



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

RYE TOWN PARK COMMISSION AGENDA

SPECIAL SESSION: Wednesday, MARCH 30, 2016

Commission Members

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

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Accountant Resolution**
- 4. Adoption of 2016 Fee Schedule**
- 5. Adoption of Budget**
- 6. Appointment of Park Director**
- 7. Renewal/Extension of Capital Committee to Review RFQ Submissions**
- 8. BJJ Planning Resolution**

NEXT MEETING: TUESDAY, APRIL 19 AT 6:00P.M.
AT THE PORT CHESTER COURT HOUSE, 350 NORTH MAIN STREET

RESOLUTION

On motion of _____, seconded by _____
the following Resolution was adopted:

WHEREAS, the Rye Town Park Commission is in need of accounting services for Rye Town Park operations for the 2016 season.

NOW THEREFORE, BE IT RESOLVED that the Rye Town Park Commission hereby retains MGroup Consulting LLC, 222 Bloomingdale Road, White Plains, New York 10605 to provide accounting and financial services for Rye Town Park; and

BE IT FURTHER RESOLVED that MGroup Consulting LLC shall routinely provide financial information pertaining to the Park operations to the Rye Town Park Commission on a regular basis and assist the Rye Town Park Commission in all aspects of the Park management for the 2016 season; and

BE IT FURTHER RESOLVED that MGroup Consulting LLC shall be paid \$14,400.00 for all accounting services.

ROLL CALL:

AYES:

NOES:

Dated: MARCH __, 2016

RESOLUTION

On motion of _____, seconded by _____
the following Resolution was adopted:

WHEREAS, in 2013, the Rye Town Park Commission established a Capital Committee to review RFQ submissions; and

WHEREAS, that Committee was charged with, among other things, to prepare and develop a request for proposals for review by the Rye Town Park Commission with respect to private use and funding options and evaluate any such proposals and make recommendations to the Rye Town Park Commission; and

WHEREAS, the Rye Town Park Commission has received submissions to the most recent RFQ and desires to revive said Committee so that it may evaluate all submissions to the RFQ and make recommendations to the Rye Town Park Commission.

NOW THEREFORE, BE IT RESOLVED that the Rye Town Park Commission revives the Capital Committee of the Rye Town Park Commission and that the members of said Commission shall be Dan Tartaglia - Chair, Peter Larr, Martha Sokol-McCarty, Serge Neville and Joan Feinstein; and

BE IT FURTHER RESOLVED that the Capital Committee shall evaluate the responses to the RFQ and make recommendations to the Rye Town Park Commission; and

BE IT FURTHER RESOLVED that the Mayor of Port Chester and the Supervisor of the Town of Rye shall each make an appointment to the Committee.

ROLL CALL:

AYES:

NOES:

Dated: MARCH __, 2016

RESOLUTION

On motion of _____, seconded by _____
the following Resolution was adopted:

WHEREAS, Rye Town Park Commission retained the services of BFJ Planning in 2013 to develop a RFQ for development, operation and maintenance of Rye Town Park; and

WHEREAS, the Rye Town Park Commission published an RFQ in 2016 seeking proposals for development, operation and maintenance of Rye Town Park; and

WHEREAS, the Rye Town Park Commission was pleased with the services of BFJ Planning.

NOW THEREFORE, BE IT RESOLVED that the Rye Town Park Commission hereby retains BFJ Planning again to assist the Rye Town Park Commission in evaluating the responses to the RFQ and providing assistance and planning advice to the Rye Town Park Commission as it evaluates the various proposals; and

BE IT FURTHER RESOLVED that BFJ Planning shall be retained pursuant to the attached agreement dated March 25, 2016 which has the 2016 hourly billing rate, however, the fees shall not exceed \$10,000.00 without prior approval of the Commission; and

BE IT FURTHER RESOLVED that the Rye Town Park Commission President, GARY ZUCKERMAN, is hereby authorized to execute the contract with BFJ Planning in order to effectuate this Resolution.

ROLL CALL:

AYES:

NOES:

Dated: MARCH __, 2016

RESOLUTION

On motion of _____, seconded by _____
the following Resolution was adopted:

WHEREAS, Rye Town Park employees are seasonal employees; and

WHEREAS, the Rye Town Park Commission wishes to hire a Park Director for the 2016 season.

NOW THEREFORE, BE IT RESOLVED that the Rye Town Park Commission hereby appoints Peter Neglia, residing at 42 Crescent Terrace, Bedford Hills, New York as Park Director for the 2016 season; and

BE IT FURTHER RESOLVED that his term shall run from April 1, 2016 through March 31, 2017 at a salary not to exceed \$58,000.00.

ROLL CALL:

AYES:

NOES:

Dated: MARCH ___, 2016



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About M Group

"M Group is more than a service provider, we are a business partner."



At M Group, we're all about working together for success.

M Group professionals are trusted advisors who work hand in hand with our clients. We are focused on one thing – helping our clients achieve significant and sustained growth, while taking the stress out of running the financial side of their companies. Our clients are business owners and entrepreneurs and, by taking care of their financial and business management needs, we allow them to focus on what they do best... running successful businesses.

In existence for over 25 years, M Group is one of the largest independent financial service firms in the tri-state area. With locations in Westchester County and Manhattan, we provide a wide range of financial and business management services through **M Group Consulting LLC**, formerly known as M4 Consultants. We service our clients Auditing and Taxation needs through **Maier Markey & Justic LLP**. With more than 70 employees, we provide services to clients in a number of diverse industries, with concentrations in Healthcare (including Dialysis and Ambulatory Surgery Centers), Not-for-Profit, Real Estate, Advertising/Marketing, Professional Services, Manufacturing and Wholesale Distribution. Our clients are small to mid-sized businesses, and they have relied on us to handle some or all aspects of their financial and business management needs, and to help keep their companies financially organized.

Our success at M Group, and the confidence we have instilled in our clients for more than two decades, stems from our tireless commitment and dedication...simply put, we care about your business as much as you do. M Group is more than just a service provider, we are a business partner. We see the world through the eyes of our clients; your success is our success.

In fact, what separates M Group from other firms is that our clients don't distinguish us as an outside service. We become part of their management team, standing shoulder to shoulder and partnering with our clients, bringing a hands on approach to every level of their organization. M Group consultants bring a high level of passion, energy, commitment and attention to detail to every client. We are on the front lines, getting our hands dirty every day, working at the heart and soul of your business. We care like you care, your business is our business – when you have a problem, it's our problem.

M Group was established on the philosophy of managing your financial requirements of today, while planning for tomorrow. While most firms focus primarily on historical accounting and tax needs, our strength is supporting the historical, while driving the future. We want to do more than organize your financial needs; we pride ourselves on unlocking the financial opportunities within your business.

M Group works hand in hand with you, learning your business and identifying your management needs. We develop a customized plan to meet each client's specific needs, providing a range of comprehensive financial roles and services - from the simplest of tasks, such as supporting your payroll, accounts payable or general ledger functions, all the way to serving as your company's outsourced Controller or CFO. We match our skills with your needs, in areas such as Accounting and Auditing, Taxation, Financial Planning, Human Resources Management, Information Technology and Health Care Entity Management...to name a few.

M Group's partners are seasoned veterans, many from Big 4 accounting and consulting firms. We bring the horsepower of the large shops, with the hands on approach and fees you would expect from a smaller, more intimate boutique.

At M Group, we're all about working together for success. Working hand in hand with our clients, driving growth, taking over your financial worries and headaches and letting you focus on running your business.

And that's why most of our clients have been with M Group since we opened our doors. M Group has a history of building long-term relationships with nearly all of our clients...many have been with us for over 20 years for one simple reason, they trust us and we deliver results.

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Outsourced Solutions

"We can take care of your financial and management worries, allowing you to focus on what you do best."



The old adage, "if you want something done right do it yourself," does not always apply to managing the needs of a successful business. In fact, for more than 25 years M Group clients have relied on us to handle some or all aspects of their financial and business management needs, allowing them to focus on what they do best...running successful businesses.

Our clients are small to mid-sized companies, run by business owners and entrepreneurs who spend their time and energy focusing on the day-to-day needs of their operations. They

recognize the importance, and potential profitability, in effective back office management. In most cases, however, they don't have the time, resources or expertise to manage the financial aspects of their business.

At M Group, our Outsourcing Services are led by CPA's, most of whom are seasoned veterans from Big 4 accounting and consulting firms, who bring a high level of horsepower and commitment to managing our clients needs. M Group professionals work hand in hand with our clients, learning each business and identifying their needs. We develop a customized plan to meet these needs, providing a range of comprehensive financial roles and services - from the simplest of tasks, such as supporting your payroll, accounts payable or general ledger functions, all the way to serving as your company's outsourced Controller or CFO. In fact, what separates M Group from other firms is that our clients don't distinguish us as an outside service. We become part of their management team, standing shoulder to shoulder and partnering with our clients, bringing a hands on approach to every level of their organization.

[See List of Outsourcing Services.](#)

Our goal at M Group is to do more than organize your financial needs; we pride ourselves on unlocking the financial opportunities within your business. We're looking at all aspects of our clients business, from finance, to IT, to HR, for ways to improve efficiency...and in the process, have helped our clients increase their profitability. Simply put, we care about your business as much as you do. M Group is more than just a service provider, we are a business partner. We see the world through the eyes of our clients; your success is our success.

List of Outsourcing Services »

Our Service Areas:

- Accounting
- Auditing
- Taxation
- Outsourcing
- Healthcare
- Not-for-Profit
- Human Resources

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Our Services

"We care about your business, your success is our success."



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We also provide our clients with specific industry experience, in areas such as Healthcare (including Dialysis and Ambulatory Surgery Centers), Not-for-Profit, Real Estate, Advertising/Marketing, Professional Services, Manufacturing and Wholesale Distribution. M Group's more than 70 employees are industry experts, well versed in the rules, regulations, processes and financial management issues that are unique to each of these, and other, industries.

Our Service Areas:

- Accounting
- Auditing
- Taxation
- Outsourcing
- Healthcare
- Not-for-Profit
- Human Resources

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2016
Fee Increase Pro Forma

	2015 Units	2015 units Adjusted for 102 day season	2015 REVENUE	2016 Projected (only non resident increases)
PERMITS				
EMPLOYEE	137	128	0	0
RESIDENT FAMILY	344	322	51,600	51,600
RESIDENT SINGLE	83	78	9,130	9,130
PLATINUM FAMILY	27	25	8,100	8,100
RESIDENT SENIOR	907	849	18,140	18,140
NON RESIDENT SENIOR	239	224	11,950	13,419
NON RESIDENT SINGLE	24	22	5,520	5,615
NON RESIDENT FAMILY	25	23	8,250	8,188
ANNUAL PARKING	12	11	1,800	1,684
REPLACEMENT	7	7	140	131
SUB TOTALS	1805	1689	114,630	116,007
PARKING				
PERMIT PARKING	21798	20398	13,676	13,676
RESIDENT PARKING	3190	2985	27,324	27,324
NON RESIDENT PARKING	18918	17703	239,880	331,065
HOLIDAY RESIDENT PARKING	0	0	0	0
HOLIDAY NON RESIDENT PARKING	344	322	5,150	6,880
NIGHT PARKING	11456	10720	57,280	57,280
HOLIDAY NIGHT PARKING (NR)	0	0	0	0
BOOTCAMP	1105	1034	2,210	2,068
OFF SEASON PERMIT PARKING	414	387	1,245	1,245
OFF SEASON PARKING NP	3402	3184	17,010	22,285
VOLLEYBALL	1936	1812	0	0
PARTY TALLY \$2	1985	1858	3,970	3,715
PARTY TALLY	1520	1422	0	0
PARTY TALLY \$5	355	332	1,775	1,661
SUB TOTALS	44,625.00	41759	355,844	467,199
BEACH				
PERMIT BEACH ACCESS				
RESIDENT BEACH ACCESS	10765	10074	39,792	75,553
NON RESIDENT BEACH ACCESS	41117	38476	393,960	480,956
BEACH ACCESS 4-7	7404	6929	36,900	34,643
HOLIDAY BEACH NR	0	0	0	
HOLIDAY BEACH RES	0	0	0	
NIGHT BEACH ACCESS	0	0	0	
SUB TOTALS	59286	55479	470,652	591,151
TOTAL			941,126	1,174,357

RYE TOWN PARK
2016 BUDGET EXPENSE & REVENUE ASSUMPTIONS

The pro forma budget presented in this packet has been revised to reflect the decisions made at the March 15th meeting of the Rye Town Park Commission. The following notes address key changes from the previous draft. For a more expansive discussion of all revenue and expense assumptions that underpin the 2016 budget please refer to the full meeting packet prepared for the March 15th meeting.

REVENUE NOTES

- A. **Parking Fees/Beach Gate Admissions** 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. All projections have been adjusted for a 102 day season. Budget amounts have been rounded to the nearest 000.

Revenue model in Column N contains an increase of nonresident fees and permits of approximately 8%. Fees have not been raised since 2012.

Revenue model in Column M is based on the new fees, adjusted for 2015 units sold(102 day season) and discounted for several days of bad weather and lower sales that usually results from a price hike.

EXPENSES NOTES

- A. **Staff wages** The Director's line now includes all three park directors instead of just two, as was done in previous years: Park Director (\$58,000), Assistant Park Director-Development (\$18,000) and Assistant Park Director-Finance (\$23,806). The Cashier's wage line has been adjusted to reflect this change. A 2% wage increase has been factored in across-the-board, as per discussion at March 15th meeting. Note: Some employees were increased slightly more than 2% in order to bring them up to the new minimum wage of \$9.00 per hour.

- B. **Administration – Professional Fees**
Accounting (\$14,400) and legal (\$ 6,030) fees remain flat. Commission Secretary cost has decreased to \$15,000. The audit fee reflects a \$250 increase to its 2015 fee. \$1230 was January transition overlap for Nowotnik.

- C. **RFQ Consultant** - one time charge

- D. **Office Expense- Water**

This year we will provide each staff member with a refillable water bottle and install water coolers in the administration, security and lifeguard offices. This will replace \$2000 worth of disposable plastic bottles that were purchased last year. A search is currently underway for a suitable sponsor to underwrite this initiative. In the event we cannot secure a sponsor, we have budgeted \$1000 for water.

Electronic Payroll and Metrics Dashboard The attached proposal from Paychex, our payroll provider, describes the web-based payroll system to which we recommend converting. In addition to saving thousands of dollars in administrative time, increased accuracy and transparency, this technology will provide supervisors with a real-time dashboard to monitor and staff scheduling and costs. This is a vast improvement over the existing punch card system which generates payroll expense reports every two weeks.

This pro forma budget reflects a cost reduction from \$5500 to an annualized cost of \$4,180, which includes a one-time programming cost of \$400 (Total cost: \$800 with 50% allocated to the Town).

E. 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.

F. Equipment Repairs

Maintenance & repair 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.

G. 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.

H. 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 \$65-\$85 per employee.



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

Annualized cost: \$3,580.20

Annual savings vs. current system: \$10,716.00

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

**Rye Town Park Commission
Operating Capital Budget**

	2014	2015			2016	NOTES
	Actual	Proposed			Based on Y-o-Y	
	Audited	Budget			Incr. v 2015B	
			2015	2016		
			per Staff	per Staff 2015		
			Estimate	Estimate		
OPERATING BUDGET						
REVENUE						
Rental Income - Concession	95,008	97,858			100,794	2015 actuals unavailable
Parking Fees	271,648	280,000	355,844	397,119	262,018	3% Increase as per License Agreement
Beach Admission -North Gate	28,032	35,000			32,752	2015 proposed #
Beach Admission - Mid Gate	257,881	260,000			243,303	2015 # calculated to a 102 day season(from 109)
Beach Admission - South Gate	68,531	72,000			67,376	2015 # calculated to a 102 day season(from 109)
			470,652	502,478		
Investment Income	0	0			0	
Permits	116,060	117,000	114,630	98,606	117,000	Success of blanket mailing program
Grant Income	0	0			0	
Other Income	62,938	63,000			63,000	
Total Revenue with approximately 8% for non-residents	\$ 924,858	\$ 924,858	\$ 941,126	\$ 998,203	\$ 939,008	See Rate Increase Pro Forma
EXPENSES						
Wages						
Salaries - Directors	46,892	48,298			99,806	All Park Directors, See Notes
Salaries - Groundsman	83,183	85,678			81,779	2015 # calculated to a 102 day season(from 109)
Salaries - Security	84,756	87,299			85,685	2015 # calculated to a 102 day season(from 109)
Salaries - Life Guards	116,138	119,622			114,179	2015 # calculated to a 102 day season(from 109)
Salaries - Cashiers	94,605	97,627			68,735	calculated on 102 day season (from 109). See notes
Salaries - Attendants	21,753	24,796			23,867	calculated on 102 day season (from 109) + Implement new min. wage of \$9.00
Total Salaries	\$ 447,327	\$ 463,320			\$ 474,050	
Benefits						
Social Security	34,806	35,444			36,265	.0765 times total wages
Workman's Compensation	17,414	19,407			19,407	As per 2015 quoted rates
Medical Insurance	3,065	3,296			3,300	
Retirement	3,373	2,987			3,000	
Unemployment Insurance	16,715	18,924			17,565	rate dropped to 4.2%
Total Benefits	\$ 75,373	\$ 80,058			\$ 79,537	

**Rye Town Park Commission
Operating Capital Budget**

	2014	2015			2016	
	Actual	Proposed			Based on Y-o-Y	<u>NOTES</u>
	Audited	Budget			Incr. v 2015B	
Utilities, Taxes and Interest						
Telephone	7,753	6,000			6,000	Lower costs due to provider switch
Utilities	47,187	48,100			46,000	2015 was 6 Day longer season
Sewer Tax	0	22,000			11,000	Assumes RTP prevails in CERT suit
Interest Costs	9,733	11,000			5,000	Rates projected to rise slightly in 2016
Total Utilities, Taxes and Interest	\$ 64,673	\$ 87,100			\$ 68,000	
Administrative						
Professional Fees	49,900	53,242			49,180	Accounting, Legal, Audit
RFQ Consulting Fee					10,000	
Insurance	41,968	48,084			48,084	Post Irene/Sandy Risk inspections
Background Checks					5,000	\$60-\$85 industry average
Office	3,801	4,000			7,980	Misc. Office Expenses, water, wireless payroll management system
Total Administrative	\$ 95,669	\$ 105,326			\$ 120,244	
Operations and Maintenance						
Miscellaneous	16,966	12,000			11,000	Water, supplies, staff events
Beach Supplies & Equipment	7,580	12,000			12,000	Wristbands, first Aid supplies, etc.
Refuse Removal	12,260	4,500			10,605	Port Chester Waste pickup agreement
Promo, Print, Signs	11,201	13,000			13,000	Permit Mailing, signs, etc.
Computer Service & Supplies	16,988	14,000			16,000	Cashier system, related hardware, Park Director computer
Equipment - Repairs	18,023	13,000			10,000	Tractor, golf carts, trucks maint.
Building and Grounds Maintenance	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	5,600	6,400			6,200	Seven Concerts & Shakespeare
Uniforms	5,775	7,200			7,800	Employee Uniforms
Total Operations and Maintenance	\$ 208,978	\$ 189,054			\$ 198,187	
Total Expenditures	\$ 892,020	\$ 924,858			\$ 940,018	

Rye Town Park Commission
Operating Capital Budget

	2014 Actual Audited	2015 Proposed Budget			2016 Based on Y-o-Y Incr. v 2015B	NOTES
SUMMARY						
Total Revenue	\$ 900,098	\$ 924,858		\$ 998,203	\$ 939,008	
Total Expenditures	\$ 892,020	\$ 924,858		\$ 940,018	\$ 940,018	
Net Operating Revenue	\$ 8,078	\$ 0		\$ 58,186	\$ (1,010)	
Prior Year Carryover						
OPERATING SUBSIDY						
Town of Rye Share of net (loss)/gain	\$ 3,688	\$ -			\$ (461)	2014 T.A.V. Ratio = .456540
City of Rye Share of net (loss)/gain	\$ 4,390	\$ -			\$ (549)	2014 T.A.V. Ratio = .543460
OPERATING BUDGET						
CAPITAL BUDGET						
CAPITAL EXPENDITURES	89,701	90,000			90,000	
FEMA Revenues						
Total Capital Improvements						
CAPITAL EXPENSE CONTRIBUTION						
Town of Rye Share @ .60722	\$54,468	\$54,650			\$54,650	
City of Rye Share @ .39278	\$35,233	\$35,350			\$35,350	

**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		
Total	\$ 461,475	\$ 201,475	\$ 257,500	\$ -

Expressed Interest and/or Participated in Walk-Through

Group	1st Name	Lst Name	Company Name	Address	City, State, zip	Phone	Website	Email	Submitted Proposal
1	Joshua	Caspi	Caspi Development Co.	3010 Westchester Avenue Suite 106	Purchase, NY 10577	914-694-8300	www.caspidevelopment.com	josh@casptidevelopment.com	Yes
2	Sal	Gizzo				914-330-9996			Yes
3	Marcus Eleanor Sally Ike Christian	Serrano, City Manager Militana, Asst City Mngr Rogol Kuzio Miller, City Planner	City of Rye City of Rye City of Rye City of Rye City of Rye	1051 Boston Post Road 1052 Boston Post Road 1051 Boston Post Road 1052 Boston Post Road 1052 Boston Post Road	Rye, NY 10580 Rye, NY 10581 Rye, NY 10580 Rye, NY 10581 Rye, NY 10581	967-7404 967-7404 914-967-2535 914-967-2535 (914) 967-7167	http://www.ryeny.gov http://www.ryeny.gov	Email: manager@ryeny.gov Email: manager@ryeny.gov recreation@ryeny.gov recreation@ryeny.gov cmiller@ryeny.gov	Yes
4	Many Carmine Michael	DiLegge DeMiglio Rao, broker				914-602-1069 914-774-1487 914-447-2191			No
5	John	Ambrose	Seaside Jonnies	94 Dearborn Avenue	Rye, New York 10580	(914) 409-3889		seasidejohn@bellsouth.net	Yes
6	Andy	Maniglia	United Parks / Standr Amusements					amaniglia@unitedparks.com	Yes
7	Dan	Biederman	Biederman Redevelopment Ventures			(212) 768-4242		dbiederman@urbanmgt.com	Yes
8	Bruce	Bernacchia	Fort-Pond-Bay Company	PO Box 188	Hastings on Hudson, NY	(914)478-6702 b (914) 671-1777 rr	harvest2000.com	bbernacchia@harvst2000.com	No
9	Russ	Jesson	Barteca	22 Elizabeth Street	Norwalk, CT 06854	212.945.8829 203.299.1415	Barteca.com Bartaco.com Barcelonawinebar.com	rsjessen@gmail.com	No

Via E-mail

March 25, 2016

Gary J. Zuckerman, Supervisor
Town of Rye
222 Grace Church Street
3rd Floor, Suite 302
Port Chester, NY 10573

RE: Rye Town Park – Review of RFQ Submissions

Dear Supervisor Zuckerman,

Thank you for reaching out to BFJ for assistance with review and evaluation of submissions submitted to the Town in response to the Request for Qualifications (RFQ) for development, operation, and maintenance of Rye Town Park. As you are aware, BFJ was retained by the Rye Town Park Commission in 2013 to develop and issue an RFQ for the same purpose as the current one; however, only one submission, which was deemed unsuitable, was received.

We understand that the Rye Town Park Commission reissued the RFQ in January 2016 with submissions due to the Town in March 2016. We further understand that five submissions were received and that the Park Commission is in need of assistance with review and evaluation of the proposals. We are happy to submit this proposal letter to assist the Town and Park Commission with this task. We propose to undertake this review in close coordination with the Town and Park Commission and will attend Town Board and Park Commission meetings as necessary throughout the review and evaluation process. We propose to bill for our services monthly on a time and expense basis against the attached 2016 hourly billing rates. Our standard contract addendum is attached herein.

For consistency, we propose to use the same staffing on this assignment as we did for our 2013 work. I would act as Principal-in-Charge with Sarah K. Yackel and day-to-day project manager. Either Sarah or I will be available to attend all required meetings.

CHARLOTTE, NC
CHATHAM, NJ
CHICAGO, IL
NEW YORK, NY
PITTSBURGH, PA
STAMFORD, CT
WASHINGTON, DC

PAUL BUCKHURST ARIBA, AICP
FRANK S. FISH FAICP
GEORGES JACQUEMART PE, AICP
SARAH K. YACKEL AICP

BUCKHURST FISH
& JACQUEMART, INC.
115 FIFTH AVENUE
NEW YORK, NY 10003
T. 212.353.7474
F. 212.353.7494

WWW.BFJPLANNING.COM

Supervisor Zuckerman

March 25, 2016

Page 2

Please let this letter serve as our authorization to proceed with work on this project. If this proposal is acceptable, please sign below and return a signed copy to us. This will then form our contractual agreement. Please call me (212-353-7375) if you have any questions. We look forward to working with you on this assignment.

Sincerely,



Frank S. Fish, FAICP

Principal

Accepted by _____
Title _____
Of _____
Date _____

Enc. 2016 Hourly Billing Rates
Standard Contract Addendum

CC: Debbie Reisner, Chief of Staff to Supervisor, Town of Rye

BFJ 2016 PUBLIC BILLING RATES

PRINCIPALS	RATE PER HOUR
P. Buckhurst	\$235
F. Fish	\$235
G. Jacquemart	\$235
S. Yackel	\$210
S. Favate	\$210
SENIOR ASSOCIATES	
J. West	\$225
J. Martin	\$205
ASSOCIATES	
N. Levine	\$140
S. Kates	\$140
PROFESSIONAL STAFF	
I. Aguirre	\$105
L. Rennée	\$105
J. Douglas	\$90
WORDPROCESSING/PRODUCTION	\$70
SURVEYORS/TRAFFIC COUNTERS	\$40
URBANOMICS	
R. Armstrong	\$235
T. Lund	\$210

STANDARD CONTRACT ADDENDUM
Buckhurst Fish & Jacquemart Inc. (BFJ Planning)

Objectivity of Recommendations. It is understood by the client that BFJ can make no guarantees concerning the recommendations that result from the proposed assignment. To protect the client and other clients, and to ensure that the research results of BFJ's work will continue to be accepted as objective and impartial, it is understood that BFJ's fee for the undertaking of this project is in no way dependent upon the specific conclusions reached.

Direct Expenses, Computer Time and Outside Consultations. Billed reimbursement for services involving direct vendor expenses, computer time and outside consultations will be billed at cost.

Payment. Billing for project services and costs will be presented for payment as detailed in the contract. Payment is due within thirty days. Accounts over 60 days are subject to interest at the rate of 1.5%/month.

Termination. Either party may terminate the Agreement effective upon 15 calendar days' written notice to the other party. All work and expenses accrued up to the termination date shall be reimbursed.

Ownership of Documents. Final reports, memos and presentation drawings paid for by the client shall be the client's property at the conclusion of project work. Materials, information, and software used to produce final documents shall remain the exclusive property of BFJ, with reasonable access by client. The client will have access to raw data at no additional expense.

Equal Opportunity. BFJ is an equal opportunity employer and has an affirmative action plan.

Code of Ethics and Professional Standards. Principals of BFJ are members of the American Institute of Certified Planners. The firm subscribes to the AICP code of ethics in the conduct of its professional work.

Confidentiality. The products of this engagement are confidential and shall not be released without the client's consent.

Accountability. BFJ shall not be responsible for any acts performed, counseled, or occasioned by parties other than BFJ. BFJ is incorporated in the State of New York for purposes of conducting professional planning services. Such services do not include the practicing of architecture, landscape architecture or engineering for which BFJ may occasionally sub-contract for the convenience of its client.