repairs &amp; Upgrades Subtotal</b>								<b>\$6,750.00</b>	<b>\$0</b>	<b>\$6,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,750</b>	
3	<b>Infrastructure Upgrades:</b>															
	3a	Mechanical System	x			\$0	\$0	\$0							\$0	
	3b	Plumbing System	x			\$0	\$0	\$0							\$0	
	3c	Electrical System	x			\$0	\$0	\$0							\$0	
	3d	Fire Safety/Alarm System	x			\$0	\$0	\$0							\$0	
<b>Infrastructure Upgrades Subtotal</b>								<b>\$0.00</b>							\$0	
<b>Lifeguard Storage Building Total</b>								<b>\$21,750.00</b>	<b>\$0</b>	<b>\$21,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,750</b>
<b>RYE TOWN PARK STRUCTURES TOTAL</b>								<b>#####</b>	<b>\$929,625</b>	<b>\$804,000</b>	<b>\$202,500</b>	<b>\$1,106,875</b>	<b>\$8,025,313</b>	<b>\$0</b>	<b>\$11,068,313</b>	

## RYE TOWN PARK CAPITAL ASSESSMENT - 2011

RYE TOWN PARK CAPITAL ASSESSMENT - 2011															
Cost Estimate															
Item	Item	Description	QTY	UOM	Unit Cost	Subtotal	Escalations & Contingencies	Total	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Totals
<b>RYE TOWN PARK: LANDSCAPE FEATURES</b>															
<b>NE Gate Entrance :</b>															
1	<b>Repairs, Restoration &amp; Rehabilitation:</b>														
	1a	Masonry Walls	120	SF	\$25	\$3,000	\$1,500	\$4,500	\$4,500						\$4,500
	1b	Cast-Stone Copings: Caps	4	EA	\$250	\$1,000	\$500	\$1,500	\$1,500						\$1,500
	1c	Cast-Stone Copings: Wall Coping	40	LF	\$25	\$1,000	\$500	\$1,500	\$1,500						\$1,500
	1d	Ramps	N/A			\$0	\$0	\$0	\$0						\$0
	1e	Staircases	10	LF	\$250	\$2,500	\$1,250	\$3,750	\$3,750						\$3,750
	1f	Concrete	120	SF	\$25	\$3,000	\$1,500	\$4,500	\$4,500						\$4,500
	1g	Railings	10	LF	\$50	\$500	\$250	\$750	\$750						\$750
	1h	Improve ADA Accessibility	1	LS	\$2,500	\$2,500	\$1,250	\$3,750	\$3,750						\$3,750
<b>NE Gate Entrance Total</b>								<b>\$20,250.00</b>	<b>\$20,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,250</b>
<b>NW Gate Entrance:</b>															
1	<b>Repairs, Restoration &amp; Rehabilitation:</b>														
	1a	Masonry Walls	300	SF	\$25	\$7,500	\$3,750	\$11,250		\$11,250					\$11,250
	1b	Cast-Stone Copings: Caps	2	EA	\$250	\$500	\$250	\$750		\$750					\$750
	1c	Cast-Stone Copings: Wall Coping	30	LF	\$25	\$750	\$375	\$1,125		\$1,125					\$1,125
	1d	Ramps	35	LF	\$250	\$8,750	\$4,375	\$13,125		\$13,125					\$13,125
	1e	Staircases	N/A			\$0	\$0	\$0		\$0					\$0
	1f	Concrete	750	SF	\$25	\$18,750	\$9,375	\$28,125		\$28,125					\$28,125
	1g	Railings	N/A			\$0	\$0	\$0		\$0					\$0
	1h	Improve ADA Accessibility	1	LS	\$2,500	\$2,500	\$1,250	\$3,750		\$3,750					\$3,750
<b>NW Gate Entrance Total</b>								<b>\$58,125.00</b>	<b>\$0</b>	<b>\$58,125</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$58,125</b>

## RYE TOWN PARK CAPITAL ASSESSMENT - 2011

RYE TOWN PARK CAPITAL ASSESSMENT - 2011															
Cost Estimate															
Item	Item	Description	QTY	UOM	Unit Cost	Subtotal	Escalations & Contingencies	Total	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Totals
<b>SE Gate Entrance:</b>															
1	<b>Repairs, Restoration &amp; Rehabilitation:</b>														
	1a	Masonry Walls	300	SF	\$25	\$7,500	\$3,750	\$11,250			\$11,250				\$11,250
	1b	Cast-Stone Copings: Caps	6	EA	\$250	\$1,500	\$750	\$2,250			\$2,250				\$2,250
	1c	Cast-Stone Copings: Wall Coping	100	LF	\$25	\$2,500	\$1,250	\$3,750			\$3,750				\$3,750
	1d	Ramps	80	LF	\$250	\$20,000	\$10,000	\$30,000			\$30,000				\$30,000
	1e	Staircases	15	LF	\$250	\$3,750	\$1,875	\$5,625			\$5,625				\$5,625
	1f	Concrete	2,400	SF	\$25	\$60,000	\$30,000	\$90,000			\$90,000				\$90,000
	1f	Railings	15	LF	\$50	\$750	\$375	\$1,125			\$1,125				\$1,125
	1h	Improve ADA Accessibility	1	LS	\$5,000	\$5,000	\$2,500	\$7,500			\$7,500				\$7,500
<b>SE Gate Entrance Total</b>								<b>\$151,500.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$151,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$151,500</b>
<b>Perimeter Wall:</b>															
1	<b>Repairs, Restoration &amp; Rehabilitation:</b>														
	1a	Masonry Walls	7,800	SF	\$25	\$195,000	\$97,500	\$292,500				\$292,500			\$292,500
	1b	Cast-Stone Copings: Caps	2	EA	\$250	\$500	\$250	\$750				\$750			\$750
	1c	Cast-Stone Copings: Wall Coping	2,600	LF	\$25	\$65,000	\$32,500	\$97,500				\$97,500			\$97,500
	1d	Concrete	8,220	SF	\$25	\$205,500	\$102,750	\$308,250				\$308,250			\$308,250
<b>Perimeter Wall Total</b>								<b>\$699,000.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$699,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$699,000</b>

## RYE TOWN PARK CAPITAL ASSESSMENT - 2011

RYE TOWN PARK CAPITAL ASSESSMENT - 2011															
Cost Estimate															
Item	Item	Description	QTY	UOM	Unit Cost	Subtotal	Escalations & Contingencies	Total	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Totals
<b>Seawall, Retaining Wall &amp; Fence:</b>															
1	<b>Repairs, Stabilization &amp; Upgrades:</b>														
	1a	Foundations	1,280	LF	\$250	\$320,000	\$160,000	\$480,000	\$480,000						\$480,000
	1b	Masonry Walls	1,280	LF	\$250	\$320,000	\$160,000	\$480,000		\$480,000					\$480,000
	1c	Cast-Stone Copings: Caps	40	EA	\$250	\$10,000	\$5,000	\$15,000		\$15,000					\$15,000
	1d	Cast-Stone Copings: Wall Coping	1,280	LF	\$25	\$32,000	\$16,000	\$48,000		\$48,000					\$48,000
	1e	Staircases	45	LF	\$250	\$11,250	\$5,625	\$16,875			\$16,875				\$16,875
	1f	Concrete	N/A			\$0	\$0	\$0			\$0				\$0
	1g	Metal Fence/Railings	1,325	LF	\$50	\$66,250	\$33,125	\$99,375			\$99,375				\$99,375
<b>Seawall, Retaining Wall &amp; Fence Total</b>									<b>\$480,000</b>	<b>\$543,000</b>	<b>\$116,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,139,250</b>
<b>Landscape Improvements:</b>															
1	<b>Rehabilitation &amp; Improvements:</b>														
	1a	Update Beach Access Gates & Improve Beach Access	1	LS	\$25,000	\$25,000	\$12,500	\$37,500		\$37,500					\$37,500
	1b	Update Landscape Master Plan	1	LS	\$5,000	\$5,000	\$2,500	\$7,500	\$7,500						\$7,500
	1c	Maintenance & New Plantings- Lawns, Trees, etc.	1	LS	\$15,000	\$15,000	\$7,500	\$22,500	\$7,500	\$7,500	\$7,500				\$22,500
	1d	Gravel Pathways	13,440	LF	\$8	\$107,520	\$53,760	\$161,280			\$161,280				\$161,280
	1e	Paved Pathways	4,245	SF	\$15	\$63,675	\$31,838	\$95,513			\$95,513				\$95,513
	1f	Parking Areas	76,425	SF	\$5	\$382,125	\$191,063	\$573,188				\$573,188			\$573,188
	1g	Masonry Walls at Pond and Bridge	70	LF	\$250	\$17,500	\$8,750	\$26,250			\$26,250				\$26,250

## RYE TOWN PARK CAPITAL ASSESSMENT - 2011

RYE TOWN PARK CAPITAL ASSESSMENT - 2011															
Cost Estimate															
Item	Item	Description	QTY	UOM	Unit Cost	Subtotal	Escalations & Contingencies	Total	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Totals
	1h	Staircases	8	LF	\$250	\$2,000	\$1,000	\$3,000	\$3,000						\$3,000
	1i	Dumpster Locations	1	LS	\$2,500	\$2,500	\$1,250	\$3,750	\$3,750						\$3,750
	1j	Concrete Pads within Park	1	LS	\$5,000	\$5,000	\$2,500	\$7,500		\$7,500					\$7,500
	1k	Sidewalks	1	LS	\$25,000	\$25,000	\$12,500	\$37,500	\$37,500						\$37,500
	1l	Improve Pedestrian Safety in Park	1	LS	TBD	\$0	\$0	\$0							\$0
	1m	Improve Pedestrian Safety along Perimeter of Park	1	LS	TBD	\$0	\$0	\$0							\$0
	1n	Improve Signage	1	LS	\$10,000	\$10,000	\$5,000	\$15,000	\$15,000						\$15,000
	1o	Install Railings, Bollards & Fencing in Select Areas	1	LS	\$15,000	\$15,000	\$7,500	\$22,500	\$22,500						\$22,500
<b>Landscape Improvements Total</b>								<b>1,012,981</b>	<b>96,750</b>	<b>52,500</b>	<b>290,543</b>	<b>573,188</b>	<b>0</b>	<b>0</b>	<b>1,012,981</b>
<b>RYE TOWN PARK LANDSCAPE FEATURES TOTAL</b>								<b>3,081,106</b>	<b>597,000</b>	<b>653,625</b>	<b>558,293</b>	<b>1,272,188</b>	<b>0</b>	<b>0</b>	<b>3,081,106</b>
<b>RYE TOWN PARK GRAND TOTAL</b>								<b>14,149,419</b>	<b>1,526,625</b>	<b>1,457,625</b>	<b>760,793</b>	<b>2,379,063</b>	<b>8,025,313</b>	<b>0</b>	<b>14,149,419</b>

REQUEST FOR QUALIFICATIONS (“RFQ”)  
DEVELOPMENT, OPERATION, AND MAINTENANCE  
RYE TOWN PARK



Issued by:

**RYE TOWN PARK COMMISSION**

95 Dearborn Avenue

Rye, New York 10580

Release Date: January 20, 2016

Site Tour: 11am on February 4, 2016

Submission Deadline: 4pm, March 18, 2016

Address Submissions to: Rye Town Clerk Hope Vespia, 222 Grace Church Street – Suite 303,  
Port Chester, NY 10573

## SUMMARY

Rye Town Park is a 62 acre public park located in Rye, New York.

(<http://www.townofryeny.com/rye-town-park--beach-home-page.html>)

It consists of 28 acres of beach and 34 acres of parkland:

1. Lawn
2. Pond (#9 below)
3. Beach
4. Gazebo ( #10 below)
5. Restrooms and showers (#8 and #11 below)
6. 70-seat restaurant (#6 below)
7. Two beach concession stands (# 4)
8. Two covered pavilions (# 12 below)
9. Maintenance building (# 13 below)
10. An administration building (#14 below)
11. 75,000 square feet paved parking area



RTP is governed by the 6-person, Rye Town Park Commission (“Commission”) whose members are appointed by 4 jurisdictions:

- Town of Rye (2 members)
- Village of Port Chester (1 member)
- Village of Rye Brook (1 member)
- City of Rye (2 members)

The Park is currently managed by the Town of Rye.

The restaurant and concession stands are operated by a private company whose license with the Commission expires on 12/31/2016.

The annual budgets and audits for the Park can be found at:

<http://www.townofryeny.com/park-operations--financial-reports.html>

The Commission has issued this RFQ to obtain qualifications from those interested in managing and developing Rye Town Park for the next 20 years.

In general, respondents to this RFQ must provide:

1. Evidence of successfully managing and/or directly operating/maintaining the following:
  - a. Public parks
  - b. Restaurants and snack bars
  - c. Public beach operations including life guards, security, maintenance and parking lots
2. Details regarding their approach to managing the RTP for the next 20 years.
3. Address Submissions to: Hope Vestpia, Town Clerk Email: [HVespia@TownofRyeNY.com](mailto:HVespia@TownofRyeNY.com)
4. Questions and serious expressions of interest should be labeled “RTP RFQ” in the reference line and directed to: Debbie Reisner at: [dreisner@townofryeny.com](mailto:dreisner@townofryeny.com) or at Town of Rye, 222 Grace Church Street, Port Chester, NY 10573.

Detailed instructions about the information to be included in responses to this RFQ are contained below.

## **SITE DETAILS**

RTP is listed on the National Register of Historic Places as follows:

*“Rye Town Park-Bathing Complex and Oakland Beach is a historic park and public beach located on Long Island Sound at Rye, Westchester County, New York. It is located next to the separately listed Playland Amusement Park. It was designed in 1909 by architects Upjohn & Conable (Hobart*

*Upjohn and George W. Conable) and landscape architects Brinley & Holbrook. There are six historically significant buildings and structures; they are the Mission Revival style Bathing Complex. This includes the Bathing Pavilion and two shelters, a restaurant (1910), the Spring House, and the Women's Bath House (1925)."*

The Commission expects all responses to this RFQ to respect the original design and purpose of Rye Town Park when proposing any changes to the buildings and structures listed on the National Register of Historic Places.

### **Administration Building**

The most notable building in RTP is the Administration Building, a two-story Spanish Mission style stucco building with a red tile roof, flanked by two towers. The Administration Building was designed to be the focal point of Rye Town Park and provide a grand recreational experience for visitors coming to use the park and beach. The Administration Building was designed as a seasonal, multi-use building - to be used three months out of the year. It has no heating or central ventilation system, minimal plumbing, and basic electric services.



### **Pavilions**

Two large, open-air pavilions overlook the beach to the east of the Administration Building. They have electricity and are currently open to the public except when rented for private gatherings.



### **Restaurant** (currently "Seaside Johnnies")

Like the Administration Building, this building was not built for year-round use; it is currently used from only May to October.

### **The Pond**

A great deal of thought and resources have gone into creating a duck pond with marsh plantings. The pond has been designated a Wildlife Habitat by the National Wildlife Federation. The pond and plantings also serve to filter run-off from the roads and park before the waters flow out to the Long Island Sound.

## Bath House - Restroom Building

### Parking Lot

There is main parking area is located behind the Administration building; it is accessed from Dearborn Street. This area is paved and contains approximately 75,000 square feet. In the summer months, the parking area is filled to capacity on many days; however, under current agreements, the RTPC allows overflow parking on a 30,000 square foot area of lawn adjacent to the paved area. The parking area is protected within a series of low garden walls on the west and south edges and by tall retaining walls on the north and east edges. These site features will be required to remain and their rehabilitation integrated into the proposals.



### SITE CONSIDERATIONS

The Commission is seeking proposals that maximize the particular advantages of the existing grounds and site features. The selective restoration of important elements such as the beach wall at the tunnel entrances and the south retaining wall must be coordinated with the Department of Environmental Protection (DEP) and the State Historic Preservation Office (SHPO), as well as other work. All site related issues must be coordinated with the Department of Environmental Conservation.

Access to the site is an important issue. As there will be a variety of users arriving at the site using different modes of transportation - car, bus/van, bike, walking - this issue must be studied

so that clear traffic patterns are established for each use group.

Parking is an issue which must be considered from a variety of viewpoints. There must be adequate parking for visitors; it must be accessible to the handicapped; it should not negatively impact the park; and it must be designed to be easily accessible both from the existing roads and the buildings. Applicants are free to determine whether a parking fee will be charged for other users of the building during the summer months. Valet parking would be permitted during special events or functions at Rye Town Park.

The Administration Building currently has a usable gross square footage of approximately 4,100 square feet on the first and second floors. Expansion possibilities may exist to increase the overall footprint of the building on one or two floors (to the west only) to create more useable program space. As mentioned above, rehabilitation of the building will require new utilities and additional accommodations to meet current fire prevention and building code-mandated requirements. Proposals should contain plans for rehabilitation of the building.

Rye Town Park is listed on the register of Historic Places at the New York State and National level. The Commission invites adaptive reuse of existing facilities, such that any changes, removal, or replacement of structures are consistent with historic integrity. When the Commission accepted grant monies to replace the roof of the Main Administration Building, it required that any changes to the exterior of any of the Building must be previously approved by State Historic Preservation Office. Any new purpose should be in keeping with the context of the park and surrounding community and should honor the historic, architectural and social significance of the building and site.

## **OPERATIONAL CONSIDERATIONS**

### **Year-Round**

#### **Occupancy**

An objective of the Commission is to promote year-round use of the Park in order to establish a consistent level of operation and ensure protection of the historic structure and its building systems. Proposals should contain plans for such use.

### **Community**

#### **Impact**

The proposal should take into consideration its effect on the community at large, staff of the park/beach, Friends of Rye Town Park and new user groups of the restored facility.

### **Seaside Johnnies**

The "Seaside Johnnies" restaurant facility is operated pursuant to a license agreement with the Commission. Proposals could contain plans for operation of the restaurant and snack bar

facilities after the expiration or early termination of the license term.

### Parking

Parking is an especially important consideration for this proposal. Currently, there are two parking areas on site – the permanent parking lot is a paved area located directly west of the Main Administration Building; there is also an overflow parking area further to the west that is located on the grass. Currently, the overflow parking area is only used during the peak summer season. The Commission is open to proposals that consider creative solutions to balance beach parking with parking for new uses of park facilities. However, it is unlikely that additional parking would be approved by the Commission.

### Facility Rentals

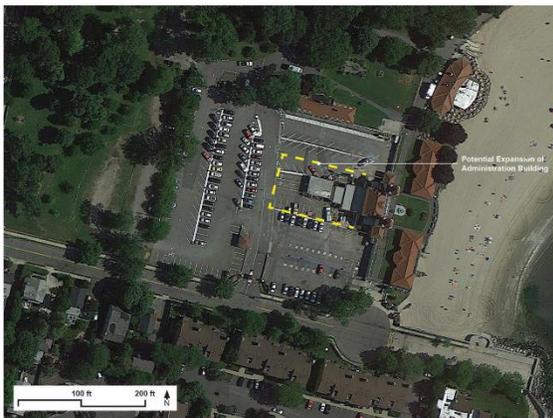
Currently, facility rentals make up a portion of revenue generated by the Park. Proposals should consider the impact that ongoing facility rentals will have on new uses.

### Restriction on Residential

The Commission encourages proposals that include multiple uses of the Park, however no residential uses are permitted on the site, with the exception of the possibility of a groundskeeper/caretaker accommodation.

### Building Additions

Building additions are permitted that are in keeping with the historical character of the site. Most notably, a building addition to the Administration Building can fill the approximate footprint shown on the following aerial map. The area of the footprint for a potential building addition to the Main Administration Building is approximately 12,000 square feet, which offers a buildable area of approximately 24,000 square feet for a two-story build out.



## ENVIRONMENTAL IMPACTS

Rye Town Park is bordered on three sides by residential properties, including both single family

homes and a large condominium complex. Any proposed changes to the Park must take into consideration the following potential neighborhood impacts: sound, air and water quality, lighting, traffic generation, aesthetics, and public life safety.

Any plan should be carefully examined for potential adverse environmental impact and will be required to undergo an environmental review process in accordance with the NY Environmental Conservation Law as implemented by 6 NYCRR Part 617 (SEQRA).

It is the desire of the Commission to protect the natural elements of the park, such as the lawns, shrubs and mature tree specimens. Sanitary sewage and solid waste are to be responsibly managed and consistent with the Clean Water Act. The integrity of the beach ecosystem and Long Island Sound waters should not be negatively impacted.

## **BUSINESS TERMS**

### **1. License Agreement**

The selected proposal will be eligible to operate pursuant to a license agreement with the Commission. This agreement will be for a minimum of 20 years, however longer terms are open to negotiation. Successful proposals will include plans for operations and maintenance for the entire term of the license agreement. Naming rights to the area are negotiable.

### **2. Revenues and Expenses**

All revenues generated by operations of Rye Town Park will be claimed by the applicant and all expenses incurred due to construction, operations, and maintenance of Rye Town Park will be paid by the applicant. Responses to this RFQ should demonstrate that development and operations of Rye Town Park will be revenue neutral for the Commission.

### **3. Renovation and/or Expansion of Existing Buildings on Site**

As noted above, the Administration Building may be expanded to the west of its current location. Additionally, the buildings on the Rye Town Park complex with less historical value may be renovated or replaced as needed.

## **SUBMISSION REQUIREMENTS**

Responses to this RFQ must be submitted in the following format & sequence: six (6) original copies must be submitted in a sealed opaque envelope with respondent's name, address and telephone number clearly marked.

### **Title Page**

Include respondent's name and address, date of submission, telephone number and a contact person.

## Table of Contents

Include a table of contents with page numbers.

### Tab 1 -Letter of Interest

Statement of respondent's interest in this project signed by the person who will have contract authority over this project and stating that the contents of the submittal are true and accurate.

### Tab 2 - Concept Plan

Describe your concept for developing and managing the Park including the reuse of historical structures, activities to be conducted on site, incorporation of existing facilities into new uses, and the impact of new uses on beach access, neighborhood impacts, and parking. Describe the basics of the financial plan supporting the concept plan.

### Tab 3 - Respondent Description

- A. Describe respondent's experience in public-private projects
- B. Describe respondent's experience in managing and developing projects similar to Rye Town Park
- C. Identify the qualifications of each of the principals of the respondent and any partners who will be involved on this.
- D. List at least three (3) of the most recent and/or similar contracts in which the firm has

### Tab 4 - Partners

Identify major sub-consultants/sub-contractors/partners that will carry out any part of the concept plan.

### Tab 5 - Client References

Include at least three (3) client references. References are to be on signed company or agency letterhead with the contact name, address and telephone number clearly shown.

## **SELECTION CRITERIA**

The Commission will use the following criteria to review submissions and, if appropriate, select a proposal:

1. Respondent's demonstrated experience to carry out the proposal.
2. Respondent's financial strength.
3. The level of detail and financial credibility of the proposal.
4. Respondent's clear understanding of all necessary approvals required to carry out the proposal.
5. Respondent's creativity in maximizing Rye Town Park as a public park.

### Preferred Bidder Status

The responses judged the most qualified will be asked to make presentations to the Rye Town Park Commission. The response selected by the Park Commission will receive Preferred Bidder status. Following this designation and contract negotiations, a formal written contract will be prepared by counsel for the Park Commission and will not be binding until all necessary legal approvals (see: "Governmental Approvals" below) have been obtained and the contract has been signed by all parties.

The Commission will select the firm or individual found to be best suited to accomplish the project.

There is no obligation on the part of the Commission to select any response or to make an award any submitting anyone submitting a response. No work is guaranteed under this request for proposal.

## **Proposed Timeline**

RFQ Issued	January 20, 2016
Information meeting and site visit: Rye Town Park, Administration Building 95 Dearborn Avenue Rye, New York 10580	February 4, 2016, 11am
Deadline for submission of written questions:	March 4, 2016
Date written questions will be answered:	March 11, 2016
RFQ Submission Deadline	March 18, 2016, 4pm
Top responses selected	April 19, 2016
Presentations by top proposers	May 17, 2016
Selection of Top Proposal	June 21, 2016

## **MISCELLANEOUS**

### **1. Governmental Approvals**

The contract between the Park Commission and the Preferred Bidder will be contingent upon and require the Preferred Bidder to obtain all licenses, permits (including building, demolition, alteration, use and special permits), consents, approvals, certificates (including temporary and permanent certificates of occupancy), rulings, authorizations, variances, or amendments to any of the foregoing as shall be necessary or appropriate under any law, to commence, perform, or complete any construction, or for the zoning, rezoning (to the extent that this contract allows), use, occupancy, maintenance, or operation of the Park in accordance with the Preferred Bidder's plan ("Governmental Approvals"). All costs associated with obtaining the Governmental Approvals shall be the contractual responsibility of the Preferred Bidder. The Park Commission will cooperate with the Preferred Bidder to the extent possible to obtain the Governmental Approvals.

### **2. Non-Collusion**

The respondent, by signing the proposal, warrants and represents that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any Town of Rye, City of Rye, Village of Rye Brook, Village of Mamaroneck or Village of Port Chester employee, officer or official.

### **3. Conflict Of Interest**

The award of a contract is subject to provisions of all Federal, State and local laws. All respondents must disclose with their proposals the name of any officer, director or agent who is also an employee of the Town of Rye, City of Rye, Village of Rye Brook, Village of

Mamaroneck or Village of Port Chester. Further, all respondents must disclose the name of any Town of Rye, City of Rye, Village of Rye Brook, Village of Mamaroneck or Village of Port Chester officer, employee, or elected official who owns, directly or indirectly, an interest of ten percent or more in the respondent or any of its subsidiaries or affiliates.

#### 4. No Lobbying

All contractors, firms or individuals are hereby placed on notice that any communication, whether written or oral, directly or indirectly through third party intermediaries with the Town of Rye, City of Rye, Village of Rye Brook, Village of Mamaroneck or Village of Port Chester elected officials or any members of the Rye Town Park Commission or any other staff or employee of the Town of Rye or working with or for the Rye Town Park Commission in respect to this request (with the exception of the personnel designated to receive requests for interpretation or corrections) is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any request for bid, proposal, qualifications and/or any other solicitations released by the Rye Town Park Commission. To do so shall be grounds for immediate disqualification from the selection process.

All contractors, firms or individuals must submit the attached No Lobbying Affidavit with their submittal response stating that they and their subcontractor, sub-contractor, sub consultants and agents agree to abide by the no lobbying restrictions in order to be considered for this request.

Any contractor, firm or individual that does not submit the required No Lobbying Affidavit shall be automatically disqualified from further consideration.

**NO LOBBYING AFFIDAVIT**

STATE OF NEW YORK COUNTY OF

This day of 2014 \_\_\_\_\_, being first duly sworn, deposes and says that he or she is the authorized representative of (Name of the contractor, firm or individual), maker of the attached request for bid, proposal, qualifications and/or any other solicitation released by the Rye Town Park Commission, and that the bidder and any of its agents agrees to abide by the Rye Town Park Commission's no lobbying restrictions in regards to this solicitation.

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**Acknowledgement**

On the day of \_\_\_\_\_ in the year 2014, before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

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## Expressed Interest and/or Participated in Walk-Through

Group	1st Name	Lst Name	Company Name	Address	City,State, zip	Phone	Website	Email
1	Joshua	Caspi	Caspi Development Co.	3010 Westchester Avenue Suite 106	Purchase, NY 10577	914-694-8300	<a href="http://www.caspidevelopment.com">www.caspidevelopment.com</a>	<a href="mailto:josh@caspiddevelopment.com">josh@caspiddevelopment.com</a>
2	Sal	Gizzo				914-330-9996		
3	Marcus	Serrano, City Manager	City of Rye	1051 Boston Post Road	Rye, NY 10580	967-7404		<a href="mailto:manager@ryeny.gov">Email: manager@ryeny.gov</a>
	Eleanor	Militana, Asst City Mngr	City of Rye	1052 Boston Post Road	Rye, NY 10581	967-7404		<a href="mailto:manager@ryeny.gov">Email: manager@ryeny.gov</a>
	Sally	Rogol	City of Rye	1051 Boston Post Road	Rye, NY 10580	914-967-2535	<a href="http://www.ryeny.gov">http://www.ryeny.gov</a>	<a href="mailto:recreation@ryeny.gov">recreation@ryeny.gov</a>
	Ike	Kuzio	City of Rye	1052 Boston Post Road	Rye, NY 10581	914-967-2535	<a href="http://www.ryeny.gov">http://www.ryeny.gov</a>	<a href="mailto:recreation@ryeny.gov">recreation@ryeny.gov</a>
	Christian	Miller, City Planner	City of Rye	1052 Boston Post Road	Rye, NY 10581	(914) 967-7167		<a href="mailto:cmiller@ryeny.gov">cmiller@ryeny.gov</a>
4	Many	DiLegge				914-602-1069		
	Carmine	DeMglio				914-774-1487		
	Michael	Rao, broker				914-447-2191		
5	John	Ambrose	Seaside Jonnies	94 Dearborn Avenue	Rye, New York 10580	(914) 409-3889		<a href="mailto:seasidejohn@bellsouth.net">seasidejohn@bellsouth.net</a>
6	Andy	Maniglia	United Parks / Standrd Amusements					<a href="mailto:amaniglia@unitedparks.com">amaniglia@unitedparks.com</a>
7	Dan	Biederman	Biederman Redevelopment Ventures			(212) 768-4242		<a href="mailto:dbiederman@urbanmgt.com">dbiederman@urbanmgt.com</a>
8	Bruce	Bernacchia	Fort-Pond-Bay Company	PO Box 188	Hastings on Hudson, NY	(914)478-6702 b (914) 671-1777 n	<a href="http://harvest2000.com">harvest2000.com</a>	<a href="mailto:bbernacchia@harvst2000.com">bbernacchia@harvst2000.com</a>
	Russ	Jesson	Barteca	22 Elizabeth Street	Norwalk, CT 06854	212.945.8829 203.299.1415	<a href="http://Barteca.com">Barteca.com</a> <a href="http://Bartaco.com">Bartaco.com</a> <a href="http://Barcelonawinebar.com">Barcelonawinebar.com</a>	<a href="mailto:rsjessen@gmail.com">rsjessen@gmail.com</a>