



## ANNUAL REPORTS

**2017**

Josh Cohn  
Mayor

Sara Goddard  
Richard Mecca  
BenjaminStacks

Council Members

Emily Hurdd  
Julie Souza  
Danielle Tagger-Epstein

Marcus Serrano  
City Manager

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Recreation

DePauw Municipal Boat Basin Rye Community

Television (RTV) Rye Golf Club



## **CITY OF RYE**

**CITY HALL · RYE, NEW YORK 10580 TELEPHONE  
(914) 967-7404**

September 4, 2018

Honorable Mayor and Council Members City Hall  
Rye, New York

Dear Council Members:

It is my pleasure to transmit the attached reports on the activities of the City of Rye for 2017 in accordance with Section C8-2(F) of the City Charter.

The Annual Report of the City Manager and those prepared by the various departments and agencies of the City are assembled with a Table of Contents for ease of reference.

Your comments are appreciated.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Marcus Serrano'.

Marcus Serrano City Manager

*2017 ANNUAL REPORT*

*of the*

*CITY CLERK*

*of the*

*CITY OF RYE*

## **2017 ANNUAL REPORT CITY CLERK**

The mission of the Clerk's Department is to manage the City's vital statistics and records retention program and issue various licenses and permits, as well as run all local elections and assist the Westchester County Board of Elections in running all others. In addition, the staff of the Clerk's office offers support to the City Council and the Board of Appeals and provides numerous services to City departments and Rye residents.

The staff of the office consisted of the City Clerk, Deputy City Clerk and Permit Clerk.

The Clerk's Department annual report summarizing the responsibilities and accomplishments of the department during 2017 follows:

### **ADMINISTRATIVE RESPONSIBILITIES TO THE COUNCIL AND BOARD OF APPEALS**

As **Secretary to the City Council**, the Clerk is responsible for the preparation and distribution of the Council Minutes kept on file and indexed. During 2017, there were 20 regular Council meetings, one orientation workshop, two budget workshops, and two joint meetings with the School District. Six Local Laws were adopted. They are filed with the Clerk and copies are sent to the NYS Department of State and General Code Publishers for codification. The Clerk maintains custody of all City resolutions, ordinances, and contracts.

The Clerk is also **Secretary to the Board of Appeals**. Once a denial is issued requiring a variance from the City's Code, the application is processed by the Clerk's Office, which accepts completed applications, collects the appropriate fee, and publishes the legal notification in the official City newspaper. There were 59 applications submitted in 2017 and 11 public hearings. The agenda (in the form of the public notice) is published on the City's website, and minutes are prepared for each meeting. Results of the Board's vote are sent to each applicant in the form of a Findings and Decision letter.

### **BOARDS, COMMISSIONS AND COMMITTEES**

A record of all appointments made by the Mayor and Council to the Boards, Commissions, and Committees (BCC) is kept on file in the Clerk's Office. The office sends all appointees letters of appointment or reappointment, along with a copy of the Code of Ethics. The Clerk also administers the Oath of Office to newly elected members.

## **COMPETITIVE BIDS**

Competitive bids and contracts are processed through the Clerk's Office. Public notices are published in the City's official newspaper. Sealed bids are submitted to the Clerk's Office, stamped in, and secured until the specified time for the bid opening where they are opened by the Clerk. Once the final award of the bid or contract is made by the City Council (based on recommendation by the appropriate department head), the Clerk's Office notifies both the successful and unsuccessful bidders. Bid deposits in the form of bonds are filed in the Clerk's Office while certified checks are forwarded to the Finance Department. In 2016 our office coordinated the following bids and contracts:

### **Bids**

1-17	Fire Headquarters Women's Locker Room
2-17	Rye Rec. Bathroom Maintenance Bid

### **Contracts**

2017-01	Safe Routes to School
2017-02	Golf Club Greens Renovation Phase 1
2017-03	Kirby Lane Culvert and Guiderail Replacement

## **CUSTODY OF FILES, RECORDS, AND CITY SEAL**

This office is designated as the repository for the filing of permanent records, such as oaths, bonds, agreements, contracts, leases, deeds, and easements. We are also the Custodian of the City Seal and maintain a complete set of Council minutes. The Clerk also maintains minutes of Boards, Commissions and Committees. In addition, the office maintains files of the Board of Appeals, Bids and Contracts, and Telecommunications Applications.

## **ELECTIONS**

The Clerk is the official liaison from the City to the Board of Elections (BOE) and is in the office on Primary and General Election days. The BOE is responsible for storage, delivery and pick up of the optical scanning voting machines. The Clerk is solely responsible for all aspects of any special local elections. The Office also oversees the elections of the Boat Basin Commission.

## FINANCIAL ADMINISTRATION

The Clerk's Office receives revenue over the counter and through the mail on a daily basis. This revenue is tallied, receipted, and turned over to the Comptroller's office for processing.

### LICENSES AND PERMITS

The Clerk's Office is responsible for the issuance of various types of licenses regulated by the State or the City.

**Licenses regulated by the City:** Christmas Tree Sales; Dogs, Filming; Fireworks, Gas and Oil Heat; Parking (Commuter-Highland/Cedar, Resident and Non-Resident, Merchant, All Day and All Night; All Night; Guest; Replacements); and Taxi Cabs and Drivers.

**Licenses regulated by the State:**

Marriage Licenses (State Department of Health, Bureau of Vital Records) – computerized on the BAS system. A monthly report (Form DOH 963) is filed with the New York State Department of Health, Vital Statistics Section. The Clerk's office is responsible for marriage records and maintaining a permanent file.

The number of licenses, permits, etc., issued by the Clerk's Office in 2015:

<u>Filming</u>	8
<u>Licenses &amp; Permits</u>	
Dog Replacement Tags	20
Dog Licenses	516
<u>Business &amp; Occupational</u>	
Oil Burner and Gas Heat	9
Peddler's/Solicitor's License	3
Taxi Cabs	25
Taxi Drivers	29
Taxi Stands	9
<u>Public Safety</u>	
Blasting	4
Fireworks	5
<u>Parking</u>	
Commuter – Res./Non-Res./Highland Cedar/summer	996
Merchant, All Day/All Night/Guest/All Night/Snow Fl.	569
Replacements	142
<u>Miscellaneous</u>	
Miscellaneous (inc. Auctioneer Permits)	0
<u>Signs</u>	
Sign reservations at intersection of Boston Post Road and Cross Street	35

Vital Statistics

Burial Permits	77
Deaths Registered	77
Death Transcripts	1,083
Births Registered	0
Birth Transcripts	2
Marriages	38
Marriage Transcripts	113

**PARKING**

The Clerk’s Office issues permits for commuter, merchant and residential parking. Since city-owned lots have multiple users, the office tries to balance the needs of all user groups when issuing permits and has placed limits on certain categories. Annual commuter parking renewals and offers are done through an online system. Email reminder notices are sent out through the Rye Commuter Parking Updates distribution list to those who have signed up to receive them. Any applicant who provides false information on an application, or transfers or falsifies a permit is removed from the list. A \$50 fee was charged for renewing for the Waitlist, which was depleted in November 2016. A new Waitlist opened on December 6, 2016, which will charge a one-time fee of \$100, authorized by Council resolution to amend the fees and charges. By lease agreement with the MTA, we sell 165+% of the amount of spaces at the Station Plaza.

**PUBLIC RELATIONS AND INFORMATION**

The Clerk’s Office is the central answering source of incoming calls at City Hall and acts as a City information center and services hundreds of calls a year, directing them to the proper City source. A phone list of most frequently asked information is maintained in the office. The office coordinated a visit from the Westchester County Mobile Clerk’s Office, which enabled Rye residents to avail themselves of County services without having to go to White Plains. The Clerk’s Office also coordinates use of the sign at the intersection of the Boston Post Road/Cross Street for community functions. We support other City departments by providing information, as needed, and writing proclamations for employees, citizens and local organizations. The office also receives Freedom of Information Law (FOIL) requests, which are processed through an automated tracking program.

**RECEIVER OF SERVICE OF VARIOUS LEGAL DOCUMENTS**

When the Clerk is officially served with various legal documents, such as summonses and complaints, affidavits, memoranda of law, notices of claim, and petitions, these documents are immediately stamped with the date, time, and means of service. They are then forwarded to the Corporation Counsel or any other City Department involved.

## **RECORDS MANAGEMENT**

This office follows the customary year-end records disposal schedule. The Deputy City Clerk scanned many documents during the year in order to reduce the amount of paper retained in the office. The Clerk's Office also assists other City Departments with records maintenance.

## **TAXI LOTTERY**

Our office oversees use of the nine stalls reserved for taxis at the railroad station. Taxi companies with offices in Rye and more than three drivers may apply for these stalls. All drivers and cabs must renew once a year. In December, an annual lottery for use of the stalls is conducted after applications have been verified for a valid cab license. This year the following six taxi companies competed for the stalls: 1) Rye Cab/Purchase Street Taxi; 2) Rye Brook Cab & Airport Service; 3) Rye Taxi & Airport Service; 4) Westchester Taxi and Limousine Service; and 5) Rye's Taxi. Once the order of stalls is established during the lottery, a grid is developed so the companies can alternate spots at the railroad station.

## **PUBLIC NOTICES**

Public Notices are sent by the Clerk's Office in almost all cases where one is required, including notices of public hearings, notice of bond resolutions, Board of Appeals notices, notices for bids and contracts, etc.

## **VITAL STATISTICS**

The Clerk's Office issues marriage licenses, birth and death certificates, and burial permits. Marriage licenses are issued in accordance with the Department of Health Vital Statistics Section. Applicants need to present a photo ID in the form of a driver's license or current passport and an original, translated long form of their birth certificate. If either party has been divorced or widowed, a certified copy of the divorce decree or death certificate must be presented at the time of the application. A marriage license is valid after 24 hours and for a period of 60 days. No blood tests are required. The office also issues transcripts of marriage licenses filed with this office.

We are also responsible for the registration of births occurring within the City of Rye. Most occur in a hospital in another municipality. We are only responsible for deaths occurring within the boundaries of the City of Rye.

## **CONCLUSION**

I am most grateful to the Clerk's staff for all their knowledge, skill, and dedication, which allows the office to run in an efficient manner.

Respectfully submitted,

Carolyn E. D'Andrea  
City Clerk



CITY OF RYE, NEW YORK  
DEPARTMENT OF FINANCE

# 2017 Annual Report to the City Manager



Prepared January 31, 2018  
Joseph Fazzino, Deputy City Comptroller

The following is a brief overview of the City of Rye's Finance Department, including the different functions of our office, staffing, and accomplishments and goals moving forward.

### **Staffing**

In 2017, staffing of the Finance Department consisted of the Deputy City Comptroller, an Accountant, a Senior Account Clerk and two Bookkeepers.

### **Functional Units**

Below are the descriptions of the Finance Department's functional units (sometimes known as "cost centers") Our department provides services to not only our residents but to all of the City's departments as well. We have a very close working relationship with all of our departments.

#### **Finance Administration**

Finance Administration provides coordination and supervision of all Finance Department activities, and determines the priorities and scheduling of finance activities in coordination with the City Manager.

#### **General Accounting**

General Accounting coordinates the flow of financial information from subsidiary systems to the general ledgers, and provides various financial reports and analyses as required or desired by law, charter, or management.

#### **Accounts Payable**

Accounts Payable audits all purchase requisitions, purchase orders, and claims for payment or reimbursement submitted by vendors and city personnel, and issues vendor checks against the claims approved by management. Here we work very closely with all of the City's departments, not limited to department heads.

#### **Treasury**

Treasury provides cash management and investment services for all City funds, property tax billing and collection, accounts receivable, cash receipts, and miscellaneous billings.

#### **Parking Violations Bureau**

The Parking Violations Bureau provides the accounting for parking violations, including collections into the City's financial system, and the distribution of various parking violation reports. Although not part of parking violations, the Finance department is also involved with the collection and counting of money from the parking pay stations as well as the parking meters. Reports regarding these revenues are also provided.

## Payroll

Payroll audits payroll information submitted by departments, processes and distributes payroll checks and deposits, inputs payroll summary data into the City's financial system, and provides financial information and reports concerning salaries, wages, and benefits.

## **2017 Year in Review**

### Certificate of Achievement for Excellence in Financial Reporting

The City was awarded the Government Finance Officers Association (GFOA) *Certificate of Achievement for Excellence in Financial Reporting* for its fiscal 2016 Comprehensive Annual Financial Report (CAFR), making it the twentieth consecutive year that we have received this award. This prestigious award is presented to those state and local governments that produce annual financial reports exhibiting full and fair disclosure by meeting strict national specifications established by the GFOA.

### Distinguished Budget Presentation Award

The City was awarded the GFOA *Distinguished Budget Presentation Award* for its fiscal 2017 Annual Budget Document, making it the fifteenth consecutive year that the City has received this award. This award represents a significant achievement by the City, reflecting its commitment to meeting the highest principles of governmental budgeting. In order to receive the award the City had to meet nationally recognized guidelines for effective budget presentation, designed to assess how well its annual budget document served as a policy document, a financial plan, an operations guide, and a communications device.

### Electronic Workflow Process

Implemented an electronic workflow process throughout the City, including an automated approval process of purchase orders and invoices and the scanning of all related documents.

### Property Tax Collection

Finance continues to have an online property tax payment system that allows taxpayers to pay their bills via ACH Debit or Credit Card. Our property tax collections remain at around 99%, an excellent record considering that we must guarantee the property taxes of the county and the school districts within our boundaries.

### Budget Process

The fiscal 2018 budget was prepared almost entirely electronically. The process begins in July. Departments were trained in budget entry on the financial system and entered their requests, and notes specific to line items to itemize or emphasize the need for the requested amount. The 2018 Budget numbers were compared to last 3 years of actual results where appropriate, or compared

on a pro rata basis to 2018 year to date actual results where appropriate. Due to uncontrollable expenditures, namely health insurance the 2018 proposed budget would mark the second straight year the budget exceeded the state-imposed property tax cap after remaining tax cap compliant for the first 5 years of its existence.

## **2018 Goals**

### Property Tax Collection

Complete the upgrade of the City's property tax collection software. The current software pre-dates the deputy comptroller's arrival in 2003. This upgrade would allow for emailed copies of bills and receipts as well as reminder notices to taxpayers.

### Accounts Payable

Initiate the process of electronic payments of invoices to City vendors. Similar to Westchester County's process, at the time of payment, each vendor would get an e-mail notification that an electronic transfer to their designated bank account.

### Parking

The finance department will work with various departments to begin the implementation of a pay-by-phone parking application which would allow the customer to complete a transaction through their mobile device, rather than physically being present at the pay station. New software will also allow for Parking Enforcement Officers to have real time information regarding expired parking spots, enabling them to easily issue parking violations. This application could also allow for online parking permit renewal and enhanced parking enforcement capabilities.

Respectfully submitted,  
Joseph Fazzino  
Deputy City Comptroller

# CITY OF RYE



## INFORMATION TECHNOLOGY DEPARTMENT

### 2017 ANNUAL REPORT



CITY OF RYE INFORMATION TECHNOLOGY DEPARTMENT  
2017 ANNUAL REPORT

Introduction

In 2017 the Rye IT department engaged in a strategic initiative to migrate legacy network architecture and systems to cloud based solutions. Coupled with the extended operation of existing systems, the phased migration to cloud-based solutions continues to provide staff with the tools required to provide safe, reliable technology-based services to constituents.

Significant maturation, development and proven track records have opened the door to enhanced efficiencies in the municipal arena. The real world, battle hardened application in areas such as Extended WiFi Networks and Hosted Services offers cost effective, reliable and secure options that local governments are now embracing. The 2017 year focused on the continued planned & phased reduction of the total cost of ownership associated with the use of legacy networking concepts.

Phased-in migration to a cloud-based network architecture will continue during the 2018 year with completion slated for second quarter of 2019.

The City of Rye Technology Department is fortunate to have worked alongside a management team that understands the important role that technology plays in modern government. It is this insight and support that allows the Rye IT Department to maintain a high degree of quality of service to City staff and Rye residents. As we step into the future, the Rye Information Technology Department is poised and ready to seek out and explore new, emerging technologies designed to enhance the delivery of Information Technology services. Through careful planning, practical selection and supportive management City staff will have the technology tools needed to maintain superior service levels to Rye residents.

The 2017 information Technology Annual Report provides an overview of department operations, listed highlights and future initiatives. Thank you for taking the time to review this report.

Respectfully submitted,

Kerry Donahue  
Coordinator of Computer Services

## Personnel

The Rye Information Technology Department is managed by Kerry Donahue, Coordinator of Computer Services. Working for the City of Rye since 1996 Kerry has dedicated his professional career to public service. Kerry maintains a healthy balance of work, family and play with his wife of twenty seven years, two sons, two daughters and three grandchildren. Honored to be a part of the City of Rye team Kerry is looking forward to future challenges and opportunities that await in the ever changing world of technology.

## Areas of Coverage

The Rye IT department provides support services to the following administrative offices:

- Boat Basin
- Building Department
- City Assessor
- City Clerk
- City Manager
- Engineering Department
- Finance Department
- Human Resources
- Law Department
- Planning Department
- Police Department
- Public Works Department
- Rye Community Television
- Rye Fire Department
- Rye Golf Club/Whitby Castle
- Rye Recreation Department

## IT Services Include

- Hardware maintenance and support for all servers, workstations, laptops, tablets, printers and associated peripherals used by City staff.
- Management of both wide and local area networks connecting City offices. This included management of all network connectivity devices such as firewall, switches, routers, wireless access points, etc.
- Software install and support services including but not limited to Microsoft Office products, Adobe Creative Suite along with numerous third-party applications used by City staff.
- Coordinative support of telephony services used throughout City offices. This includes an IP based ShoreTel phone system, Verizon telephone serves as well as Verizon Wireless mobile phone and device service.
- General management and oversight of City of Rye Internet and Intranet Websites. Management of the City of Rye Email systems providing enterprise level email and calendaring functions across the City's wide area network as well as electronic communication capability over the Internet.
- Manages and maintains data archiving and disaster recovery operations.
- Maintains and supports the City of Rye Information Technology Policy and Procedures
- Provides technical and consulting assistance to City staff during the exploration of new or upgraded automated office systems.

## 2017 Highlights

The following section provides a summary of noteworthy Information technology Department activities during the 2017 year. It is important to note that the Rye IT Department supports - on a daily basis - a broad scope of hardware, software and staff support services at sixteen City of Rye Administrative Offices. Support services provided by the Rye Information Technology Department range from non-critical to mission-critical.

### Boat Basin

- Decommissioned and removed physical Domain Controller/Flattened network
- Installed new wall/rack mount to secure switches, firewall and modems
- Upgraded legacy Microsoft Office software
- Updated Adobe Acrobat Professional
- Upgraded Screen Connect Remote Support Service on all office computers and servers
- Installed new firmware - network firewall
- Performed monthly Microsoft Critical Updates on all office computers and servers
- Installed NEW Advanced Threat Protection on all office computers

### Building Department

- Updated Permit Tracking program used by Building Department staff
- Upgraded legacy Microsoft Office software
- Updated Adobe Acrobat Professional
- Upgraded Screen Connect Remote Support Service on all office computers
- Installed new firmware - network firewall
- Performed monthly Microsoft Critical Updates on all office computers
- Installed NEW Advanced Threat Protection on all office computers

### City Assessor

- Updated Property Assessment Program used by Assessment Department staff
- Migrated Westchester County Oblique Imagery and Parcel Van Viewer data to new network attached storage device
- Refreshed two client computers (operating system, memory and /or supporting applications)
- Upgraded legacy Microsoft Office software
- Updated Adobe Acrobat Professional
- Upgraded Screen Connect Remote Support Service on all office computers
- Installed new firmware - network firewall
- Performed monthly Microsoft Critical Updates on all office computers
- Installed NEW Advanced Threat Protection on all office computers

## City Clerk

- Installed one new client computer and supporting applications
- Updated BAS Clerk's program - created central repository for user configuration data
- Updated firmware - FTR Network Attached Storage Device
- Coordinated program enhancements of Online Parking Permit Program (permit renewal, waitlist, snowfield, etc.)
- Upgraded legacy Microsoft Office software
- Updated Adobe Acrobat Professional
- Upgraded Screen Connect Remote Support Service on all office computers and servers
- Performed monthly Microsoft Critical Updates on all office computers
- Installed NEW Advanced Threat Protection on all office computers

## City Manager

- Installed one new client computer and supporting applications
- Performed City Website adds-moves-changes per Manager's office directives
- Updated Adobe Acrobat Professional
- Upgraded Screen Connect Remote Support Service on all office computers
- Performed monthly Microsoft Critical Updates on all office computers
- Installed NEW Advanced Threat Protection on all office computers

## Engineering Department

- Installed one new client computer and supporting applications
- Upgraded AutoCAD program
- Updated HydroCAD program
- Updated Adobe Acrobat Professional
- Upgraded Screen Connect Remote Support Service on all office computers
- Installed new firmware - network firewall
- Performed monthly Microsoft Critical Updates on all office computers
- Installed NEW Advanced Threat Protection

## Finance Department

- Applied updates to hosted Financial Management program used by Finance department staff
- Refreshed one client computer (operating system, memory and /or supporting applications)
- Upgraded payroll program - PayPro
- Installed new HP dedicated check printer
- Updated Adobe Acrobat Professional
- Upgraded Screen Connect Remote Support Service on all office computers
- Performed monthly Microsoft Critical Updates on all office computers
- Installed NEW Advanced Threat Protection on all office computers

## Information Technology

- Upgraded firmware/Reviewed and hardened configuration - two network firewalls
- Installed ten new external drives - DR level of multi-tiered data backup plan
- Updated firmware Keri Door Access System controller board
- Updated firmware five network switches
- Upgraded ShoreTel Manager software (IP phone system)
- Decommissioned four application/file servers
- Upgraded Screen Connect - Linux Server used for remote support services
- Migrated Intranet Server and supporting applications
- Updated firmware - all Wireless Access points at all City locations
- Upgraded Active Capture Point - City Hall WiFi
- Upgraded On-Premise Microsoft Exchange Mail Server
- Updated Adobe Acrobat Professional
- Upgraded Screen Connect Remote Support Service on all office computers
- Performed monthly Microsoft Critical Updates on all office computers
- Installed NEW Advanced Threat Protection on all office computers

## Law Department

- Installed new client computer
- Updated Adobe Acrobat Professional
- Upgraded Screen Connect Remote Support Service on all office computers
- Performed monthly Microsoft Critical Updates on all office computers
- Installed NEW Advanced Threat Protection on all office computers

## Public Works Department

- Upgraded firmware - Verizon Range Extender - DPW Garage
- Installed one new HP Desktop computer
- Installed new firmware - network firewall
- Applied new updates to Sign Shop System (workstation, large format printer and associated peripherals)
- Updated PubWorks - DPW Management Program used by DPW staff
- Installed/upgraded Time-Off Manager Program used by DPW staff
- Updated Adobe Acrobat Professional
- Upgraded Screen Connect Remote Support Service on all office computers
- Performed monthly Microsoft Critical Updates on all office computers
- Installed NEW Advanced Threat Protection on all office computers

## Rye Community Television

- Installed one new computer
- Installed new firmware - network firewall
- Updated Adobe Acrobat Professional
- Upgraded Screen Connect Remote Support Service on all office computers
- Performed monthly Microsoft Critical Updates on all office computers
- Installed NEW Advanced Threat Protection on all office computers
- Managed monthly routine maintenance of technology equipment

## Rye Fire Department

- Decommissioned and removed physical Domain Controller/Flattened
- Upgraded Red AlertMX client-server program
- Updated firmware - Red AlertMX Hand Scanner System
- Refreshed one client computer (operating system, memory and /or supporting applications)
- Updated Adobe Acrobat Professional
- Upgraded Screen Connect Remote Support Service on all office computers
- Performed monthly Microsoft Critical Updates on all office computers
- Installed NEW Advanced Threat Protection on all office computers

## Rye Golf Club

- Updated Golf Club Management Program (NorthStar)
- Upgraded firmware - TA-100 Time Clock Reporting System
- Updated CS1CPU Domain Controller/File Server
- Decommissioned CS2CPU Backup Domain Controller
- Updated CSWEBCPU Web Application Server
- Upgraded firmware Public WiFi system used at Pool and Snack Bar area
- Refreshed one client computer (operating system, memory and /or supporting applications)
- Installed new firmware - network firewall
- Updated five Point of Sale units and printers - Snack Bar
- Updated Adobe Acrobat Professional
- Upgraded Screen Connect Remote Support Service on all office computers
- Performed monthly Microsoft Critical Updates on all office computers
- Installed NEW Advanced Threat Protection on all office computers

## Rye Recreation

- Upgraded Domain Controller- REC3
- Updated operating system - five HP Netbooks
- Reconfigured cloud-based network storage/file share between Camp Netbooks and Recreation office
- Updated firmware - WiFi - Damiano Center
- Installed new firmware - network firewall
- Refreshed two client computers (operating system, memory and /or supporting applications)
- Updated Adobe Acrobat Professional
- Upgraded Screen Connect Remote Support Service on all office computers
- Performed monthly Microsoft Critical Updates on all office computers
- Installed NEW Advanced Threat Protection on all office computers

## 2018 Initiatives/General Benefit

- Continued flattening of City of Rye Wide Area Network Architecture
  - Domain Consolidation / Enhanced Efficiencies
  - Reduction in Total Cost of Ownership
- Continued off-site Data Center Build - VMWare Environment
  - Reduction of hardware, software supporting City programs and services
- Continued migration of On-Premise Applications to Hosted Services
  - Reduction of hardware, software and labor supporting City programs and services
  - Reduction in Total cost of Ownership / Enhanced Efficiencies
- City Website Refresh / Redesign
  - Improved delivery of web-based services to community



**PERSONNEL DEPARTMENT  
2017 Annual Report**

During 2017, the Personnel Department was staffed by City Manager Marcus Serrano, and Maryann Cianci, Personnel Manager.

The Personnel Office coordinates Civil Service activities, employee benefits, and collective bargaining. The following are the major items that occurred in 2017 in each of these areas.

**CIVIL SERVICE ACTIVITIES**

**Employment Activity**

Personnel activity for 2017 was challenging as 7 full time employees retired; and 4 full time employees left City employment.

Eleven new full time employees were hired in 2017 (4 Fire Fighters, 1 Laborer, 1 Auto Mechanic, 1 General Forman, 1 Assistant Superintendent of Recreation, 1 Senior Office Assistant, 1 Permit Clerk, and 1 Assistant Assessor)/

In 2017 the total number of authorized full time positions was 151. In addition to these full time positions, the City hired employees for approximately 320 other seasonal and part time positions, primarily in the Recreation Department and the Golf Club.

In order to achieve the City's staffing needs and maintain compliance with the New York State Civil Service System, the City's Personnel Department is responsible for regularly communicating appropriate personnel information to the Westchester County Personnel Office and disseminating the information that is received from that office. In 2017, the Personnel Office prepared, submitted, and modified one payroll certification report and one annual gross earnings report to the Westchester County Department of Human Resources, and submitted multiple salary and contractual surveys from various New York State agencies, as well as mandatory annual workers' compensation statistical reporting to New York State Department of Labor.

In addition to coordinating pre-employment physicals for employees, the City's mandatory drug testing program was managed by the Personnel Manager. Quarterly results were maintained, along with processing payments to the third party administrator for collections.

In 2017, collective bargaining negotiations were continued with the Police, Fire, Clerical and Public Works units.

**PERSONNEL DEPARTMENT  
2017 Annual Report**

**EMPLOYEE BENEFITS**

**Benefits**

The City's dental and vision plans remained with the same carriers as the prior year. The City experienced moderate or no increases in its dental and vision premiums during 2017. However, NYSHIP health insurance increased premiums by 11%, and the Aetna health insurance plan was renewed with a 12% increase. The Aetna post age 65 retiree health plan was changed to a new plan that resulted in some reduced benefits and increase in prescription drug costs.

**Employee Manual**

The Department will keep the manual current by updating and/or implementing necessary policies. When significant changes are made to the manual, an updated version is distributed to all Department Heads, and posted to the City's Employee Website.

The City implemented a Workplace Violence policy and program, and conducted mandatory annual workplace violence training.

The Personnel Department performed first audit of post age 65 retirees for accurate quarterly Medicare Part B reimbursement. These retirees are now required to provide written documentation annually to verify their monthly Medicare Part B premium.

# City of Rye Fire Department



## 2017 Annual Report

The City of Rye Fire Department serves the 5.8 square miles of Rye and an additional 4 square miles under a contract with the Town of Harrison. The Department is led by the Commissioner of Public Safety, Michael C. Corcoran, Jr. assisted by the Volunteer Chief, David Larr and Career Lieutenant, Kurt Tietjen. The Commissioner of Public Safety, assumed office in January of this year and was tasked with restructuring the department and improving agency processes. The Department is a combination of volunteer and career firefighters. The volunteers consist of four companies and along with the career staff make up the Department as a whole. In 2017, the Fire Department responded to 967 incidents.



## Rye Fire Department Companies



The Poningoe Hook and Ladder Company operate a 2007 Seagrave Aerial and a 2001 Seagrave Aerial. The primary duties of the Hook and Ladder Company are to perform search and rescues, ventilation, and salvage at the scene of working fires. The 2007 aerial also carries some of the specialized equipment of the Fire Department. All the confined space rescue equipment is on board year round, in the winter months the apparatus is outfitted with the equipment needed to perform ice rescue.

The Poningoe Hook and Ladder Company Wardens and Officers:

Arcadio Ocasio – Warden  
Joe Banahan – Warden  
Joe Graham – Captain  
Richard Cadigan – 1<sup>st</sup> Lieutenant  
Patrick Kissell – 2<sup>nd</sup> Lieutenant



The Milton Point Engine and Hose Company operates a 2006 Seagrave Engine and a 1987 Sutphen Engine. The 2006 Seagrave serves as one of the Fire Department's two primary Fire Engines. The 1987 Sutphen is the Department's spare Engine and is used as a backup when one of the other Engines is out of service, it also responds to requests for Mutual Aid from surrounding communities. Additionally the 2006 engine is outfitted with a complete set of Auto Extrication tools.

The Milton Point Engine and Hose Company Wardens and Officers:

James K Burke – Senior Warden  
Peter Cotter – Warden  
Dan Bochicchio – Assistant Chief



The Poningoe Engine and Hose Company operate a 1994 Pierce Engine. The Engine is equipped for both fire suppression and vehicle extrication.

The Poningoe Engine and Hose Company Wardens and Officers:

- David Larr – Chief
- Anthony Scarfone – Senior Warden
- Michael Billington – Warden
- Antonio Alba – Captain
- Ricardo Acevedo – 1<sup>st</sup> Lieutenant
- Leif Skodnick – 2<sup>nd</sup> Lieutenant

The Fire Police Patrol Company operates a 1989 International / Salsbury Utility Truck. The Fire Police Patrol's primary function is scene safety. If the incident is on an



active roadway the truck parks in the position that creates a barrier providing a safer working environment for our firefighters. At a fire scene the truck and the company members provide traffic safety and when needed provide additional lighting and a limited rehab function for firefighters.

The Fire Police Patrol Company Officers and Wardens:

- Lori Tolento – Senior Warden
- Robert Martin - Warden
- Lester Millan – Captain
- Rex Gedney - Lieutenant

## Additional vehicles operated by the Fire Department

2015 Ford Utility  
2011 Chevrolet Tahoe  
2006 Chevrolet Tahoe  
2006 Chevrolet Pickup  
2008 Ford Crown Victoria Department Backup Vehicle

The City of Rye currently employs 20 Career Firefighters, and one Career Lieutenant. The career firefighters are assigned to work from both the Milton Point Firehouse and Locust Avenue Fire Headquarters.

The Career firefighters are represented by the International Association of Firefighters Local 2029. The Career Lieutenant / Fire Inspector performs a variety of duties within the Department. Some of the Lieutenant's duties include supervision of the daily activities within the firehouse, supervision of career staff and volunteers at fire scenes, and incident command. The Lieutenant assists the Commissioner of Public Safety with additional duties as necessary. In addition to firematic duties, the Lieutenant also has the responsibilities of Fire Inspector.

### **Key Career Staff**

Lieutenant – Kurt Tietjen  
Firefighter Clerk – James Groglio  
Firefighter Clerk – John Castelhana  
Firefighter Clerk – John McDwyer  
Firefighter Clerk – Richard Roode  
Local 2029 President – John Castelhana  
Local 2029 Vice President – Andrew Northshield  
Local 2029 Secretary / Treasurer John Cotter

### **Fire Inspection and Prevention**

The Fire Inspector / Lieutenant is responsible for performing annual fire inspections within the City of Rye. Additionally a large part of the month of October is spent visiting local schools for Fire Prevention. This year the Fire Department visited all of the Pre-Schools, Parochial Schools, and Elementary Schools in the City. Almost 2000 children ages 2 through 7 received a Fire Safety Demonstrations.

## **Accomplishments in 2017**

- In April, Fire Department fought a difficult brush fire in the Marshlands; the largest we have had to fight in recent history. Both volunteer and career firefighters displayed great teamwork and perseverance in bringing this fire under control.
- In May, the Fire Department professionally handled a train derailment which occurred on the ramp to Interstate 287.
- Completed a comprehensive written analysis focused on the urgent issues of safety, staffing and supervision which resulted in the hiring of three new firefighters in September.
- Commenced the process of accreditation. Accreditation is a comprehensive self-assessment and quality improvement model.
- Fought difficult fires at Playland and at 151 Purchase Street. Both volunteer and career firefighters worked tirelessly under difficult circumstances to safely and quickly bring these fires under control.
- Equipment and apparatus testing was conducted to comply with OSHA regulations. Commenced a comprehensive review of all apparatus capabilities and lifespan.
- All interior firefighters received their annual bailout training as mandated by NYS as well as comprehensive training on a variety of topics unique to firefighting in Rye.
- In 2017 the Department continued our annual testing and equipment replacement, analyzing all processes and engaging in continued training to toward furthering the Department's abilities.

## Conclusion

The annual report provides a broad overview of the Fire Department's year in review. There are many daily activities that are not mentioned because there are just too many. The Department provides a vital community oriented service to the City. Whatever the call, from the simple keys locked in a car, to the major structure fire, the Fire Department is there to serve the community. When pushed to its limits the Department rises to the occasion to provide the best possible service to the residents of Rye. With the predictions of more major storms and the continuous evolution of the firefighting service, we will continue to train and develop our volunteer and career staff to their fullest potential.

Rest assured, no matter what the situation, the goal is and always will be to provide excellent fire service to the residents of Rye. The City of Rye Fire Department looks to 2018 with enthusiasm and will rise to always do our absolute best to meet any challenge.



# **POLICE DEPARTMENT CITY OF RYE**



## **ANNUAL REPORT 2017**

**MICHAEL C. CORCORAN, JR.  
Commissioner of Public Safety**

## **INTRODUCTION**

Welcome to the 2017 annual report for the City of Rye Police Department. The information contained in this report highlights the activities and dedicated efforts of our officers and staff throughout the year.

The dedicated men and women of the Rye Police Department continue to work hard every day in their efforts to keep safe all who live, work or visit Rye. We are a community- oriented department that prides itself on fair and respectful policing. We continue to build on our partnerships with Rye ACT, our public and private schools and are proud to be a part of the newly resurrected Human Rights Commission.

This year, our highly successful “Adopt a School” program was expanded into pre-schools and private schools. Building on our community outreach, we began the phase in of social media programs (Facebook and Twitter) to engage the community by providing information on traffic issues, crime information and other issues of public safety or concern. This is a work in progress which we will expand upon in 2018.

We graduated our first ever Drug Recognition Expert from the Governor's Traffic Safety Committee Course to foster our efforts in narcotics enforcement. Officer Jonathan Klein was the first officer in the City of Rye Police Department’s history to complete this rigorous training and earn this coveted designation.

We continued our personnel development for our command level officers. In the Fall of this year, Lieutenant Michael Anfuso graduated from the F.B.I. National Academy. He joins fellow graduate, Lieutenant Rob Falk who attended a prior session. Lieutenant Scott Craig will be attending in 2018. The National Academy is an eleven week in residence course held in Quantico, Virginia and is an opportunity offered to less than one percent of police leaders throughout the world. In 2018, Rye Police Department’s entire command staff will have graduated from this prestigious program.

The department had another busy and productive year with increases in calls for service, summonses and other areas while working hard every day to keep Rye such a safe place. Indeed, Rye was voted the safest city in Westchester County and the second safest in all of New York State by the National Council of Home Safety and Security. This recognition is a direct result of the efforts of the men and women of our department.

In 2018, we will expand our community policing initiatives by resurrecting the Village Officer position, host “Coffee with a Cop” gatherings and develop senior citizen outreach programs.

We are extremely proud of the hard- working men and women of the Rye Police Department and thank them for their dedication to this City. We are excited about the future opportunities and challenges that lie ahead.



## City of Rye Police Department Statistical Overview

*Updated eff. January, 2018*

The principal mission of the Police Department is to preserve the rights of citizens and reduce fear in the community through the prevention of crime, protection of persons, property and the maintenance of order in public places; to preserve the quality of life pursuant to the Rye City Code; and to anticipate and respond to events that threaten public order and the protection of life and property.

### **Traffic Enforcement**

*Moving violations by category*

	2016	2017 Q1	2017 Q2	2017 Q3	2017 Q4	2017
Red Light	100	26	16	23	12	77
Stop Sign	74	12	14	18	15	59
Speeding	845	210	164	128	160	662
Disobey Sign/Device	1,191	377	326	344	245	1,292
Alcohol/Drug Related	38	9	14	9	11	43
Unlicensed Operation	419	127	110	105	100	442
Other M/V Infractions	1,152	287	380	484	516	1,667
Inspection	147	137	65	39	37	278
Registration	289	134	115	109	97	455
Equipment	567	332	330	247	204	1,113
Seat Belt	102	26	43	36	20	125
Cell Phone	240	76	49	59	69	253
Marine Navigation Law	56	0	2	22	4	28
<b>TOTAL</b>	<b>5,220</b>	<b>1,753</b>	<b>1,628</b>	<b>1,623</b>	<b>1,490</b>	<b>6,494</b>

### **City Code Violations**

	2016	2017 Q1	2017 Q2	2017 Q3	2017 Q4	2017
	189	36	56	20	23	135

## Parking Violations

	2016	2017 Q1	2017 Q2	2017 Q3	2017 Q4	2017
	10,071	2,952	2,941	2,413	2,519	10,825

## Arrests

	2016	2017 Q1	2017 Q2	2017 Q3	2017 Q4	2017
Persons Arrested	271	74	59	49	40	222

## Calls for Service – TOTAL

	2016	2017 Q1	2017 Q2	2017 Q3	2017 Q4	2017
	30,120	7,879	7,616	7,803	7,358	30,656

## Calls for Service – SELECTED CATEGORIES

*Does not include criminal complaints*

*Does not include all calls for service*

	2016	2017 Q1	2017 Q2	2017 Q3	2017 Q4	2017
Aided (Medical Emergencies)	1,008	337	274	252	253	1,116
Alarms – Burglary	820	176	170	191	204	741
Alarms – Other	180	31	50	10	3	94
Motor Vehicle Accidents	394	81	110	82	84	357
Suspicious Persons	209	27	78	58	45	208
Suspicious Vehicles	255	46	60	57	73	236
Domestic Incidents	52	5	11	7	7	30
Missing Persons/Children	8	2	4	0	0	6
Assist Citizen	852	180	216	217	170	783
Assist Other Agency	324	76	76	95	79	326
Animal Complaints	151	33	53	70	35	191
City Code Violations	439	70	131	60	59	320
Prisoner Transport	70	23	28	19	24	94
Public Event	31	2	9	4	4	19
School Crossing (P.O.)	23	4	3	9	0	16
Utility Emergency	368	62	50	41	28	181
Dark House Checks	15	3	2	0	1	6
Disabled Vehicle	162	37	30	26	36	129
Disorderly Conduct	34	2	7	8	1	18

E911 Hang-up	99	37	28	12	15	92
Environmental Conservation	172	1	30	83	24	138
Extra Patrol Request	202	26	9	25	32	92
Fire	23	4	5	3	1	13
Fireworks	19	0	0	14	0	14
Road Condition/Hazard	137	26	22	38	32	118
Tree Down	51	9	14	5	3	31
Gun Shots Fired	1	0	1	0	0	1
Noise/Neighborhood Comp	173	25	53	51	32	161
Health/Safety Hazards	15	7	5	4	6	22
Recovered Property	8	0	1	1	1	3
Hazardous Material	1	0	0	0	1	1
Property Checks	11,669	3,040	2,767	3,245	2,772	11,824
Operation Safeguard	1,181	196	481	354	611	1,642
ABC Law Checks	0	0	7	0	0	7
Total	19,146	4,568	4,785	5,041	4,636	19,030

## Investigations

	2016	2017 Q1	2017 Q2	2017 Q3	2017 Q4	2017
Cases Opened -- General	522	154	145	98	102	499
Cases Opened -- Youth	53	21	11	3	8	43

## Resources

	2016	2017 Q1	2017 Q2	2017 Q3	2017 Q4	YE 2017
Authorized Sworn Headcount	36	36	36	35	35	35
Long Term Sick/Injured	2	2	2	2	2	2
Restricted Duty*	0	0	0	0	0	0
Not Available for Patrol**	1	1	1	0	0	0
Unfilled Positions	1	1	1	2	2	2
Patrol Strength	30	30	30	29	29	29

\* Indicates sworn officer not able to perform patrol duty due to medical or other condition

\*\* Indicates sworn officer not available for patrol for other reason, i.e., Police Academy, Field Training, etc.



## **PATROL DIVISION**

The Uniform Patrol Division of the City of Rye Police Department responded to 30,656 calls for service in 2017. The Patrol Division is the most visible and often the first point of contact the public has with the police department. The patrol officers are here to respond to the calls of the residents, the people who work and shop here, and those who just come to visit our community. The officers are also here to act as a deterrent to crime through high visibility and a pro-active approach. The Patrol Division consists of one Lieutenant, six Sergeants and twenty-four Patrol Officers. The Patrol Division includes these specialized units; Marine, Traffic Enforcement, Village Officer, Adopt a School Program and Parking Enforcement Officers. The Patrol Division issued 6,494 Vehicle and Traffic summonses; 2,347 parking summonses (this does not include the Parking Enforcement Officers); 135 City Code summonses, made 222 arrests for charges related to Violations and Crimes, and arrested 18 people for Driving While Intoxicated/Impaired by drugs or alcohol. Additionally, 52 people were arrested for various drug possession charges.

In addition to calls for service the Uniform Patrol Division traveled thousands of miles patrolling the streets of Rye while on their posts. Over and above the routine patrols we continued to be busy with traffic enforcement, numerous special events, prisoner transports, and city code enforcement. In 2017 our Adopt a School program experienced tremendous success. Eight officers were assigned to this detail where they interact both with the faculty and the children at their assigned schools. Officers would stop in periodically from their routine patrols to foster the police department's relationship with the schools and students. In total officers went into the schools a total of 123 times as part of our community outreach. The officers also assisted the schools with their School Lock Down drills.



Our dedicated Traffic Enforcement officer position has continued to be very successful. The position allowed us to focus on specific enforcement issues in problem areas. The department purchased a “Ghost Car” with funds from our 1033 program. This vehicle allows the traffic officer to be less conspicuous in his enforcement efforts. This year the department also expanded our use of LPR’s on the patrol vehicles. LPR’s or License Plate Readers mount on the patrol cars and immediately scan all the license plates in the vicinity of the vehicle. It then signals the officer information such as stolen cars, wanted subjects, Amber Alerts etc. Additionally, the unit stores the information which helps assist us in criminal investigations. The department is planning on expanding this program with additional mobile units and stationary LPR’s that would be mounted in prominent locations throughout the city.

We were fortunate to have one of our officers accepted into the DRE program. The DRE program trains officers to become Drug Recognition Experts in the area of Drug/Impaired drivers. This training sponsored by the International Chiefs of Police and the National Highway Traffic Safety Administration was conducted by the NYS Division of Criminal Justice Services. This training is highly coveted and labor intensive, currently there are only 8 DRE officers in Westchester County. We hope to send additional officers for this training to help combat drug impaired drivers.



Unfortunately, like many departments in the public safety sector the nature of our job can lead to personnel getting injured. For the majority of 2017 we had a total of three officers who were out on long term job related injuries. Despite these shortages we continued to operate without fail protecting our community and our citizens. We wish the best for these injured officers and look forward to their return to duty.

The City of Rye with its beautiful natural setting and welcoming environment brings many fun, charitable, and community events to our city. For 2017 the Patrol Division was tasked with providing safety and security to more than thirty-five of these events. The events included the Rye Derby, The Westchester Triathlon, the Little League Parade, Halloween Window Painting, Mistletoe Magic, School Parades, Rye HS sporting events, plus a number of charitable walks. Every event takes a tremendous amount of planning and personnel to assure we meet our goal of insuring that each of these events takes place on time and as safely as possible.

With the beautiful weather we had during 2017, Playland and Rye Beach as well as the country clubs drew large crowds. With our enhanced patrol coverage during high traffic periods with events like Independence Day, Halloween, Mischief Night, weather emergencies, flood watches and the holiday shopping season on Purchase Street a safer environment was provided. The Patrol Division was assisted by our Auxiliary Police Unit to make sure that all these events were adequately covered making safety as our top priority.

The Police Department works closely with other law enforcement agencies investigating and making arrests for criminal activity in Rye. Through these partnerships we continue to maintain a safe community for our residents.

The City of Rye Police Department is a member of the New York State Office of Homeland Security Counter Terrorism. We take an active role in staying current on national and international terrorism threats and events. As part of our diligence in fighting terrorism we participate in Operation Safeguard. Operation Safeguard is a program where officers on patrol pay special attention to critical infrastructure, religious sites, transportation facilities, areas of mass gatherings and other suspicious or unusual activity.

The City of Rye Police Department in cooperation with the Westchester County District Attorney's office participates in a program called TIP411. This program allows anyone with a smartphone, tablet, cellphone or computer to submit tips anonymously to the police department about criminal or suspicious activity. The police department also set up an anonymous TIPLINE that will allow TIPS to be submitted by phone, e mail and text.

Remember if you *See Something Say Something*. Conduct itself does not have to be criminal for you to report it.



The majority of calls for service handled by the City of Rye Police Department's Patrol Division in 2017, excluding criminal complaints are broken down as follows:

- 357 – Accident calls (motor vehicle)
- 1,116 – Aided/Ambulance requests
- 741 – Alarms (Burglar)
- 94 – Alarms (Non-Burglar)
- 191 – Animal related calls
- 783 – Assist citizen calls
- 60 – Assist Fire Department
- 199 – Assist other Police Departments
- 320 – City Code violations
- 6 – Dark house checks
- 129 – Disabled Vehicles
- 18 – Disorderly Conduct/disturbance
- 58 – Dog Complaints
- 30 - Domestic Violence
- 92 – E 911 Hang up calls
- 138 – Environmental conservation complaints
- 92 – Extra Patrol Request
- 13 – Fire
- 14 – Fireworks
- 33 – Funeral Escorts
- 1 – Gunshots fired
- 153 – Hand mail details
- 22 – Health and Safety hazards
- 4 – Illegal Dumping
- 1,054 – Illegally Parked Vehicles
- 2 – Missing Child
- 4 – Missing Persons
- 161 – Neighborhood Trouble/noise complaints
- 1,642 – Operation Safeguard patrols
- 94 – Prisoner Transports
- 11,824 – Property Checks
- 7 – Prowler
- 19 – Public Events
- 3 – Recovered Property
- 118– Road Hazard
- 8,081 – Rules of the road
- 16 – School crossing (PEO's)
- 42 – Subpoena served
- 208 – Suspicious persons
- 236 – suspicious vehicles
- 23 – Taxi inspections

- 31 – Tree down
- 181 – Utility problems
- 93 – V&T complaints



## **RECORDS MANAGEMENT/TECHNOLOGY**

The Police Department's records/staff services division is responsible for the daily management of reports including incidents, arrests, summonses, and accidents. This office is also responsible for insuring that the proper paperwork is filed with the court for both criminal and civil cases. The criminal warrants issued by the court are input into the e-Justice portal by this division. To round out the records division responsibilities; website maintenance, alarm processing oversight and the ongoing NYS accreditation project coordination are also managed here.

Computer system administration and IT coordination for all the Police Department law enforcement software applications, coordination of outside vendors, NYS electronic ticketing program (TraCS), and CARFAX accident reporting are administered through this office. The police department's software and hardware procurements are managed through this office. The maintenance, security and training for the NYS Criminal Justice Portal users are also overseen by this division.



## **RECORDS/STAFF SERVICES 2017**

- ❖ The records/staff services division processed 30,656 calls for service, 2,347 parking summonses, 135 city code summonses, 6,494 VTL summonses, and 222 arrests.
- ❖ Police statistical reporting through NIBRS (National Incident Based Reporting System), continues as a function of the records department. Crime Statistics are reported monthly to the state using our records management software and the NYS online portal.
- ❖ The records division continues to manage and maintain the department's accreditation status.
- ❖ The annual taxi application and inspections were processed through this office.
- ❖ The department maintains the City's alarm permits process, including input and billing.
- ❖ Staff services continues to maintain the department's Intranet and Internet web pages.
- ❖ The fulfillment of police reports continue to be a large component of this office. Hundreds of requests for copies were handled in a professional and timely manner.

### **Technology Highlights 2017**

- ❖ Patrol vehicles were equipped w/four license plate readers (LPR) to enhance the enforcement of suspended registrations and apprehension of stolen vehicles. The Department now participates in data sharing with the Westchester Intel Center (WIC).
- ❖ The NYS Traffic and Criminal Interface Software (TRaCS) continues to be used by the patrol division and each vehicle has been equipped with an updated scanner.
- ❖ CARFAX, continues to be an efficient service for the public to obtain their motor vehicle accident reports.
- ❖ The Guardian Tracking Software Program (Personnel Management) is now being utilized by the department.
- ❖ Facebook Department Page was created and brought live.
- ❖ Power DMS (Document Management Software) in is the beginning phase of being introduced to the department and will streamline our process of distribution of Memos, General Orders, etc.
- ❖ Department schedule is now posted on our Digital department monitor.

### **Moving Forward in 2018**

In 2018, in addition to the aforementioned tasks, programs, and responsibilities, new projects will include:

- Power DMS Software Program will be used to digitalize our accreditation process with NYS.
- Plan to expand on our vehicle license plates readers (LPR) and have stationary LPR systems installed in the City.
- Look further into the Body Camera technology for our Patrol Officers.

This division remains focused on planning and keeping pace with the ever changing advancements in technology to better the operations of the department.

## **PARKING ENFORCEMENT**



PEO Monahan and PEO Glew issued 8,435 parking tickets in 2017, amounting to \$ 226,550 in parking fines. The majority of the enforcement was focused in the village and commuter parking lots. Both PEO's remain available to fill in for school crossing duty should the City's contractor not be able to supply a guard at their contracted locations.

## **Detectives 2017 Year End Report**

The Detective Division, which consisted of two Detectives, one Office Assistant, two supervisors and extra assistance from various patrol officers, logged over 534 cases under our first full year utilizing the Case Management System. These cases can consist of keeping a simple record of evidence or photos from arrests made by patrol, to managing lost or stolen property, background checks, and investigations of criminal events.

### **Some of the highlights for the year were:**

- Assault 1st degree with a weapon during a dispute. After a thorough investigation by Rye Detectives and Westchester County Police in gathering crime scene evidence and processing the same, resulted in the arrest and conviction of the perpetrator.
- Burglary arrest after joining forces with the Westchester District Attorney's Burglary Task Force. Numerous agencies throughout Westchester and parts of New Jersey who were experiencing burglaries joined forces to determine if these crimes were being committed by the same group. The Task Force pooled their information and came up with a group of suspects, resulting in a lengthy investigation which along with some good DNA and video surveillance provided enough evidence for search warrants to be obtained at three separate locations in Yonkers. This resulted in some of the proceeds being recovered and arrests made.
- Evidence obtained in a 2014 Burglary that occurred in Rye proved invaluable this evidence led to a DNA match in 2017 of a suspect who was ultimately charged and plead guilty to the burglary.
- An attempted suicide was prevented when we were notified by Yonkers police that a resident of their community was threatening suicide, Yonkers Police Pinged her cell phone and it showed that the phone was located at a hotel in Rye. Patrol units and Detectives quickly responded to the hotel. Entry to the room was easily made because of a Rye Detective's knowledge of the hotel personnel. EMS safely transported the subject to a local facility to obtain help for her.

- The Verizon store on Purchase Street was burglarized and numerous Apple Phones were stolen. Patrol officers discovered the burglary and two individuals were apprehended. Through the collection of evidence, this group has been linked to several similar burglaries in both NY and CT.
- Patrols responded to the report of a vehicle theft in progress in the south end of the City. Upon arrival, the first stolen car rammed into a responding police car with the driver being quickly apprehended. The second stolen car avoided the initial collision but sideswiped the second responding police car. A chase ensued and the stolen car went down a dead end street where one of the perpetrators was apprehended. The second perpetrator was also charged with possession of a loaded weapon. Through the sharing of evidence that was collected the gun was identified as being linked to another very serious crime in New Jersey.
- The Youth investigators investigated 42 youth cases which resulted in 8 arrests.

Breakdown of the number of some cases the Detective Division has investigated:

- Assault- 3 - including one charges with unlawful imprisonment.
- Assist other Agency – 14 – including one for assault on a police officer.
- Background Checks – 37
- Confidential Investigations - 19
- Criminal Mischief – 10
- Domestic Violence – 4
- File One (stolen vehicle) – 12
- Vehicle Larceny – 11
- Larceny – 17 Stealing of property
- Fraud – 12
- Warrants Executed – 12
- RX Disposal – 12 Over 250 lbs. collected and safely disposed of.
- Burglary – 5- 3 different people charged in these
- Attempted Burglary – 2
- Unattended Death – 8
- Harassment – 9
- Youths Drinking Alcohol – 12
- Missing Person – 2
- Suspicious Person – 12

### **Training:**

2017 all personnel assigned to the Detective Division received their annual Firearms, Long Gun, Taser, Use of Force (Article 35) First Aid and CPR Training.

- Work Place Violence and Sexual Harassment in the work place.
- Interview and Interrogation Techniques (Reid System).
- Internal Affairs Investigations.
- Member of Westchester County Youth Detective Association.
- Member of Westchester County Detective Association.
- Trauma in Law Enforcement.



## **Special Investigations Unit 2017**

In April of 2017, Commissioner Corcoran formed the Special Investigations Unit (SIU). Promoting Sergeant Michael Anfuso to Lieutenant to head the unit, the focus of the unit would be Narcotics, Internal Affairs, and major cases.

In April the SIU began a two- month drug investigation of a local resident reportedly dealing out of his residence. The investigation required numerous personnel hours but the hard work paid off with the arrest and conviction of the local dealer in May.

During 2017 the Special Investigations Unit handled 169 cases. The cases ranged from background investigations to Assault with a deadly weapon. The unit joined forces with the Westchester County Opioid Task Force for an investigation stemming from a non-fatal overdose of a local resident. The information obtained during the investigation led to arrests in other Westchester County jurisdictions

In 2017 the Special Investigations Unit investigated thirteen non-fatal overdoses. Of the thirteen overdoses six were females and one was a male. The drugs involved included Heroin, Crystal Meth, Codeine, Olanzapine, and Soma. Ages ranged from twenty one to fifty nine years old. One fatal overdose was investigated in 2017 involving Nitrous Oxide.

## **Youth Officer**

Detective Michael Kenny, Youth Officer, handles the majority of youth related cases in addition to general investigations. In 2017, our agency continued to develop a close working relationship between all levels of administrative staff of Rye City Schools. The successful Adopt a School Program covers all three public elementary schools, Rye Middle School and Rye High School. This year we have increased our Adopt a School program to include pre-schools (Resurrection, Christ Church, Rye Presbyterian, and Rye Synagogue). We have seven officers from patrol assigned to this program.

For the year of 2017 there were 42 incidents or activities that involved youths, or minors under the age of 16. We processed 8 Family Court arrest and referrals. This number reflects any variety of incidents involving drugs and alcohol, missing persons, Child Protective Services cases, criminal mischief, minor assault, assisting residents, assisting parents with counseling of their child when law enforcement interaction has taken place.

The Detective Division and our Youth Officer were directly involved in school security issues. Among the highlights were assisting the Rye School District in conducting drills at the High, Middle and Elementary Schools. Lock Down drills as well as emergency evacuation drills were conducted and monitored quarterly. The detectives also participate in monthly meetings with the Rye community that directly addresses the Drug and Alcohol Prevention Initiative. Three members of our agency sit on the Rye ACT Board.

In 2017 through the Adopt a School Program uniformed officers participated in a presentation that focused on bicycle safety and general safety procedures. Due to our close working relationship with the Rye Middle School Detective Kenny has assisted in the 8<sup>th</sup> grade Earth Science Project. Students interviewed the detective to reports how science and the scientific method applies in law enforcement. The Detective Division continued to provide tours of the police department to local Cub Scout and Girl Scout troops and after school programs.

Detective Kenny is a Board Member of the Westchester County Youth Officer Association. This organization works not only in Westchester County but throughout the State of New York. We help organize and implement participation in the Youth Officer State Conference. We monitor the implementation of the new Raise the Age initiative. This new measure will be phased in over time, raising the age of juvenile delinquency from 16 to 17 years old beginning on October 1, 2018, and subsequently raising the age of criminal responsibility to 18 years old on October 1, 2019.

## MARINE UNIT



Police Officer Michael Anderson completed his third season as officer in charge of the Marine Unit. He is assisted by 5 part time Bay Constables and Rye Police Officers who are trained in marine operations, during the boating season.

The Marine Unit patrols approximately 14 miles of The City of Rye's shoreline and waterways. The Marine Unit is responsible for enforcing Local, State, and Federal Laws including the Environmental Conservation Law. The Unit assists both Local and Federal Law Enforcement Agencies with the rescue missions of vessels and/or persons in distress. The goal of the Marine Unit is to assist and educate the public to ensure a safe boating season.

The Marine Unit has 5 vessels:

- PB1, a 26 foot Glacier Bay purchased in 2001;
- PB2, a 24 foot Boston Whaler "Brunswick Series" center console V shape hull vessel and two Mercury 200 HP outboards; This boat was obtained in 2013 through a grant from NYS Parks and Recreation Department; and
- PB3, a 12 foot inflatable boat purchased 2015 along with a 15 HP four stroke Nissan motor; and
- 2 Jets Skis which were acquired at the end of 2015 from the NYS Parks and Recreation Department



The Unit reported the following activity during the boating season:

• Vessel Boarding's/Inspections	346
• Fireworks Patrol	12
• Assist Other Agency	13
• Distress Calls	21
• Navigational Hazards	9
• Encon Checks	138
• Field Training	13
• Navigation & Encon Law Summonses	28
• Search/Rescue	2
• Assist Vessel/Person	35
• Triathlon/Swim/Run	7
• Parking Tickets	87
• Property Checks	840





## **TRAINING**

In a continued commitment to the residents of the City of Rye and the City of Rye Police Officers the police department places a strong emphasis on officer training. Training continues to heighten our skill level and professionalism. Due to ever changing laws, statues and advancement in technology, training is a necessity in the law enforcement profession. Our department's training program is also tailored to fit the specific needs and problems within our community. The very nature of policing requires officers to interact with the general public, and they should have problem-solving skills, while being polite and professional at the same time.

In 2017 the officers of the City of Rye Police Department participated in 4,500 hours of training. This training encompassed all areas of Law Enforcement to include general, specialized and management level courses. The City of Rye Police Department is a New York State Accredited agency and one of the obligations of maintaining that standard is to participate in annual training. The New York State Accreditation standard mandates twenty one hours of annual training per officer. In an agency of 35 officers you can see we far exceeded that standard with an average of 128.57 hours per officer. This commitment to training highlights how dedicated we are to always striving to be the best we can be.

The Police Department continues its commitment to our community partners. We participate with the Rye City School District to conduct lock down drills at all of their school buildings numerous times throughout the year. We work jointly with the Village of Mamaroneck Police Department in patrolling the Rye Neck High School. We continue to support our private schools like Rye Country Day School and all the parochial nursery schools. In 2017 we continued to work alongside and train with our public safety partner the City of Rye Fire Department. There are many instances where both department have a need to work together and by training together for those occurrences will only make both departments more successful.

As part of our effort to stay up to date on NYS law and criminal procedure we have conducted training with the Westchester County District Attorney's office. They have also been instrumental in our enforcement of narcotics and technology crimes.

Some of the training that we conducted and participated in was:

- Search and Seizure laws
- Penal Law – Article 35
- Radar & Lidar training
- CPR & AED ( Automated External Defibrillator)
- NARCAN
- Firearms – pistol, shotgun and AR-15
- TASER/OC
- E justice
- Standardized Field Sobriety Testing
- DWI detection and arrest
- Commercial Vehicle Enforcement
- Active Shooter response
- Barricaded subjects
- Traffic safety
- Field Training Officers
- Juvenile Officer School
- Marine Law Enforcement
- Personal Water Craft Operator
- ATV school
- Interview/Interrogation
- Aquatic Death Investigation
- Video system Training
- CODE RED
- TIP411
- Vehicle Concealment
- Crisis Intervention
- Combating Heroin
- Domestic Violence
- Counter Terrorism
- NY Women in Law Enforcement
- Elder Abuse
- Child abuse
- Animal Cruelty
- Ice Rescue/Cold Water Training
- Evidence Photography
- Interview/Interrogation
- Compressed Natural Gas Emergency with FD & Con Ed



## **AUXILIARY POLICE UNIT**

Members of the Auxiliary Police Unit performed 1294 hours of service during 2017. These hours are dedicated to supplement the active duty staff at events; providing additional staffing at road races, walk-a-thons, parades, and community events throughout the year. This Unit is also available to assist when major storms affect the city.



Membership in the unit during 2017 was as follows:

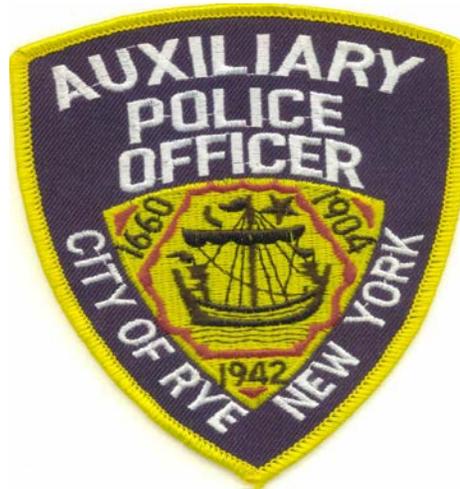
- 1 Auxiliary Police Coordinator
- 1 Auxiliary Assistant Coordinator
- 1 Auxiliary Police Lieutenants
- 3 Auxiliary Police Sergeants
- 13 Auxiliary Police Officers

Sergeant Michael Larkin serves as Auxiliary Police Coordinator, assisted by Sergeant Edward Balls, the Auxiliary Assistant Coordinator.

Auxiliary Officers received annual retraining in the use of the baton, OC spray, firearms, as well as Article 35 of the New York State Penal Law. The members of the unit are also trained in First Aid and CPR/AED.

Specialized units, including a Bicycle, Recruitment, and Auxiliary Patrol Support units continue within the Auxiliary Police. These options are available to any member who has a particular talent or interest in these areas.

The members of the Auxiliary Police Unit provide Friday and Saturday night patrols of municipal buildings, City owned parks and parking lots acting as an extra set of eyes and ears keeping headquarters apprised of any issue they come across. The Auxiliary Police Unit continues to serve the Police Department and the City of Rye with distinction, acting as an ancillary resource for traffic and crowd control. This unit has proven to be a valuable source of assistance in the event of a large-scale emergency.



## **EMERGENCY MANAGEMENT**

In light of the attention focused on the City's emergency management capabilities in the aftermath of some catastrophic storms, the Department has taken advantage of the 1033 Excess Property Program from the United States Department of Defense Law Enforcement Support office. This unit of the DoD provides law enforcement agencies with access to surplus federal property. The majority of our emergency management resources have been obtained through this program, which has provided an unprecedented opportunity to stockpile equipment at little or no cost to the City.

### **Vehicles**

- 2 HUMVEE's
- 1 5-ton truck
- 5 inflatable boats
- 2 LMTV all-wheel drive trucks
- 1 LMTV-mobile command center
- 5 ATV's
- 2 Jet Skis
- 2 large Forklifts w/man baskets



### **Generators**

- Various generators with varying wattage

### **Communications in 2017**

- Code Red continued to be the City of Rye's emergency medium for text messaging, emails and telephone call.

## Emergency Operation Center (E.O.C)

- The E.O.C. is located at police headquarters and is used as a central location for all department heads, the city manager, mayor, and utility representatives to plan and respond to weather related emergencies.
- The E.O.C is also used as a training location for personnel within the department to review plans for emergency response.
- Con Edison has an annual meeting to provide information of their response priorities at the E.O.C.



## CONCLUSION

Policing is first and foremost a profession. Our mission statement establishes the general philosophy of our agency and gives the reason for our existence. To accomplish our mission, the Rye Police Department embraces a community-based, problem-oriented, technology-driven policing strategy that emphasizes accountability, the use of problem-solving techniques and a reliance on data to identify issues, measure results, and to hold ourselves accountable; to each other and to our community.

The City of Rye Police Department's annual report touches on just a small part of the outstanding work that is performed by our men and women day in and day out. Many of the things that our officers do does not fit into any statistical data or pie charts. You can't measure the relationships that they form or the crimes that they deter.

I tell our officers to look at their shields every day and be proud of what it represents. The duty of the City of Rye Police Department is to serve and protect the community with honor. I am extremely proud of our officers and am always mindful of the great privilege to serve this fine community.

Collectively, we will continue to transform the agency, build relationships and accomplish great things.

Thank you to all for your support,

A handwritten signature in black ink, appearing to read "Michael C. Corcoran, Jr." with a stylized flourish at the end.

Michael C. Corcoran, Jr.

Commissioner of Public Safety





**ANNUAL REPORT  
CITY OF RYE  
DEPARTMENT OF BUILDINGS  
2017**

**OVERVIEW**

The Building Department enforces the New York State Fire Prevention and Uniform Building Code as well as chapters in the City of Rye Code. The Rye City Charter provides for a Dept. of Buildings and a Building Inspector to head that Department. We are charged with enforcing the laws, ordinances and regulations governing construction property maintenance, life safety and land use. Chapter 100 incorporates the FEMA regulations into our City Code.

**STAFF**

With the retirement of Building Inspector Maureen Eckman in March of 2016, City Planner Christian Miller assumed operational oversight of the Building Department. After a search and interview process, Assistant Building Inspector Kerry Lenihan was promoted to Building Inspector/Code Enforcement Officer. Kerry is supported by two part Assistant Building Inspector/Code Enforcement Officers Guy Carpenito and Brian Cook. Office staff consists of Senior Office Assistants, Dawn Szczerba, JoAnn Rispoli and Claire Sheils. Electrical Inspections are conducted through an arrangement with approved inspection Agencies.

**EDUCATION**

In 2017 the Building Inspector and both Asst. Building Inspectors received the required twenty-four (24) hour in service training mandated by New York State for Code Officials.

**ACTIVITIES**

The department continued to have an active year including 27 permits issued for new single-family homes, 153 permits for residential additions and alterations, 29 permits for commercial buildings, 413 certificates of occupancy and 420 of all other types of permits (i.e. fences, mechanical permits, plumbing, generator, demolition, re-roofing, etc.).

The department continued to provide administrative enhancements to improve coordination with the planning and engineering departments in the review of applications. The department is busy and has increasing customer service demands. To that end the department has implemented improvements in administrative practices, workflow protocols, customer service training and greater use of technology.



# **2017 ANNUAL REPORT**

## **OF THE**

# **DEPARTMENT OF PUBLIC WORKS**



## **Introduction**

The Department of Public Works (DPW) is headed by the City Engineer. The four DPW foremen work closely with the City Engineer to administer the Department. The Department includes two full-time administrative staff positions as well as shared use of the Planning and Building Departments' staff for engineering-related work.

## **Engineering Division**

This section deals with the Engineering tasks of the City Engineer in which capacity he provides professional services to all departments, commissions and boards of the City. This includes review of all subdivision and site plans submitted to the Planning Commission and Building Department for compliance with regulations. All proposed improvements are examined with particular regard to sanitary sewers, storm drains, roads, and grading. The Engineering Department conducts field inspections of all approved construction to ensure approved plans and good engineering practices are followed.

The Engineering Department also prepares and administers contracts for all public works, capital improvements, and building improvement projects. Contract documents consist of legal and technical specifications for each project. This task includes directing the supervision, coordination and inspection of all such work.

During 2017, the City Engineer attended Planning Commission, City Council, and Traffic and Pedestrian Safety meetings, as requested.

## **Land Use and Construction Permits**

### Surface Water Control Permits

Surface Water, Sediment, and Erosion Control Permits are issued for all building construction projects in the City. Surface water control regulations are reviewed for compliance during the building permit process and individually if a building permit is not required. The following is a table summarizing the surface water control permits issued by the Engineering Department and the attendant fees collected for the last 5 years:

### **Stormwater Control Permits and Fees**

<b>SWC Permits</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
# of Permits Issued	245	241	240	166	166
Fees Collected	\$49,000	\$48,200	\$48,000	\$33,200	\$33,200

### Street/Sidewalk Opening & Obstruction Permits

Street opening permits under Chapter 167 of the Rye City Code are required for the opening or obstruction of any street and/or sidewalk within the City's right-of-way. The Department supervises and inspects all private trenching and utility cuts.

During 2017, a total of 175 street/sidewalk opening permits were issued with fees collected totaling \$72,830.

### Blasting Permits

Under the City's regulations, a blasting inspector must be on site during blasting operations. This inspector, paid for by the applicant, provides a detailed report to the City Engineer for each blast on every job. This procedure assures the neighboring residents of the safety of this work as well as protects the City from liability claims. No new blasting permits were issued in 2017.

## **Capital Projects and Procurements**

### Work in Progress:

1. Theodore Fremd Retaining Wall: This project involves repairing the retaining wall along Blind Brook in the vicinity of Theodore Fremd Avenue and the MTA railroad tracks, which sustained damage in the 2007 floods.
2. Contract 2017-01 Safe Routes to School: In 2013, the City received a grant award from the New York State Department of Transportation (DOT) to implement projects to improve and enhance the pedestrian environment in the vicinity of City schools. The project was bid and awarded in late 2017 and construction will begin in spring of 2018.
3. Contract 2017-03 Kirby Lane Culvert & Guiderail Replacement:  
Work under this contract consists of repairing the culvert and guiderail along a section of Kirby Lane that was damaged during Superstorm Sandy. This project is partially funded through a FEMA grant. Work began in 2017 and will be completed in 2018.

### Work Completed in 2017:

1. Contract 2016-05 Nursery Lane Sewer Main Extension: This contract is for sewer infrastructure work associated with Westchester County's affordable senior housing project on Theodore Fremd Avenue. The contract was awarded in 2016 to the low bidder Montesano Bros. Inc. in the amount of \$774,290.00. Work began in October 2016 and was completed in 2017. Westchester County will reimburse the City for all expenses under this contract.
2. Contract 2016-08 Annual Street Resurfacing Program: This contract is part of the City's annual program to repave sections of its public streets. It was awarded in July to low bidder PCI Industries in the amount of \$779,500.00. Work was started in the fall and completed in 2017. The paving work included two segments of Milton Road.
3. Contract 2016-09 Purchase Street Streetscape Improvements: This contract was awarded in July 2016 to low bidder Paladino Concrete Creations Corp. in the amount of \$744,347.75. Work began in the fall of 2016 and was completed in 2017. Improvements under this contract consisted of new sidewalks, crosswalks, and ADA-compliant ramps; removal and replacement of asphalt; and new granite curbing, lighting, signage, tree plantings, and other appurtenances at the Smith Street/Purchase Street and Elm Place/Purchase Street intersections in the Central Business District.
4. Contract 2016-15 Hewlett Avenue Pump Station: This contract is for work at the Hewlett Avenue Pump Station, including replacement of the sewage pump, repairs to the existing concrete wet well and dry pit, electrical upgrades, installation of access hatches and associated structural improvements, and associated site and ventilation improvements. It was awarded in October to the low bidder Mace Contracting Corporation in the amount of \$692,000.00. This project is partially funded by a grant from the United States EPA. Work began in 2017.
5. Contract 2016-18 Theodore Fremd Infrastructure Improvement Project: This contract includes replacement of the sewer line in Theodore Fremd Avenue, which is related to Westchester County's affordable senior housing project. The County will reimburse the City for all expenses associated with this contract. The contract was prepared and let in 2016 but was not actually opened and awarded until January 2017. It was awarded to low bidder Bradhurst Site Construction Corp. in the amount of \$1,039,930.00. Work began in early 2017 and was completed in the fall.

## **Traffic Division**

This function is responsible for maintaining all of the City's traffic signals, school beacons, street signs, and the upkeep of line markings on streets and parking lots.

## Traffic Control

This year DPW used 360 gallons of paint and 1,500 lbs of reflective beads to paint the parking lots and crosswalks. These lines are all done by hand in the early morning in an attempt to avoid traffic. Acrylic paint is mandated for environmental reasons, so the lines need to be reapplied every year.

The traffic control division also provides annual upkeep of the City's inventory of street signs.

### 2017 Sign and Post Replacement Work

Reasons	Signs	Round Posts	U-Channel Posts
Deterioration	115	14	17
Accident	26	3	12
Vandalism	7	0	2
Missing	15	7	9
New	229	4	28
Straighten/Reset	0	0	0

## Street Lights

This function maintains and/or replaces all of the 2,105 streetlights on City-owned streets as needed. The same employee who maintains the traffic signals maintains the streetlights as well. In 2017 the City replaced 1,630 street lights with energy efficient LED lamps. This completed the replacement of the City's full street light inventory, which began in late 2016. The switch to LED lamps will considerably reduce energy consumption and save money over time.

## Off-Street Parking

This function maintains the City's sixteen parking lots, cleaning them and maintaining the trees and landscaping around them. The signs and lines crew restriped the parking spaces and replaced many of the signs. The lots are swept at 4:00 a.m. Monday, Wednesday and Friday when the parking lots are generally the least occupied.

## Highway Division

### Road Maintenance

The road crew from DPW is responsible for fixing potholes, trench repair, and smaller resurfacing projects. They also repair and install asphalt curbing. The crew also made several repairs from plow damage.

The City and the utility companies are required by the State to mark out their underground facilities before any kind of excavation (Code 753). Public Works marks out the City’s storm drains and sanitary sewer lines and the public utilities mark their gas, water, electric, cable and/or telephone lines. By tracking the mark-out codes the department is able to keep track of who is digging up the pavement and can be held responsible for its restoration. The office maintains a continuous communication with the utility companies regarding their trenches. In 2017, DPW completed 1,338 utility mark-outs.

### **Street Cleaning**

This function sweeps all 53 miles of the City’s street and parking areas on a regular basis. The streets are swept every three weeks, the Central Business District three times a week, and the parking lots once a week. The street sweepings must be removed by a private container service (currently City Carting) as sanitary waste.

## **Winter Maintenance**

### **Snow Removal**

There were several small snowfall events in 2017. December was particularly active, which is unusual in most years. The overall snowfall total was similar to last year but considerably less than in 2014 and 2015.

#### **2017 Snowfall Activity**

<b>Date</b>	<b>Snowfall</b>	<b>Action</b>
1/6/17	0.5"	Salted
1/7/17	5"	Plowed & Salted
1/31/17	0.5"	Plowed
2/9/17	9.5"	Plowed & Salted
2/12/17	0.5"	Salted
3/14/17	9"	Plowed & Salted
12/9/17	4.5"	Plowed & Salted
12/14/17	1.5"	Salted
12/15/17	1"	Salted
12/30/17	1.5"	Plowed & Salted

#### **Five-Year Snowfall Comparison**

<b>Year</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Inches	35.5	60.5	65	25	33.5

Below is a comparison table of the amount of material purchased in the last few years. Calcium chloride is an additive to make the salt work at lower temperatures.

**Tons of Salt Products Used**

<b>Type of material</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Salt (tons)	1,302	2,937	2,335	1,895	2,711
Calcium Chloride (gallons)	7,377	6,479	N/A	3,030	2,247

***Utility Division***

**Sanitary Sewers**

It is the responsibility of this function to maintain, clean, and repair the City’s 53.4 miles of sanitary sewer lines, 1,400+ manholes and eight pump stations. Three pieces of specialized equipment are used for this task as well as the regular road equipment: the rodder, the sewer camera, which “walks” through sewer and drain lines to determine problems and their precise location, and truck 8, which can jet high pressure water through the lines or vacuum debris from them. The City’s eight pump stations are checked three times a week and their generators are checked once a week.

This year, DPW repaired four sewer manholes and cleaned 7,835 feet of sewer pipe.

**Storm Drains**

This function maintains the City’s 30+ miles of storm drains, 400 manholes, 1,500 catch basins and open ditches. The crews were able to check/clean 900 catch basins in accordance with DPW requirements before the required summer hiatus when the County treats them for mosquito infestation. The crew also repaired 18 catch basins and cleaned and/or repaired 4,140’ of drainage line.

***Sanitation Division***

**Refuse & Garbage Collection**

This function is responsible for the collection of garbage (household and bulk) and organic waste. Garbage is collected twice weekly and green waste is collected once a week (in non-holiday weeks) curbside at each of Rye’s 5,300 plus residences and businesses. DPW visits every residence and most businesses three times a week on collection routes, which amounts to approximately 15,000 visits a year. Complaints about service remain less than 2%.

### Five-Year Garbage and Green Waste Collection Totals

	2013	2014	2015	2016	2017
Garbage (Tons)	5,391.19	5,364.25	5,589.25	5,362.27	5,306.50
Green Waste (Tons)	6,697.49*	1,735.35	2,043.21	1,946.02	2,346
Total Weight	12,088.68	7,099.60	7,632.46	7,308.29	7,652.50

\*Wood debris from Hurricane Sandy accounts for the high total.

### Recycling

Following Westchester County mandates, the City collects paper pulp products, bottles, cans and plastics (1-7) at the curb. Enforcement at the County transfer station continues. Residents may also bring recycling to the Resident Recycling Center at Disbrow Park at their convenience. Many residents are making use of this feature.

### Five-Year Recycling Totals

Material	2013	2014	2015	2016	2017
Metal	86	44*	64**	72	58
Pulp	1,558	1,617	1,589	1,597	1,469
Co-mingled	722	772	808	757	779
<b>TOTAL</b>	2,366	2,433	2,461	2,426	2,306

\* Missing the months of February, April, and May.

\*\* Missing the month of March.

*Numbers have been rounded up.*

Bulk metal and electronics are collected curbside when residents request pick-ups, or they can be brought to Disbrow Park during business hours. There were 777 electronics pick-ups in 2017.

### Number of Metal Stops

2013	2014	2015	2016	2017
1,019	1,651	1,636	1,509	1,882

## Trees & Parks Division

### Community Beautification

The City maintains all parklets, cul-de-sacs, cemeteries, the Village Green, City Hall and areas around the City's sanitary pump stations. Maintenance includes grass cutting, weeding, flower planting, debris collection, shrub and hedge trimming. The hanging

baskets and Village planters are watered every day during the summer. The crew cleans the drainage ditches throughout the City and continually cleans the brook of debris.

Funding for the collection of the City’s 54 public refuse cans 4 times a week is in this cost center. The Village recycling and refuse containers are collected at the same time. The solar-powered “Big Bellys” trash compactors have helped reduce the amount of garbage in the recycling containers.

### Shade Trees

This function is responsible for the maintenance of the City’s thousands of trees. The following is a breakdown of the tree work for 2013 through 2017:

#### Tree Work

Work Done	2013	2014	2015	2016	2017
Removed	162	91	65	96	107
Trimmed	147	223	318	257	185
Emergency Calls	95	N/A	43	64	23
New Plantings	27	30	5	30	28
Stumps Ground	99	93	65	55	100

### Fleet Maintenance Division

#### Garage

This function is responsible for maintaining the City’s vehicles and other motorized equipment, which are identified in the table below.

#### City of Rye Motorized Fleet

Department	Cars	Trucks	Heavy Equipment	Miscellaneous Equipment
Police	20	11	3 (loader, fork-lift, crane)	5 (3 boats, 2 trailers)
DPW		40	15 (including 2 aerials)	35
Staff	10	1		
Fire	4	2 (pickup, patrol)	5 (3 pumpers, 2 ladders)	
Recreation	4	6	1	7
Boat Basin		1	1	8
<b>Total</b>	<b>38</b>	<b>61</b>	<b>25</b>	<b>55</b>

The table above does not include the innumerable pieces of small equipment, i.e., chain saws, small mowers, weed-whackers, hedge trimmers, jack-hammers, diamond-saws, pumps, generators, etc, that are also used throughout the City. The garage staff also

services the eight pump station generators and four in-building generators. The Golf Club maintains its own vehicles and equipment.

Staffing levels have remained the same over the last several years (5 mechanics, 1 assistant mechanic, 1 helper and 1 foreman).

**Five-Year Fuel Usage by Type**

<b>Fuel Type (gallons)</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Gasoline	46,479	49,141	49,661	46,023	46,836
Diesel	38,565	39,651	41,094	39,904	39,794
Total	85,044	88,792	90,755	85,927	86,630

**Facilities Maintenance Division**

**Building Maintenance**

Employees assigned to this function clean and/or maintain and repair City-owned buildings. The maintenance staff is called upon to work on the following – City Hall, Police Station, Milton Firehouse, Locust Firehouse, DPW (all 8 structures, including the salt dome, the old compactor, and the incinerator), and on occasion the Nature Center and the Square House.

**Administration**

The administrative staff performs the following functions:

1. Record keeping (attendance, payroll, waste collection and disposal tonnage, recycling tonnage, organic waste tonnage, general supervision of records kept by other department functions).
2. Communication with residents, businesses (requests, complaints, general information), other government entities and outside groups.
3. Radio dispatch to all DPW vehicles.
4. Scheduling of personnel.
5. Budget preparation and monitoring.
6. Purchase and payment for all equipment, supplies, contracted expenses, utilities and capital expenditures.
7. Preparation of mandatory annual reports; transfer station, pump stations (8), and sewers, storm drainage.
8. Purchase and administer fuel consumption of all City vehicles and equipment, the Rye City School District, and the Southeast Consortium.

**ANNUAL REPORT  
CITY OF RYE  
DEPARTMENT OF BUILDINGS  
2017**

**OVERVIEW**

The Building Department enforces the New York State Fire Prevention and Uniform Building Code as well as chapters in the City of Rye Code. The Rye City Charter provides for a Dept. of Buildings and a Building Inspector to head that Department. We are charged with enforcing the laws, ordinances and regulations governing construction property maintenance, life safety and land use. Chapter 100 incorporates the FEMA regulations into our City Code.

**STAFF**

With the retirement of Building Inspector Maureen Eckman in March of 2016, City Planner Christian Miller assumed operational oversight of the Building Department. After a search and interview process, Assistant Building Inspector Kerry Lenihan was promoted to Building Inspector/Code Enforcement Officer. Kerry is supported by two part Assistant Building Inspector/Code Enforcement Officers Guy Carpenito and Brian Cook. Office staff consists of Senior Office Assistants, Dawn Szczerba, JoAnn Rispoli and Claire Sheils. Electrical Inspections are conducted through an arrangement with approved inspection Agencies.

**EDUCATION**

In 2017 the Building Inspector and both Asst. Building Inspectors received the required twenty-four (24) hour in service training mandated by New York State for Code Officials.

**ACTIVITIES**

The department continued to have an active year including 27 permits issued for new single-family homes, 153 permits for residential additions and alterations, 29 permits for commercial buildings, 413 certificates of occupancy and 420 of all other types of permits (i.e. fences, mechanical permits, plumbing, generator, demolition, re-roofing, etc.).

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# **2017 Annual Report**

## **Planning Commission and Planning Department**

City of Rye, New York

### **2017 Planning Commission Members:**

Nick Everett, Chair

Martha Monserrate, Vice Chair

Andrew Ball

Laura Brett

Hugh Greechan

Richard Mecca, City Council Representative

Alfred Vitiello

### **City Planner:**

Christian K. Miller, AICP

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## **Planning Commission Members**

The Planning Commission of the City of Rye has as its primary function long-range planning and distinct administrative responsibilities, specifically defined by the Code of the City of Rye. In accordance with the requirements of the Code of the City of Rye, the Commission reviews and approves site development plans and subdivisions, uses permitted subject to additional standards and requirements, wetlands and watercourses permits and proposed actions in the coastal zone for consistency with the Rye City Local Waterfront Revitalization Program.

The Planning Commission was composed of the following Rye residents, serving without compensation, which were appointed by the Mayor and confirmed by the City Council. The date of each member's most recent appointment to the Commission is also noted in parentheses.

Nick Everett, Chair (01/06)  
Martha Monserrate, Vice Chair (01/02)  
Andrew Ball (02/15)  
Laura Brett (01/13)  
Hugh Greechan (01/02)  
Richard Mecca, Councilman (01/02)  
Alfred Vitiello (02/14)

The Mayor and City Council appointed Nick Everett as Chair of the Commission.

## Land Development Activity

The Planning Commission conducted 18 meetings in 2017, cancelling one due to no submissions. They saw the same activity from the previous year with an increase in subdivisions. In 2017 the Commission reviewed a total of 13 wetland permits, 5 site plans and 4 subdivision applications. The table below provides a summary of Commission activity for the past seven years.

### Summary of Planning Commission Activity 2010-2017

Application Type	'11	'12	'13	'14	'15	'16	'17
No. of Meetings	19	18	19	20	20	19	18
Wetland Permits	31	31	26	25	29	17	13
Site Plans	10	11	12	7	8	9	5
Subdivisions	7	6	2	5	1	0	4

A summary of all applications is provided in a table located at the end of this document.

### Wetland Permit Applications

In 2017 the Commission reviewed 13 wetland permit applications, which decreased from the previous year. Other than an application involving the creation of a high-functioning stormwater wetland on two properties on Grammercy Avenue, all of the approved applications involved disturbances within the regulated 100-foot wetland buffer area, rather than direct wetland loss. The Commission required adjustments to most applications to require plan modifications to reduce the amount of proposed encroachment in the wetland buffer. Where applications proposed increases in impervious area in the buffer the Commission required the implementation of mitigation planting plans and stormwater mitigation measures to address water quality concerns.

Of the 13 wetland permits applications reviewed by the Commission in 2017, four remain pending in 2017 for final consideration. One application involved a violation of the City's Wetlands and Watercourses Law in 2017. In 2016, 2015 and 2014 there was one application involving a violation. In 2013 the Commission processed two wetland violations.

A total of \$12,485 in wetland permit application fees was collected in 2017. \$18,740 in wetland permits fees was collected in 2016.

*Site Plan Applications*

The Commission reviewed five site plan applications in 2017, three remain pending in 2017. A total of \$50,221 in site plan application fees were collected in 2017. In 2016, \$14,285 in site plan application fees was collected and \$11,084 in 2015.

*Subdivision Applications*

The Commission reviewed four new subdivision applications in 2017. There was one new building lot created. Subdivision activity has continued to decrease since its peak in 2012. There is one subdivision application currently pending before the Commission.

Year	Additional Building Lots Created
2017	1
2016	0
2015	1
2014	6
2013	2
2012	10
2011	4

A total of \$5,715 in fees was collected in 2017. Since there were no subdivision submissions in 2016 no fees were collected for that year. However, we did collect fees of \$1,300 in apportionment fees in 2016. In 2015 fees were down from the total of \$32,605 collected in 2014. In 2013, \$8,535 in subdivision fees was collect and \$20,720 in 2012.

*Outdoor Dining*

In 2009 the Department prepared outdoor dining legislation, which in now permitted in the City’s Central Business District subject to Planning Commission’s annual approval. Ten properties sought and obtained permits from the Planning Commission in 2017. A total of \$7,500 was collected in 2017.

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**Planning Department**

**Activities**

2017 was an active year for the Planning Department. The City Planner continued his role to provide assistance to the City Council, Planning Commission and other City Commissions, Committees and staff in connection with a variety of special projects.

*Mission Statement*

The purpose or mission of the City of Rye Planning Department is to preserve and enhance the quality of life in the City of Rye by responsibly accommodating the reasonable needs of inevitable future development and proactively addressing emerging planning issues. To achieve that purpose the Planning Department assists the Planning Commission in the review and administration of land development applications in accordance with the City Code, City Planning Documents and New York State Law; provides technical assistance to the City Council, other City Boards and Commissions and City staff; prepares and/or oversees special planning studies and analysis; and assists Rye residents, businesses and professionals with planning related matters.

*120 Old Post Road*

The Department assisted the Planning Commission in its consideration of the site plan application for the construction of a 122-unit new age-restricted multi-family housing community. This 280,000 square foot building will be among the largest buildings constructed in Rye in many years.

*Disbrow Park*

The Department assisted the Recreation Commission in the preparation of a Request for Proposals (RFP) for retaining a consultant to prepare a conceptual master plan for Disbrow Park. The Department assisted with the completion of the study, which included extensive public engagement and public meetings.

*Forest Avenue Study*

The Department assisted the consultant in the preparation of the Forest Avenue Pedestrian Improvement study. This study evaluated alternative plans to provide a new pedestrian facility on Forest Avenue between Apawamis Avenue and Manuring Way. This study was used in applying for a grant from the NYSDOT to construct the new facility.

*Master Plan Update*

The Department assisted the Master Plan Steering Committee in preparing a RFP and selecting a planning

consultant for the completion of an update to the City 1986 Master Plan. The Department assisted the consultant with the master planning process and This project is anticipated to be a significant endeavor for the City in the upcoming 18 months.

*Capital Planning*

The Department provided planning input and coordination of capital projects, including the preparation of the Capital Improvement Program (CIP).

*Starwood/Port Chester Gateway*

The Department assisted the City Council in the SEQRA review of the Starwood/Port Chester Gateway project. This significant project in the adjacent Village of Port Chester requires careful review to assess potential impacts on the City of Rye.

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**Planning Department Staff**

*Christian K. Miller, AICP*

The City Planner started employment on December 18, 2001.

*JoAnn Rispoli*

JoAnn started her career in the Planning Department on January 24, 2005. She has been an asset to all land use departments and provided invaluable assistance with the many administrative responsibilities of the City Planning, Engineering and Building Departments.

*Melissa Johannessen*

Melissa started with the City in 2012 and has been assisting the Planning Commission with the preparation of minutes in addition to her responsibilities working for the City Engineering Department and Department of Public Works.

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**2017 Land Development Activity**

<b>Application Name</b>	<b>Location</b>	<b>Project Description</b>
<i>Site Plan Applications</i>		
140-142 Maple Avenue	140-142 Maple Avenue	Merging 2 adjacent non-conforming properties, remove existing three-family building and constructing a new three-unit building.
2 Second Street	2 Second Street	Amendment of prior site plan approval to provide for division of existing commercial restaurant space on first floor into two

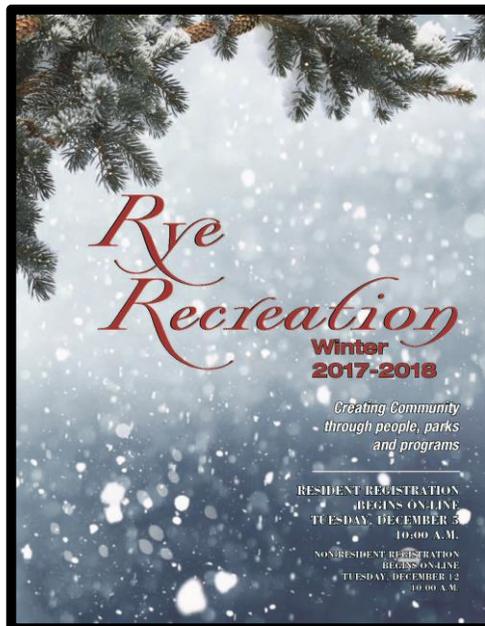
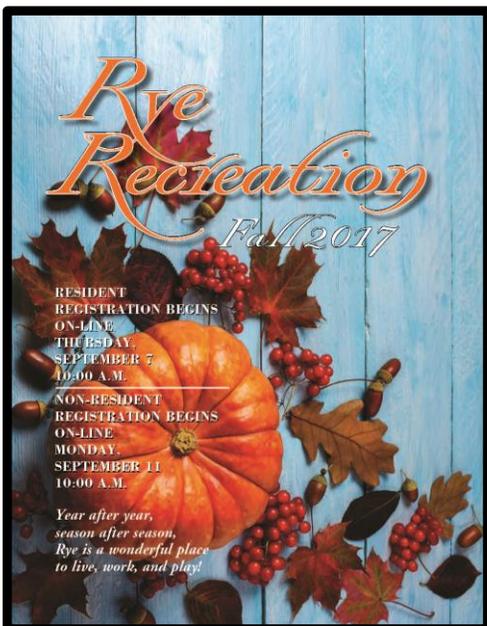
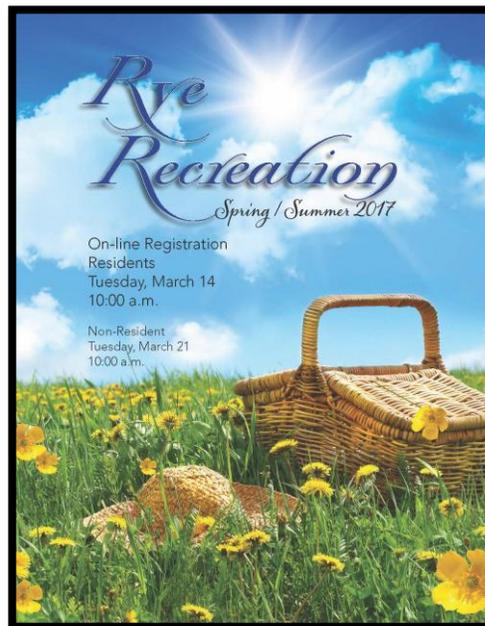
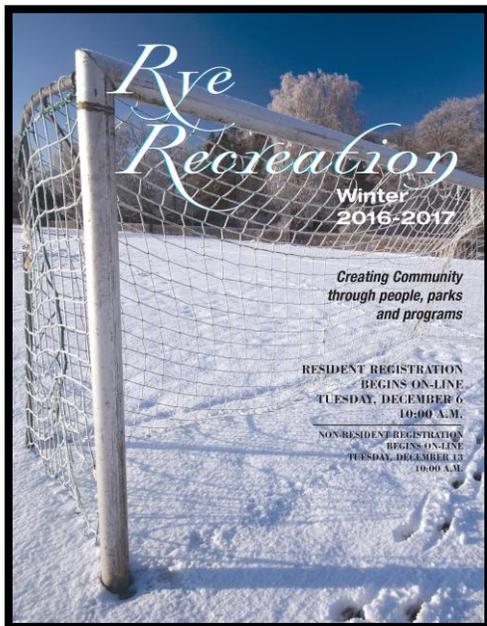
<b>Application Name</b>	<b>Location</b>	<b>Project Description</b>
		separate restaurant space.
Avon Products	601 Midland Avenue	Request for conditions of approval set forth in Resolution No.21-2011 to be kept in effect in perpetuity.
Community Synagogue of Rye	200 Forest Avenue	Renovation of the worship, social, and administrative spaces of the existing Community Synagogue of Rye.
120 Old Post Road	120 Old Post Road	Construction of a multi-family residential development consisting of 122 units in five buildings. The existing structure will be removed.
280 Purchase Street	280 Purchase Street	Construction of a new commercial building with two apartments above.
11 Elm Place	11 Elm Place	Extension-Addition of third story to existing two-story building and off-site sidewalk improvements.
180 Theodore Fremd Avenue	180 Theodore Fremd Avenue	Construction of the former gas station. Project includes second floor addition and site improvements.
53 Purchase Street	53 Purchase St	Modification- Approved site plan to provide four instead of the approved five ground floor retail tenant spaces.
15 Purdy Avenue/Town Dock Restaurant	15 Purdy Avenue	Remove an existing one-story garage and construct new outdoor deck and area for garbage and recycling storage.
Con Edison	178 Theodore Fremd Avenue	Installation of seasonal CNG trailers.
23-25 Purchase Street	23-25 Purchase Street	Construction of three-story mixed use building on a vacant lot with retail on ground floor and residential uses on second and third floors.
<b><i>Subdivision Applications &amp; Land Divisions</i></b>		
24-26 Locust Avenue	24-26 Locust Avenue	Re-subdivision of seven existing lots into four lots
214 Central Avenue	214 Central Avenue	Removal of existing three-family residence, subdivision of lot into two compliant lots, and construction of 2 two-family residences.
3 Club Road	3 Club Road	Subdivision of existing lot into three zoning-compliant lots for single-family residential development.
20 & 26 Gramercy Avenue	20 & 26 Gramercy Avenue	Re-subdivision of two lots into one lot.
<b><i>Wetland Permit Applications</i></b>		
20 Gramercy Avenue	20 Gramercy Avenue	Construction of a new single-family residence on an undeveloped lot and related wetland restoration. – Extension of Time.
26 Gramercy Avenue	26 Gramercy Avenue	Construction of a new single-family residence on an undeveloped lot and related wetland restoration. – Extension of Time.
20 & 26 Gramercy Avenue	20&26 Gramercy Avenue	Merge two lots and construct new single-family residence and pool and related wetland restoration.
Midland Avenue	Midland Ave	Construction of a new single-family residence.
49 Midland Avenue	49 Midland Ave	Demolition of the rear deck, rear stone patio and garage. Construction of an addition to the left side of the house that includes a two-car garage with a second story above garage and a wood deck above the other garage.
22-46 Locust Avenue	22-46 Locust Avenue	Re-subdivision of seven existing lots into 4 lots.
4 Philips Lane	4 Philips Lane	Remove existing residence and construct new single family

<b>Application Name</b>	<b>Location</b>	<b>Project Description</b>
		residence and pool.
62 Allendale Drive	62 Allendale Drive	Removal of existing single-family residence and construction of new single-family residence.
Shenorock Shore Club	475 Stuyvesant Avenue	Replacement of existing swimming pool, wading pool, associated decks, and filter building.
330 Stuyvesant Avenue-Extension of Time	330 Stuyvesant Avenue	Improvements to existing seawall, reconstruction of existing boat ramp, and construction of private dock.
Apawamis Club	2 Club Road	Improvements to existing golf course, including reconstruction of greens and sand traps, tee box modifications, and limited approach fairways.
4 Sackett Landing	4 Sackett Landing	Construction of pool and installation of mitigation plantings
9 Hunter Lane	9 Hunter Lane	Construction of new sport court within existing lawn area.
723 Boston Post Road	723 Boston Post Road	Addition of attached garage, front porch and driveway modification partially within the 100-foot wetland buffer.
6 Dalphin Drive	6 Dalphin Drive	Placement of children's playset and associated site preparation work.
10 Winthrop Street	10 Winthrop Street	39-sf house addition and 227-sf deck on rear of house.
<b><i>Outdoor Dining Applications</i></b>		
Ruby's Oyster Bar & Bistro-Outdoor Dining Permit	45 Purchase St	Request for four outdoor dining tables.
Rye Grill & Bar-Outdoor Dining Permit	1 Station Plaza	Request for three outdoor dining tables.
Aurora	60 Purchase St	Request for four outdoor dining tables.
Village Social	67 Purchase St	Request for three outdoor dining tables
Frankie & Johnnies Steakhouse	77 Purchase St	Request for two outdoor dining tables.
Fogama	88 Purchase Street	Request for two outdoor dining tables.
Playland Market	484-94 Forest Ave	Request for four outdoor dining tables.
Bare Burger	50 Purchase St	Request for six outdoor dining tables
Rosemary And Vine	29 Purchase Street	Request for four outdoor dining tables+.
Purganic Café	46 Purchase Street	Request for two outdoor dining tables.
<b><i>Other Activity</i></b>		
Rockridge Christmas Tree Sales	280 Purchase Street	Temporary Sales of Christmas Trees
Christ Episcopal Church	2 Rectory St	Temporary sale of Christmas Trees

# Rye Recreation



## Annual Report 2017



# ~ Rye Recreation Department ~

## 2017 Annual Report

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Rye Recreation Department  
281 Midland Avenue, Rye, NY 10580  
(914) 967-2535

*Bart DiNardo, Commission Chair*

*Sally Rogol, Superintendent*

## 2017 Annual Report

On behalf of the Recreation Staff and Recreation Commission, I am pleased to submit for your review, the Recreation 2017 Annual Report.

Our mission remains *"to provide quality leisure services through a comprehensive program of activities and facility management"*. While striving to accomplish this mission, our focus will continue to be placed on maintaining efficiency and cost effectiveness. This report highlights our accomplishments and commitment, as well as how we support priorities of the community and maximize our resources. Rye Recreation genuinely cares about its customers and continually strives to not only meet, but exceed their expectations. We subscribe to the philosophy that parks and recreation positively impacts health, crime prevention, the environment, the economy and the quality of life of the Rye community.

Rye Recreation is very appreciative of the continued support and cooperation provided by each and every department within the City of Rye. This collaboration enables Rye Recreation to continue its journey toward customer satisfaction and quality service throughout its operation.

*Sally Rogol*

Sally Rogol, Superintendent  
Rye Recreation Department



# Mission Statement

## MISSION

To provide quality leisure services through a comprehensive program of activities and facility management.

## GOAL

To provide services and programs for Pre-School through Senior Adults while always striving to be cost effective and efficient. All services attempt to offer creative use of unobligated time that benefits the individual, family and community.

## PROMOTING LIVABILITY

The health, wellness and livability of the City of Rye and its residents will be promoted and enhanced through the development and management of Rye's parks, recreational facilities, programs and community celebrations.

## VALUES

Quality in everything we do; respect for our customers and employees by always being honest, ethical and fair; practicing sound management by being responsible and efficient.

## PRIDE

In our history and tradition, in our fellow employees,  
in our appearance and presentation, in our job and performance,  
in our entire organization.

### **We Value:**

- **Customers** by interacting with patrons in a responsive, considerate and efficient manner
- **Staff** by honoring the contributions of each employee, and recognizing them as essential to accomplishing our mission
- **Outstanding Facilities** by managing and maintaining aesthetic quality and cleanliness, while emphasizing safety
- **Inclusiveness** by reducing physical, social and financial barriers to our programs, facilities and services
- **Fiscal Accountability** by being responsible and efficient in ensuring the financial health of the department today and for generations to come
- **Partnerships** by fostering an atmosphere of cooperation, trust and resourcefulness with our patrons, coworkers and other businesses and organizations
- **Excellence** by striving to set the standard for quality programs and services through leadership, vision, innovation and dedication to our work

# 2017 RECREATION COMMISSION AND DEPARTMENT STAFF

## Recreation Commission

Lisa Dempsey

Bart J. DiNardo, Chairperson

Thomas Maloney

Linda Ritacco

Caroline Surhoff, Secretary

Steve Verille

Timothy Walsh

Shelly Wolfson

Jay Wycoff

## Full-Time Recreation Staff

Sally Rogol, Superintendent

Erin Mantz, Assistant Superintendent (Appointed 4/10/17)

Ike Kuzio, Assistant Superintendent (Resigned 1/13/17)

Nancy Fedorchak, Registration

Gregory Bean, Recreation Attendant

Douglas Scott, Sr. Recreation Leader (Resigned 11/1/17)

John De Marco, Assistant Park Foreman

Kelvin Ceballos, Laborer

Frank Cecere, Laborer

Franky Lopez, Laborer

Anthony Patafio, Groundskeeper

## Part-Time Staff

Sophie Diamond, Bus Driver

Karen LaMagna, Office Assistant

## Parks & Building Part-Time Staff

Frank Errigo

Artem Golikov

Miguel Pagan

Michael Proper

Brian Simpson

Aaron Telesco

Kevin Winters

# Fee and Charge Policy

Financial Policy for the City of Rye states that the Recreation function will strive to return 40% of its operational cost through revenue and user fees. (Revised on December 18, 2003.)

The Rye Recreation Commission adopted a Financial Policy on April 8, 1992, that states:

A Financial Policy will be utilized as a guideline for the purpose of developing and evaluating all fees and charges for programs, facilities and services within Rye Recreation.

- All programs, facilities and services that generate fees should be reviewed regularly.
- Fees and charges should be used to supplement general tax appropriations.
- General recreation areas and facilities used primarily by the general public for community recreation purposes under the department's auspices should not be subject to charges unless special costs are incurred.
- Use of public recreation areas by private groups should be charged fees at comparable commercial rates.
- Residents who derive a direct benefit from the recreation service should pay for the service through a user fee.
- Programs that are open to the general public and not restricted (Special Events) should be defrayed by local tax appropriations.
- Adult Programs should be subject to fees that incorporate all costs.
- Generally speaking, local government has a responsibility to provide basic recreational services to citizens with special needs. These costs should be defrayed by local tax appropriations.
- Scholarship Policy: It is the policy of the Rye Recreation Commission that no individual shall be denied participation in a recreation program because of inability to pay. A scholarship program has been developed to assist those with need.

# 2017 Budget

	<b>2017 Budgeted Revenues</b>	<b>2017 Actual Revenues</b>
• Administration	0	0
• Parks	44,000	42,750
• Recreation Center	63,000	56,590
• Recreation Programs	106,300	75,328
• Camps	563,000	549,658
• Athletics	142,000	118,714
• Tennis	81,700	78,758
• Special Events	65,400	69,672
• Adult Recreation	11,000	9,676
• South East Consortium	0	0
<b>Total Revenue</b>	<b>1,076,400</b>	<b>1,001,146</b>

<b>Expenditures</b>	<b>2017 Budget</b>	<b>Actual Expenditure</b>
• Recreation Administration	403,428	359,317
• Parks	565,750	528,948
• Recreation Center	270,818	246,856
• Recreation Programs	229,501	213,626
• Camps	593,928	576,210
• Athletics	300,664	290,511
• Tennis	124,153	108,769
• Special Events	128,947	144,742
• Adult Recreation	166,737	133,937
• South East Consortium	22,949	22,388
<b>Total Expenditures</b>	<b>2,806,875</b>	<b>2,625,304</b>

- *All figures have been rounded up or down to nearest whole number*
- *Figures are not audited and represent accurate totals based upon the latest information available at the time of printing (1/13/2018)*

# Rye Recreation Commission

## Accomplishments 2017

The Annual Report including Commission Accomplishments for 2017 was submitted as per the City Charter.

- Caroline Surhoff & Tim Walsh were re-appointed to the Recreation Commission; their term will run 1/1/2017 – 1/1/2020
- Commission was invited and participated in the Annual Rye Little League Opening Day Parade and Ceremonies
- Commission approved new dug outs for Rye Little League; approved banner for both Rye Little League and Rye Girls Softball
- Commission participated in the selection of a consultant for the Disbrow Park Master Plan
- Commission participated in the Disbrow Park Master Plan with Engineer and Planning departments.
- Commission discussed fees for consideration in the 2017 budget
- Commission reviewed and approved Scholarship Funding for eligible 2017 Day Camp participants
- Commission participated in the 2017 Budget process
- Commission participated in the 2<sup>nd</sup> Annual Food Truck Festival
- Commission participated in the Annual Halloween Window Painting Day
- Commission participated in the Annual Turkey Road Race
- Commission updated the Youth Sport & Banner Policies that was approved by City Council

# Major Accomplishments 2017

## I Administration & Camp:

- The Gift Catalog received direct contributions bringing the total since the program was developed in 1990 to \$503,254
- The Athletic Surcharge Fee generated \$22,030 for use on field repairs and improvements
- The Camp Scholarship Program during 2017 gave partial scholarships to 42 campers totaling \$20,870
- All program and camp registrations continue to utilize on-line registration
- Facilitated with Rye Golf Commission, Senior Swim at the Rye Golf Pool

## II Facilities & Parks:

- Clay Courts were resurfaced for play in April
- Fields were aerated, rolled, over seeded and fertilized in April, June, July, September & November
- Baseball fields were ready for opening day, April 22
- In cooperation with Rye City School District, repairs were made to Milton, Osborn and Rye High School infields
- Backflow devices were tested in April. This is an annual requirement.
- KNOX boxes were installed on both the maintenance garage and McDonald Buildings
- Playgrounds: Dragon Playground's sand was removed and replaced with fiber (engineered playground mulch) in early 2017. Poured in Place rubber matting was installed. Playgrounds were inspected in April and necessary repairs were made throughout the park system as per the inspection report.
- New security lightening was installed near tennis courts 7 & 8.
- Flower barrels were planted by volunteer Fani Szterenbuch; Ceres Garden Club helped cleanup and prepare the Israeli Memorial for dedication on April 30.
- New Little League Dugouts were built by Rye Little League (Paul Gencarelli of GFX Landscaping and William Deertz of BLD Home Improvement). Completed April 14, 2017. Recreation assisted with building permit, fencing, down spouts as well as millings and turf for dugout floor.



### III Youth and Adult Programs:

New programs offered during 2017

*NEW*

- Mad Science Reactions in Action
- Adult Guitar
- Intermediate Youth Guitar
- Flag Football Squirts
- Flag Football Squirts Camp
- Basketball Squirts Camp
- Youth Girls Grades 5 & 6 Basketball Games in Irvington
- Voice Lessons
- Mad Science Robotics
- Ladies Night Out – Paint with Me
- Intro to the Wheel (Pottery @ Clay Art Ctr)
- Lacrosse Squirts Camp
- Bizzy Girls Leadership Camp
- Young Hacks Academy (Technology Leadership)



### IV Special Events:

- 2<sup>nd</sup> Annual Food Truck Festival featuring 12 food trucks and a beer truck along with entertainment was held on June 24. It was estimated that over 2,000 attended the event.
- Come Out and Play Rye - Rye Recreation hosted several events during the winter vacation which provided residents with an opportunity to participate in programs at no cost. The event included 3 days of skating and open gym at Rye Country Day School and an Open House and Mad Science Show at Rye Recreation.
- Carole D. Kirby Memorial Easter Egg Hunt - This event was held at Recreation Park and is sponsored annually by the Women's Auxiliary of the Rye Fire Department & the Rye Fire Department with staff support and coordination by Recreation Staff.
- Rye Little League - Celebrated its 60<sup>th</sup> Anniversary. The Recreation Department assisted with opening day parade and festivities at Grainger Field. Event held on April 22, 2017
- The 65<sup>th</sup> Halloween Window Painting Day - Over 1,100 registered participants as well their families and four legged friends. Purchase Street was closed to traffic which permitted entertainment and festivities all day long throughout the downtown. New

entertainers included caricaturists as well as the Buckley Manor Band. We continue to offer merchants the option to have their windows cleaned following the event.

- The 41<sup>st</sup> Annual Turkey Run - Over 1,100 runners and dogs walked or ran in one of the 4 events offered: 1-mile fun run; 1-mile dog walk; 3.1 mile or 5.2 mile race. The event was held on November 25.
- The Holiday Bonfire and sing-a-long was held on Sunday, December 3. More than 250 people enjoyed a magic show by Justin the Magician and caroling by the Hand to Mouth Players. Recreation partnered with the Rye Police Association as a Toys for Tot donation site. The Rye Police Association also financially supported the event.
- Pancakes with Santa continues to be a very popular event. This event was attended by 101 parents and their children who enjoyed the holiday season with a great breakfast and a visit from Santa. We also had 65 people on the waitlist, potential for growth.
- The Recreation Department assisted with the Memorial Day, Veterans Day and September 11 Ceremonies by supplying tents, chairs and PA system as needed.

#### V **Senior Adults:**

- Annual Luncheons - 90<sup>th</sup> Birthday (January), Valentine's Day (February), St. Patrick's Day (March), Passover (April), Spring Lunch (May) Closing Picnic (June) sponsored by the Rye PBA, Welcome Back Picnic (September), Halloween (October), Holiday Lunch at Whitby Castle (December),
- New programs: Make a Terrarium with Ceres Garden Club; Paint with Me (2); Holiday Crafts & Cookies
- Senior Membership continues to be strong with a membership totaling 255
- Programs - Monthly Teas, Breakfast and Bingo, Trips, Men's Club, Lunch Bunch, Senior Exercise, Yonkers Casino, Movies and Munchies, Painting, Line Dancing, Wii Bowling, Stretch and Balance, Knitting, Mahjongg, Bridge and Arts & Crafts
- Senior Health and Fitness Day was offered in May
- Senior Wii Bowling group participated in a multi town league including Rye Brook, White Plains and Mt. Kisco.
- Midland Community Service project in May featured the children making spring cards, singing songs and showing the seniors their "books"; Midland 5<sup>th</sup> Grade Chorus sang holiday songs in December
- Blood Pressure Screening took place the third Wednesday of the month. This was arranged through the Greenwich Hospital Outreach Department
- Medicare Minute took place the first Wednesday of the month.
- The Westchester County Shredding Truck was scheduled twice during the year for the convenience of the Seniors.
- Seniors receive donations from the Kirby Golf Outing and Rye PBA to help offset costs of several programs (Closing Picnic & Holiday Lunch). Seniors also received donations from the passing of Steve Mulvey, an advocate of the seniors who was a past resident of Rye.
- Seniors Holiday Party was at the Whitby Castle in December. 120 seniors plus guests attended.
- Lunch Bunch: Pasquale's Restaurant (Port Chester); Chinese food (at Rye Rec), T & J's Restaurant with tour of Neri's Bakery, Saltaire Oyster House & Fish Bar



*O'Rorke Irish Dancers (courtesy of Mary & Matt Slater)  
Performance & lunch donated to the Rye Seniors*

### **Senior Trips offered during 2017**

- Dueling Piano's at Aqua Turf Club
- "Broadway Tonight Live" at Westchester Broadway Theater
- Hello Dolly on Broadway
- Chihuli Exhibit at the Botanical Garden
- War Paint on Broadway
- Oktoberfest at Kruchers Resort
- Shopping and lunch (various locations)
- Holiday Train Show at the Botanical Garden
- Wine & Chocolate Tasting Tour
- Glen Island Picnic
- Elvis Holiday Show at Westchester Broadway Theater
- City Island
- The Great Jack O'Lantern Blaze
- Holiday Lights Tours
- Annie Get Your Gun at Westchester Broadway Theater
- Lunch at Westchester Community College's Culinary Arts Café

### **Men's Club Speakers**

- Lt. Falk, Rye Police
- Michael Corcoran, Public Safety Commissioner
- Robert "Jake" Chittenden, Rye Police
- Mayor Sack
- Scott Moore, EMS
- Joe Banahan
- Jen Plick, Rye Historical
- Paul Alimena
- George Hogben
- John Jennings, FBI Agent, Rye
- Tracy Kay, Westchester Children's Museum

# Recreation Awards and Honors 2017

## *Boys 5 & 6 Grade Champions Westchester County Tournament; Cub Division*



TOP L-R: Coach Doug Scott, Kian McCarthy, Owen Meyers, Andrew Keller, Charlie Williams, Coach Josh Kirsch, Charlie O'Rorke

BOTTOM L-R: Tyler Winderman, Michael Gonzalez-Molina, John Atkins, Cole Bartlett  
Missing from the photo Brock Bieber

## *Westchester Recreation and Park Society*

### *Matt Dolan Innovative Program & Award Grant Food Truck Festival*

### *Henry B. Funking Youth Award Artem "Tim" Golikov*



# Rye Recreation Facilities

The following facilities are maintained and managed by Rye Recreation:

## Recreation Park (18.25 acres) Midland Avenue

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- Baseball Field
- Softball Field
- Full Size Soccer Field
- 4 All Weather Tennis Courts (2 Lighted)
- 4 Har-Tru Tennis Courts (4 Lighted)
- Tennis Practice Board ('07)
- 2 Large Picnic Shelters with Barbecues
- 55 Picnic Tables; 14 Picnic Grills
- 2 Basketball Courts (Lighted)
- 2 Horseshoe Pits; 1 Bocce Court
- Volleyball Court
- Maintenance Garage and Annex
- Storage Pods & Butler Building
- Skate Park
- 2 Playgrounds



## Damiano Recreation Center 281 Midland Avenue

---

- Upper Level Big Room
- Kitchen area
- Upper Level Offices
- Upper Level Girl Scout Room
- Lower Level Game Room
- Lower Level Meeting Room
- Lower Level Multi-Purpose Room
- Lower Level Lounge
- Registration Area; Staff Offices
- Public Restrooms



## McDonald Building 319 Midland Avenue

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- Multi-Purpose Meeting Room
- Tennis Office
- 3 Staff/Camp Offices
- Public Restrooms

**Disbrow Park (51.5 acres)**  
141 Oakland Beach Avenue

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- 4 All Weather Tennis Courts
- Grainger Field (Youth Baseball)
- Feeley Field (High School Baseball)
- Sterling Field (Multi-use athletic field)
- Founders Field (1 Youth & 1 Modified Baseball Field)
- Public Restrooms



**Rye Nursery (6.75 Acres)**  
421 Milton Road

---

- Rectangular Playing Field (330'X 200')
- Restrooms



**Gagliardo Park (2.5 acres)**  
31 High Street

---

- 2 Playgrounds
- Restroom (handicap accessible)
- Basketball Court
- Gagliardo Field (Youth Baseball)
- Lighted Walkways
- Refurbished Memorial & Flag Pole
- Picnic Shelter with Tables & Grill



# Shared Facilities Use

Rye Recreation utilizes the following facilities on a scheduled basis, in cooperation with the Rye City School District.

## Midland School

- Youth Softball/Soccer Field
- Gymnasium
- Auditorium, Cafeteria, Gymnasium, Classrooms & outdoor play areas for Summer Camp
- Teachers' Lounge for Summer Senior programs
- Gymnasium, Classrooms & outdoor play areas for Summer Camp

## Milton School

- Youth Baseball/Softball Field
- Gymnasium

## Osborn School

- Gymnasium
- Softball/Soccer Field

## Rye High School

- Softball Field
- Gymnasium/Auxiliary Gymnasium
- Classrooms for Summer Camp
- Nugent Stadium (Turf Field)

## Rye Middle School

- Gymnasium
- Multipurpose Room
- Classrooms for Summer Camp & Summer Senior Programs

Shared facility use is part of a cooperative agreement regarding use of facilities with the Rye City School District.

The School District uses Recreation tennis courts, athletic fields and picnic facilities for team sports and class picnics.

# **Organizations & Renters Utilizing Facilities at the Damiano Recreation Center and McDonald Building**

American Legion	Rye Girl Softball
Ceres Garden Club	Rye Little League
Cub Scouts/Boy Scouts	Rye Newcomers Club
Esannason Yoga	Rye Police Association
Friends of Rye Town Park	Rye Police Department
Girl Scouts/Brownies	Rye Republican Club
Irish Step Dance	Rye School of Dance
Japanese Culture – Calligraphy	Rye School of Leadership
Mulcahy Sewing	Rye YMCA
Karate (Rico dos Anjos)	Rye Youth Council
My Remarkable Self Parenting Classes	Rye Youth Lacrosse
Palestine Painting	Rye Youth Soccer
Preserve at Rye	Soul Ryeders
Rye ACT	South East Consortium
Rye Art Center	SPRYE
Rye Auxiliary Police	Tollinchi Yoga
Rye Babe Ruth	Water’s Edge Condominium
Rye City School District Parenting Groups	Westchester Recreation and Parks Society
Rye Democrats	Women’s Club of Rye

## 2017 Recreation Program Attendance

Adult Programs	2017 Registration	Season Offered
Indoor Adult Basketball	569	Winter & Fall
Indoor Adult Volleyball	15	Fall
Softball League - Men (19 teams/20 person roster)	380	Spring/Summer
Softball League - Women (7 teams/22 person roster)	154	Spring/Summer
Tennis Clinics	110	Spring/Summer/Fall
Women's Tennis League	40	Spring – 2 teams
<b>Total</b>	<b>1,268</b>	

Youth Programs	2017 Registration	Season Offered
Archery	28	Fall & Spring
Archery Tag/Matt Ball/ Dodgeball events	175	Fall/Winter/Spring
Babysitter's Training	18	Fall/Winter/Spring
Baseball – Youth Grades K – 5	99	Fall/Winter/Spring
Basketball – Hoop it Up, Grades K – 4	81	Fall/Winter/Spring
Basketball – Youth Girls & Boys Grades 4 - 8	178	Winter
Brick Kids/Back to School Nights	94	Spring/Fall
Engineering Camp	7	Summer
Field Hockey (Indoor & Outdoor)	45	Fall & Winter
Golf Camp & Golf Enrichment	41	Fall/Winter/Spring/Summer
Grade 5 & 6 Events (Fall Fest/June Fest)	226	Fall/ Spring
Guitar Lessons/Percussions/Voice	24	Fall/Winter/Spring
Jewelry & Beading	37	Fall/Spring
Lil' Cooks	16	Fall/Winter/Spring
Linda Lotus Yoga	15	Fall/Winter/Spring
Mad Science	83	Fall/Winter/Spring
Magic/Fashion Camps	29	Summer
Mini Picassos/Art Adventure	12	Fall/Winter/Spring
Skate Park Lessons/Ramp Camp	30	Spring/Summer/Fall
Soccer (Indoors & Outdoors)	38	Fall/Winter/Spring
Sport Squirts/Multisport Camp	115	Fall/Winter/Spring
Tennis - Youth	168	Spring/Summer/Fall
Tennis Tots	15	Fall & Spring
Vacation/Conference (skating/rock climbing/games)	32	Fall/Winter/Spring
Wrestling	42	Winter
<b>Total</b>	<b>1,648</b>	

## Special Events Attendance

Special Events	2017 Registrations	2017 Events
Basketball Tourney County Center	22	23 teams
Bonfire	250	1-day event
Egg Hunt	1,300	1-day event
First Week Celebration	150	3 1-day events
Food Truck Festival	2,000	1-day event
Halloween Window Painting	1,100	1-day event
Memorial, Veterans & 9/11 Day Services	300	3 1-day events
Pancakes with Santa	100	1-day event
Pitch, Hit and Run/Punt, Pass & Kick	40	2 1-day event
Dribble, Dish and Swish	15	1-day event
Santa Calling	104	2-day event
Santa Letters	432	14 day event
Turkey Run/Paws Walk	1,200	1-day event
<b>Special Events Total</b>	<b>7,013</b>	

## 2017 Facility Rentals

59	Picnic Rentals
30	Event Parties/Birthday Parties
10	Weekly paid rentals: Rye School of Dance, Tango/Jazz, Karate, Tollinchi Yoga, Esannason Yoga, Calligraphy, Irish Dance, Palestine Painting, Chess with Felix, Mulchay Sewing
6	Field Rentals

# Youth Sports Programs

*These programs are run by independent organizations in the city to provide instruction and league play for a variety of ages. Youth Sport leagues coordinate their operations for field use with Recreation Staff. User groups, with the exception of the Rye City School District, pay a \$5 per player surcharge for use of Recreation owned fields to assist with funding for improvements to City of Rye fields.*



Youth Organizations	2017 Participation
Rye Little League (Spring/Summer leagues)	405
Rye Girl Sports (Spring/Summer/Fall leagues)	162
Rye Babe Ruth (Spring/Summer/Fall leagues)	151
Rye Public Schools Tennis/Soccer/Baseball/Softball/Field Hockey)	297
Rye Youth Soccer (fall and spring intramural & travel)	2,582
Rye Rugby (Fall/Spring league)	90
Rye Youth Lacrosse (Spring intramural & travel)	235
Resurrection School (Spring & Fall)	60
<b>Total</b>	<b>3,982</b>

# Summer Camp Programs 2017

Kiddy Camp (Ages 3 & 4)	79	Campers
Lower Camp (Grades K - 2)	228	Campers
Upper Camp (Grades 3 - 6)	230	Campers
Camp78 (Grades 7 & 8)	450	Campers
	987	

## Special Program Offerings at Camp & Specialty 1-Week Camps

### Lower Camp

Mad Science Grade K	29
Mad Science Dino Cast Grade 1	15
Mad Science Rockets Grades 1 & 2	40
Mad Science Magical Illusions Grade 2	23
Jewelry & Beading Grades K-2	<u>56</u>
	163

### Upper Camp

Robotics	25
Brick Kids (Lego's)	34
Chess	15
Rocketry	19
Jewelry	<u>25</u>
	118

### Trips Lower Camp

Bronx Zoo	94
Leapin Lizards	39
Playland	63
Discovery Museum	<u>121</u>
	317

### Trips Upper Camp

Bounce	106
Grand Prix	96
Ice Skating Darien	61
Bronx Zoo	<u>53</u>
	316

### Lower Camp Swim Lessons

Grade K	35
Grade 1	43
Grade 2	<u>47</u>
	125

### Upper Camp Group Swim

Grade 3/4 Boys	20
Grade 3/4 Girls	31
Grade 5/6 Boys	21
Grade 5/6 Girls	<u>19</u>
	91

### Specialty Camps

Fashionably Chic (August)	9
Hocus Pocus (August)	20
Engineering Camp	7
USSI Sport & Squirt Camps	55
Teaches Basketball Camp	18
Golf Camp	<u>15</u>
	124

### Junior Counselors

Kiddy Camp	15
Lower Camp	24
Upper Camp	<u>16</u>
	55

# Senior Adult Programs

Senior Adults	2017 Registration	Session Notes
Arts & Crafts	24	Winter/Spring/Fall
Breakfast Bingo	133	5 – 1 day events
Special Projects	32	4 – 1 day events
Knitting	18	Winter/Spring/Fall
Line Dance	24	Winter/Spring/Fall
Luncheons/Parties	773	9 – 1 day events
Lunch Bunch	75	4 – 1 day events
Mahjongg	30	Winter/Spring/Fall
Membership	255	2016-2017 program year
Men's Club	486	27 – 1 week sessions
Monthly Senior Tea	116	9 – 1 day events
Movies & Munchies	475	36-1 day events Fall/Winter/Spring
Oil Painting	35	Winter/Spring/Fall
Senior Exercise	156	Winter/Spring/Fall
Senior Stretch	76	Winter/Spring/Fall
Summer Activities **	77	6-8 week summer session
Theater Group	62	2 – 1 day events
Trips	324	22 – 1 day events
Wednesday Meetings	2175	29 – 1 day events
Wii Bowling	24	Winter/Spring/Fall
Yonkers Casino	94	12– 1 day events
<b>Senior Citizens Total</b>	<b>5,464</b>	

**\*\* Summer Activities include: Stretch & Balance, Exercise, Mahjongg, Painting, Left/Right/Center and Bocce**



# Sponsors and Community Partners

*"Partnership in Rye" has been developed to provide the opportunity for those who live or work in Rye to contribute toward the efforts of Rye Recreation. Contributions may be directed toward specific areas of interest.*

## **Sponsoring organizations who supported numerous programs and Special Events throughout 2017**



### **41<sup>st</sup> Annual Turkey Run:**

**Title Sponsor:** *Mass Mutual*

**Road Number Sponsor:** *TD Bank*

**Race Clock Sponsor:** *ONS Orthopedic & Neurosurgery Specialist*

**Paws Walk Sponsor:** *Pet Pantry Warehouse*



**Silver Medal Sponsors:** Allen Avrutin, DDS, Jerry Statman, DMD, Brian Wengrover, DDS, Leon Su, DDS, Sportech, The Rye Record, Jerry's Post Road Market

**Bronze Medal Sponsors:** Rye Professional Firefighters Local 2029, Dock Deli, Carpet Trends, Moran Plumbing and Heating, Robin Brown-Friedel Design, Ryan Printing, Ink Credible Printing, Crozier Gedney Architects, PC, Institutional Vending, County Coach JAK Rabbit Lines, Coldwell Banker

**Support & Safety:** Rye Police Department and Auxiliary Police, Port Chester, Rye, Rye Brook EMS, Westchester County Police, Rye Town Park

**Camp Scholarships:** The Women's Club of Rye, Children's Philanthropy, Rye P.B.A., Midland School PTO, Osborn School PTO, Women's Association of the Presbyterian Church, Rye Middle School PO, Rye Senior Citizen Club, Agatha Durland Foundation, Rye Lions Club, Milton School PTO



**Carole D. Kirby Memorial Egg Hunt:** Ladies Auxiliary of the Rye Fire Department, Rye Fire Department

**Come Out and Play/First Week Celebration:** Rye Country Day School, Mad Science of Westchester, Jerry's Post Road Market



## Food Truck Festival:

**Title Sponsor:** Mass Mutual

**Kids Zone Sponsor:** Rye PBA

**Gourmet Sponsors:** William Raveis, Nu-Clear Swimming Pool Service Inc., Rye Record

**Foodies Sponsors:** Coldwell Banker, Moran Plumbing, Ink Credible Printing, County Coach Corp., Greenwood Union Cemetery, Rye Family Dentistry Allen Avrutin, DDS and Jerry Statman, DMD, Creative Image Design, Ryan Printing Inc.



## Halloween Window Painting:

**Title Sponsor & Financial Supporter:** The Woman's Club of Rye, Children's Philanthropy

**Financial Sponsors:** Arcade Bookseller's, Blue Tulip Chocolates, Brava Dance Center, Candy Rox Clutch, Coldwell Banker, Corner Stone, Dock Deli, Frank's Barber Shop, Havana Jeans, Hudson Paul Salon, La Pain Quotidien, Laser & Skincare Medspa, Le Beastro, Little Thai Kitchen, Longford's, On the Way Café, Patisserie Salzburg, Piazza Pizza, Rye Beverage, Rye Country Store, Starbucks, The Granola Bar, Three Goms, VG Hair Design Studio and Weichert Realtors

### **Halloween Window Painting participating stores:**

Al Dente, Angela's, Arcade Bookseller's, Bareburger, Belle Cleaners, Blue Tulip Chocolates, Bobos Nail & Spa, Brava Dance Center, Candy Rox, Capital One, Carpet Trends, Chinese Garden, Citi Bank, Clutch, Coldwell Banker, Corner Stone, Crisfield Market, Dock Deli, Falcon Cleaners, Fashion Nails, Fashion



Nails II, Fong's Hand Laundry, Framing Corner, Frank's Barber Shop, G. Griffin Wine & Spirits, Great Stuff, Green Willow Florist, Hand Rolled Bagels, Havana Jeans, HSBC, Hudson Paul Salon, Jack Rabbit, John Christopher Salon, Jos. A. Bank, Julia B. Fee Sotheby's, June & Ho Gourmet, Koo, La Pain Quotidien, Lambden & Gardner, Laser & Skincare Medspa, Le Beastro, Little Thai Kitchen, Lola, Longford's, Lovely Nails & Spa, Mathnasium of Rye, Morgan's Fish House, Nest Inspired Home, Oakland Beach Deli, On the Way Café, Papyrus, Parkers, Patisserie Salzburg, Paw Pourri, Peachwave, Pet Pantry, Piazza Pizza, Plush Blow, Post Rd Market, Pureganic, Rock Island Sound, Rosemary and Vine, Ruby's, Rye Art



Gallery, Rye Beverage, Rye Camera, Rye Country Store, Rye Decorator, Rye Eye Care, Rye Ford, Rye Metro Nails, Rye Subaru, Sarza, Scissors on the Sound, Shoes 'N' More, Starbucks, Sunrise Pizza, TD Bank, The Granola Bar, The Open House, Three Goms, Tiffany Nails & Spa, Town and County Hair,

Town Dock, Twish, UPS, VG Hair Design Studio, ValuClean Cleaners, Verizon Wireless, Webster Bank, Weichert Realtors, William Raveis Real Estate, Wine @ 5, Woodrow Jewelers/Gift and York Antiques

**Special Thanks To:** The Woman's Club of Rye, Children's Philanthropy, Rye Police Department, Rye/Port Chester/Rye Brook EMS, A.I. Friedman, Artistic Touch Inc., Dean & Lisa Cali, Post Road Market, Houlihan Lawrence, Starbucks, Birddog, Buckley Manor Band, Kathy Pasquale, Jon Cap the Magician, Ed Johnson, The Creativity Zone, Fun Masters, Doug DePierro, Innovative Inflatables and New York Life Insurance

**Holiday Bonfire and Sing-a-long:** Jerry's Post Road Market, Rye Police Association, Rye Fire Department

**Pancakes with Santa:** Corner Stone, Longfords and Hand Rolled Bagels



Cub Scout community service day. Cleaning and mulching the Israeli Memorial at Recreation Park.

*Each and every donation regardless of the amount will allow the Rye Recreation Department to expand services and reduce the annual burden placed upon the City Budget. It also allows the donor to see firsthand where and how their contributions are being used.*

*The Gift Catalog received direct contributions bringing the total since the program was developed in 1990 to \$503,254.*

*On behalf of the City of Rye, Rye Recreation Commission and our staff, thank you!*



# CITY OF RYE BOAT BASIN

## 2017 ANNUAL REPORT



# Boat Basin Staff

## Supervisor

George Hogben

## Staff

Gloria Mangiamele, Office Assistant Part Time (Retired April 2017)

JoAnn Rispoli, Senior Office Assistant Automated Systems (Appointed April 2017)

## 2017 Commission Members

Greg Gavlik, Chair

Brendan Doyle

Brendan Hartman

Stephen Monaldo

Matthew Malouin

Robert November

George Szczerba

## Seasonal Staff (4 Months)

Jonathon Agosta

Ron Colavito

Frank Errigo

David Larr

Christopher Menjivar

## Overview:

The Boat Basin provides 379 numbered summer boat slips for power, sail boats and jet skis, ranging from 8 feet to 37 feet. Additional space in the water and on land can handle kayaks, paddle boards, canoes and dingies. Winter land and water storage is available for both kayaks and boats. The Boat Basin can store up to 160 boats on land and up to 20 boats in the water. Use of the facility is generally limited to permit holders who are given first refusal right of renewal. Vacancies are filled from a waiting list based upon size of boat with priority given to Rye residents

Management of the Boat Basin is under the direct supervision of the Boat Basin Supervisor who reports to the City Manager with oversight by the Recreation Department. The City Council appoints an advisory Boat Basin Commission whose membership is based upon an election held among permit holders.

The Boat Basin is responsible for all costs associated with operation and maintenance of this facility including maintenance dredging of its waters.

## 2017 Projects & Accomplishments:

A fire inspection was done by the City of Rye Fire Inspector. The Boat Basin implemented the plan set forth from that inspection.

- Installed 10 new fire extinguishers/fire boxes to become NFPA compliant

Installed 11 escape ladders throughout the marina as a safety addition for those who inadvertently fall in the water

Staff built additional kayak racks to accommodate more kayaks near main office. Purchased additional kayak dollies to assist with launching.

Added additional material at launch ramp to make area safer especially for kayak launching

New software was launched in January 2017 which allows for 24/7 access to slip holders' accounts as well on-line payments. The software will assist the supervisor to manage slips, kayaks, winter storage and other related fees and charges.

Float upgrades are being pursued. The float replacement program will take approximately 5 years to complete.

The Boat Basin received an anonymous donation of a 20' Continental Center Console boat. This replaced the work boat which was surplus in 2016. The Boat Basin received a second donation from American Yacht Club of a 16 foot Boston Whaler.

The Boat Basin Supervisor is working with Corporation Council to update rules and regulations for the upcoming season. This includes but not limited to new mooring regulations.

A new truck/plow was purchased to replace a failing 17 year old truck. Old truck was put up for surplus.

New water lines and decking projects were completed throughout the marina

A full time clerical position was added in April of 2017

Boat Basin Supervisor worked with the Commission to establish a new fee structure for 2017. The new model is a price per foot with 4 categories established both for resident and non-resident slip holders. Jet skis were no longer billed by the foot, but at a flat rate. A 5% late fee was also established in 2017. This will help the supervisor determine open space in the marina, manage the waiting list and advertise for new slip owners more effectively.

Each contractor is required to be permitted in order to work at the marina. This permit is issued by the Clerk's Office annually. This policy was established in 2016.



Oyster Restoration Project: In cooperation with the Rye City School District, students come monthly to measure the growth of oysters for a NY Harbor Foundation Grant. Debra Davis – Galliard is the coordinator.

Dredging Report: Starting early in 2017, the City contracted with Coastline Consulting to work closely with us in getting the necessary approvals and permits to dredge the basin and the channel leading in and out. There are 4 agencies in New York, 1 in Connecticut and 2 Federal agencies to obtain permits. We are seeking a permit for no more than 25,000 cubic yards of material (the most permitted) to be removed. According to the consultant, New York tends to be stricter in approval process. As of December 2017, we are in the testing phase of the permit process which will tell us where we can have the material dumped. Once the test results are known, this will determine where we will be allowed to dump and at what cost. Costs associated with this project include the consultant, permitting, testing, dumping as well ancillary fees for the cost in moving floats and piling removal. If we follow the current time line presented, dredging could take place as early as late fall of 2018 into winter 2019.

Grant: The Boat Basin applied for a BIG (Boating Infrastructure Grant). The Sport Fishing and Boating Safety Act of 1998 (Public Law 105-178) established BIG to provide funding to states, the District of Columbia, commonwealths, and territories for the development and maintenance of facilities for transient non-trailer recreational vessels. This grant is part of a program of the Department of the Interior, US Fish and Wildlife Service, administered by the NYS OPRHP (Office of Parks, Recreation and Historic Preservation). If awarded, this grant will assist in much needed infrastructure repairs. Determination of the grant results will be in March 2018.

Boat Basin Commission:

The Boat Basin Commission serves in an advisory capacity to the supervisor. In late 2015, the Commission requested the City Council to increase the size of the commission from 5 to 7 elected members, with one of those positions being a nonresident member.

The last election was held in September 2017, which resulted in the re-election of George Szczerba and Robert November for a 3-year term (2018-2021). The one vacant slot was filled by commission vote/appointed by the commission. Joseph Pecora will fill that vacancy until the next election in 2020.



## **Boats by size classification**

Boat Size	Resident Slip Holders	Non-resident Slip Holders	Boat Size	Resident Slip Holders	Non-resident Slip Holders
Jet Ski	6	1	22'	9	0
8'	2	0	23'	27	4
9'	1	1	24'	9	1
10'	1	0	25'	18	1
11'	5	0	26'	10	1
12'	2	0	27'	12	1
13'	7	14	28'	4	1
14'	3	0	29'	12	0
15'	6	4	30'	2	0
16'	21	12	31'	4	0
17'	15	5	32'	2	0
18'	11	5	33'	2	0
19'	33	7	34'	0	0
20'	18	7	35'	0	1
21'	32	4	36'	0	1
Total	163	60	37'	0	0
			Total	111	11
Total Boats	345				
Residents	274		Non-residents	71	
Kayaks/paddle boards		89/4	Summer Trailer		10
Extra Parking Pass		36	Winter Storage		148
Finger Slips		70	Moorings		310



2017

# RYETV ANNUAL REPORT



Nicole Levitsky

City of Rye

1/31/2017

## **Rye TV Annual Report 2017**

Staff: Nicole Levitsky, TV Access Coordinator  
Robert Lieber: Production Coordinator

RyeTV is a Public, Education, and Government (PEG) television access facility that was established in 1986 to serve the City of Rye and all of its residents. We work with more than 40 community organizations and feature over 600 distinct programs annually.

RyeTV is located at Rye High School in 1064 sq. ft. rooms with 4 editing bays, and a 3-camera studio.

The programming broadcasts via 2 providers on 3 channels:

*Verizon: 33, 39, 40*

*Altice: 75, 76, 77*

Our mission is to provide a platform for: a voice in the community; civic engagement; government transparency; and educational resources in media literacy. We encourage and facilitate the use of the local cable TV systems by its users.

The City of Rye collects franchise fees from Altice and Verizon for their access to the City's rights of way. The franchise fees—paid by subscribers as part of their monthly bills for cable TV—represent 5% of the gross operation revenues for cable television of Altice and Verizon subscribers within the City. This money is used to fund the department, RyeTV. The Education Channel is programmed by the Rye City School District.

RyeTV also works closely with the City Council appointed Cable and Communications Committee. They serve in an advisory role to the City Council on communications technology, including television; issues with the cable companies and budgetary matters for RyeTV.

### **RTV Services**

RTV offers the community a variety of services. Primarily, we serve Verizon and Altice subscribers who watch our channels on TV or view our videos on the web. Secondly, we serve Rye organizations and individuals who use our equipment, request production help and then cablecast their programs. This smaller group includes local government, non-profit community organizations, and individual residents. It is to this smaller set of “customers” that we provide the majority of our services.

## **Production Facilities**

RTV operates production facilities for community and governmental use. In Rye city hall, RTV uses four robotic cameras and microphones all connected upstairs to a Broadcast Pix digital switcher and relayed back to a SD Tightrope server for encoding and playback. This setup covers City Council meetings and other community gatherings in the Council chambers.

The main RTV production facility is in Rye High school. The facility is open to the public after noon, Monday through Friday and often by earlier appointment. The high definition JVC cameras are connected to an HD Broadcast Pix switcher. The studio includes a lighting board, green screen capabilities and a teleprompter.

Unexpectedly in February 2017, the school district informed the City that they needed to take back the current control room space to enlarge their nurse's room. RyeTV hired an architect to ensure we made the best use of the smaller space. Finally, RyeTV hired a company to move all of the equipment. Staff worked with the cable companies to move our live drops. In early June, RyeTV moved out of the control room and shut down the studio. Our editing equipment was moved upstairs to a temporary room. Over the summer, a new control room was created within the studio's existing classroom, effectively lessening the size of the RyeTV studio space in the High School. We are still working out a few outstanding issues tied to the move. The cost for the move fell to RyeTV and was not an expected budgetary item. The school covered the costs of the construction and building materials.

While we have been shooting everything in HD for a long time, our channel playout is still in standard definition format. Fortunately, our video on demand (VOD) is available in HD.

RyeTV also offers an array of portable equipment for productions. This includes DSLRs, go-pros and simple point and shoot cameras, lighting and microphones. Our cameras have been checked-out of the studio 189 times over a period of 491 total days for 2017, despite limited use over the summer. This compares to 2016: 162 times over a period of 365 *total* days.

Also housed at the production facility in the high school are post-production editing systems where producers can edit their programs for cablecast. These systems include five city-owned edit bays. We have Adobe creative cloud suites, including premier and after effects running on 4 of the city computers. The edit suites have been signed up for a total of 1,716 total hours for 2017. Despite the construction, this is a large increase over the last 2 years with 1,011 hours for 2016.

## 2017 Initiatives

- Begin cable franchise negotiations
- An analysis of our equipment needs.
- Complete Needs Assessment, including a City-wide survey on Cable TV.
- Complete financial audit of Cable cos.
- Begin technical audit of cable cos.
- Conduct individual interviews of all Council and Mayoral Candidates.

## Goals for 2018

- Successfully negotiate and sign franchise agreements with Verizon and Altice with all needs assessments and audits complete in early part of 2018.
- Expand our community outreach: using virtual reality to increase others awareness of RyeTV.
- Develop more community partnerships with RFRR and Rye Rec, for example.
- Expand RyeTV news program
- Replace RyeTV dated equipment.
- Develop 3-5 year strategic plan

## Programming

RTV cablecasts a variety of programs from different sources. The channels are divided by PEG (public/education/government) designation with (Altice/Verizon) Channel 75/39 as the government access Channels, 76/33 as the community access Channels, and Channel 77/40 as the educational access channels.

### Programming Sources:

*The Community At Large:*

*Program hours: 631/year*

*Public: 760 programs*

*152 produced by residents*

*108 produced by Rye TV*

*410 external sources, including from United Nations, Smithsonian and National Gallery of Art*

*15 PSAs featuring topical issues e.g., anti-bullying, drug and alcohol prevention*

*Government:*

*Program hours: 82 hours*

*41 programs*

*City Council meetings/workshops*

*Eye on Rye*

*Rye Rec: Halloween Window Painting, Turkey Trot*

*Rye City School District.* Currently, the School District is programming a few PowerPoint slides on their channel. During construction, the district moved their channel's origination point to elsewhere in the building.

*Political programming.* RTV offers access time to candidates running for elected office, and, in conjunction with the League of Women Voters, cablecasts forums with local candidates. RTV also reserves time for political messages during election periods. This year RyeTV also recorded interviews by Kim Berns of all local candidates.

## **Production Training and Clubs**



Free workshops and one-on-one training for residents are offered during the year. Workshops have included on-location portable production, Storytelling in Minecraft and Intro to Producers, DSLR camera, editing and compositing. RyeTV works with Sprye and the Rye Youth Council to aid in joint workshops of students helping Sprye members with technology in the RyeTV studio.

In addition to classes, Rye TV also takes on interns in the spring to help out with the day-to-day tasks that are required to operate a television production facility. Each intern, whether a high school student, college student, or interested volunteer, requires a significant amount of training by RTV staff. In the spring of 2017, RTV trained and utilized 4 high school interns for help on various productions and the video club.

RyeTV continues to offer an after school video club to students. The group has worked on public service announcements, movies and student basketball games. The club is very popular among middle school students and has a waiting list.

Normally in the summer we offer a video camp to residents. Due to the construction in 2017, there was no camp offered.

## Public Service Announcements (PSA's)



One of the many free services RTV offers is production assistance for short public service announcements for local not-for-profit organizations and City Government Departments. This free service has created 15 PSA's for the community in 2017. These announcements run on RyeTV, ryetv.org and are available for the NFP to use on their own sites. We have produced PSA's for groups such as Mac Angels, Scouts, Helping Hands, and Sprye, to name a few.

Staff also offers tours of the studio and a PSA taping for scouts to fulfill their TV badge. Announcements are produced throughout the year on reservation/time available basis. This free service helps fulfill RTV's mission by getting more individuals involved as participants in local TV and subsequently as viewers.

## Community Bulletin Board

A digital bulletin board graphic with a black background. At the top left, it says "BULLETIN BOARD" in white and blue. The main content is on a pink background. It features the title "Graham Clarke's Musical Fridays" in white. Below the title is a photo of a man sitting on a log, playing an acoustic guitar in a wooded area. Below the photo, it says "Fridays @ 10am in RFRR Meeting Room", "Ages: Toddler &gt; PreSchool", and "Families always welcome!". At the bottom, it says "\*Doors close 10mins after start and will be outside weather permitting\*". There are navigation arrows on the left and right sides of the pink area.

The RTV Community Bulletin Board is an accessible and up-to-date method of finding out what is happening in and around Rye. These same messages are also posted on the City of Rye calendar. To the cable viewer, this service is available about 18 hours a day, seven days per week on channel 75/39. To those with access to the web, it is available 24/7 on the city site, [www.ryeny.gov](http://www.ryeny.gov) and the public site: [www.ryetv.org](http://www.ryetv.org).

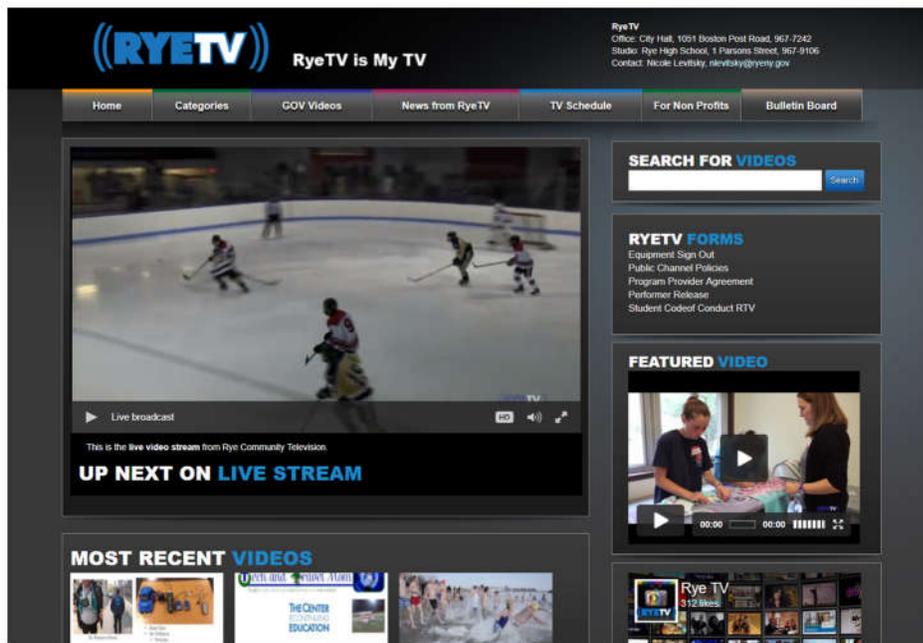
## Community/Not-for Profit Organization Use

Community Billboard use by local non-profit organizations has been consistent over the years. Historically, this has been a popular service because it is easy and free for local organizations. Information is received via City website, phone, and e-mail, creating the most comprehensive and up-to-date list of community events RTV can provide.

The organizations submitting notices to the community bulletin board range from the Rye Free Reading Room to Rye City Schools and from Rye Historical Society to Rye YMCA. In 2017 the number one organization disseminating their information through the Community Billboard was again the Rye Free Reading Room.

In 2017 organizations submitted 415 total messages for cablecast from 24 different organizations. These same messages are created for the City website Community calendar and also appear on the ryetv.org website.

## Internet

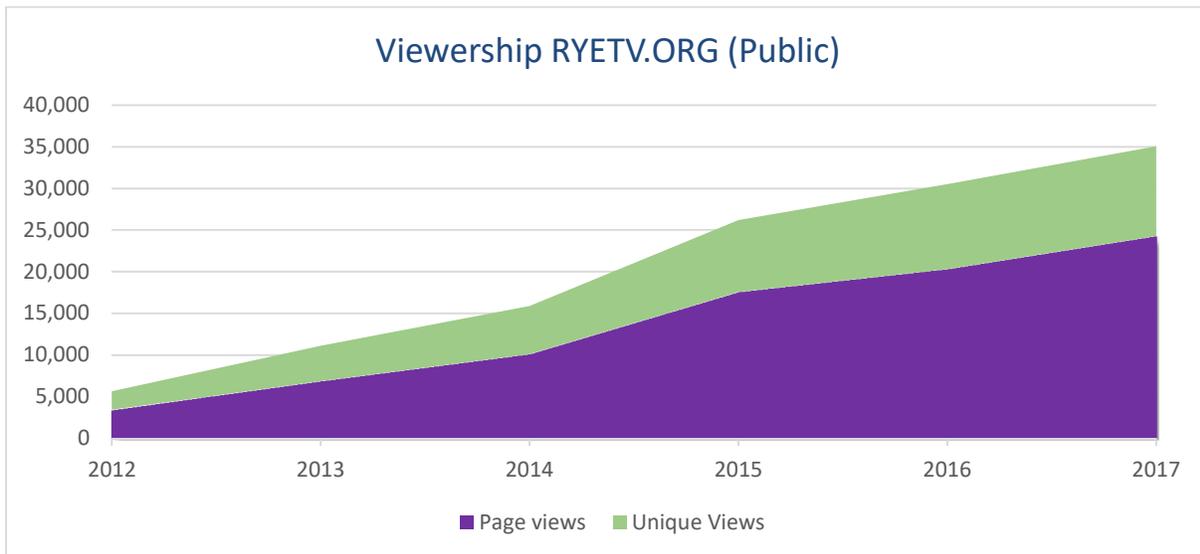


RyeTV has embraced the web as yet another avenue to reach residents and beyond with its programming. Instead of a three channel limit on two TV providers, we can also use the web to showcase all Rye productions.

We contract with a company to host web videos – both On Demand and streaming of the two channels. The service provides not only the 24/7 Live stream of the channel, but also fully indexed City Council Meetings and other specialty content on the site. The ryetv.org website has allowed RyeTV to display Rye public access programs as a stream and video on demand. The website also showcases our bulletin board, Twitter, Facebook, a highlighted program, and a list of upcoming classes.

Viewership of VOD has grown greatly over the few years that since its launch. In the past year, we have found that the use of Facebook has also increased our outreach, reaching several thousand viewings for several programs. Boosting a program with a message that the City wishes to disseminate is a valuable tool. We have used it for our survey and short programs on the Fire Department.

## **RYETV.ORG Viewership**

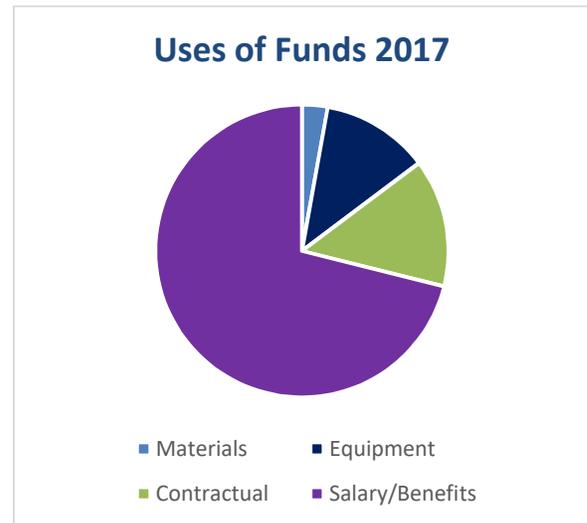
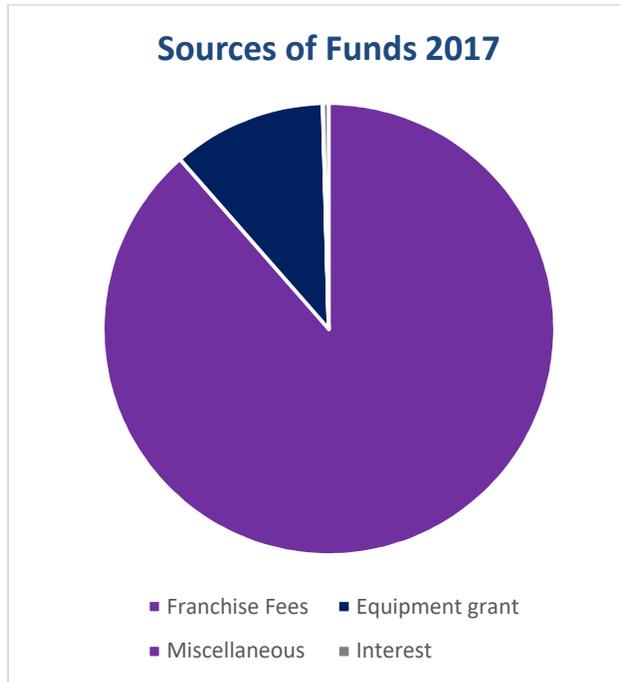


## **Other business**

There are other tasks that RTV staff take on either due to their proximity to the TV business, or because they are related to, but not specifically mentioned in our mission. Some of these tasks are informal and not part of the regular routine. A sampling includes:

- Providing media services to other City departments, including consultation on Rye Government new website.
- Cable Franchise Administration
- Attending Cable Committee meetings & facilitating communications
- Writing & producing schedules and e-blast newsletters
- Consultation on City A/V purchases

## 2017 RTV BUDGET



	BUDGETED		ACTUAL	
<b>REVENUE</b>	FRANCHISE FEE	\$375,000.00	FRANCHISE FEE	Estimated *\$402,446.64
	PEG GRANT	50,000.00	PEG GRANT	50,000.00
	INTEREST INCOME	750.00	INTEREST INCOME	1,927.57
	Other Misc. REVENUE	1000.00	Other Misc. REVENUE	50.00
<b>TOTAL</b>		<b>\$426,750.00</b>		<b>\$353,813.20</b>
<b>EXPENDITURE</b>	SALARIES	\$ 198,313.00	SALARIES	\$188,606.21
	EQUIPMENT	55,000.00	CAPITAL/EQUI P.	41,177.96
	MATERIAL & SUPPLIES	19,100.00	MATERIALS & SUPPLIES	9,786.13
	CONTRACTUA L	30,971.00	CONTRACTUA L	48,880.73
	EMPLOYEE BENEFITS	95,800	EMPLOYEE BENEFITS	57,067.37
<b>TOTAL</b>		<b>399,184.00</b>		<b>345,518.40</b>

○ \*FINAL CABLE COS PAYMENTS FOR 2017 OCCUR IN FEBRUARY 2018.

# 2017 Annual Report



RYE GOLF CLUB



## **Overview**

The Rye Golf Club is a city-owned membership based recreational facility which offers a meticulously maintained 18 hole golf course overlooking the Long Island Sound and a large aquatics facility which features an Olympic sized pool, children's pool, and other recreational space for families to enjoy.

Additionally the club is home to the famous Whitby Castle, designed by renowned architect Alexander Jackson Davis in 1852. Whitby Castle's restaurant and events operations are licensed out to Lessing's Hospitality. Now completing their 4<sup>th</sup> year of a 10 year contract, Lessing's is also responsible for our pool snack bar and golf course half-way house operations.

It is important to note that the club consistently operates without depending upon any tax-payer dollars or City subsidies to fund the golf club's operations. The club has consistently run at an operational surplus since 2014 which has resulted in contributions to our own reserve fund for major projects in addition to contributions to the City's General Fund in the form of inter-fund charges, taxes on City Property, and repayment of the club's debt service from municipal bonds. The golf club also pays for all employees including their benefits and 100% of post-employment benefits. For all intents and purposes, RGC is a self-sustaining enterprise fund.

Rye Golf Club also provides several opportunities for the community to enjoy the facility without membership. RGC hosts the boys & girls Rye High golf and swim teams for practice, RGC offers the pool facility for use by Rye Rec Campers at no cost, Rye Golf Club has continued to allow seniors who are not club members to have access to the pool via a partnership with Rye Rec, and the professional golf staff at the club offers junior camps and clinics to all children regardless of whether or not they are members of the club. Currently, the golf club commission is discussing additional ways to improve community outreach in 2018 by offering discounted memberships to Rye families that qualify for financial aid as defined by the Rye school district. The club looks forward to maintaining a wonderful relationship with all Rye residents regardless of membership status.

## **Staff**

In 2002 the staff consisted of thirteen full-time City employees. In 2017 the club had only seven: the club manager, office administrator, golf course superintendent, mechanic, two laborers, one facility maintenance director, and a membership coordinator. The Club currently supplements its full-time staffing needs with seasonal, contractual, and temporary help which can be in excess of 75 employees. All Food & Beverage related operations are handled by staff of Lessing's Hospitality.

We are fortunate to have staff with a lot of experience and dedicated to their professions. In addition, many staff members have diversified talents and backgrounds that allow us to accomplish many projects without the use of outside contractors.

With a staff much smaller than comparable clubs, our salaried and hourly staff work long and hard. With the exception of Christmas and New Year's Day, when the club is closed, it operates seven days per week year round. During the heart of the season, we have staff working 18 to 20 hours per day. While keeping full-time staff to a minimum helps the bottom line, the club operations in a situation where we have no back-up personnel in key positions and our management team routinely works in excess of 60 hours per week.

### **Departments**

Rye Golf Club consists of multiple departments: Administration, Golf Operations, Golf Maintenance, Pool Operations, and Facilities Maintenance & Repair. Each of these departments contributes to the overall operations and success of the Golf Club Enterprise Fund. The following is a short overview of what the personnel in each department are responsible for:

*Golf Club Administration* is responsible for overseeing all of the club's operations and activities. In addition this department provides administrative support to all other departments, processes and approves all purchase orders and claims, is responsible for all daily club finances, prepares reports and annual budgets and is the liaison between club members, the club board, other city departments and the City Manager.

*Golf Operations* handles all of the daily operations on the golf course that pertain to members and member play. They coordinate and facilitate member tournaments and outside golf outings, maintain the golf car fleet, are responsible for first tee operations and on course management, golf shop operations, bag storage, lessons and front line interaction with members.

*Golf Course Maintenance* provides the daily maintenance on the golf course including but not limited to mowing, raking, course preparation, clean up, garbage, projects, drainage, plantings, and constant monitoring of turf health and chemical applications. They are also responsible for the manicuring, maintenance and snow removal of the rest of the club grounds including the pool and Whitby Castle. In addition, this department maintains all of the vehicles and equipment.

*Pool Operations* runs the pool facility including all programs and special events, staffing and management of lifeguard personnel, general supervision of cleaning staff, locker rooms, attendants and ancillary staff. Responsibilities also include; pool safety, maintenance, water chemistry and filtration, general upkeep of facilities and equipment and compliance with all Health Department mandates.

*Facilities Maintenance and Repairs* is charged with handling all of the necessary preventative maintenance and non-routine repairs that occur at Whitby Castle and the other facilities of the club. Responsibilities at Whitby Castle included items that are not the responsibility of the licensed operator, Lessing's Hospitality. Maintaining a 150 year old building is labor intensive and over \$40,000 of the club's annual budget is allocated to maintenance of Whitby Castle alone.

### **Review of 2017**

2017 was a tremendously successful year for the club. The club exceeded budgeted revenues while operating below budgeted total expenses. 2017 is projected to result in an operational surplus in excess of \$300,000 for RGC.

2017 has been a successful season from a financial standpoint and it has also been a successful season with regards to several major projects at the club.

- The club opened a brand new 12,000 square foot short-game practice facility which has been wildly popular amongst members of all ages and is accessible to both pool and golf members.
- The club completed a major roof-replacement project of the roof structures on several of our buildings.
- The staff and commission has worked with a design & engineering firm to develop a long range master plan for pool facility improvements.
- The staff has started to work with a design & engineering firm on developing a plan to improve the infrastructure at our 1<sup>st</sup> tee and the facilities at the half way house & 9<sup>th</sup> hole rest rooms.
- We have started work on our second phase of our golf course projects which include improving our tee areas on three holes, installing modern drainage on 9 of our greens, and introducing curbing to the cart paths at these green complexes to control golf cart traffic.
- We have continued to work on developing plans for replacing our nearly 20 year old irrigation system with an improved modern and more efficient irrigation system. We hope to begin this project in the fall of 2018.
- We continued to replace dilapidated playground equipment at our pool area with new equipment and also started our pool furniture replacement project including new picnic tables, new chaise lounges, and new waste receptacles designed to deter wasps from congregating in lounge areas. While waiting for a long term plan for major projects at the pool we will continue with improving the “look” at the pool with new furniture.

## **2018 Projects**

The club’s staff is already hard at work planning for continued improvements to the facilities in 2018 and beyond.

With the projected surplus of \$300,000 added to the club’s reserves, Rye Golf Club will have a reserve fund of about \$2.8million. The requested project fund replenishment for 2018 is \$1.570 million. This money will be used to continue golf course projects including the final phase of our greens expansion and drainage installation project and to begin the foundation work for our irrigation system replacement and improvement. These projects have an engineer’s estimate of \$1.480 million. The remaining money included in our project fund replenishment request will be used for club-wide landscape improvements, interior improvements in our buildings, and projects at our pool facility.

**May 16, 2018 --Annual report of the Landmarks Advisory Committee of the City of Rye**

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**Mission Statement**

“Keep Historic Rye, Rye.” The unique historical character of Rye distinguishes it from the other Westchester municipalities and makes it a very desirable place to live and work.

**2018 Achievements**

- 1) Landmarked Baird Square, Milton Cemetery and Purdy Cemetery
- 2) Historic Benjamin Franklin milestones have been inspected and repaired by, Historic Architect, George Wheeler, Director of Historic Preservation, Columbia University.
- 3) Historic milestone 25 ready to be removed to its original site on the Old Post Road away from it’s dangerous site on the new Post Road for preservation and landmarking.
- 4) We are working with the President of the Greenwich Historic Society to transfer Milestone 29 from its hidden location, discovered by LAC, in the Square house to be returned to its proper location in Greenwich.
- 5) Working with the City Manager to prepare and design new signs to replace the outdated signs of sport events to new signs that reflect the historic character of Rye. The inscription on the signs will be “Historic Rye.”
- 6) LAC visited the Haynes Robbins home located on Milton Road for the first sale. of a landmarked home - we approved changes and reviewed the new interior structure and sent our comments to the Board of Architecture Review.
- 7) In the future we want to landmark more older homes that makes Rye “Historic Rye.” (Rye has 40 homes that were built before the Civil War.) We are working to landmark the LA Panetiere Restaurant, a historic site, located on Milton Road.

Respectfully submitted

George Zahringer, Chairman

Landmarks Advisory Committee