

# **Municipal Services & Financial Overview**

Town of Rye and Villages of  
Port Chester, Rye Brook & Mamaroneck

**December 2011**

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Port Chester, Rye Brook & Mamaroneck

**December 2011**

**Prepared for:**

Town of Rye  
Village of Port Chester  
Village of Rye Brook  
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## FOREWORD: ABOUT THIS REPORT

The information contained in this report is detailed and assumes some level of knowledge in municipal budgeting and operations. We have attempted to make the presentation of this information to the public as clear as possible. However, the main purpose of the report is to provide a “data source” for the Steering Committee and CGR’s study team to draw on as we move into analysis and consideration of governance and service options for the Town of Rye and the three Villages within it – Port Chester, Rye Brook and Mamaroneck. This report also provides residents with the framework the Steering Committee will be operating under.

This *Municipal Services and Financial Overview* report is specifically intended to provide a baseline for assisting the Steering Committee and study team in understanding the following:

- The current costs and revenues associated with services provided by the Town and Villages;
- The debt and obligations currently held by the Town and Villages;
- The level of service currently being provided by the Town and Villages in each functional area, along with the assets relied upon to provide those services;
- The existing staff levels in Town and Village departments; and
- The properties, facilities, vehicles and equipment owned and maintained by each of the municipalities.

The report begins with a budget summary of the Town and Villages, comparing expenditures, revenues and debt obligations. The report then focuses on staffing allocations for each municipal service – areas in which one, some or all of the municipalities are engaged in the provision of a service. For additional detail on the staffing allocations and levels of

service provided by each municipality, readers should refer to the departmental summaries that follow the staffing allocation tables.

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### *Data Note Regarding the Village of Mamaroneck*

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This report presents baseline information and financial data for the Town of Rye and the three Villages within it – Port Chester, Rye Brook and Mamaroneck. Readers should note that only a *portion* of the Village of Mamaroneck is located within the Town of Rye – the area known as “Rye Neck.” However, although only a portion of the Village is contained within the Town of Rye, the Village’s budget is not structured in a way that enables segregation of expenditures or allocation of resources – esp. General Fund costs – to only that portion. As such, data presented in this report for Mamaroneck pertains to the entire Village, rather than just Rye Neck.



## INTRODUCTION

This baseline report provides an overview of municipal services and financial information for the Town of Rye and the three Villages it encompasses – Port Chester, Rye Brook and Mamaroneck, New York.<sup>1</sup> The review constitutes the study’s “What Exists?” report, and presents relevant Town and Village metrics on size, structure, finances and operations. The report establishes a foundational understanding of how the Town and Villages deliver and fund municipal services, and is intended to serve as an information baseline for later consideration and analysis of possible dissolution and shared service options.

### The Baseline Report in Context

As noted, this baseline report is intended to create a basic understanding for the study team, Steering Committee and larger community *before* the detailed consideration of alternatives for possible dissolution and/or additional shared services. As a result, this report *does not* present any specific findings, conclusions or recommendations. Those will be contained in a subsequent *Options Report*.

However, it is helpful to understand the perspective of this baseline report in the context of the larger study effort. One of the key analytical components of this initiative is to examine the operational and financial impacts, benefits and drawbacks of dissolving the Town of Rye as a municipal unit. With that in mind, portions of this report present Rye Town as the primary unit of analysis, with the three Villages presented alongside for contextual purposes. But since another analytical component of this initiative involves potential shared service opportunities involving not only the Town but the three Villages, other portions of this report contain relevant information on finances, services and operations in Port Chester, Rye Brook and Mamaroneck.

## HISTORY, SIZE AND STRUCTURE

In 2010, officials in the Town of Rye (Rye Town), Village of Port Chester, Village of Rye Brook and Village of Mamaroneck launched a collaborative endeavor to analyze the feasibility of potentially dissolving Rye Town in order to eliminate an administrative layer of local

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<sup>1</sup> As discussed in more detail later in the report, only a portion of the Village of Mamaroneck is within the Town of Rye. The remainder of the Village of Mamaroneck is located within the Town of Mamaroneck. By contrast, the Villages of Port Chester and Rye Brook are wholly contained within the Town of Rye.

government. The project they envisioned would also analyze the concept of separate coterminous town/village structures for Port Chester and Rye Brook, as well as consider governance and service options for the portion of the Village of Mamaroneck located in Rye Town, an area known as “Rye Neck.” Due to the fact that the Village of Mamaroneck is half in the Town of Rye and half in the Town of Mamaroneck, any dissolution plan for the Town of Rye must address how the Rye Neck area would be reincorporated under another township, as is currently required under New York State law. Beyond the dissolution/restructuring options, the effort also sought to identify opportunities to enhance inter-municipal shared services among the local governments.

Jointly, the four municipalities applied for and received a Local Government Efficiency (LGE) grant from the New York State Department of State to fund a *Rye Town Dissolution Feasibility Study and Village Alternatives Analysis*. The co-applicants formed a Study Steering Committee, made up of Town and Village representatives<sup>2</sup>, and following a competitive proposal process, in June 2011 engaged CGR (Center for Governmental Research, Inc.) to produce a study that would provide factual information to residents and officials on the viability of dissolving Rye Town and pursuing additional inter-municipal shared services.

This study represents the most recent attempt on behalf of Rye Brook, Rye Town, Port Chester and Mamaroneck leadership to pursue collaboration on the provision of services.<sup>3</sup> Notably, the neighboring municipalities already cooperate with one another on many fronts, having worked out formal and informal shared service agreements and consortia. Service areas in which there exist cost-sharing or other collaborative agreements include ambulance service, fire, libraries, traffic engineering, flood mitigation and park maintenance. In addition, the Villages of Rye Brook, Port Chester and Mamaroneck are members of the South East Consortium for Special Services with nine other Westchester County municipalities

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<sup>2</sup> The Steering Committee is comprised of the following officials: Joe Carvin (Supervisor) and Bishop Nowotnik (Confidential Secretary) from the Town of Rye; Dennis Pilla (Mayor) and Christopher Russo (Village Manager) from the Village of Port Chester; Joan Feinstein (Mayor) and Christopher Bradbury (Village Administrator) from the Village of Rye Brook; and Norman Rosenblum (Mayor), Richard Slingerland (Village Manager) and Daniel Sarnoff (Assistant Village Manager) from the Village of Mamaroneck.

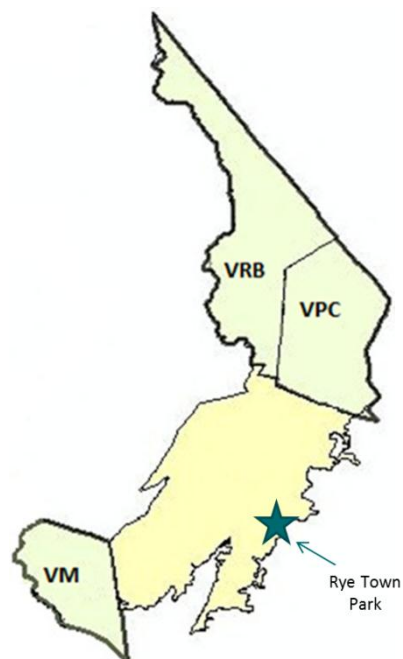
<sup>3</sup> This does not represent the first time that discussion of dissolution and consolidation has surfaced in Rye Town. Options were examined for the Village of Mamaroneck several times in the late-1970s, when a measure calling for the village – including the Rye Neck section – to be converted to a coterminous town/village was brought to public vote on three occasions. Although supported by a large margin of voters in the Village of Mamaroneck, voters in the Town of Mamaroneck defeated the effort each time.

and the Long Island Sound Inter-municipal Council, along with Rye City and ten other Westchester County municipalities. Further arrangements are under consideration, including an inter-municipal agreement among the Villages of Rye Brook and Port Chester, and the neighboring Town of Greenwich, Connecticut, to establish formal mutual aid response for fire services and possibly share fire apparatus.

## Size

The Town of Rye extends over 7.4 square miles (0.5 of which cover water) between the Long Island Sound and the State of Connecticut, at a distance of roughly 25 miles from Manhattan. Notably, the Town is not a contiguous land area. The City of Rye – the former Village of Rye which incorporated as an independent city in 1942 – effectively splits the Town’s land area into two parts. This geography leaves the Village of Port Chester (2.5 square miles) and the Village of Rye Brook (3.5 square miles) fully covering the northern portion of the Town of Rye, and the Village of Mamaroneck fully covering the southern portion. The Rye Neck portion of the Village of Mamaroneck located within the Town of Rye spans approximately 1.4 square miles.

The accompanying map depicts the current boundaries of the Town of Rye. Area “VPC” is the Village of Port Chester. Area “VRB” is the Village of Rye Brook. Area “VM” is Rye Neck, that portion of the Village of Mamaroneck that is within the Town of Rye. The remaining portion in the middle of the map is the City of Rye, which divides Rye Town into two parts. The starred area within the City is Rye Town Park.



The 2010 Census reported that the Town’s population was 45,928, with the Village of Port Chester representing the majority of that figure (28,967, or 63 percent). Rye Brook’s population was 9,347 (20 percent), while Rye Neck’s population was 7,614 (nearly 17 percent).<sup>4</sup>

<sup>4</sup> Because Rye Neck is the unofficially-named portion of the Village of Mamaroneck located within the Town of Rye, and not a Census Designated Place (CDP), official Census data reflecting population figures are unavailable. The numbers presented herein

Rye Town has observed population growth in recent years, expanding from 44,360 to 45,248 from the years 2001 to 2009 – an increase of 2 percent. The largest slice of the increase occurred in the Village of Rye Brook. Over the same period, the Village of Port Chester grew by 229 residents and the Rye Neck portion of the Village of Mamaroneck lost 29 residents. This recent population growth is slight when compared to earlier development in Rye Town. Between 1950 and 1960, for example, the community grew by 5,351 new residents, or about 16 percent. More than 5,000 new residents were added in the 1960s, increasing the population by another 13 percent. Minor declines occurred in the 1970s, followed by a return to sustained population growth.

**Table 1:**  
Total Population  
(Source: U.S. Census Bureau)

	Rye Brook	Port Chester	Rye Neck <sup>2</sup>	<b>Town of Rye</b>
1950	<i>ND</i> <sup>1</sup>	23,970	6,165	32,796
1960	<i>ND</i> <sup>1</sup>	24,960	7,118	38,147
1970	<i>ND</i> <sup>1</sup>	25,803	7,871	43,234
1980	<i>ND</i> <sup>1</sup>	23,565	7,046	38,896
1990	7,765	24,728	7,031	39,524
2000	8,602	27,867	7,411	43,880
2001 (est)	8,901	27,993	7,467	44,361
2002 (est)	9,074	28,047	7,486	44,607
2003 (est)	9,223	28,091	7,477	44,791
2004 (est)	9,363	28,033	7,465	44,861
2005 (est)	9,449	28,079	7,426	44,954
2006 (est)	9,557	27,986	7,386	44,929
2007 (est)	9,564	28,018	7,399	44,981
2008 (est)	9,568	28,171	7,396	45,135
2009 (est)	9,588	28,222	7,438	45,248
2010	9,347	28,967	7,614	45,928

Notes

1 As the Village of Rye Brook was not incorporated until 1982, decennial Census data were not available for these years.

2 Rye Neck is only that portion of the Village of Mamaroneck that is located within the Town of Rye.

indicate the full population of the Town of Rye less the reported populations of Rye Brook and Port Chester.

## Structure

Rye Town is classified as a town by New York State statute, and is governed by a four-member elected Town Council and Town Supervisor. The Villages of Port Chester, Rye Brook and Mamaroneck operate under Village Law, General Municipal Law, and Local Finance Law, as well as the Municipal Home Rule and Statute of Local Governments which grant home rule power. Notably, Port Chester incorporated as a village in 1868 and is one of only 12 villages in New York State still organized under a charter. It is governed today by a Mayor and a six-member Board of Trustees, and run by a Village Manager who serves as chief administrative officer. The Villages of Rye Brook (incorporated in 1982) and Mamaroneck (incorporated in 1895) both operate under their own mayor and four-member Boards of Trustees. Rye Brook's Board of Trustees appoints a full-time Village Administrator and the Village of Mamaroneck employs a full-time Village Manager. In Rye Brook, the policy-making work governing the Village is performed by non-salaried elected officials (elected on a partisan basis) and volunteers. The Mayor and Board of Trustees are elected on a non-partisan basis.

## History

First claimed by a small group of European settlers in 1660, Rye is regarded as Westchester County's oldest permanent settlement. The earliest documented reference to the name of the Town is dated 1666, when it covered all of what is now known as the City and Town of Rye; Mamaroneck, North Castle, Harrison and White Plains; and parts of Greenwich, Connecticut. As time went on, new municipal lines were drawn when residents opted for more localized services to meet their growing needs. The Villages of Port Chester and Mamaroneck incorporated in 1868 and 1895, respectively. But the changing landscape within and surrounding Rye continued to evolve even far into the 20<sup>th</sup> century, making it unique among peer communities in New York State.

Notably, the City of Rye is the state's youngest city. Frustration with a lack of representation on the Rye Town Board motivated residents of the present-day City of Rye to pursue village status in 1904, but post-World War I development in the community – largely suburbanite and summer resident outgrowth from New York City, facilitated by new forms of transportation – led village dwellers to pursue a final break from Town government. The Rye City Charter was approved by the New York State Legislature in 1940, and Rye City became Westchester County's sixth and smallest city on January 1, 1942.

This shift served to complicate municipal boundaries in the area, leaving the Rye Neck section of the Village of Mamaroneck – an area serviced and taxed by Rye Town – physically disconnected from its umbrella

government. Adding to the layers, the Village of Rye Brook, formerly an unincorporated area within the Town of Rye, incorporated in 1982 when residents sought greater autonomy. Rye Brook is one of New York State's youngest village governments.

Today, the Town of Rye includes no unincorporated area. Stated differently, its entire territory is otherwise covered by villages which are themselves full providers of municipal services and governance. As such, the service responsibilities of the Town government are relatively limited by comparison to other towns across New York State. Rye Town's primary service responsibilities include tax assessment, some park maintenance, municipal court and clerk functions. Notably, the Town also collects and guarantees payment of taxes for seven different taxing entities, including the Villages of Port Chester<sup>5</sup> and Rye Brook; the Port Chester, Blind Brook and Rye Neck School Districts; and Westchester County and its corresponding sewer and refuse districts. The Villages themselves deliver police, fire, sanitation, street lighting and other such essential services to residents, further limiting the Town's service demands.

Some officials suggest that as a result of the Town's limited service responsibilities, residents have historically exhibited little-to-no Rye Town "identity." Rather, they note, residents have drawn their local individuality from – and pay the bulk of their municipal taxes to<sup>6</sup> – their home villages and school districts instead. This view was evident in the Town and Villages' joint 2010 application for NYS Department of State Local Government Efficiency Grant Program funds, wherein the Town as a municipal entity is referred to as a "redundant, administrative (only) town government that provides no essential services to its subordinate villages."

The Village of Mamaroneck's unique position in the community's municipal structure is noteworthy, particularly as it impacts the options that can be explored during this study. As referenced above, the Village of Mamaroneck spans the border of the Towns of Rye and Mamaroneck. Approximately 20 percent of its land area and 40 percent of its population

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<sup>5</sup> The Village of Port Chester is one of only twelve villages in NYS continuing to operate under a charter issued by the state legislature prior to 1874. Such "charter villages" must still observe those aspects of Village Law that are not incongruous with their charters.

<sup>6</sup> Of its \$3.5 million annual budget – very small in comparison with the villages – Rye Town derives just over 10 percent of its revenue from real property taxes. That is compared to 66 percent reliance upon real property tax revenue in the Village of Port Chester's approximately \$35 million adopted budget in 2010-2011; 76 percent in Rye Brook's \$17.6 million budget; and 75 percent in the Village of Mamaroneck's \$29.8 million spending plan.

is located within the Town of Rye (in Rye Neck), with the remainder located within the Town of Mamaroneck. A consolidation or agreement affecting Rye Neck could potentially require approval not only by voters in the Village of Mamaroneck and Town of Rye, but voters elsewhere in the Town of Mamaroneck.

As recently as 2007, the Village of Mamaroneck commissioned a Pace University study which considered potential options to address Rye Neck's uncommon situation. The aim of the project was to look at annexation and consolidation alternatives. Results pointed to a potential 44.7 percent increase (from \$85 to \$123) in town taxes for Rye Neck residents if their locality were to be taken over entirely by the Town of Mamaroneck. Therefore, because of the potential consequences for Rye Neck, it was vital that the Village of Mamaroneck work in concert with Rye Town and the Villages of Rye Brook and Port Chester to sufficiently attend to residents' concerns in this latest attempt to determine the most efficient mix of governance structures and shared services options in Rye Town and its villages.

## Existing Cooperation

The current study builds on a strong foundation of cooperation among the municipalities in the Town of Rye community. In fact, the current effort to study, analyze and report on potential efficiencies that might result from governmental reorganization and/or shared services in the community is an example, with the Town and three Villages' chief elected officials serving as the primary steering committee. Other examples of service cooperation between and among the community's municipalities include the following:

- *Ambulance Services:* Rye Brook, Port Chester and the City of Rye share ambulance service; also, the Village of Mamaroneck shares ambulance service covering Rye Neck with the Town of Mamaroneck for a tax-based fee;
- *Fire Services:* Rye Brook and Port Chester collaborate to provide fire protection services, with the Rye Brook FD reporting to the Port Chester FD and Port Chester providing off-hours coverage to the Village of Rye Brook;
- *Library Services:* Rye Brook and Port Chester share costs for one community library, called the Port Chester-Rye Brook Public Library;
- *Parks and Recreation:* Rye Brook and Port Chester utilize certain Town park facilities for recreation programming. There are various recreation programs and events run by the Village of Port

Chester, the Village of Rye Brook and local school districts in Crawford Park and Rye Town Park which are free of any fees;

- *Assessment and Tax Collection:* The Town provides tax collection and assessment services to Rye Brook and Port Chester;
- *Bridges:* The Town of Rye and Village of Mamaroneck share certain capital costs related to bridges;
- *South East Consortium for Special Services:* Rye Brook, Port Chester, Rye City and the Town/Village of Mamaroneck are participants in the South East Consortium for Special Services with nine other Westchester County municipalities – this is a non-profit organization providing recreation programs for residents with disabilities;
- *Long Island Sound Inter-municipal Council (LISWIC):* Rye Brook, Port Chester, Rye City and the Town/Village of Mamaroneck are participants in LISWIC with ten other Westchester County municipalities – this council has existed since 1998 to address stormwater management;
- *Solid Waste Collection:* Currently, the Village of Port Chester picks up Rye Town garbage from both Crawford Park and Rye Town Park. Rye Town pays the Village of Port Chester tipping fees at cost plus a small mark-up; and
- *Fleet Maintenance:* Rye Town-owned vehicles are filled at the Village pumps in both Port Chester and Rye Brook. Rye Town reimburses both Villages at their respective prices.

Beyond these examples, the Town and Villages collaborate formally and informally across a number of services, including sharing of equipment and occasional sharing of labor. Where applicable, those are discussed in greater detail later in this report on a service-by-service basis.



# BUDGETARY SUMMARY

## Expenditures

Collectively, the Town of Rye and the Villages of Port Chester, Rye Brook and Mamaroneck budgets<sup>7</sup> contain anticipated general fund expenditures of \$84.8 million in the current year. Of that total, the Town of Rye itself accounts for \$3.6 million – only 4 percent of the total and the smallest of all the community’s municipalities.

**Table 2:**  
Budgeted Expenditures  
(Source: Current fiscal year budgets)

<i>\$ in millions</i>	General Fund	Other	Total
Town of Rye	\$3.563	\$0.000	\$3.563
Village of Port Chester	\$34.867	\$0.000	\$34.867
Village of Rye Brook	\$16.486	\$1.167	\$17.653
Village of Mamaroneck	\$29.871	\$1.101	\$30.972
<b>Total</b>	<b>\$84.786</b>	<b>\$2.268</b>	<b>\$87.054</b>

At their highest level of detail, municipal budgets can be broken into two primary categories – general appropriations (including most basic municipal functions) and special or “enterprise” funds. Special funds are typically established to fund a specific service or cost center (or allocate certain costs to only a portion of the municipality), for which there is a dedicated stream of funding to offset some or all of their costs.<sup>8</sup>

While the significant majority of expenditures in the community’s four municipalities are general in nature, the Villages of Rye Brook and Mamaroneck do have non-general funds that account for a portion of their

<sup>7</sup> This baseline report relies on current year (2011 for Rye Town, and 2011-12 for the three Villages) budget figures. Budgeted information is used instead of prior year actual because the current year budget represents each municipality’s most recent attempt to project expenditures and revenues, and thus their respective best estimates based on actual experience, recent history and operational/financial goals for the fiscal year. Particularly in the areas of fringe benefits and utilities, where year-to-year changes can be more significant in the current environment, the current year’s budget more accurately reflects what is likely to happen over the course of the fiscal year.

<sup>8</sup> Many towns in New York State also have a “Town Outside Village” (TOV) fund, which contains budgeted costs/revenues pertaining only to services provided to portions of the town not otherwise covered by a village government. Since there is no such unincorporated area within the Town of Rye, the Town has no TOV fund.

respective budgets. In Rye Brook, the \$1.167 million in other fund expenditures include a \$0.135 million water account, \$0.125 million lighting account, \$0.170 million sewer account and \$0.737 million capital projects fund. The capital projects fund is supported in full by a transfer from the general fund. In Mamaroneck, the \$1.101 million in other fund expenditures include \$0.926 million in water fund costs (primarily to offset water fund-related debt) and \$0.175 million for general debt costs.

## **Expenditure Commonalities**

Because the basic menu of municipally-provided services tends to be reasonably similar across local governments, most spend money in common functions. In order to quickly assess the degree of spending commonality that occurs in the community, the Town and three village budgets were overlaid on one another and commonalities were identified. The following summary table lists *those cost categories in which the Town of Rye has budgeted expenditures, alongside the comparable spend (if any) in the three Villages, ranked by the Town's highest-to-lowest spend.*

**Table 3:**  
Common Expenditure Categories, Ranked by Rye Town Cost  
(Source: Current fiscal year budgets)

	Town of Rye	Village of Port Chester	Village of Rye Brook	Village of Mamaroneck	Total
Tax Assessment <sup>1</sup>	\$722,996	-	-	\$117,355	\$840,351
Health Insurance	\$459,000	\$3,667,713	\$1,665,300	\$3,408,308	\$9,200,321
Parks <sup>2</sup>	\$341,299	\$473,712	-	\$816,777	\$1,631,788
Clerk and Finance	\$279,418	\$577,601	\$465,048	\$644,576	\$1,966,643
Court	\$255,098	\$864,919	-	\$432,037	\$1,552,054
Tax Collection <sup>3</sup>	\$242,807	\$115,000	\$70,000	-	\$427,807
Debt Service <sup>4</sup>	\$234,581	\$4,129,198	\$1,012,137	\$2,261,909	\$7,637,825
Employee Retirement	\$147,500	\$2,520,296	\$1,252,000	\$2,417,800	\$6,337,596
Legal Services	\$131,579	\$406,943	\$166,200	\$451,860	\$1,156,582
Executive and Manager	\$125,364	\$308,133	\$241,454	\$485,974	\$1,160,925
Social Security	\$105,000	\$1,080,222	\$540,000	\$1,153,500	\$2,878,722
Operation of Buildings <sup>5</sup>	\$104,456	\$435,249	\$95,400	\$255,173	\$890,278
Contingency	\$80,000	\$200,000	\$167,000	\$150,000	\$597,000
Unallocated Insurance	\$70,000	\$475,000	\$265,000	\$763,745	\$1,573,745
Misc. Other	\$63,500	\$117,400	\$136,000	\$296,424	\$613,324
Workers Comp	\$31,000	\$1,300,000	\$145,000	\$525,000	\$2,001,000
Central Communications	\$27,600	\$184,000	\$54,400	\$52,740	\$318,740
Taxes on Muni Property	\$21,000	\$190,000	-	\$85,705	\$296,705
Recreation	\$20,000	\$586,336	\$1,100,903	\$716,207	\$2,423,446
Elections	\$17,750	-	\$8,000	-	\$25,750
Streets and Highways <sup>4</sup>	\$17,500	\$1,171,750	\$978,134	\$2,110,100	\$4,277,484
Legislative	\$16,700	\$35,700	\$10,000	\$43,500	\$105,900
Veterans Services	\$12,000	-	-	-	\$12,000
Judgment and Claims	\$10,000	\$70,000	-	-	\$80,000
Records Management <sup>6</sup>	\$7,700	\$15,500	\$0	\$15,280	\$38,480
Celebrations <sup>7</sup>	\$7,500	\$46,500	\$0	\$67,025	\$121,025
Unemploy Insurance	\$4,000	\$65,000	\$20,000	\$34,000	\$123,000
Life Insurance	\$3,600	\$27,000	\$24,000	\$13,800	\$68,400
Association Dues	\$3,000	\$12,000	-	\$7,290	\$22,290
Disability Insurance	\$1,000	-	\$3,500	\$6,000	\$10,500

Notes

1 Town of Rye costs inflated due to current revaluation contract; will drop by an estimated \$120,000 in 2012

2 Town of Rye costs include \$25,000 budgeted for Rye Town Park operations; Rye Brook includes parks costs within recreation budget

3 Rye Brook cost related to tax collection contract fee. Mamaroneck collects taxes through employees of the Clerk-Treasurer's Office.

4 Mamaroneck includes moneys transferred from debt service fund (non-general fund)

5 Rye Brook cost includes Village Hall only – others budgeted within department lines

6 Town of Rye includes records management costs within clerk budget

7 Rye Brook includes celebrations costs within recreation budget

The preceding table presented common expenditures *in only those areas where the Town of Rye has current-year budgeted costs*. However, there are additional common expenditures between and among the three Villages in other cost centers where the Town of Rye does not have spending budgeted in the current year. In some cases (*e.g.* police and fire), these spending categories constitute the largest amount of spending among the municipalities on any service. The following summary table lists those cost categories in which one or more of the Villages has budgeted expenditures, ranked by the total aggregate spend.

**Table 4:**  
Common Expenditure Categories, Ranked by Total Aggregate Spend  
(Source: Current fiscal year budgets)

	Town of Rye	Village of Port Chester	Village of Rye Brook	Village of Mamaroneck	Total
Police	\$0	\$7,771,033	\$3,167,642	\$7,325,443	\$18,264,118
Fire <sup>1</sup>	\$0	\$1,828,299	\$1,747,467	\$629,712	\$4,205,478
Solid Waste	\$0	\$1,334,028	\$964,630	\$1,563,131	\$3,861,789
Central Garage	\$0	\$905,975	\$533,952	\$410,707	\$1,850,634
Buildings and Codes	\$0	\$805,351	\$292,989	\$572,786	\$1,671,126
Library	\$0	\$884,732	\$492,513	\$0	\$1,377,245
Water <sup>2</sup>	\$0	\$0	\$135,000	\$926,324	\$1,061,324
Street Lighting <sup>3</sup>	\$0	\$360,000	\$125,000	\$294,000	\$779,000
Capital Transfer	\$0	\$0	\$737,000	\$0	\$737,000
Transfer Station	\$0	\$730,000	\$0	\$0	\$730,000
Tax Certiorari	\$0	\$75,000	\$25,000	\$600,000	\$700,000
Ambulance	\$0	\$275,834	\$203,016	\$66,492	\$545,342
Nutrition Programs <sup>4</sup>	\$0	\$412,393	\$0	\$0	\$412,393
Mgt Info Systems <sup>5</sup>	\$0	\$0	\$151,875	\$219,049	\$370,924
Storm / Sanitary Sewer <sup>6</sup>	\$0	\$0	\$170,000	\$175,356	\$345,356
Engineer	\$0	\$75,000	\$77,040	\$157,200	\$309,240
Human Services	\$0	\$0	\$269,168	\$0	\$269,168
Marina	\$0	\$8,000	\$0	\$202,512	\$210,512
Shade Trees	\$0	\$0	\$50,000	\$115,000	\$165,000
MTA Tax	\$0	\$50,000	\$35,000	\$46,000	\$131,000
Parking Meter Maint	\$0	\$62,100	\$0	\$54,714	\$116,814
Planning/Zoning	\$0	\$93,150	\$10,675	\$12,450	\$116,275
Sewer/Pump Station	\$0	\$95,000	\$0	\$0	\$95,000
Animal Control	\$0	\$16,000	\$23,228	\$24,648	\$63,876
Central Print/Mail <sup>7</sup>	\$0	\$0	\$16,000	\$36,456	\$52,456
Jail	\$0	\$4,000	\$0	\$7,350	\$11,350
Disabled Services	\$0	\$0	\$9,927	\$0	\$9,927
Teen Center	\$0	\$0	\$6,000	\$0	\$6,000
Human Resources <sup>8</sup>	\$0	\$5,500	\$0	\$0	\$5,500

Notes

1 Rye Brook cost includes \$890,000 to Port Chester per service contract

2 Rye Brook cost is for water account; Mamaroneck cost is for water fund

3 Rye Brook cost includes \$125,000 for lighting account

4 Rye Brook includes nutrition costs within senior programming budget

5 Town of Rye has approximately \$20,000 in MIS costs allocated to individual departments

6 Rye Brook cost includes \$170,000 for sewer account

7 Town of Rye has \$18,000 in copier/ mailing machine leases; copiers and mailing costs are budgeted within the home department, while mailing equipment is budgeted within the Executive line

8 Rye Brook includes human resources costs within treasury budget. Mamaroneck includes these costs in the Manager's Office.

## Revenues

The current-year Rye Town and Village budgets contain anticipated all funds revenues of \$87.054 million, balanced with budgeted expenditures. The breakdown of revenues between general and non-general funds is consistent with that found on the expenditure side.

**Table 5:**  
Budgeted Revenues  
(Source: Current fiscal year budgets)

<i>\$ in millions</i>	General Fund	Other	Total
Town of Rye	\$3.563	\$0.000	\$3.563
Village of Port Chester	\$34.867	\$0.000	\$34.867
Village of Rye Brook	\$16.486	\$1.167	\$17.653
Village of Mamaroneck	\$29.871	\$1.101	\$30.972
<b>Total</b>	<b>\$84.786</b>	<b>\$2.268</b>	<b>\$87.054</b>

Property taxes comprise a major source of revenue for each of the municipalities. In fact, the property tax levy is the largest revenue item for each of the three Villages. In Rye Town, the \$399,000 tax levy accounts for approximately 11 percent of the total budget. Interest and penalties (\$760,000, or 21 percent); appropriated fund balance (\$705,000, 20 percent); mortgage taxes (\$600,000, 17 percent); and state aid (\$400,000, 11 percent) are the largest revenue line items. Unlike the village governments, the Town does not receive sales tax revenue from the County.

As noted, property tax revenue accounts for the bulk of each of the village budgets – 63 percent in Port Chester, 74 percent in Rye Brook and 72 percent in Mamaroneck. In total, the three Villages budgeted \$57.4 million in property taxes in the current fiscal year.

The second largest revenue item across the Villages is sales tax. Sales tax receipts total \$6.9 million, and are greatest in Port Chester where its \$3.5 million share accounts for 10 percent of the Village budget.

Another notable difference between the Villages and Rye Town is the inclusion of gross receipts tax revenue in the budget. Under state law, villages (and cities) can access gross receipts taxes, whereas towns cannot. Collectively, the villages within Rye budgeted nearly \$1.3 million in gross receipts tax revenue this year.

**Table 6:**  
Budgeted Revenues & Surplus  
(Source: Current fiscal year budgets)

<i>\$ in millions</i>	Town of Rye	Village of Port Chester	Village of Rye Brook	Village of Mamaroneck	Total Combined
Property Taxes	\$0.399	\$21.958	\$13.103	\$22.379	\$57.840
State Aid	\$0.400	\$0.399	\$0.045	\$0.666	\$1.510
Mortgage Tax	\$0.600	\$0.170	\$0.177	\$0.310	\$1.257
Interest/Penalties	\$0.760	-	\$0.006	\$0.110	\$0.876
Fines/Forfeitures	\$0.140	\$2.000	\$0.050	\$0.852	\$3.042
Fund Balance	\$0.705	\$0.825	\$0.494	\$0.684	\$2.708
Sales Tax	-	\$3.500	\$1.100	\$2.300	\$6.900
Gross Receipts	-	\$0.699	\$0.250	\$0.320	\$1.269
Other	\$0.559	\$5.315	\$2.427	\$3.351	\$11.653
<b>Total</b>	<b>\$3.563</b>	<b>\$34.867</b>	<b>\$17.653</b>	<b>\$30.972</b>	<b>\$87.054</b>

## TAX RATES

The Town of Rye is comprised of multiple taxing jurisdictions, both for municipal and school taxes. There are 11,075 total real property parcels within the Town of Rye. They break down across the Villages as follows:

- 5,463 (49 percent) are located within Port Chester;
- 3,381 (31 percent) are located within Rye Brook; and
- 2,231 (20 percent) are located within Mamaroneck (there are 5,289 total parcels in the Village of Mamaroneck, spread across the Towns of Rye and Mamaroneck).

Property taxpayers in the Town of Rye are served by four different public school systems, each of which levies its own real property taxes. Those districts are as follows:

- 6,500 properties (59 percent) are served by the Port Chester School District;
- 2,338 properties (21 percent) are served by the Blind Brook School District;
- 2,231 properties (20 percent) are served by the Rye Neck School District; and
- 6 properties (less than 1 percent) are served by Harrison Central Schools.

As this study does not contemplate changes to the current school districts serving the Town of Rye community, the following discussion pertains *only* to the municipal component of residents' property taxes.

In its 2011 budget, the Town of Rye's tax levy (*i.e.* the amount of revenue generated through property taxes) is \$399,348. This tax levy is spread across a total assessed value of \$6.818 billion, which is comprised of \$5.258 billion in residential properties (77 percent) and \$1.560 billion in non-residential properties (23 percent). A different tax rate is applied to properties based on their classification. Residential properties pay the "homestead" rate, which is \$0.06 per thousand dollars of assessed value in the current year; non-residential properties pay the "non-homestead" rate, which is \$0.08 per thousand dollars of assessed value.

Property tax rates for each village are discussed below.

#### ***Village of Port Chester***

In its 2011-12 budget, Port Chester's tax levy is \$21.958 million, spread across a total assessed value of \$2.805 billion. Like the Town of Rye, Port Chester maintains separate homestead and non-homestead tax rates. Homestead properties account for \$1.899 billion (62 percent) of the Village's total assessed value, and pay a tax rate of \$7.12 per thousand dollars of taxable assessed value. Non-homestead properties account for \$0.906 billion (38 percent) of the Village's total assessed value, and pay a tax rate of \$9.32 per thousand dollars of taxable assessed value.

#### ***Village of Rye Brook***

In its 2011-12 budget, Rye Brook's tax levy is \$13.103 million, which it spreads across a total assessed value of \$2.598 billion. Like the Town of Rye, Rye Brook maintains separate homestead and non-homestead tax rates. Homestead properties account for \$2.119 billion (74 percent) of the Village's total assessed value, and pay a tax rate of \$4.59 per thousand dollars of taxable assessed value. Non-homestead properties account for \$0.479 billion (26 percent) of the Village's total assessed value, and pay a tax rate of \$7.06 per thousand dollars of taxable assessed value.

#### ***Village of Mamaroneck***

In its 2011-12 budget, Mamaroneck's tax levy is \$22.379 million, which it spreads across a total assessed value of \$74.569 million. Unlike the Town of Rye and Villages of Port Chester and Rye Brook, Mamaroneck does not apply separate rates to residential and non-residential properties. All properties within the Village pay the same rate, which in the current year is \$300.11\* per thousand dollars of taxable assessed value.



\* Note: Further clarification is warranted regarding the Village of Mamaroneck’s tax rate, since at first glance it appears significantly higher than the other municipalities in the community. This phenomenon, which is not uncommon in New York State, results from the disparity between the Village’s *assessed* value (*i.e.* the value determined by the assessor) and the *total market* value (*i.e.* the value determined by the State). In the case of Mamaroneck, where a full reassessment has not been implemented since the 1960s, the State has determined that the Village’s total market value is greater than its assessed value. This difference, known as an *equalization rate*, is computed by dividing total assessed value by total market value. For the Village of Mamaroneck, the resulting figure is 1.35, indicating that its assessments are on average 1.35 percent of true market value. The equalization rate is then applied by the State to the municipality’s *assessed value*. Adjusting for this disparity, the equalized “real dollar” taxable assessed value of the Village of Mamaroneck is estimated to be \$5.524 billion, meaning its full value tax rate for the current year would be \$4.05 per thousand of assessed value.

**Table 7:**  
Assessed Values and Tax Rates  
(Source: Current fiscal year budgets; NYS ORPS)

	Levy	Value	Tax Rate/\$1,000
Town of Rye	\$399,348		
Homestead		\$5.258 b	\$0.06
Non-Homestead		41.560 b	\$0.08
Village of Port Chester	\$21,958,225		
Homestead		\$1.899 b	\$7.12
Non-Homestead		\$0.906 b	\$9.32
Village of Rye Brook	\$13,103,226		
Homestead		\$2.119 b	\$4.59
Non-Homestead		\$0.479 b	\$7.06
Village of Mamaroneck*	\$22,379,139	\$0.075 b	\$300.11

\* See Mamaroneck explanation in text

All taxable property owners within the Town – regardless of which village their property is located in – pay property tax to the Town of Rye. Moreover, each of the villages covering a portion of the Town of Rye also levies its own property taxes. Owners of taxable properties therefore pay both the Town of Rye (according to the Town’s rate) and their respective village (according to the village’s rate). The rates differ by village, subject to the amount of property tax revenue included in each village budget and the taxable assessed value of properties located within the village’s boundaries.

By way of example, consider a hypothetical residential property in the Village of Port Chester assessed at \$500,000. That property would pay a Town tax of \$0.06 per thousand in assessed value (*i.e.*  $\$0.06 \times 500 = \$30$  in taxes), plus a Village tax of \$7.12 per thousand in assessed value (*i.e.*  $\$7.12 \times 500 = \$3,560$  in taxes). That property would therefore pay \$30 in Town taxes and \$3,560 in village taxes, or a total municipal tax of \$3,590. Taxes related to Westchester County, the school district and any special districts would be levied on top of this municipal tax.

## FUND BALANCES

As of December 31, 2010, Rye Town had \$1.832 million in unreserved general fund balance, of which \$0.705 million was designated for inclusion in the fiscal 2011 budget. In addition to this general fund balance, the Town had a \$0.122 million unreserved and undesignated fund balance for capital projects.

The Town's unreserved fund balance at year-end was equal to 51 percent of its 2011 general fund operating budget. Each of the villages also had reasonable unreserved fund balances, ranging from \$2.9 million in the Village of Rye Brook to \$5.8 million in the Village of Port Chester. Mamaroneck's unreserved general fund balance was the equivalent of 16 percent of its general fund operating budget, compared to 17 percent in Port Chester and nearly 18 percent in Rye Brook.

**Table 8:**  
Unreserved Fund Balance  
(Source: Most recently completed independent audit)

<i>\$ in millions</i>	General Fund	Other	Total
Town of Rye	\$1.832	\$0.122	\$1.954
Village of Port Chester	\$5.825	(\$0.265) <sup>1</sup>	\$5.560
Village of Rye Brook	\$2.913	\$1.976	\$4.889
Village of Mamaroneck	\$4.691	(\$30.508) <sup>2</sup>	(\$25.817)
<b>Total</b>	<b>\$15.260</b>	<b>(\$28.674)</b>	<b>(\$13.414)</b>

### Notes

1 Attributable to \$265,000 negative fund balance in capital projects fund

2 Attributable primarily to \$29.4 million negative fund balance in capital projects fund and \$1.1 million negative fund balance in water fund

## OUTSTANDING DEBT

The following table displays the outstanding short- and long-term debt the Town and each Village reported in their most recently completed year-end financial statements. As a result of their different fiscal year, for the Town these figures are as of December 31, 2010; for the Villages, the figures are as of May 31, 2010.

Each municipality has outstanding debt, financed over a period of time with annual principal and interest payments. Those principal and interest payments get reflected in the annual municipal budget as debt service, according to the payment schedule associated with each outstanding obligation.

The following particular notes should be made regarding outstanding debt in the Town of Rye, since these would need to be accounted for in any Town dissolution:

- The \$48,000 “statutory installment bond” covered the 2007 purchase of certain vehicles and equipment, and is scheduled to mature on May 15, 2012;
- The \$1,008,000 in serial bonds are related to two specific borrowings – a \$350,000 parkland acquisition in 2004 (scheduled to be paid in full December 22, 2014) and a \$658,000 roof renovation in Rye Town Park in 2010 (scheduled to be paid in full February 1, 2020); and
- The \$19,839 pension amortization loan is related to a 2004 State law that enabled local governments, at their own discretion, to amortize a portion of their respective employee retirement system contribution with interest of 5 percent per annum. This loan is scheduled to be paid in full during the 2014 fiscal year.

**Table 9:**  
**Outstanding Debt**  
*(Source: Most recent year-end financial statements)*

	Balance <sup>1</sup>
<b>Town of Rye<sup>2</sup></b>	
Statutory Installment Bond (2007)	\$48,000
Serial Bonds (2004, 2010 series)	\$1,008,000
Pension Amortization Loan (2005)	\$19,839
<b>Total</b>	<b>\$1,075,839</b>
<b>Village of Port Chester<sup>3</sup></b>	
Serial Bonds (1994-2009 series)	\$38,144,081
Judgments and Claims	\$1,824,976
Taxable Pension Issue	\$75,000
<b>Total</b>	<b>\$40,044,057</b>
<b>Village of Rye Brook<sup>4</sup></b>	
Short Term Capital Borrowing (2004-2008 series)	\$333,750
Serial Bonds (1998-2009 series)	\$4,760,000
Serial Bonds for Refunding (2009)	\$1,360,000
<b>Total</b>	<b>\$6,453,750</b>
<b>Village of Mamaroneck<sup>5</sup></b>	
Short Term Non-Capital (2008-2009 series)	\$14,231,000
Short Term Capital Borrowing (2004-2010 series)	\$19,748,860
Serial Bonds (1996-2009 series)	\$4,790,000
Serial Bonds for Refunding (2010)	\$2,905,000
<b>Total</b>	<b>\$41,674,860</b>

Notes

- 1 As of December 31, 2010 for Town of Rye, and May 31, 2010 for Villages. In some cases, balances include amounts that were scheduled to be paid off in 2010 and 2011, prior to this report.
- 2 Excludes compensated absence liability of \$153,428.
- 3 Excludes compensated absence liability of \$4,511,826.
- 4 Excludes compensated absence liability of \$946,434.
- 5 Excludes compensated absence liability of \$1,373,639. Also, although Village debt information in the table is as of the most recently completed audit, Mamaroneck supplied updated information as of December 8, 2011 showing outstanding debt of \$41,460,015 after scheduled 2011-12 payments. Additionally, the Village issued a one-year BAN in November 2011 in the amount of \$2,204,189. Separate from general obligation debt are \$18,768,165 million in Library bonds (funded by a separate tax levy) and \$6,815,602 in Water bonds (funded by user fees), both of which are issued and guaranteed by the Village.

## STAFFING ALLOCATIONS

Knowing how Rye Town and the three Villages allocate staff resources across functions is an essential component to understanding how they structure and provide key public services. The following tabulation shows how the Town and Villages staff their municipal functions on a department by department basis. These figures have been compiled through a review of budget documents and staff allocation data provided by the Town and Villages, and supplemented by interviews with department heads in the municipalities. Staff allocations are presented on a full-time equivalent basis (*i.e.* “1.0” indicates one full-time staff member under a specific title), with part-time positions noted as “p/t” in the table.

The Town’s workforce totals 17.0 full-time positions and 91 part-time positions, including seasonal parks workers and certain part-time staff whose full-time equivalence cannot be determined (because the number of hours can vary dramatically from week to week, such as elected officials). The Village of Port Chester’s workforce totals 148.0 full-time positions and 65 part-time positions. The Village of Rye Brook has 73.0 full-time positions and an estimated 21 part-time positions. And the Village of Mamaroneck has 133.5 full-time positions and 10 part-time positions.

A more detailed explanation of staff allocations and specific responsibility assignment is provided later in this report under the respective functional summary.

**Table 10:**  
Staffing Allocations  
(Source: Current fiscal year budgets; official interviews)

	Town of Rye	Village of Port Chester	Village of Rye Brook	Village of Mamaroneck	<b>Total Combined</b>
<b>Tax Collection</b>					
Tax Collector <sup>1</sup>	1.0				<b>1.0</b>
Deputy Tax Collector	1.0				<b>1.0</b>
Clerk	1.0				<b>1.0</b>
Clerk	1 p/t				<b>1 p/t</b>
<b>Tax Assessment</b>					
Assessor	1.0				<b>1.0</b>
Assessor				1 p/t	<b>1 p/t</b>
Appraisers	2.0				<b>2.0</b>
Clerk	3.0				<b>3.0</b>
Clerk				1 p/t	<b>1 p/t</b>
Seasonal Clerk	1 p/t				<b>1 p/t</b>
<b>Court</b>					
Administrator/Court Clerk	1.0	1.0		1.0	<b>3.0</b>
Assistant Court Clerk	1.0	3.0		1.0	<b>5.0</b>
Clerk		1.0		1.0	<b>2.0</b>
Clerk	1 p/t	1 p/t			<b>2 p/t</b>
Office Assistant				1.0	<b>1.0</b>
Typist		2.0			<b>2.0</b>
Community Outreach Wkr		1.0			<b>1.0</b>
Justice <sup>1</sup>	2 p/t	2 p/t		2 p/t	<b>6 p/t</b>
<b>Municipal Clerk<sup>6</sup></b>					
Clerk <sup>1</sup>	1.0	1.0	0.2		<b>2.2</b>
Deputy Clerk	1.0	1.0	0.2		<b>2.2</b>
Permit Clerk		1.0			<b>1.0</b>
Assistant			0.2		<b>0.2</b>
Assistant	1 p/t				<b>1 p/t</b>

**Table 10 (continued):**

## Staffing Allocations

*(Source: Current fiscal year budgets; official interviews)*

	Town of Rye	Village of Port Chester	Village of Rye Brook	Village of Mamaroneck	<b>Total Combined</b>
<b>Parks</b>					
Foreman	1.0			1.0	<b>2.0</b>
MEO				1.0	<b>1.0</b>
Parks Groundsman				6.0	<b>6.0</b>
Assistant Foreman	1.0				<b>1.0</b>
Laborer	1.0			2.0	<b>3.0</b>
Caretaker	1 p/t				<b>1 p/t</b>
Seasonal - Crawford	3 p/t				<b>3 p/t</b>
Seasonal - Rye Town Park <sup>2</sup>	75 p/t				<b>75 p/t</b>
Lead Maint Mechanic		1.0			<b>1.0</b>
Tree Trimmer		1.0			<b>1.0</b>
Park Attendants		5 p/t			<b>5 p/t</b>
Seasonal		5 p/t			<b>5 p/t</b>
<b>Government</b>					
Supervisor	1 p/t				<b>1 p/t</b>
Mayor		1 p/t	1 p/t	1 p/t	<b>3 p/t</b>
Board Members <sup>3</sup>	4 p/t	6 p/t	4 p/t	4 p/t	<b>18 p/t</b>
<b>Administration</b>					
Confidential Secretary	1.0				<b>1.0</b>
Administrator/Manager <sup>4</sup>		1.0	0.8	1.0	<b>2.8</b>
Assistant to Manager		1.0			<b>1.0</b>
Assistant Admin/Manager <sup>4</sup>			0.8	1.0	<b>1.8</b>
Secretary <sup>4</sup>			0.8	1.0	<b>1.8</b>
<b>Finance / Treasurer</b>					
Comptroller	1 p/t				
Treasurer		1.0	1.0		<b>2.0</b>
Clerk-Treasurer				1.0	<b>1.0</b>
Deputy Clerk				1.0	<b>1.0</b>
Deputy Treasurer			1.0	1.0	<b>2.0</b>
Accountant			1.0		<b>1.0</b>
Account Clerk		1.0	1.0	3.0	<b>5.0</b>
Account Clerk		1 p/t	1 p/t	1 p/t	<b>3 p/t</b>
Office Assistant		1.0			<b>1.0</b>

**Table 10 (continued):**

## Staffing Allocations

*(Source: Current fiscal year budgets; official interviews)*

	Town of Rye	Village of Port Chester	Village of Rye Brook	Village of Mamaroneck	<b>Total Combined</b>
Management Info Systems					
MIS Coordinator			1.0		<b>1.0</b>
MIS Assistant		1 p/t	1 p/t		<b>2 p/t</b>
Engineer					
Engineer <sup>5</sup>			1.0		<b>1.0</b>
Central Garage					
Lead Mechanic/Foreman			1.0	1.0	<b>2.0</b>
Senior Mechanic				1.0	<b>1.0</b>
Mechanic				2.0	<b>2.0</b>
Mechanic/Laborer		4.0	2.0		<b>6.0</b>
Police					
Chief		1.0	1.0	1.0	<b>3.0</b>
Captain		2.0			<b>2.0</b>
Lieutenant		6.0	1.0	3.0	<b>10.0</b>
Sergeant		7.0	5.0	6.0	<b>18.0</b>
Detective Sergeant			1.0		<b>1.0</b>
Detective Lieutenant		1.0			<b>1.0</b>
Detective		5.0	2.0	6.0	<b>13.0</b>
Officer		38.0	17.0	36.0	<b>91.0</b>
Office Assistant		1.0	1.0	2.0	<b>4.0</b>
Parking Enforcement Officer		2.0		4.0	<b>6.0</b>
Parking Enforcement Officer		1 p/t			<b>1 p/t</b>
Park Patrol		4 p/t			<b>4 p/t</b>
Typist		4 p/t			<b>4 p/t</b>
School Crossing Guards		19 p/t	8 p/t		<b>27 p/t</b>
Court Officers		3 p/t			<b>3 p/t</b>
Jail Matron		1 p/t			<b>1 p/t</b>
Traffic Control					
Maintenance Wkr				1.0	<b>1.0</b>
Fire					
Firefighter (excludes volunteers)		11.0	8.0		<b>19.0</b>



**Table 10 (continued):**

## Staffing Allocations

*(Source: Current fiscal year budgets; official interviews)*

	Town of Rye	Village of Port Chester	Village of Rye Brook	Village of Mamaroneck	<b>Total Combined</b>
<b>Building / Safety Inspection<sup>7</sup></b>					
Building Inspector		1.0	1.0	1.0	<b>3.0</b>
Building Inspector		1 p/t			<b>1 p/t</b>
Assistant Building Inspector			1.0	1.5	<b>2.5</b>
Fire Inspector				1.0	<b>1.0</b>
Code Enforcement Officer				1.0	<b>1.0</b>
Administrative Intern		1.0			<b>1.0</b>
Office Assistant		1.0	1.0	2.0	<b>4.0</b>
Account Clerk			1.0		<b>1.0</b>
<b>Code Enforcement</b>					
Code Enforcement Dir		1.0			<b>1.0</b>
Administrative Intern		1.0			<b>1.0</b>
Code Enforcement Officer		1.0			<b>1.0</b>
Code Enforcement Officer		2 p/t			<b>2 p/t</b>
Fire Inspector		2.0			<b>2.0</b>
Clerk		1.0			<b>1.0</b>
<b>Public Works / Streets / Highway<sup>5</sup></b>					
Admin - General Foreman		1.0		1.0	<b>2.0</b>
Stenographer				1.0	<b>1.0</b>
Office Assistant		1.0	1.0	1.0	<b>3.0</b>
Assistant General Foreman				1.0	<b>1.0</b>
Maint Wkr - Carpentry		1.0			<b>1.0</b>
Skilled Laborer		1.0			<b>1.0</b>
Maint Mech - Elec		1.0		1.0	<b>2.0</b>
Maint Wkr - Mason		1.0			<b>1.0</b>
Gen Repairman		1.0			<b>1.0</b>
MEO/Foreman			1.0		<b>1.0</b>
MEO		5.0	3.0	7.0	<b>15.0</b>
Laborer		2.0	5.0	3.0	<b>10.0</b>
Seasonal Laborers			3 p/t		<b>3 p/t</b>
<b>Sewer</b>					
Sewer Maintenance Foreman				1.0	<b>1.0</b>

**Table 10 (continued):**  
Staffing Allocations

(Source: Current fiscal year budgets; official interviews)

	Town of Rye	Village of Port Chester	Village of Rye Brook	Village of Mamaroneck	<b>Total Combined</b>
<b>Human Services</b>					
Senior Citizen Coordinator			1.0		<b>1.0</b>
Office Assistant			1.0		<b>1.0</b>
Caretaker			1.0		<b>1.0</b>
Bus Driver			1 p/t		<b>1 p/t</b>
Program Leaders			Mult p/t		<b>Mult p/t</b>
<b>Recreation</b>					
Superintendent of Parks/Rec			1.0		<b>1.0</b>
Superintendent of Rec		1.0		1.0	<b>2.0</b>
Rec Leader		1.0	2.0		<b>3.0</b>
Rec Assistant		1.0	1.0	1.0	<b>3.0</b>
Rec Attendant/Parks Foreman			1.0		<b>1.0</b>
Rec Attendants			3.0		<b>3.0</b>
Maintenance			1 p/t		<b>1 p/t</b>
Office Assistant				1.0	<b>1.0</b>
Seasonal Program Laborers			Mult p/t		<b>Mult p/t</b>
<b>Planning / Zoning</b>					
Clerical			1 p/t		<b>1 p/t</b>
Planner		1.0			<b>1.0</b>
<b>Attorney</b>					
Attorney		1.0			<b>1.0</b>
Office Assistant		1.0		1.0	<b>2.0</b>
<b>Records Management</b>					
Clerk		1 p/t			<b>1 p/t</b>
<b>Building Maintenance</b>					
Maintenance/Repair Wkr		1.0		1.0	<b>2.0</b>
Custodian		2 p/t			<b>2 p/t</b>
<b>Nutrition</b>					
Clerk		1 p/t			<b>1 p/t</b>
Nutrition Prog Director		1.0			<b>1.0</b>
Food Service Helper		3 p/t			<b>3 p/t</b>
Bus Driver		1 p/t			<b>1 p/t</b>
Bus Driver		1.0			<b>1.0</b>

**Table 10 (continued):**

## Staffing Allocations

*(Source: Current fiscal year budgets; official interviews)*

	Town of Rye	Village of Port Chester	Village of Rye Brook	Village of Mamaroneck	<b>Total Combined</b>
<b>Refuse and Recycling / Waste Collection</b>					
Lead Maint Mechanic / Sanitation				1.0	<b>1.0</b>
Sanitation Worker		12.0		14.0 <sup>8</sup>	<b>26.0</b>
Laborer				1.0	<b>1.0</b>
MEO		8.0			<b>8.0</b>
Street Cleaning				2.0	<b>2.0</b>
<b>Marina</b>					
Harbor Master				1.0	<b>1.0</b>
Laborer				1.0	<b>1.0</b>
<b>Totals</b>					
Full-time	17.0	148.0	73.0	133.5	<b>371.5</b>
Part-time	91 p/t	65 p/t	> 21 p/t	10 p/t	<b>&gt; 187 p/t</b>

Notes

- 1 Elected position in Town of Rye
- 2 Seasonal employees for Rye Town Park are estimated
- 3 One Town of Rye board member serves as Deputy Supervisor
- 4 Positions in Rye Brook are split 80% administrator duties, 20% clerk duties
- 5 Rye Brook engineer also serves as Superintendent of Public Works
- 6 Mamaroneck Clerk is merged into Clerk-Treasurer Department; staff reflected under Treasurer
- 7 Code enforcement function in Mamaroneck is reflected in Building Inspection Department
- 8 Figure includes sanitation foreman

## Collective Bargaining Units

The Town of Rye has no labor unions representing its employees. By contrast, each of the Villages does. The Village of Port Chester has three unions: the Civil Service Employees Association or CSEA (covering many non-supervisory employees), the Port Chester Firefighters Association and the Port Chester Police Association. The Village of Rye Brook has three unions: Teamsters (covering many highway and parks employees), the Rye Brook Professional Firefighters Mutual Aid Association and the Rye Brook Police Association. The Village of Mamaroneck has two unions: CSEA (covering many non-supervisory employees) and the Police Benevolent Association of the Village of Mamaroneck.

## HOW THE TOWN AND VILLAGES PROVIDE MUNICIPAL SERVICES

The Town of Rye and Villages of Port Chester, Rye Brook and Mamaroneck each provide certain municipal services to residents. As noted earlier, there is no unincorporated portion of the Town of Rye. Since the entirety of the Town is covered by incorporated villages, many of the “high intensity” municipal services (*e.g.* police and public works) are provided solely by the Villages within their respective jurisdiction. As a result, the Town provides fewer municipal services than peer towns across New York State. This also has the effect of keeping the Town’s overall budget and staff size down, which results in a relatively low property tax rate to fund Town services.

The following summary bullets highlight how key municipal services are currently provided in the community, by which municipality and to which areas. Additional detail is provided later in the section, with summaries of how the Town (and/or Villages) provides each primary municipal service, along with associated costs, staffing levels and allocations by position. Where applicable, those summaries also identify the extent to which service types and levels are demonstrably different among the municipalities.

### *Assessing*

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Provided by Town of Rye to all three Villages, although the Village of Mamaroneck provides additional assessment service for village tax purposes

### *Tax Collection*

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Provided by Town of Rye to all three Villages<sup>9</sup>

### *Court*

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Provided by Town of Rye to Village of Rye Brook; the Villages of Port Chester and Mamaroneck have their own courts

### *Clerk*

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Provided by the Town and all three Villages independently

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<sup>9</sup> The Village of Mamaroneck collects its own Village and Library District tax revenue.

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### *Parks*

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Provided by the Town and all three Villages independently

### *Elected Government*

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Provided by the Town and all three Villages independently

### *Administration*

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Provided by the Town and all three Villages independently

### *Financial Administration*

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Provided by the Town and all three Villages independently

### *Police*

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Provided by all three Villages independently (the Town does not provide police services)

### *Fire*

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Provided by all three Villages independently (the Town does not provide fire services)

### *Building Code/Safety Inspection*

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Provided by all three Villages independently (the Town does not provide building inspection services)

### *Public Works*

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Provided by all three Villages independently (the Town does not provide public works services)

### *Recreation*

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Provided by all three Villages independently (the Town does not provide recreation services, although maintains Rye Town Park which hosts certain recreational events)

### *Solid Waste Collection*

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Provided by all three Villages independently (the Town does not provide solid waste or recycling collection services)

## Tax Assessment

There are two assessing operations in the community. The Town of Rye and Village of Mamaroneck have their own assessing departments, with the Town providing services for all but Village of Mamaroneck taxes (which the Village handles through its own department).

### *Town of Rye*

The Town's Assessment Office is responsible for property assessments in the Villages of Rye Brook and Port Chester, and the Rye Neck section of the Village of Mamaroneck. In addition, it serves as the assessing unit for three school districts (Blind Brook, Port Chester and Rye Neck), along with a small portion of a fourth school district, Harrison. The Town's assessments are also used for levying Westchester County taxes.

Of the school districts and municipalities served by the Town's Assessment Office, the Village of Port Chester and Port Chester School District are where most parcels are located. In municipal terms, Port Chester constitutes 49 percent of properties assessed by the Town; Rye Brook (31 percent) and Rye Neck (20 percent) account for the remainder. In school district terms, Port Chester School District accounts for 49 percent of all properties assessed by the Town, followed by Blind Brook (31 percent) and Rye Neck (20 percent). The Harrison School District accounts for less than one percent of properties.

Consolidation of village assessment services within the Town is a recent undertaking. The Villages of Port Chester and Rye Brook performed their own assessments and prepared their own tax rolls prior to 2004. However, in that year the Town of Rye completed a revaluation of all Town properties at 100 percent of values and, in order to streamline and simplify the assessment process, the two Villages passed resolutions relinquishing assessment functions to the Town. Out of necessity at that time, the Town's Assessment Office – which had previously been staffed by two employees – grew in size and scope in order to absorb the responsibilities shouldered by the two discontinued village assessment divisions.

The Town's Assessment Office currently has a full-time staff of six employees:

- One Town Assessor;
- Two licensed real property appraisers; and
- Three assessment clerks.

The assessment clerks are responsible for answering phones; filing documents as necessary; processing Basic and Enhanced STAR<sup>10</sup> and other exemption applications; and serving as the office's interface with residents at the counter in Town Hall. The appraisers are responsible for reviewing building permits, conducting inspections of properties, performing building inventories and handling other real estate-related work. The Town Assessor oversees the assessment operation, including: all office operations; frequent public and private interface regarding assessment matters with the Town Board and officials in the Villages; communications with New York State and Westchester County; commercial certiorari proceedings; appraisals; judgments regarding exemptions; representing the Town in lawsuits (125-200 commercial lawsuits are filed annually, on average); and interactions with the Town and Village governing bodies regarding certiorari claims.

The Assessor is appointed by (and directly answerable to) the Town Board. In terms of internal communications, the Town Assessor interacts most frequently with the Town's Receiver of Taxes and the Town Clerk. Assessment Office staff is supplemented by outside appraiser contractors hired through a competitive bidding process to assist in periodic valuation of properties.

On an annual basis, the assessments processed by the Town's Assessment Office cover an aggregate roll of nearly \$7 billion, upon which approximately \$165 million in property taxes are levied.

As is the case with any municipal assessing operation, workload ebbs and flows throughout the year based on when assessment notices, appeals, and filings are scheduled. The Town of Rye's tentative assessment roll is released on June 1 of each year and finalized by September 15. Each year, the date of appraisal is the July 1 prior to publication of the June 1 tentative assessment roll. The process annually moves by the following schedule.

#### *April 1*

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Preliminary assessment notices are sent out to all properties.

#### *April 1 through Mid-May*

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<sup>10</sup> The New York State School Tax Relief Program (STAR) provides homeowners with these two types of partial exemptions from school property taxes. If a resident earns less than \$500,000 and owns and lives in their home, they are in most cases eligible for the STAR exemption.



Residents are permitted to challenge assessment notices by way of informal hearings.

#### *June 1*

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Letters are sent out to those residents who came in for informal hearings, notifying them in writing as to the results of their respective hearing(s).

#### *June 1 through Late June*

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Change of assessment notices are sent out for field work, updates, building work and related adjustments. Through the third week in June, residents can submit formal written complaints to the Board of Assessment Review – approximately 500 to 800 such complaints are received each year.

#### *Late June through Early September*

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The Board of Assessment Review – comprised of two Rye Brook residents, two Port Chester residents and one Mamaroneck resident – analyzes all complaints and makes recommendations. The Assessment Office supports this process by answering questions, addressing inspection inquiries, and providing related information.

#### *September 15*

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Final assessment decision letters are sent out to residents, based on recommendations made by the Board of Assessment Review.

#### *September 15 through Mid-October*

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Through mid-October, residents who are unhappy with Board of Assessment Review decisions may go to the Westchester County Clerk's office to file lawsuits. They also must file with the Town of Rye.

#### *(Following Year) February through March*

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Lawsuits filed are scheduled to be heard by a judge or hearing officer. Commercial certiorari cases are heard at the determination of the judge, so timeframes may vary. Approximately 155 residential and 115 commercial claims were filed in 2010.

In order to support assessing functions, Assessment Office staff is frequently occupied with work monitoring property ownership. Any time

an open market real estate transaction takes place, the office must send out an inspection request to the buyer in an effort to update inventories and validate assessments. Additionally, of all 11,065 parcels in the Town of Rye, slightly more than 81 percent are subject to some form of exemption. Assessment Office staff is annually required to review and approve thousands of these applications in a recurrent process. Each time a property changes ownership, existing exemptions are terminated and new applications for exemptions are submitted to the office.

The three Villages approve subdivisions separately before reporting the information to the Town of Rye Assessment Office. The office provides many other supplementary services, including management of a web-based property inventory which is accessible to residents at home and on Town Hall computer terminals. Also, the Assessment Office prepares digital tax maps for the entire Town. These are updated on a continual basis and printed out once annually when assessments are taking place.

### ***Village of Mamaroneck***

The Village of Mamaroneck Assessor's Office maintains assessments for all properties in the Village. The Village's assessment figures apply to Village taxes; they are not used for establishment of taxes levied by the Town of Rye (which rely on the Town of Rye assessor), Town of Mamaroneck (which rely on the Town of Mamaroneck assessor) or local school district taxes. The office is located at 123 Mamaroneck Avenue in the Village in a building also occupied by the Clerk-Treasurer's Office, the Village Manager and the Village Attorney.

The Village Assessor is a part-time appointed position and works on Tuesdays and Thursdays; the current Assessor has been in office in the Village of Mamaroneck since 1964. The department also employs one part-time Assessment Clerk who performs all clerical work in the office and answers resident concerns at the office counter, and one part-time Senior Account Clerk who splits duties between the Assessor's Office and the Clerk-Treasurer's Office (as a part-time Payroll Clerk – see the section detailing functions of the Clerk-Treasurer's Office for further information). This part-time employee dedicates 18.5 hours to the Assessor's office every two weeks (the Village pay period), with the remainder spent at the Clerk-Treasurer's Office.

The department files and regularly updates record cards physically and electronically on all 5,289 Village parcels, approximately 2,500 of which are located within the Town of Rye; administers exemptions and processes deeds. Office employees are mindful of deadlines for filing of the Village assessment roll with New York State (the roll must be online by February 1 and finalized by April 1 each year) and annual reports. Exemption applications are made available to residents at the Assessor's Office and

through the Village website; they must be completed and filed ahead of a January 1 deadline every year. Annually, the Assessor's Office sends out and processes renewals on upwards of 150 senior citizens' exemptions; veterans' exemptions roll over automatically, and the office processes approximately 25 new ones each year.

The office also processes assessment grievance applications, which are made available on February 1 through the third Tuesday of February each year. During the 2011 grievance period, 355 challenges (155 residential parcels and 200 commercial parcels) were filed by property owners in response to their tentative assessments. This represented an 18 percent increase over the 2010 figure (300 challenges, including 144 residential parcels and 156 commercial parcels) and a 96 percent increase over 2009 (181 challenges, including 63 residential parcels and 118 commercial parcels).

The Village Assessor must review and make recommendations regarding filed assessment grievances to the Board of Assessment Review (Note: In Mamaroneck, the Village Board of Trustees reconvenes periodically as the Board of Assessment Review). Part of this process involves negotiation with property owners on fair settlements so as not to overwhelm the Village Justices with cases. In 2011, 95 small claims and 154 certiorari cases were heard in the Village of Mamaroneck. The Assessor reports that small claims and certiorari consume the majority of his time on the job.

One challenge unique to the Assessor's Office is the Village's significant number of condominium developments. In the decades since the current Assessor took office, much of the land use layout in Mamaroneck has remained the same. However, condominium developments began to increase in the Village of Mamaroneck due to scarcity of land as residential population swelled. Because condominium parcels cannot be assessed on the same basis as single- or dual-family homes (on a sales comparison approach), the Assessor must use what is known as the "income approach" when appraising condominium parcel values. This involves estimating annual potential gross income for a property and studying the current marketplace. The Village Assessor reports that due to inherent difficulties of this approach, condominium assessments in the Village of Mamaroneck have remained farther below their true market values than have single- and dual-family homes.

The department's operations are governed by an equalization rate established by New York State. The Town of Rye assesses properties at 100 percent of their value; the Village of Mamaroneck currently assesses at 1.72 percent of market value and, as such, utilizes an equalization rate to maintain a fair and equitable tax levy. Due to resource limitations – namely, the size of the office's staff, the part-time status of the current Assessor, and the lack of certain software (the Village of Mamaroneck

must assess properties in-person and enter values into their digital database manually, whereas the Town of Rye Assessment Office has access to software that enables remote property assessment by way of satellite imagery) – the Village of Mamaroneck is unable to update assessments as frequently as can the Town of Rye. The last time a Village-wide reassessment took place in Mamaroneck was in 1968. The Assessor presently reassesses properties on an as-needed basis – the Village Building Department sends the Assessor copies of all new permits as they are issued, and the Assessor inspects the site and changes assessment values when necessary.

In 2010, the Town of Mamaroneck Board approved a resolution to begin a full revaluation process, bringing property values in the town up to 100 percent of their market values (1968 was the last time that a full revaluation took place in the Town of Mamaroneck, as well). The New York State Office of Real Property Services (ORPS) recommended 2013 as the end date for this project. The Village of Mamaroneck Assessor has recommended that the Village adopt the new property values and assessment roll when they are finalized, and eventually eliminate the need for a Village Assessor altogether. One significant difference between the Town and Village assessment processes is that the taxable status date in the Village is January 1, whereas it is June 1 in the Town.

## Tax Collection

There are two tax collection operations in the community. The Town of Rye handles the function for town, county, school and village taxes for both Port Chester and Rye Brook, and all but village taxes in the Village of Mamaroneck. There, the Village Clerk-Treasurer handles village taxes.

### *Town of Rye*

The Town of Rye’s tax collection office serves the Villages of Port Chester, Rye Brook and the Rye Neck section of Mamaroneck, and is responsible for levying and collecting taxes for Town and village purposes; taxes owed to Westchester County (including sewer and solid waste) by properties within the Town; and taxes owed to the Blind Brook, Port Chester and Rye Neck School Districts (as well as six parcels located within the Harrison Central School District). Within the Rye Neck section of Mamaroneck, the Town tax collection office handles only Town, County and School District taxes; the Village of Mamaroneck clerk-treasurer handles village taxes.

Notably, the Town serves as guarantor of property tax levies for the County, Villages and school districts, making payments to keep each entity “whole” for any taxes that go uncollected during a given year. As compensation for this guarantee, each school district pays 5 percent of

their levy to the Town annually, while the Villages pay 1.5 percent of their respective levies. The Town of Rye carries \$2.1 million in outstanding taxes annually.

For fiscal year 2011, the office processed more than 55,000 transactions, administering the levying of more than \$165 million in aggregate property taxes Town-wide.

The office employs one full-time Receiver of Taxes (an elected position), one full-time Deputy Receiver of Taxes (appointed by the Receiver) and two tax aides (one full-time and one part-time). All billing and mail services are carried out through contact with a third-party agency.

The Receiver of Taxes is responsible for computing property taxes owed per property owner based on assessed valuation for both homestead and non-homestead parcels; overseeing collections; preparing reports for New York State, Westchester County and the various taxing entities; executing electronic fund transfers; dealing with delinquent account payers, attorneys and court-rendered reductions; representing the Town of Rye in any Small Claims Assessment Review (SCAR) proceedings; calculating refunds deemed necessary; and maintaining the office supply inventory. On a monthly basis, the Receiver of Taxes also reports on progress to the Town and respective Village Boards, as well as the school district superintendents. (Note: The Tax Receiver also serves as election coordinator, as detailed below.)<sup>11</sup>

The Deputy Receiver assists the Receiver in tax collection, posts payments to the collection system software, prepares deposits and reports, and acts as the Receiver in his absence. The Tax Aides open mail, verify payment amounts, handle and process payments, prepare and keep record of receipts and daily deposits, and perform all other necessary administrative work. They also serve as the public interface of the office, answering phones and otherwise assisting taxpayers with whatever information they might need.

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<sup>11</sup> The Receiver of Taxes also serves as Coordinator of Elections. The Town of Rye formerly handled all aspects of assembling polling places, managing elections staff, dealing with machines, and posting elections advertisements. However, in 2002, the Help America Vote Act called for a transition from local to federal management of elections procedures. This transition is still taking place, and Westchester County has since assumed expenses for elections. Today, the Receiver of Taxes acts as a liaison between the Town, County and school districts in order to ensure that elections run smoothly. Town elections expenses have been reduced from as much as \$150,000 annually (depending on number of elections) to simply a stipend covering the Receiver's time spent in this role.

This office's work volume is largely driven by levy and payment schedules, which are subject to each taxing entity's fiscal year calendar. For example, County and Town tax levies are based on the calendar year, billed on April 1 and payable in one payment by April 30. Tax levies in the Villages and school districts are based on each respective taxing jurisdiction's fiscal year and are payable on different schedules. The following list indicates the overlapping schedules and payment timelines for each taxing entity served by the Town's tax collection office.

#### *Town and Westchester Co. (incl. sewer and solid waste)*

Calendar year; billing on April 1 and payments due April 30

#### *Village of Port Chester*

June 1 – May 31; billing on June 1 and payments due in two installments (one-half by June 30, remainder by December 1)

#### *Village of Rye Brook*

June 1 – May 31; billing on June 1 and payments due in two installments (two-thirds by June 30, remainder by end-February)

#### *School Districts*

July 1 – June 30; billing on September 1 and payments due in two installments (one-half by September 30, remainder by January 31)

In total, the office bills more than 11,500 parcels each year, the owners of which receive original billing statements as well as notices of second payments due (where necessary). There are approximately five payments received for each annually, including *one* for County/Town taxes, *two* for school taxes and *two* for village taxes. This cycle results in the aforementioned total of 55,000 aggregate transactions.

A profile of the tax levies paid to the tax collection office shows that the Town of Rye's own levy – at slightly under \$400,000 – accounts for approximately 1 percent of total payments processed by the office. The largest account – representing nearly one-third of all taxes levied – is the Port Chester School District. Blind Brook Schools (20 percent); the Village of Port Chester, Westchester County and the Rye Neck Schools (13 percent each); and the Village of Rye Brook (8 percent) collectively account for the remainder.

**Table 11:**  
Tax Levies by Jurisdiction, 2010-11  
(Source: Town Tax Collection Office)

	Levy Amount
Town of Rye	\$399,348
Westchester Co.	\$21,783,601
V. of Rye Brook	\$13,103,226
V. of Port Chester	\$21,958,225
Port Chester SD	\$53,462,769
Blind Brook SD	\$33,461,744
Rye Neck SD	\$21,737,231
<b>Total</b>	<b>\$165,906,144</b>

Much of the actual tax payment process has been automated by the Town. Residents can make payments by mail or in person, but can also electronically post payments through tax service organizations or their banks. All payments are processed through a “lockbox” system which has been utilized by the Town for approximately three years. Through this process, bills are marked with barcodes and scanned before they are deposited. The barcodes allow funds to be spread appropriately across three different accounts: the Town of Rye general account (in which all Town, County and School taxes – including lien payment collections – are deposited); the Village of Port Chester account, or the Village of Rye Brook account. The Tax Receiver may access an electronic file – updated in real time – which indicates payments received at any given time, and to which account each deposit was allocated. When payments come directly to the Town, tax office staff will scan barcodes themselves to ensure they are deposited appropriately.

A significant portion of administrative work in the tax office is centered on monitoring lack of payments and filing liens on properties. In such cases, personal letters are sent out to delinquent property owners on a regular basis throughout the year. The tax office files liens with the County on any property for which taxes go unpaid over one year. Another task that consumes a sizeable portion of the office’s time is dealing with the public. Approximately 25 residents visit the office daily on average, amounting to about 500 visits per month. These counts can ebb and flow, depending on the time of year.

In addition to its primary collection functions, the office also fulfills requests for tax information from homeowners, banks, title companies, attorneys and real estate agents. This activity is most concentrated during

the first quarter of the year, when there are many requests for total property taxes paid for income tax purposes.

## Village of Mamaroneck

In the Village of Mamaroneck, the Clerk-Treasurer's office handles tax collection responsibilities. For detailed information, refer to the Clerk section of this report.

## Justice Court

There are three municipal courts in the community – the Town of Rye (which also serves the Village of Rye Brook), Village of Port Chester and Village of Mamaroneck. By way of overview, the following table provides information on revenue for the three municipal courts in the community, along with their ranking relative to the 36 other courts in Westchester County and 1,262 courts statewide.

**Table 12:**  
Calendar Year Justice Court Fund Revenues  
(Source: New York State Office of the State Comptroller, 2010 calendar year)

Jurisdiction	NYS Rank <sup>1</sup>	County Rank <sup>2</sup>	State Revenue	County Revenue	Local Revenue	Total Revenue
Port Chester	7	1	\$433,875	\$49,366	\$1,856,986	\$2,340,229
Harrison (T)	13	2	\$941,600	\$42,880	\$799,458	\$1,783,940
Greenburgh	18	3	\$408,613	\$51,503	\$1,174,007	\$1,634,123
Bedford	21	4	\$861,178	\$36,424	\$512,224	\$1,409,827
Mamaroneck (V)	30	5	\$514,982	\$36,204	\$755,831	\$1,307,017
Scarsdale	34	6	\$278,217	\$17,100	\$851,954	\$1,147,271
Larchmont	124	17	\$81,187	\$4,888	\$424,050	\$510,125
Mamaroneck (T)	230	25	\$69,178	\$4,734	\$231,085	\$304,997
Rye (T)	256	28	\$114,186	\$4,951	\$153,497	\$272,635

### Notes

- 1 New York State has 1,262 Justice Courts monitored by the State Comptroller.
- 2 Westchester County has 36 Justice Courts monitored by the State Comptroller.

## Town of Rye

The Town of Rye's justice court has jurisdiction over the entire town – including the areas covered by Port Chester, Rye Brook and Rye Neck. However, although the Town maintains jurisdiction civilly over Port Chester (handling civil cases such as eviction proceedings), the Village of Port Chester otherwise hears criminal cases in its own justice court. Like Port Chester, Mamaroneck also has its own justice court, which handles



all vehicle and traffic matters, civil actions, small claims and Village Code matters for Rye Neck residents. The three courts operate largely independent of one another; there is little to no formal sharing of services or resources among the justice courts in the Town, Port Chester and Rye Neck.

By contrast, the Village of Rye Brook does not retain court services, so all cases originating in Rye Brook – civil, criminal, village ordinance and other – are handled in Town Court.<sup>12</sup> No formal contract governs the Town’s provision of justice court services to Rye Brook. A 1992 Village of Rye Brook resolution states that the Town shall remit back to the Village all moneys collected as fines for citations issued in the Village.

One full-time clerk and one full-time assistant clerk staff the court, with contracted foreign language interpreters providing services at each court session when necessary.

The Town’s court offices are open from 8:30a to 4:00p five days per week; court takes place Tuesdays and Wednesdays from 9:00a through approximately noon. Two part-time elected justices each preside from the bench one day per week and one night per month (on an alternating basis), handling criminal and civil matters, as well as vehicle/traffic and small claim cases. Judges are on call 24-hours per day to arraign any person who has been arrested, although arraignments typically will not take place after 10:00p.

Tuesdays are generally reserved for civil cases, while Wednesdays are reserved for criminal and vehicle/traffic cases. These include Town, Westchester County and/or State Trooper citations.<sup>13</sup>

Night court is held every second Monday and fourth Thursday of the month at 7:00p. Rye Brook traffic and vehicle tickets are generally handled during the two night court dates. For all other cases, people have the option to have their cases heard at night (for small claims cases) or during the day on the civil calendar.

The two part-time judges alternate roles every six months. One will preside over the Town’s civil calendar from January 1 through June 30;

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<sup>12</sup> The Rye Brook Village Prosecutor prosecutes all cases originating in Rye Brook other than criminal cases.

<sup>13</sup> A portion of Interstate 287 lies within the Town of Rye’s borders, falling under New York State Police authority. Some vehicle and traffic cases also originate from the Westchester County Airport, where Westchester County Sheriff’s Deputies monitor terminal parking and the terminal itself, both of which lie within the Town’s jurisdiction.

the other will simultaneously preside over the criminal calendar. Their roles switch during the subsequent six months.

The following table provides details on the Town's caseload by type. As noted, Vehicle Traffic Law violations make up the largest portion of cases processed by Town court, accounting for more than three-quarters of all cases closed in 2009. Civil proceedings (13 percent) were the second-largest category.

**Table 13:**  
Rye Town Justice Court Cases Closed, 2009  
(Source: Rye Town Court Clerk's Office)

	Closed	Fine	Surcharge	Civil Fee
Penal Law	68	\$5,450	\$3,395	\$0
Vehicle Traffic Law	2,317	\$150,018	\$103,295	\$0
Civil	374	\$0	\$0	\$4,970
Village Ordinance	134	\$20,950	\$0	\$0
New York State	18	\$5,250	\$0	\$0
Alcohol Bev Control	50	\$150	\$125	\$0
Criminal Procedure	4	\$0	\$0	\$0
Westchester County	1	\$0	\$0	\$0
Town Law	4	\$0	\$55	\$0
General Obligations	1	\$0	\$0	\$0
<b>Total</b>	<b>2,971</b>	<b>\$181,818</b>	<b>\$106,870</b>	<b>\$4,970</b>

The Town receives \$15 from New York State for each ticket of which it disposes originating in the Village of Rye Brook, Westchester County and New York State Police jurisdictions. Surcharges go to New York State or to Westchester County, depending on the type of violations and where they take place. The Town of Rye and the Village of Rye Brook each keep all parking ticket revenue; however, there is a 20 percent premium per ticket which must be paid to the processing/data agency which provides ticket management services to the Town of Rye. The Town pays this fee on behalf of both itself and the Village of Rye Brook, so the Village is able to keep 100 percent of all ticket revenue.

### ***Village of Port Chester***

The Village of Port Chester Justice Court is one of the busiest village courts in New York State and the busiest in Westchester County in terms of caseload volume and revenue intake.

The court employs one full-time Court Clerk and two Assistant Court Clerks (one of whom is Spanish-speaking and provides interpretation and translation assistance when necessary). One Intermediate Clerk and an Intermediate Typist also are employed by the court. In addition, a part-time Assistant Court Clerk and two part-time Intermediate Clerks work for the court. The full-time employees split their time evenly between criminal, village ordinance violation, traffic, parking and housing cases.

The Assistant Court Clerks are primarily responsible for preparation and maintenance of court records including legal documents, forms and reports. The Assistant Court Clerks supervise the work of the Intermediate Clerk and Intermediate Typist, as well as of the part-time Assistant Court Clerks and Intermediate Clerks. The Assistant Court Clerks enter cases in the court docket; prepare and maintain the court calendar; prepare and issue summonses; collect fines and issue receipts; maintain accounts of amounts collected; and compose letters, memoranda and reports regarding court procedures and problems. Support staff assist with these administrative tasks as necessary, operate telephones and provide interface with residents at the window.

Two part-time appointed Village Justices preside over cases. One sits on Mondays and Thursdays for criminal cases; the other sits Tuesdays and Fridays for traffic cases. Both also handle village ordinance and housing cases. Two part-time Village Prosecutors represent the Village in housing and code violations, traffic violations and parking tickets. Their personnel expenses are covered under the Village Attorney's office budget.

Cases are heard from 9:00a through 1:00p. On Mondays, Thursdays and Fridays the court handles criminal cases; Thursdays and Fridays also include village ordinance cases. Fridays and alternate Tuesdays are dedicated to traffic violations as well. Small claims matters are filed on Tuesdays and Wednesdays from 9:00a through 3:30p, and requests for Certificates of Convictions and Dispositions are accepted on Tuesdays and Wednesdays only.

The Village Justice Court is located at 350 N. Main Street in Port Chester, in a facility shared with the Port Chester Police Department.

### ***Village of Mamaroneck***

The Village of Mamaroneck Justice Court employs four full-time workers, including two Court Clerks, one Intermediate Clerk and one Office Assistant. One part-time Assistant Clerk is listed in the current-year budget, but the position will be temporarily open until it is re-filled. Two elected justices preside over court proceedings.

Court sessions commence at 9:30am on Tuesdays and Thursdays. Cases concerning traffic violations, civil matters and code violations are heard on Tuesdays; criminal cases are heard on Thursdays. One Wednesday evening is reserved each month for small claims actions, beginning at 8:00pm. Most traffic violation cases are handled outside of court. Miscellaneous hearings and trials are scheduled throughout the week as needed, including jury trials. The court is on call at all times.

The caseload volume varies, with the Tuesday calendar often slightly busier than the Thursday calendar (*e.g.* 75 to 100 cases on Tuesdays versus an average of 40 to 60 cases on Thursdays). Due to there being a stretch of Interstate 95 and the Mamaroneck Metro-North Railroad Station located in the Village, many traffic and parking cases are brought through the court on Tuesdays via New York State Police and the Metropolitan Transit Authority Police. Approximately 20,000 parking tickets are issued in the Village of Mamaroneck annually.

The Justice Court staff handles civil and criminal matters; small claims; vehicle and traffic; parking fines and penalties; financial reconciliation and reporting; case research; and inter-departmental (and inter-municipal) communications relating to cases. Also, the Justice Court administers and reconciles contracted parking summons collection services.

The Village Court and Court Clerk's Office are located on the first floor of the Mamaroneck Village Hall at 169 Mount Pleasant Avenue, sharing the floor with the Village Police Department and Building Department. It is the fifth busiest Justice Court in Westchester County and the thirtieth busiest Justice Court in New York State.

## Clerk

There are four municipal clerk operations in the community – one each in the Town and three Villages.

### *Town of Rye*

Like most municipal clerks, the clerk's office is in many ways the “face” of the Town of Rye and the doorway to local government for residents and businesses. The Town Clerk – the oldest documented position in the Town of Rye – maintains all records dating back to the year of its earliest settlement in 1660.<sup>14</sup>

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<sup>14</sup>A facility located in the basement of Town Hall is home to all records, many of which are stored in special archival wrap and boxes. Due to a flooding incident, the Town

The clerk's office is staffed by two full-time employees – the Town Clerk and the Deputy Town Clerk – and one part-time employee.<sup>15</sup> The Town Clerk is elected to a four-year term, while the Deputy Clerk is an appointed position. In most respects, the Clerk and Deputy Clerk play interchangeable roles. However, the Clerk attends and records minutes at all Town of Rye governing body meetings. The Town Clerk is also responsible for:

- Issuance of licenses, permits (marriage, hunting, fishing, and dog licenses in Port Chester and Rye Brook; fresh and salt water fishing permits; and handicap parking permits<sup>16</sup>) and certificates (marriage, burial [for Rye Brook residents], and death), pursuant to town and state laws and ordinances;
- Agenda preparation ahead of Town Board meetings, and alerting Town Board members, department heads and elected officials of meeting dates;
- Attendance and minute-taking at all Town Board meetings;
- Preparation and sending of notices for publication (including meeting notices, public notices, public hearings, notices for bids, ordinances and local laws);
- Serving as the Town's Records Management Officer, overseeing proper filing and maintenance of all Town records, books and papers, and complying with all genealogy and Freedom of Information Law (FOIL) requests;
- Submitting notice of all local laws adopted by the Board to the Secretary of State and recording them in an indexed law book kept in the clerk's office;
- Acting as the Town's filing officer, recording all Small Claims Assessment Review (SCAR) cases, certioraris and other claims on a spreadsheet with date and time stamps;
- Functioning as the Registrar of Vital Statistics for the Town of Rye and the Village of Rye Brook; and
- Reconciling daily and monthly deposits and reports for revenue collected from licenses, certificates, permits, and FOIL requests.

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Clerk's office is currently in the process of digitizing and developing an updated online repository of all such archival records with the help of disaster grant funding.

<sup>15</sup> The part-time employee works when one of the full-time employees is on vacation.

<sup>16</sup> This service is gradually being phased out and transitioned to village control.

The clerk's office also notarizes documents for the public at no charge, as requested.

Other operations of the clerk's office include certifying to the County Clerk the names and addresses of appointed officers, as well as appointment and term expiration dates; notifying the County Clerk's Office of vacancies as necessary; and notifying the State Board of Equalization and Assessment and the County Director of Real Property Tax Services of the names and appointment dates of new members of the Board of Assessment Review. All requests for any purchasing of services or commodities on behalf of the Town – as well as communications with bidders – are handled by the clerk's office, as are grant applications.

Another significant responsibility of the clerk's office is helping to manage elections procedures. Although Westchester County has assumed the greater role in elections administration (including costs), the clerk's office helps make arrangements to distribute ballots and related materials to polling places. In addition, as the registrar of vital statistics for the Town of Rye and Village of Rye Brook, the Town keeps inventory of births, marriages and deaths dating to 1847.<sup>17</sup> However, Rye Brook and Port Chester now process their own birth certificates, so the Town of Rye has a limited inventory. Because of this, and because a large proportion of requests that come into the office are for genealogy information, the Town Clerk's Office regularly checks in with the Village clerks for referral and information-sharing purposes. Records held by the Town of Rye are kept on-site in a large vault in Town Hall, and all minute books dating to 1660 are maintained in a walk-in safe.

As the hub of all Town information and operations, the clerk's office interacts frequently with the public. Approximately half of all transactions take place in-person at the clerk's office, with the other half taking place over the phone, online or by mail. The office is busy; depending on time of year, staff may see between 20 and 100 residents stop in with transactional requests on a daily basis.

Workload levels tend to fluctuate throughout the year. In January, the clerk's office is busy handling reorganization meetings and any resignations, new hires or reappointments which may have taken place. The late spring and summer months see considerable activity as marriage and hunting/fishing licenses are distributed.<sup>18</sup> A sizeable share of these transactions (especially for hunting/fishing licenses) comes from

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<sup>17</sup> The Port Chester Village Clerk's Office keeps its own record of vital statistics.

<sup>18</sup> Dog licenses are also issued to Rye Brook residents. The Town of Rye is not required to issue hunting and fishing licenses.

Connecticut, since Rye sits on the state border. Of all license and certificate issuance activity, marriage licenses and copies of marriage certificates are the two most common transactions (41 percent of all fee-based transactions in the past year). Additionally, approximately 200 or more FOIL requests, for the most part having to do with small claims and certiorari, are processed by the office annually.<sup>19</sup>

**Table 14:**

Town Clerk Fee/Transaction Activity, June '10 – June '11

*(Source: Town Clerk's Office)*

	Quantity
Marriage License	700
Marriage Cert Copy	413
Conservation	223
Folio/General Docs	184
Burial Permit/Cert	157
Birth Certificate	16
Veterans Burial	1

The clerk's office processes many transactions for the state and county, with the Town retaining a small portion of the associated fees. For the twelve-month period ending June 2011, the clerk's office handled over \$125,000 in fees for permits, certificates, licenses and other transactions. The Town retained approximately \$19,000 of that amount. The bulk of fee income that flows through the office goes to the New York State Department of Environmental Conservation (for hunting and fishing licenses), the New York State Department of Health (for marriage licenses and certificates), and the Westchester County Treasurer (for dog licenses). For example, although the clerk's office handled 223 hunting and fishing licenses from 2010-2011 local revenues from associated fees were relatively small. Total sales amounted to almost \$77,000, but the Town retained just three percent.

<sup>19</sup> Most FOIL requests are received by the Town Clerk's office by email. All small claims are filed in October.

**Table 15:**  
Town Clerk Fee Revenue, June '10 – June '11  
(Source: Town Clerk's Office)

	Local Revenue	Non-Local Revenue
Burial Permit/Cert	\$0	\$1,570
Marriage Licenses	\$12,250	\$15,750
Miscellaneous Fees	\$4,394	\$0
Conservation	\$2,377	\$74,415
Dog Licenses	\$0	\$341
<b>Total</b>	<b>\$19,021</b>	<b>\$92,076</b>
(share)	(17%)	(83%)

## Village of Port Chester

The Port Chester Village Clerk's Office employs one full-time appointed Village Clerk, one part-time Deputy Clerk (appointed by the Village Clerk) and one full-time Permit Clerk who attends to license bureau duties.

Responsibilities of this office include care and custody of all official Village records and documents; preservation of historical documents; local elections administration; documentation and publication of all Village Board of Trustee meetings and actions; administration of the Village's records management program; receiving and filing of claims against the Village; publication (on the Village website and through local news media) of public meetings notices and requests for proposals (as well as processing bids for all RFPs); maintenance of the Village Code; and providing research and information services to the public and Village personnel by through FOIL requests.

The Village Clerk is also commissioned by the Secretary of the State of New York as a notary public and, as such, is empowered to administer oaths and affirmations, take affidavits and depositions, and receive and certify various legal instruments. The Village Clerk is additionally Port Chester's Registrar of Vital Statistics, charged with issuing and maintaining all birth and death certificates issued in the Village. Notably, the Clerk's Office supervises but does not directly execute Village records management. The Village of Port Chester budget indicates that Records Management is a separate general fund appropriation; a part-time Clerk, paid hourly, files and maintains records for the Village under this line item.

Other services provided by the Clerk's Office include issuance of:



- Handicap and municipal parking permits;
- Alarm permits;
- Taxi licenses; and
- Bingo and games of chance licenses.

Dog, marriage, hunting and fishing licenses are provided by the Rye Town Clerk. Dog licenses previously were issued by the Village of Port Chester, but the service was recently transitioned because the Town has access to proper software to expedite the process.

All equipment associated with the Harrison/Port Chester Public Access cable channel, CATV Channel 75, and the Village of Port Chester's online video streaming service is located in and maintained by the Village Clerk's Office. By contract, a video specialist provides technical services for the purpose of broadcasting meetings and other events on the Village website and on Channel 75. However, in the event that the specialist is unavailable, the Village Clerk's Office staff handles such duties.

The Clerk's Office interacts with the public on a daily basis. Depending on the time of year, an estimated 20 to 50 residents come into the office with requests, questions or complaints.

### ***Village of Rye Brook***

Clerk functions in the Village of Rye Brook are handled by the Village Administrator's Office, with the Administrator dually acting in the capacity of Village Clerk. In this position, the Administrator is responsible for filing local laws; making public/legal notices as required for Village actions, meetings, hearings and contracts; and serving a general public interface role for residents. The Administrator also compiles agendas and minutes for Village Board meetings; prepares resolutions; and facilitates Village elections.

As Clerk, the Administrator also issues certain licenses and permits to residents, including handicapped parking permits; filming permits; and peddler/vendor licenses. In general, all other licenses and permits are issued through the Rye Town Clerk's office.

For more detail on the Administrator's Office, refer to the Administrator section of this report.

### ***Village of Mamaroneck***

In the Village of Mamaroneck, the Clerk-Treasurer's Office serves as both the fiscal and clerical headquarters of the Village. The Clerk-Treasurer, a full-time appointed position, is the Village's Chief Fiscal Officer and Clerk. The duties fulfilled by the appointee include accounting of all Village revenues and expenditures; assisting the Village Manager in

annual budget preparation and submission; attending all Village Board of Trustees meetings and recording minutes; keeping records of all Village Board of Trustee legal actions and resolutions; and maintaining custody of the Village seal, books, records and all official reports of the Village. The Village Clerk-Treasurer dedicates a slight majority of his time to dealing with treasury functions, reporting a 60-40 ratio between financial versus clerk duties.

Of the employees working for this department, five are full-time and one is part-time. The full-time employees include:

- the Clerk-Treasurer, who is in charge of overseeing all office operations and interfacing with the Village Board of Trustees and Village Manager;
- the Deputy Village Clerk, whose duties include taking and publicizing all minutes at public meetings, answering to needs of residents as they relate to Clerk's Office services at the office windows and by telephone;
- the Deputy Village Treasurer, who provides Village finance-related window and telephone support to residents and maintains the Village's general ledger;
- a Senior Accounts Payable Clerk who maintains the Village Abstract and processes and records all department purchases; and
- one Deputy (Intermediate) Account Clerk who is charged with keeping all minutes at budget- and finance-related meetings and hearings, answering resident questions at the office's windows, and answering phones.

One part-time Payroll Clerk maintains payroll information by collecting, calculating and entering data; updating payroll records; preparing reports; and determining payroll liabilities.

Among the services provided (and records maintained) by the Village of Mamaroneck Clerk-Treasurer's Office are:

- Annual parking permits;
- Dog licenses;
- Burial permits;
- Senior citizen taxi coupons; and
- Vital statistics (birth and death certificates).

The clerk's offices in both the Town of Rye and Town of Mamaroneck furnish residents with other licenses and permits, including those for hunting and fishing.

The Village Clerk-Treasurer's Office also maintains an indexed record of all notices of defect reported to the village. In addition to these functions, the Clerk-Treasurer is designated as the Records Management Officer and Records Access Officer for handling Freedom of Information requests.<sup>20</sup>

In terms of treasury functions, the office issues monthly, quarterly and annual reports to document the financial status of Village government. The office also maintains all Village accounts in conformity with generally accepted accounting principles; directs the Village's treasury and debt management; and processes all vendor claims and the bi-weekly payroll.

The office is also responsible for the bi-annual collection of Village property taxes and acts as the collection agency for library district taxes.<sup>21</sup> Village taxes are collected in June and December of each year. Property owners may pay their tax bills either in person at Village Hall or by mail. In March, the Clerk-Treasurer's Office conducts a tax lien sale (via a bidding process) for all delinquent taxes incurred during the fiscal year. The office maintains the Village tax roll, processing payments and depositing them via an electronic lockbox banking service.

Because the office must levy and collect Village taxes, staff must also maintain record of all changes in status of ownership and zoning in the Village of Mamaroneck. Tax bills are mailed out once annually, before the first day of the June collection period. The statements include payments required for both the June and December installments, and must be paid by the last day of the month for the installment (July 1 and December 31). Tax collection months and the weeks thereafter (including June, July, December and January) see the highest volume of activity in the Clerk-Treasurer's Office, in terms of visits and calls from residents and staff workloads.

The office also serves a procurement role, providing support to all Village departments for purchases, including processing of receipts and grant funding.

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<sup>20</sup> According to the Fiscal Year 2012 Village of Mamaroneck budget, the Clerk-Treasurer's Office processed 188 FOIL requests in calendar year 2009.

<sup>21</sup> The Clerk-Treasurer's Office levies and collects only Village of Mamaroneck taxes. All other taxes in the Rye Neck portion are handled by the Town of Rye's tax collection office, including school district taxes (just for Rye Neck Union Free School District; not for the Mamaroneck School District), Westchester County taxes and Rye Town taxes.

In recent years, the Clerk-Treasurer's Office transitioned from keeping manual ledgers to keeping electronic ledgers, contributing to a reported increase in efficiency. As a result of efforts to digitize operations, the department was able to eliminate one full-time employee. Efforts continue to convert paper documents kept in an off-site records facility to digital formats in order to make more room in that facility and to further streamline office work. For instance, in FY 2010, the office automated accounts payable, purchase orders and payroll systems, and implemented a new coin accounting/tracking system for parking meter revenues. Also pending is implementation of online payment of Village property taxes. Another objective is to apply barcodes to all bills issued by the Village to reduce lockbox processing costs.

## Parks

The Rye community is home to a number of public parks, maintained by each of the municipalities. Within the Town of Rye and Village of Rye Brook, separate Parks Departments administer this responsibility; in Port Chester and Mamaroneck, the duties are carried out through their Departments of Public Works.

### *Town of Rye*

The Town of Rye's Department of Parks and Recreation oversees care and management of Rye Town Park (including Oakland Beach), Crawford Park and three Town-owned cemeteries. In addition, the department handles regular maintenance in and around Town Hall at 10 Pearl Street and other miscellaneous properties obtained by the Town through *in rem* proceedings.

The department employs one full-time parks foreman, whose salary is split 50/50 within the budget between the Department of Parks and Recreation and allocations for Rye Town Park operations. One other full-time staff member works in the capacity of assistant foreman, serving primarily as a maintenance worker. An additional full-time park attendant assists with overseeing grounds-keeping at Crawford Park.

Seasonal employees are retained each year during the warm weather months. Seasonals are tasked with grounds maintenance and event management at Crawford Park, as well as overseeing maintenance, landscaping and general labor at Rye Town Park. Approximately 70-75 additional seasonal employees are hired to serve as managers, cashiers, security officers, lifeguards and perform other miscellaneous functions needed at Rye Town Park during the warm weather season when park attendance is at its peak. Seasonal workers are typically hired for the period between Memorial Day and Labor Day, at which point they are laid off by the Town until the following year.

As noted, aside from maintenance work at the parks, all full-time and seasonal grounds-keeping staff are charged with additional grounds and parking lot maintenance responsibilities at Town Hall;<sup>22</sup> mowing and weeding at the three cemeteries located in Rye Town;<sup>23</sup> keeping miscellaneous properties held by the Town in accordance with code requirements;<sup>24</sup> and ensuring that the Town's four bridges<sup>25</sup> are smoothly paved and without potholes. Managers estimate that approximately 20 percent of staff responsibilities consist of such non-parks upkeep; the majority of staff time is spent keeping Rye Town Park and Crawford Park clean and groomed. The Town also engages outside vendors to provide certain parks-related maintenance services, due to limited and/or aging capital equipment.

### ***Crawford Park***

One of the two Town-owned parks, Crawford Park, spans approximately 36 acres between North Ridge Street and Lincoln Avenue in the Village of Rye Brook. It features gardens, lawns, woods, a walking/jogging path, playing fields, a picnic pavilion, a playground and an early-20th century mansion. Edna and Everett Crawford were the original owners of the estate and donated it to the Town of Rye upon Mrs. Crawford's passing in 1971. The mansion, pavilion and playing fields are available for Town residents to rent for events through the Department of Parks and Recreation.<sup>26</sup> The Friends of Crawford Park, a not-for-profit 501c (3) volunteer organization, formed in 1996 to assist with park beautification and preservation efforts and has aided in garden restoration and worked with the Rye Town Council to create the park's half-mile path. The Friends also help to administer the Crawford Park Family Tree program, which was launched in 1992 and allows families to donate trees in memory of loved ones or to honor special occasions.

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<sup>22</sup> Duties necessary for maintenance of 10 Pearl Street, where Rye Town Hall is located, include trash collection, parking lot cleaning, and painting, cleaning, and other basic maintenance of the interior. All major maintenance work needed is contracted out, including significant tree work.

<sup>23</sup> Cemeteries are a bi-weekly landscaping responsibility.

<sup>24</sup> The number of Town-held *in rem* properties in need of maintenance varies. Seasonal workers perform landscaping and trash cleaning work to keep these properties up-to-code, visiting each of them once every two weeks.

<sup>25</sup> All bridges located in the Town of Rye are in the Rye Neck section of the Village of Mamaroneck. The Village of Mamaroneck covers snowplowing on the bridges during winter months.

<sup>26</sup> To reserve park space, individuals must be Town residents (or be sponsored by one).



Two full-time employees are tasked with upkeep of Crawford Park – an assistant foreman and park attendant.<sup>27</sup> Their responsibilities include performing routine maintenance work such as cement mixing, paint scraping and other necessary labor. Three seasonal employees supplement Crawford Park operations during the warm-weather months: two workers perform landscaping and grounds maintenance work, and an additional employee handles parties hosted at the mansion and pavilion. Formerly, a caretaker was enlisted by the Department of Parks and Recreation to maintain residence at a cottage on the park’s grounds and supervise park activities and safety, with room and board provided by the Town in lieu of a salary. However, this position is currently vacant.

Although the Town has primary maintenance responsibilities for Crawford Park, the Village of Rye Brook’s parks staff collaborate regularly. Equipment and staff are shared as necessary when the Town is in need of extra support. Specific efforts such as blacktopping work, aerating and seeding grass, and special projects have been tackled jointly by the two departments. The partnership reflects not only Crawford Park’s location within the Village of Rye Brook, but also the fact that a large number of park patrons are Rye Brook residents. Moreover, the Village of Rye Brook uses Crawford Park for its recreation programming.

### ***Rye Town Park***

Rye Town Park, a 62-acre preserve on the Long Island Sound, offers a unique history and governance structure. Located at the far-east end of Oakland Beach Avenue, the property is not located within the Town of Rye. Rather, it is located within the City of Rye – an area that was within the Town until the City was separately chartered in 1942. Following the City’s chartering, the Town retained ownership and maintenance of Rye Town Park.

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<sup>27</sup> The Town recently approved an outsourcing program for maintenance of Crawford Park and other Town properties. The goal is to sign a contract with an outside landscaping firm to handle upkeep, which officials estimate could produce aggregate savings of \$50,000 for the Town. Crawford Park seasonal workers would likely be eliminated, and the number of seasonal workers employed at Rye Town Park would likely be reduced.

The park was established by an act of the New York State Legislature in 1907, with the main buildings completed in 1909. Although the Town provides primary park maintenance functions, the facility is technically governed by the six-member Rye Town Park Commission, which includes the Supervisor of the Town of Rye; the Mayor of the City of Rye; the Mayors of Rye Brook and Port Chester; and one additional commissioner each from the City of Rye and Town of Rye. The Commission meets monthly and administers the policies and procedures governing the park and its usage.

The park's finances are another unique aspect. As a Town facility, the Town funds park and beach maintenance, offsetting revenues taken in by the park. For the most recently-audited fiscal year ending December 31, 2010, the park generated approximately \$985,000 in revenue, mainly through gate fees, parking fees and rental income. However, the park has regularly run an annual operating deficit since at least the mid-1990s. For the year ending December 31, 2010, the shortfall was nearly \$100,000.<sup>28</sup> Under the current structure, the Town of Rye and City of Rye are responsible for bridging any operating deficit, with the Town paying 51 percent of the gap and the City underwriting the other 49 percent.

**Table 16:**

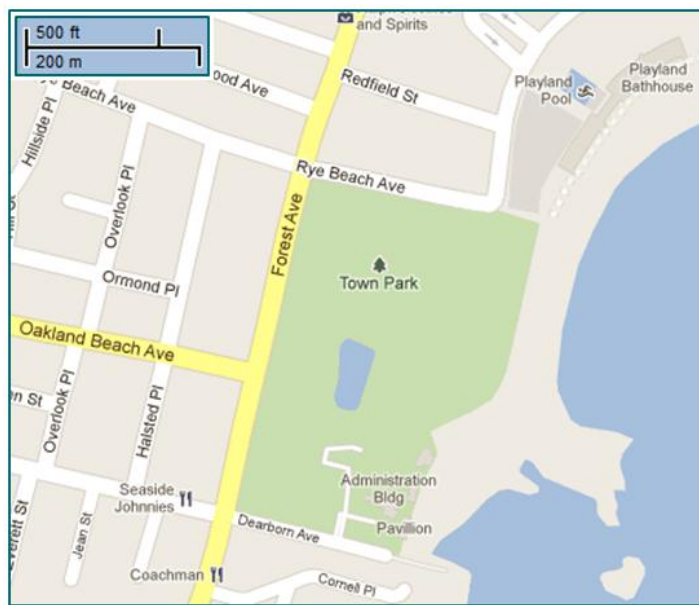
Rye Town Park Revenues, 2010-2011

(Source: Town of Rye)

	Audited 2010	Budgeted 2011
Rental Income	\$84,413	\$90,000
Parking Fees	\$335,847	\$305,621
Gate Admission	\$451,294	\$403,678
Investment Income	\$509	\$500
Permits	\$60,530	\$68,000
Other Income	\$52,767	\$52,576
<b>Total</b>	<b>\$985,360</b>	<b>920,375</b>

The park is heavily used by non-Town residents. Data from 2010 indicate that approximately 87 percent of Rye Town Park users did not reside in the Town, coming from other locations in Westchester County.

<sup>28</sup> The size of the operating deficit has declined over each of the past several years.



Rye Town Park contains 28 acres of lawns and lit paths which include benches, shade trees and landscaped vegetation; a duck pond; a 1,200-foot beachfront; and a parking area. The public swimming area – one of the park’s major attractions – covers 34 acres. A main building complex situated on the park’s grounds encompasses a two-towered administration facility, two large park pavilions and service center. A beachfront restaurant borders the park on Dearborn Avenue, along with two beach snack bars. The park’s grounds additionally include three restroom locations, two barbecue grill areas and a lifeguard station/first aid center.

The park’s beach swimming season opens annually on the Friday prior to Memorial Day and runs through Labor Day. Lifeguards are on duty and swimmers permitted to enter the waters from 9:00a through 5:00p daily. During the off-season, the beach is open but swimming is not permitted, and there is no charge for beach or parking access. During the season, beach admission is open to everyone, and residents of the City of Rye, Port Chester, Rye Brook and Rye Neck are able to purchase season permits that provide discounted parking and beach access. Both non-permit-holding residents and non-residents are charged daily admission fees, with Rye Town residents paying a discounted rate. Parking and beach rates vary from the daytime to evening, except on Wednesday evenings when Westchester County hosts fireworks displays at the neighboring Playland Amusement Park.<sup>29</sup> Annually, more than 20 trained and certified lifeguards are hired by the Town’s Department of Parks and

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<sup>29</sup> Rye Playland is the only amusement park in the nation that is owned and operated by the government. Run by the Westchester County Park Commission, it has been in existence since 1928.



Recreation as seasonal employees to monitor swimmers' safety and to determine and mark off permitted swimming areas.

### ***Village of Port Chester***

Parks maintenance in the Village of Port Chester is handled through the Department of Public Works. For additional information, see that section of this report.

### ***Village of Rye Brook***

Parks maintenance in the Village of Rye Brook is handled by a separate Department of Parks and Recreation. The *parks maintenance staff division* of the department is staffed by four full-time employees: one parks foreman and three parks attendants (Note: Additional staff handle the department's *recreation functions*, as detailed in that section of this report). Although the workforce has been supplemented in the past with seasonal help, temporary seasonal positions have not been utilized in the past several years.

There are a series of parks and active/passive recreational facilities within Rye Brook for which the department is responsible. Notably, Crawford Park – located within the Village of Rye Brook – is owned and maintained by the Town of Rye, and although the Village utilizes it for certain recreation programming, the Parks Department is not responsible for its maintenance. The facilities for which the Village of Rye Brook's Parks Department is responsible include:

- Pine Ridge Park – Located at the corner of Latonia Drive and Mohegan Lane, the Village-owned Pine Ridge Park includes two youth baseball/softball fields; two-and-one-half basketball courts; a tennis court facility; a playground area and bathrooms.
- Garibaldi Park – Located on Garibaldi Place adjacent to the Posillipo Community Center, the Village-owned Garibaldi Park contains a tennis court; two basketball courts; a little league baseball field; playgrounds and bathrooms.
- Rye Hills Park – A passive park located behind Crawford Park off Parkridge Court, Rye Hills Park includes a walking path and basketball court.
- Harkness Park – Located adjacent to Blind Brook High School on King Street, Harkness Park includes tennis courts and open field areas.
- Two other properties – Magnolia Park and Rich Manor Park – are passive in nature, with open field areas.

- Rye Brook / King Street Athletic Fields – Opened in 2006, this property includes a synthetic turf soccer/football/lacrosse/field hockey field as well as a synthetic turf softball field.

Grass areas at all of the parks are mowed by the Parks Department at least weekly (and occasionally twice/week). Daily responsibilities include maintaining ball fields, collecting refuse and cleaning bathrooms. In the fall season, leaf collection is a daily responsibility. Notably, even facilities with synthetic turf (*e.g.* Rye Brook / King Street Athletic Fields) have grounds around them that require maintenance.

Technically, Rye Brook’s Parks and Public Works operations are separate village departments. However, they interact regularly and share capital and staff resources on an as-needed basis. Facilitating this cooperative relationship is the fact that the two departments operate out of the same “hub” location (albeit in separate buildings). This close interaction breeds a working relationship between the two departments. For example, the Highway Department has access to larger-scale capital equipment that is utilized for parks work as needed; further, parks personnel will assist Public Works as manpower needs require, particularly in the fall and winter seasons for tasks such as plowing and the cleaning of catch-basins.

The Parks Department’s capital fleet includes two 550-trucks, one 350-truck, a Chevy 2500 (which is in the process of being replaced), a backhoe, multiple pieces for grass-cutting, and two transport trailers. Like Public Works, the Parks Department does not have capacity to store all of its capital equipment under cover.

## ***Village of Mamaroneck***

Parks maintenance in the Village of Mamaroneck is handled through the Department of Public Works. For additional information, see that section of this report.

## **Elected Government**

Each municipality has its own group of elected officials responsible for serving executive and legislative functions. Collectively, the four governments include four elected chief executives and eighteen legislators.

## ***Town of Rye***

The Town is governed by a four-member elected Council and an elected Town Supervisor, each of which are part-time positions.

## ***Village of Port Chester***

The Village of Port Chester is governed by an elected Mayor and elected six-member Board of Trustees.

## ***Village of Rye Brook***

The Village of Rye Brook is governed by an elected Mayor and elected four-member Board of Trustees.

## ***Village of Mamaroneck***

The Village of Mamaroneck is governed by an elected Mayor and elected four-member Board of Trustees.

## **Administration**

The Town and Villages provide administrative functions independent of one another, and with slight variations in structure.

## ***Town of Rye***

The Town of Rye's central administrative responsibilities are handled by a single full-time employee – the Confidential Secretary. The position functions out of the Town Supervisor's office, and serves a coordinating administrative role over Town departments. No additional support staff is expressly allocated to the department.

## ***Village of Port Chester***

The Village of Port Chester operates under a Village Manager, charged with administering day-to-day operations of the Village. As chief administrative officer, the Village Manager oversees Village staff, services and departments.<sup>30</sup> In this capacity, key responsibilities of the manager include preparing the annual budget, reporting to the Board of Trustees on Village financial and operational issues, and informing Board decisions on key Village matters. A full-time Assistant to the Village Manager supports the office.

## ***Village of Rye Brook***

Central administration responsibilities in the Village of Rye Brook are vested in a Village Administrator position. The Administrator's office is charged with supervising Village departments, employees and services; preparing the annual budget at the direction of the Village Board; and

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<sup>30</sup> The sole exception is the Village Police Department.

informing Board decisions on key Village matters. Notably, the Village of Rye Brook Administrator's office also functions as the Village Clerk, handling Board agendas and documents, maintaining Village records, issuing legal notices for meetings and Village business, and serving a general public interface role.

The Village Administrator's office is staffed by a single full-time Village Administrator, supported by a full-time Assistant Administrator and a full-time clerical position. The Village estimates that 80 percent of staff time is attributable to administration-specific responsibilities, with the other 20 percent attributable to clerk responsibilities.

### ***Village of Mamaroneck***

The Village of Mamaroneck operates under a Village Manager, who exercises supervisory responsibility over day-to-day operations of all Village departments.<sup>31</sup> The Village Manager serves as chief administrative officer, overseeing personnel and budget development/management, as well as informing the Village Board on key Village matters. The office is staffed by a full-time Village Manager, a full-time Assistant Manager, a full-time secretary, and a part-time clerical employee.

## **Financial Administration**

General financial administration is handled by the Town and Villages independent of one another.

### ***Town of Rye***

The Town of Rye employs one part-time Comptroller who serves as the Town's Chief Financial Officer and oversees the Town Finance Department. The Comptroller handles various financial responsibilities for the Town of Rye, including:

- Serving as the Budget Director and handling all budget preparation activities for the Town's annual operating budget;<sup>32</sup>
- Working with the Town Tax Receiver on the reconciliation of tax receivables that are collected;

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<sup>31</sup> The sole exception is the Village Police Department.

<sup>32</sup> The Town of Rye manages its finances on a calendar year basis, as opposed to the fiscal year schedules observed by the Villages of Port Chester, Rye Brook and Mamaroneck.

- Preparing and disseminating monthly reports detailing the status of tax receivables;
- Ensuring that all Town funds are accounted for;
- Receiving all payments owed to the Town by approving vouchers for accounts payable;
- Accounting for and electronically disbursing monies collected by the Tax Office to local school districts, Westchester County and the Villages of Port Chester, and Mamaroneck; and, in general,
- Managing all cash flow operations.

The Comptroller also coordinates and manages the Town's contractual relationship with an outside accountant and auditors by preparing schedules and meeting with them regularly for the annual audit. The Comptroller begins the organization process for the annual audit each year in January. Meetings run through the first quarter of the year, ending in March.

Additionally in January, the Town Tax Receiver is collecting the second half of school district taxes; this means that the beginning of the calendar year carries tax receivable reconciliation duties for the Comptroller, on top of audit preparation activities. Tax collections take place in September, as well.

During the second quarter of the calendar year, the Comptroller schedules and begins facilitating monthly meetings with the Villages and school districts in regards to tax receivables that are outstanding. Because the Town guarantees collections, the Comptroller must carefully maintain receivables. For instance, in October 2011 the Comptroller worked with the Tax Receiver on overseeing collection of September school district taxes which cover the first half of the year. The second half would be billed in January 2012. After such collections take place, the Comptroller and Tax Receiver follow a procedure of notifying the school districts and electronically transferring collected funds. The Town Tax Office follows up with property owners whose tax bills are outstanding at regular intervals until payments are made. If payments are not made by July 31, a lien is filed with the County (and *in rem* proceedings may be initiated in some cases). The Comptroller manages the receivables and prepares monthly reports on their status. Annually, as much as \$4 million can remain outstanding in delinquent property taxes.

The Town Comptroller shares an office with the outside accountant at Rye Town Hall. The office is where all the Town's financial records are filed and kept.

## *Village of Port Chester*

The Village of Port Chester Department of Finance is staffed by three full-time employees, including a Village Treasurer appointed by the Mayor and Board of Trustees, an Intermediate Account Clerk who handles payroll, and an Office Assistant. A Senior Bookkeeper was employed by the department until the last fiscal year, but this position was not included in the 2012 budget. The office employs one part-time Intermediate Clerk who spends 21 hours/week working in the department.

The size of this department has been reduced in recent years. Prior to 2011, the Village Treasurer also oversaw two full-time employees who managed the Village's Section 8 Housing Assistance Program. However, this service was transferred to Westchester County and the Village's 2010 audit report highlighted the service transfer as being responsible in large part for budget savings of greater than \$53,000. Similarly, a Deputy Treasurer worked for the department through 2009, but the position was eliminated due to budget cuts. The Village Board of Trustees is currently considering reinstating the position to more evenly distribute the department's workload among employees.

The Village Treasurer serves as Chief Fiscal Officer for the Village and, as such, oversees the preparation of the Village budget and complies with the audit report process every year. The Village Treasurer also serves as Treasurer of the Village of Port Chester Industrial Development Agency. The Finance Department manages all bookkeeping and financial reporting, administers the payroll and employee benefits process, collects and distributes revenues, and is responsible for all accounts payable and receivable. Department heads submit receipts and bills to the Department of Finance where they are recorded in a computer system for budget and audit purposes; this is true in all cases except for the Port Chester Police Department, which processes its own vouchers and receipts, which are then reviewed by the Department of Finance. In addition to these functions, the Department of Finance manages budgets and borrowing activities for all Village capital projects.

Accounts receivable include all Village Court fees and fines turned over to the Department of Finance, and utility taxes and franchise fees for business operations within the Village, as well as other miscellaneous items. The Department of Finance also handles amounts due from other units of government, payments in lieu of taxes (PILOTs), and all interfund transfers.

Recently, the office has begun administering regular independent review and approval of bank reconciliations and has heightened internal controls after recommendations in its most recent independent audit report.

## ***Village of Rye Brook***

The Village of Rye Brook Finance and Treasury Department is staffed by four full-time employees. They include the Village Treasurer, the Deputy Village Treasurer, a Junior Accountant and an Intermediate Account Clerk. One part-time Office Assistant handles some administrative duties.

The Finance and Treasury Department handles all finance-related responsibilities of the Village, including accounting, disbursement and investment of all Village funds. The Village Treasurer serves as the Village's Chief Financial Officer and, as such, is responsible for preparing the annual budget in coordination with the Village Administrator, managing accounts receivable and payable, managing capital financing and borrowing, overseeing the Village's payroll process, overseeing all accounting activities and electronic data processing, and managing Village cash. Treasury Department employees also prepare financial reports for the Village and for fellow departments as necessary, and keep records tracking all Village financial activities.

In the fiscal year ending in 2012, the Treasury Department's budget increased by approximately six percent to cover costs of mandated Government Accounting Standards Board Statement 34 (GASB-34) compliance, required every three years, and also due to a slight increase in the cost of contractual tax collection services furnished by the Town of Rye.

## ***Village of Mamaroneck***

Financial administration duties in the Village of Mamaroneck are handled by the Village Clerk-Treasurer's Office. For more detail, refer to the Clerk section of this report.

## **Police**

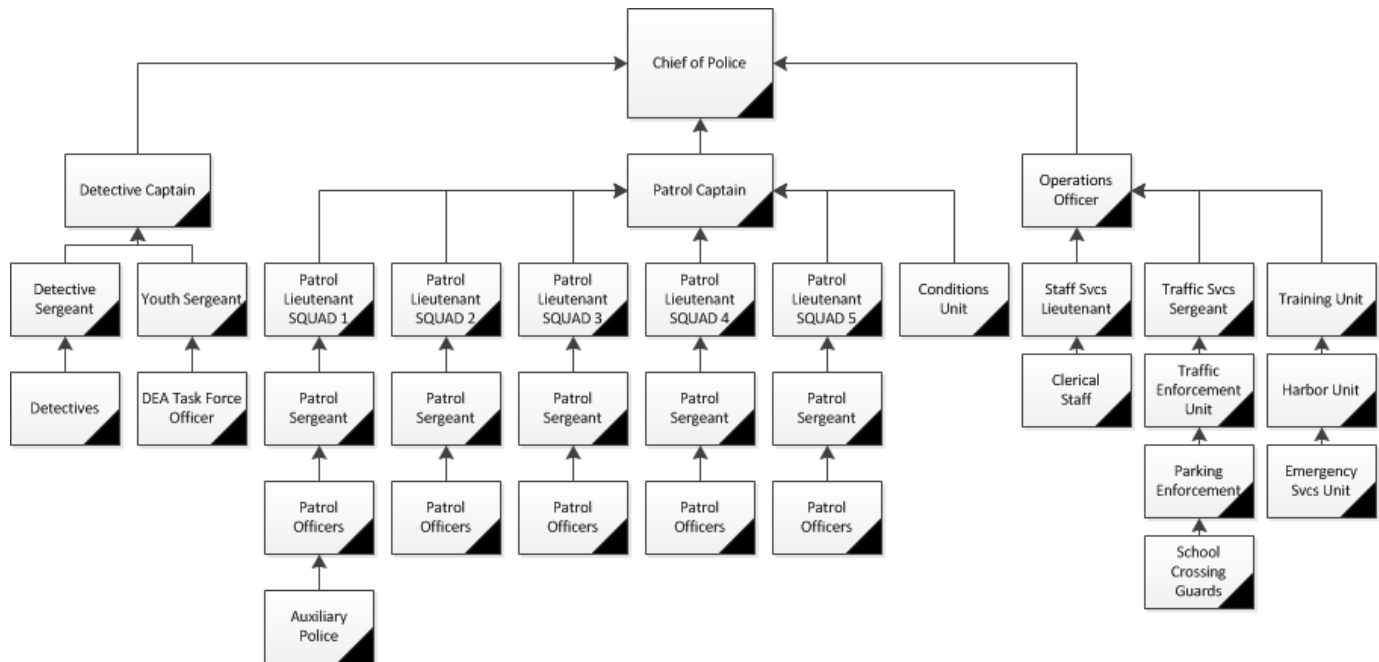
Police services in the community are provided separately by each of the three Villages. The Town of Rye has no responsibility for police services. The Villages of Port Chester and Rye Brook share the same radio frequency (along with Rye City); the Village of Mamaroneck's Police Department operates on a separate frequency.

## ***Village of Port Chester***

The Village of Port Chester's Police Department is the largest municipal police department in the community, slightly bigger than the Village of Mamaroneck's. Port Chester's department consists of 58 sworn personnel, assigned as follows:

- One chief;

- Six lieutenants;
- Two captains;
- Six sergeants;
- Five detectives; and
- Thirty-eight officers.



The department also includes a full-time secretary, four part-time parking enforcement officers, one full-time parking enforcement officer, and four part-time typist employees that transcribe dictated police reports.

The department operates out of a single station, which is separate from Village Hall. The station is located at 350 North Main Street, in a facility shared with the Village court.

Port Chester PD has contracted in size over the past decade. Since 2003, the department has reduced 9 positions through attrition. Notably, prior to the 1982 incorporation of the Village of Rye Brook, a then-Rye Town Police Department worked out of the Port Chester PD station with its own officers. Port Chester PD actually administered the Rye Town police under that previous model, since Rye Town PD had no sworn staff over the rank of officer.

Port Chester PD operates with five patrol squads, each of which works eight-hour shifts. Three squads work an 8:00a to 4:00p “day” shift and a 4:00p to 12:00a “evening” shift; the other two work a steady midnight shift of 12:00a to 8:00a. The detective division staffs day and evening shifts Monday through Friday. The department’s organizational structure



includes a traffic division (with an assigned traffic sergeant and bicycle officer); an officer assigned to the County's DEA Task Force; and an officer assigned seasonally to provide DARE programming in the Port Chester School District. Further, nineteen part-time school crossing guards are budgeted under the Police Department.

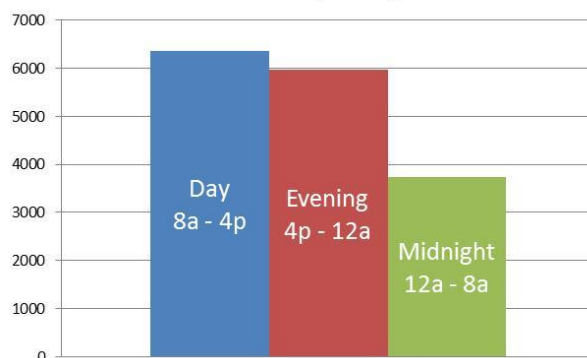
The department serves a highly-dense area, with more than 28,000 residents occupying approximately 2.5 square miles.

In calendar year 2010, the Department's call volume was over 16,000, broken out as follows:

**Table 17:**  
Calls for Service, Port Chester Police Dept  
January 1, 2010 through December 31, 2010  
(Source: Port Chester PD)

	# of Calls	% of Total
General Aid	1,628	10%
Accidents	1,286	8%
Alarm/Burglar	1,049	6%
Dispute	677	4%
Disperse Group	566	3%
Noise General	513	3%
Scofflaw	436	3%
Vehicle Towed	387	2%
Security Detail	374	2%
School Crossing	366	2%
Fire Dept Response	360	2%
Prisoner Detail	317	2%
Disturbance	308	2%
Private Boot	299	2%
Other/Misc	7,638	47%
<b>Total</b>	<b>16,204</b>	<b>100%</b>

**Port Chester PD Calls for Service**  
Distribution by Time, 2010



Informal mutual aid is common with the Village's municipal neighbors, both in the Village of Rye Brook and the City of Rye. In fact, all three departments share the same radio frequency.

The Department handles its own dispatch service on a 24/7 basis. Dispatching is handled by the on-duty desk sergeant.

Criminal court is held in the Village three days per week; traffic court is one evening and one day per week.

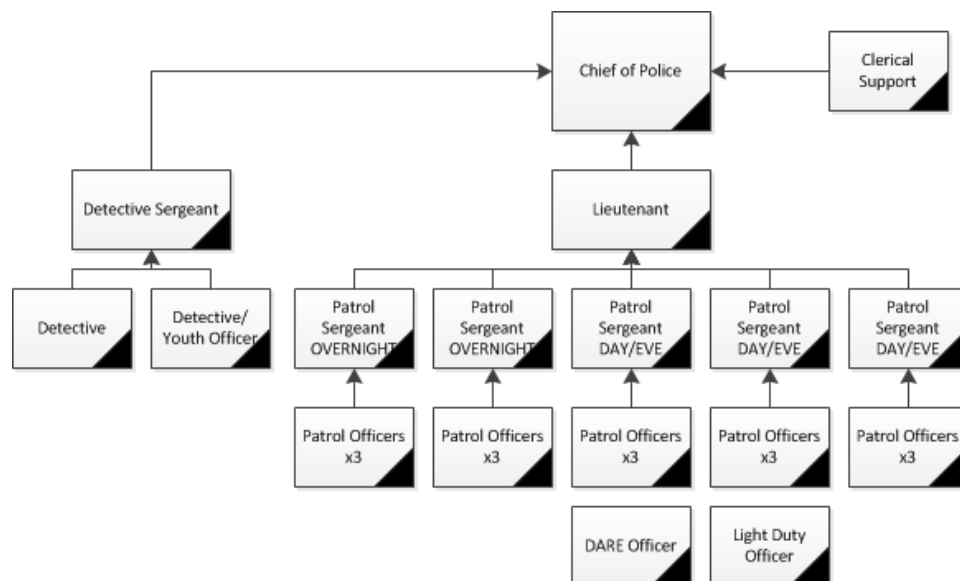
### ***Village of Rye Brook***

Of the three village police departments in the community, the Village of Rye Brook's is the smallest, comprised of 27 sworn employees and one civilian administrative support position.<sup>33</sup> All are full-time titles. The sworn workforce includes the following:

- One chief;
- One lieutenant;
- Six sergeants;
- Two detectives; and
- Seventeen officers.

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<sup>33</sup> The department budget also includes approximately eight part-time school crossing guards.



The department has maintained approximately the same size over the past ten years, having eliminated a single sworn position over that time period. Due to injuries and light duty, the department has consistently worked with a sworn complement of 25.

The department operates out of a single station, located at Village Hall on King Street in Rye Brook.

Shifts are structured such that three squads of four staff are responsible for staffing the day shift – 7:30a to 3:30p – and the evening shift – 2:30p to 10:30p. Each squad is comprised of a sergeant and three officers. In addition, two squads (each with a sergeant and three officers) staff the 10:30p to 8:30a night shift. The shift overlap from 7:30a to 8:30a provides a double squad during the morning “rush hour;” similarly, the shift overlap from 3:30p to 4:30p provides a double squad during the school release.

As the night shift is a 10-hour tour, those squads work four days on, four days off. Those on the day schedule work five days on, followed by two days off; the evening schedule works five-on, three-off.

Of the sergeant positions, five serve in the capacity of patrol sergeants (*i.e.* one for each of the three day/evening squads, and one for each of the two night squads), while the sixth serves as a detective sergeant.

Of the two detectives, one also serves as the department’s youth officer. Detectives work a straight days schedule of Monday through Friday, 8:00a to 4:00p, although remain on-call for incidents that occur outside of

normal business hours. The department has a minimum manpower level of three sworn per shift, including both officers and sergeants.

The chief and lieutenant positions are exempt titles. A single collective bargaining agreement covers all other sworn command and line personnel.

Rye Brook's Police Department is involved mainly in service calls, including medical/ambulance assistance and quality of life violations. As code enforcement is a key issue to the Village, the department will issue violations on code matters impacting rights of way. In addition to standard patrols, the Rye Brook Police Department has a presence in each of the Village's park and recreational facilities, as well as the Town-owned Crawford Park.

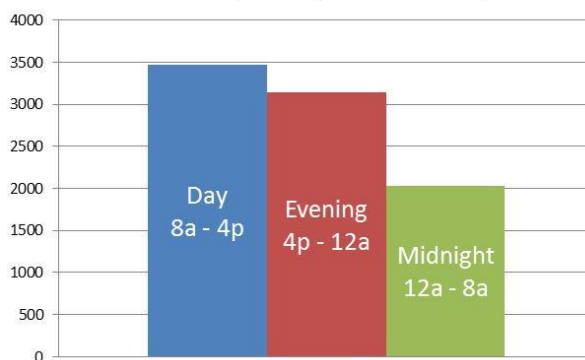
The department does not typically see a large number of violent felony ("Part 1") calls. Rye Brook's three shopping centers and business district close mid-evening, depressing the level of service demand in the late evening and overnight hours.

In the 12-month period from October 2010 through September 2011, the Department reported 6,512 calls for service, broken out as follows:

**Table 18:**  
Calls for Service, Rye Brook Police Dept  
January 1, 2010 through December 31, 2010  
(Source: Port Chester PD)

	# of Calls	% of Total
Alarm/Burglary	825	13%
Aided Case	776	12%
Vill Ord Violation	715	11%
Directed Patrol	431	7%
Vacant House Chk	343	5%
Auto Accident	295	5%
Coyote Sighting	167	3%
Traffic	143	2%
911 Hangup	131	2%
Fire Alarm	102	2%
Suspicious Auto	98	2%
Other/Misc	152	38%
<b>Total</b>	<b>6,512</b>	<b>100%</b>

**Rye Brook PD Calls for Service**  
Distribution by Time, Oct '10 to Sep '11



The department provides DARE programming at the elementary and middle school levels within the Blind Brook School District; the Port Chester PD handles similar programming within the Port Chester School District.

Informal mutual aid is common across the Village's borders, with Rye Brook officers regularly assisting neighboring departments in Port Chester and Rye City. This collaboration is furthered by the fact that the three departments share the same radio frequency. The Department handles its own dispatch service on a 24/7 basis. Dispatching is done by a sworn police officer – either a sergeant or officer.

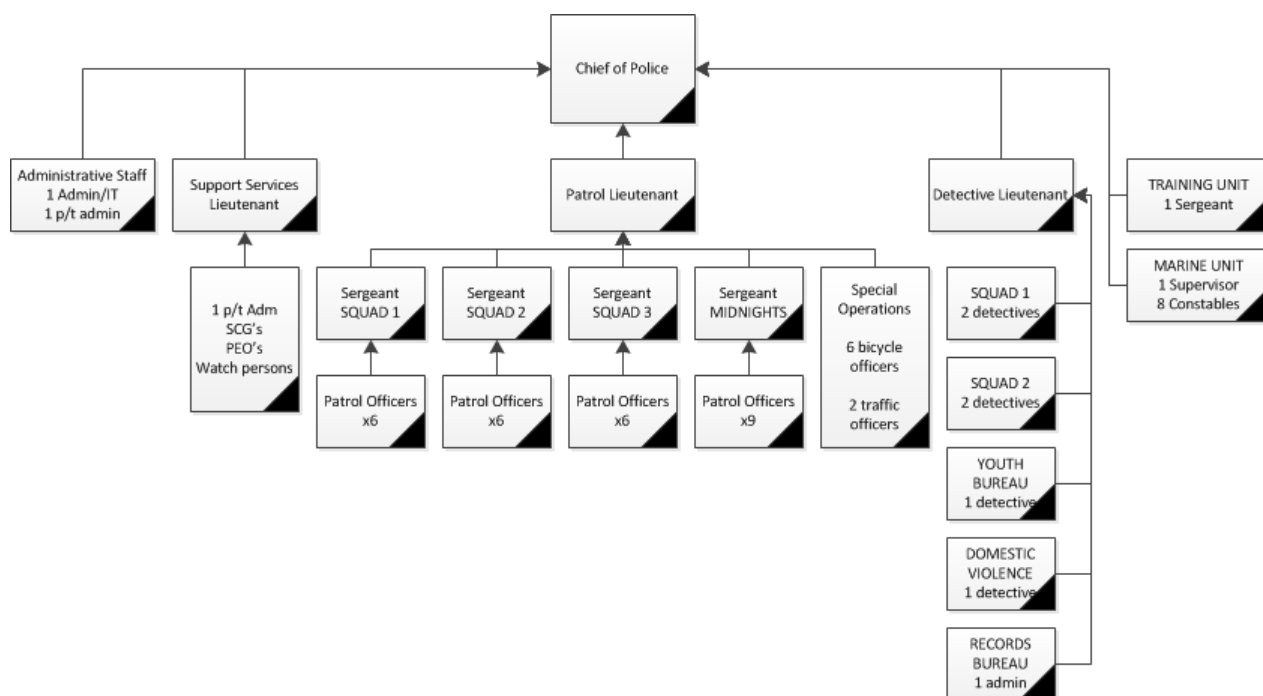
As noted in the “Justice Court” section of this report, court services (both criminal and civil) for the Village of Rye Brook are provided by the Town of Rye. This impacts the Rye Brook Police Department as far as the processing of traffic tickets and criminal proceedings. Traffic court is held one evening per week; criminal court is one morning per week.

## ***Village of Mamaroneck***

The Village of Mamaroneck's Police Department includes a sworn workforce of fifty-one, plus certain civilian administrative support positions. The total staff size of Mamaroneck PD has remained roughly flat for the past ten years. Certain specialized units have been added, including a bicycle unit and traffic division. Sworn titles are distributed as follows:

- One chief;
- Three lieutenants, one of which supervises the detective unit;
- Five sergeants, of which four are patrol sergeants and one is in charge of training;
- Six detectives; and

- 36 officers.<sup>34</sup>



Support staff positions include three full-time employees and one part-time employee, providing clerical support to the chief and the department generally; administering records; and handling information technology. The department also includes several parking enforcement officer positions.

Mamaroneck PD operates out of a single station, located at 169 Mount Pleasant Avenue in Mamaroneck, in a facility shared with the Village court and building department.

Officers work eight-hour shifts. A majority of officers work a schedule of five-on, two-off, five-on, three-off, where the first tour is a day shift of 8:00a to 4:00p and the second tour is an evening shift of 4:00p to midnight. The remaining officers work a straight overnight shift of midnight to 8:00a. At any given time, the department will have a minimum of four-to-five cars on the road.

Lieutenants work straight day shifts of 8:00a to 4:00p Monday through Friday. Members of the detective unit will rotate 8:00a to 4:00p and 3:00p to 11:00p shifts Monday through Friday.

<sup>34</sup> There is currently one vacancy. Note that the department also has seven constable positions which have peace officer status.

The Village of Mamaroneck PD shares a radio frequency with the Town of Mamaroneck and Village of Larchmont police departments.

The Department handles its own dispatch service on a 24/7 basis. Calls for service come to the police desk and are dispatched by a uniformed officer.

Traffic court is held on Tuesday mornings; criminal court is convened on Thursday mornings.

## Fire

Fire protection services in the community are provided entirely through the three Villages, each of which has its own fire department. As the entirety of the Town is covered by incorporated Villages (which, under state law, are required to provide for fire service), Rye Town government is not otherwise involved in the provision of any fire protection service. Notably, emergency medical service (EMS) is provided cooperatively by the Port Chester-Rye-Rye Brook Volunteer Ambulance Corps, pursuant to an agreement among the City of Rye, Village of Rye Brook and Village of Port Chester.

### *Village of Port Chester*

Port Chester has a combination paid/volunteer Village Fire Department operating out of four firehouses. The department includes 11 paid firefighters, supplemented by seven volunteer companies under the command of a volunteer chief and two assistant chiefs. The department provides 24/7 coverage within Port Chester.

### *Village of Rye Brook*

Fire services in Rye Brook are provided in partnership with Port Chester. Although the Village of Rye Brook has its own fire department, the service is technically under the command and control of the Port Chester Fire Chief. Rye Brook has eight paid firefighters (two squads). Under a contract the Village of Rye Brook has with the Village of Port Chester, these fire personnel report to the Village of Port Chester Fire Department. Pursuant to the contractual arrangement, each of the two squads of paid firefighters staff a single Rye Brook fire station on a “three days on, three days off” basis from 7a to 7p daily; outside of that time window each day, the Port Chester Fire Department assumes full responsibility for delivery of fire protection services in Rye Brook.

### *Village of Mamaroneck*

The Village of Mamaroneck operates its own volunteer fire department. Headquartered at 146 Palmer Avenue, the department utilizes five

companies based out of four fire stations (including the headquarters location) to serve the Village.

## **Building Code / Safety Inspection**

Building code and inspection services are provided by each of the three Villages. The Town is not involved in code or inspection functions. Functionally speaking, the Villages' operations have the same responsibilities, including the following:

- Administration of central land use-related tasks;
- Performance of fire and property safety inspections and issuance of permits for electrical, plumbing, alarm system and related work;
- Review of building and construction plans to ensure compliance with both State and Village codes;
- Issuance and tracking of all general building permits; and
- Enforcement of Village code and ordinances, and handling complaints related thereto.

### ***Village of Port Chester***

Technically, the Village of Port Chester has two separate departments handling these functions – a Department of Code Enforcement and a Building Department. But practically speaking, the functions operate under a single administrative umbrella. Both are administered by the Assistant Village Manager, supplemented by technical and office support personnel. The two departments are undergoing an organizational transition which will more effectively segregate the duties of building inspection and code enforcement. The Village processes approximately 1,500 to 2,000 permits annually; it also has a relatively heavy court caseload, with eight court dates per month and approximately 200 cases pending at the present time.

The Code Enforcement Department has formal hours of 9a to 5p Monday through Friday; the Building Department is open 9a to 1p Monday through Friday.

Under the Code Enforcement Department, the current staff structure includes:

- Two full-time fire inspectors;
- One part-time fire inspector;
- One full-time code enforcement officer;



- One full-time clerk; and
- One full-time administrative intern.

Under the Building Department, the current staff structure includes:

- One full-time planning/development director and an outside planning consultant (to facilitate the departmental transition);
- One full-time building inspector and an outside building consultant (to facilitate the departmental transition);
- One full-time senior office assistant;
- One full-time seasonal junior account clerk; and
- One full-time administrative intern.

### ***Village of Rye Brook***

In Rye Brook, a single Building Department provides both building and code enforcement services. The department is staffed by four full-time positions: two full-time inspectors, and two full-time office assistants. The Village processes roughly 900 permits per year, of which 300 are typically building permits and the others involve electrical, plumbing, mechanical and ancillary items. It also has an active Safe Housing Task Force that works with police and fire personnel. Because the Village of Rye Brook does not have its own court, the department uses the Rye Town Court twice per month.

### ***Village of Mamaroneck***

Similar to Rye Brook, the Village of Mamaroneck handles building and code enforcement functions out of a single department. The department processes approximately 1,000 total permits per year. The department is open from 9a to 4:15p Monday through Friday. The Building Department is staffed as follows:

- One full-time code enforcement officer;
- One full-time building inspector
- One part-time assistant building inspector;
- One full-time assistant building inspector;
- One full-time fire inspector; and
- Three full-time clerical personnel.

## **Public Works**

Each Village has its own Department of Public Works/Highways, responsible for maintaining streets, roads and other municipal infrastructure. In Port Chester and Mamaroneck, the DPW also handles general parks maintenance. The Town of Rye is not involved in general public works functions.

## ***Village of Port Chester***

The Village of Port Chester's Department of Public Works includes three service divisions: Highway services, sanitation and garage. Brief summaries of their functional responsibilities and staff structure are provided below. At present, there are limited instances of interaction between the Village's DPW and that of neighboring Rye Brook; however, Port Chester's DPW reports more regular sharing – including lending of equipment – with the Port Chester School District.

In total, the Department of Public Works utilizes approximately 160 pieces of equipment, approximately 75 percent of which is stored in open-air settings. Lawn equipment is stored at a garage facility in Lyons Park; the remainder of the fleet is based at 82 Fox Island Road. Key pieces include:

- Ten 6-wheel 3500-series dump trucks;
- Two pickup trucks;
- Four utility trucks;
- Two large dump trucks;
- Two one-man leaf loaders and 2 tag-along leaf loaders;
- Two street sweepers;
- Six salters with plows;
- A sewer jet;
- Two large front-end loaders;
- A backhoe;
- Two Bobcats; and
- Two bucket trucks.

### ***Highway Services***

The highway Services division is responsible for the maintenance of streets, parks and major infrastructure in the Village. In addition to attending to approximately 40 miles of Village streets, the division oversees road repairs, catch basins and manholes, stormwater management, tree maintenance, and the inside/outside maintenance (including grass cutting) of Village properties. This includes all Village parks. The division also ensures the adequate functioning of all street lights in the Village and its parks; paints street lines in the Village; and administers the Village's street sign network. Occasionally, the division will handle sidewalk repair, particularly in cases of tree root infiltration. Seasonally, the division has primary responsibility for snow removal from Village roadways.

The highway services division is staffed with fourteen (14) full-time employees, five of whom are primarily tasked with grass cutting during the non-winter months. The division has staff assigned to grass cutting

duties on a daily basis, covering Village properties, parks, island parks and monument park areas.

As noted, the Department of Public Works maintains the Village's parkland. These facilities include the following:

- Abendroth Park, located in the southeast corner of the Village. It features a picnic pavilion; a playground (which includes a younger children's play structure, a motorcycle swing rider, fire engines, an older children's play structure, a merry-go-round, and a tire swing); an adult softball field; and bathroom facilities.
- Columbus Park, located east of Ryan Avenue, west of I-95, and north of Fox Island. It includes a basketball court and two volleyball courts; a playground area with one large and one small play structure and a small rock climbing structure; a picnic pavilion with two picnic grills which require permits for use; a water spray play area open only during summer months; an artificial turf soccer facility requiring permits for use; and bathroom facilities.
- Edgewood Park, located on Grace Church Street between Alto and Greyrock. It includes one youth baseball field; a small playground structure; and two youth soccer fields.
- Lyon Park, the largest Village-owned park in Port Chester. Located northwest of the Village's downtown, it is bordered by King, Putnam and Parkway Drive. The park features a playground; two pavilions with picnic grills which require permits for use; two Little League fields requiring permits for use; and bathroom facilities.
- The Joseph Curtis Recreation Park, located north of the Village's downtown, not far from Lyon Park. The park is bounded by Putnam Avenue on the west, Locust Avenue on the East and Willett Avenue from the South. It includes one small playground structure with four swings; one adult baseball field and batting cage, which requires a permit for use; one roller skating rink; bocce courts with fencing and lighting; one full basketball court; and bathroom facilities.

### **Sanitation**

The sanitation division picks up solid waste, recycling and bulk trash in the Village of Port Chester. A general service funded through Village property taxes, the division runs each garbage route twice per week on Mondays, Tuesdays, Thursdays and Fridays, and also provides bulk and white goods pickup on Mondays. In addition, the division handles

garbage at Rye Town Park beach and Crawford Park, and will remove green waste as needed.

On pickup days, six sanitation trucks run routes with three employees on each vehicle. Although sanitation employees will be re-deployed as needed for plowing over the winter, they are otherwise dedicated to the sanitation function.

The sanitation operation utilizes a fleet of eight 10-wheel/31-yard sanitation trucks and two “split-hopper” recycling trucks.

### ***Automotive Garage***

The garage division is the third component of the Department of Public Works. Operating out of the facility at 82 Fox Island Road, staff of four full-time mechanics is tasked with maintaining all public works equipment and vehicles for other departments, including the police and fire fleets.

## ***Village of Rye Brook***

The Village of Rye Brook’s Department of Public Works is charged with maintaining approximately 33 centerline miles of Village-owned streets, along with stormwater drainage and sewers. Unlike DPWs in Port Chester and Mamaroneck, Rye Brook Public Works does not maintain parkland – that function is handled by a separate Village of Rye Brook Parks and Recreation Department. Still, the two departments interact regularly and share capital and staff resources on an as-needed basis. Facilitating this cooperative relationship is the fact that the Village’s DPW and Parks/Recreation Department operate out of the same “hub” location (albeit in separate buildings). This close interaction breeds a working relationship between the two departments. For example, the Highway Department has access to larger-scale capital equipment that is utilized for parks work as needed; further, parks personnel will assist Public Works as manpower needs require, particularly in the fall and winter seasons for tasks such as plowing and the cleaning of catch-basins.

The Public Works Department operates with a staff of 13 full-time employees:

- A Superintendent of Public Works, who also acts in the capacity of acting engineer, supported by one clerical staff member;
- A General Foreman;
- A Garage Foreman/Mechanic and two other mechanics (of which one serves in the capacity of half-mechanic, half-laborer); and
- Seven laborer/MEO staff.

The Department's primary responsibilities include road repairs, curbing, catch basins, paving, sewer/drain work, snow removal, leaf collection, cleaning Village-owned sidewalks and fixing damaged trees. In general, the Department does not provide routine tree work, but will handle clean-up in the event trees are damaged.

Approximately half of the Village's Public Works fleet is stored under cover. Key pieces of the Department's fleet include the following:

- One large loader;
- One small loader;
- One backhoe;
- One sweeper;
- Six 6-wheel dump trucks;
- Five 8-to-10 yard dump trucks;
- One pickup truck;
- A sewer jet truck; and
- An air compressor.

As noted, Public Works operates from the same location as the Village of Rye Brook's Parks/Recreation Department, though in different buildings. Whereas Parks/Recreation is located out of a Village-owned building at the site, the Department of Public Works is based in a Town of Rye-owned facility. Notably, the Town of Rye accesses fuel via the Village's fuel depot on the site. The Village charges the Town back for fuel consumption, using a fuel key/reporting system.

### ***Village of Mamaroneck***

The Village of Mamaroneck's Department of Public Works services all major Village infrastructure, including 96-lane miles of roads, 16 Village facilities, all Village parks and the Village's entire vehicle fleet. The department is organized into the following functional divisions:

- *Administration*, responsible for overall management of the department, is staffed by one general foreman, one assistant general foreman, one office assistant and a part-time office clerk;
- *Parks*, responsible for turf/landscape management, ball field maintenance and beach maintenance at Village parkland, is staffed by one parks foreman, six parks groundsmen, one MEO (mechanical equipment operator) and two laborers;
- *Highway Maintenance*, responsible for all street maintenance, snow removal, street sweeping, tree maintenance, leaf collection (in the fall season), metal collection and TV/computer pickup, is

staffed by three HMEOs (heavy mechanical equipment operators), four MEOs and three laborers;

- *Facilities Maintenance*, responsible for general maintenance (and repairs and projects) in Village buildings and parks *and* maintenance of street/traffic lights, is staffed by one maintenance worker;
- *Sanitation*, responsible for twice weekly rear-yard garbage collection, recycling collection, bulk waste pickup and yard waste collection, is staffed by one sanitation foreman, 13 MEOs and one laborer;<sup>35</sup>
- *Central Garage*, responsible for fleet maintenance and inspection of all Village vehicles and equipment, is staffed by one lead maintenance mechanic, one senior auto mechanic and two auto mechanics;
- *Sewer*, responsible for maintenance of sanitary and storm sewers in the Village, as well as overseeing contractors inspecting/repairing sewer lines, is staffed by a sewer foreman; and
- *Signs*, responsible for repairing, removing and replacing street signs and other regulatory signage as needed.

The Department of Public Works' fleet includes nearly 70 major pieces of equipment including light/heavy duty trucks, pickups, trailers and other apparatus.

As noted, the Department of Public Works maintains the Village's parkland. These facilities include the following:

- Bub Walker Park, located at the end of Grand and Plaza Avenues, includes a sitting area and a bocce court;
- Columbus Park, on Van Ranst Place off of Mamaroneck Avenue, includes a playground, swings, a full lighted basketball court and a half court, and benches;
- Florence Park, located between Park and Keeler Avenues, includes two lighted full basketball courts, two tennis courts, a 1/3-mile jogging/walking path, checker tables, benches, and a playground;

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<sup>35</sup> The primary sanitation fleet includes six Mack trucks and four trailers.

- Gianunzio Park, located at Plaza and Washington Streets, includes a sitting area with tables;
- Gillies Park, at the intersection of Orienta Avenue and Old Post Road, includes a grass area;
- Guion Creek Nature Trail, along Shore Acres Drive, includes trails through a natural salt water marsh area on the Long Island Sound;
- Harbor Island Park, located at Mamaroneck Avenue and Boston Post Road, is the largest Village-owned park; it spans 44 acres and includes a playground, swings, a 700-foot-long sand beach, a spray ground, a pavilion, restrooms, newly-renovated showers, a marina, a boat launching area, docks, fishing floats, a tennis club, picnic tables, benches, swing benches, ball fields and a parking lot;
- Jefferson Avenue Park, located at Jefferson Avenue and North Barry Avenue, includes a playground, swings, and a half basketball court;
- Meighan Park, located on Boston Post Road across from Harbor Island Park, includes a sitting area;
- O'Connell Park, located on Phillips Park Road, includes a sitting area with checker tables along a stream;
- Pape Memorial Park, located at Old White Plains Road and Madison Street, includes a sitting area;
- Stanley Avenue Park, located at Stanley Avenue and Fenimore Road, features a playground, swings, and a 3/4-size basketball court;
- Tompkins Park, which includes a flagpole and a veterans' memorial, located at Boston Post Road and Tompkins Avenue;
- Ward Avenue Park, located at Ward Avenue and Spencer Place, includes a playground and a walking path along a stream; and
- Warren Avenue Park, on Warren Avenue off of Mamaroneck Avenue, which features a playground, swings, a 3/4-size basketball court, tennis court, ball field, nature trail and walking track.

The department operates out of three primary properties: 313 Fayette Avenue, which includes two mechanic and storage garages; 314 Fayette Avenue, which includes a large metal building and outdoor

parking/storage space; and 100 Mamaroneck Avenue, which includes a metal building and additional outdoor parking/storage.

## Recreation

Recreation functions are administered by a separate recreation department in each of the three Villages. The Town does not have a formal recreation office.

### *Village of Port Chester*

The Port Chester Recreation Department employs one full-time Recreation Leader, one full-time Recreation Assistant and two part-time Recreation Assistants.

The mission of the department is to create and promote recreational, cultural and play opportunities for all Village residents and to enrich their lives by preserving and enhancing all of Port Chester's parks and nature areas. The Village's Department of Public Works carries out property maintenance and miscellaneous grounds work at all Village-owned parks (for additional information, see that section of this report). The Recreation Department employs seasonal park attendants to help with grounds clean-up, but these employees do not have access to vehicles or equipment.

The department expanded programs under the leadership of a Superintendent from 2000-2010, but has since reduced expenditures on personnel. Today, department costs are spread over several budget items, including parks and youth programs; recreation; celebrations; and adult recreation. After a retirement in 2010, the Superintendent position was not filled, and the department subsequently has been supervised by the Recreation Leader. The difference between actual expenditures for 2008-2009 and adopted budget figures for 2011-2012 reflects a 33 percent decrease in personnel services expenditures under "Parks" in the Village of Port Chester. A 23 percent decline was observed under "Youth Programs." However, expenditures on seasonal day camp personnel increased by 19 percent over the same period.

The department runs all special events in Port Chester, various day camps, athletic programs and after-school programs. As many as 100 seasonal employees are brought on by the department annually to aid with administering camps and soccer programs, as well as the expanded after-school programming.

The department does not have primary access to an indoor gym facility, though it can obtain permission through the local school districts to utilize school gym facilities. This requires that the Recreation Leader abide by a formal space reservation process which begins in October; the department is not notified until February as to whether an indoor school facility has



been booked for the requested program. The school district reserves priority over booking spaces for its own programming.

The Recreation Department utilizes a number of Village-owned park facilities (as detailed in the Parks section of this report), including:

- Abendroth Park;
- Columbus Park;
- Edgewood Park;
- Lyon Park; and
- Joseph Curtis Recreation Park.

Recent park improvement projects included new playgrounds installed at Edgewood, Lyon, Columbus and the Joseph Curtis Recreation Park. Two youth soccer fields at Edgewood were completed in 2010, and Columbus Park was upgraded with basketball and volleyball courts, a picnic shelter, and restoration of paths and lighting. A water spray area was added there in the summer of 2004, and an artificial turf soccer field in 2006. These projects were paid through Community Development Block Grants from Westchester County and community matching funds.

The Recreation Department uses the Town-owned Crawford Park and Rye Town Park for some athletic and summer camp programs, and a small storage room located at Crawford Park's historic mansion to store equipment. Storage is a concern for the department; staff members report that equipment is stored in various locations throughout the Village and not in one centralized location.

An activities brochure is published by the department each season, advertising activities for children, adults, and senior citizens. Several new programs were added in recent years, including a new free playground program at Columbus Park, instructional after-school programs, floor hockey, basketball, tennis, a "Cub Camp" for children ages three through five, and a "Mini-Camp" during local students' February school break. The Recreation Department also expanded soccer programs due to community interest; approximately 230 children participate in the department's Saturday Recreation League and fall and spring travel leagues each year. Around 175 children (grades 1-6) enroll in the department's six-week day camp program held during the summer break at one of the school district's elementary school facilities.

### ***Village of Rye Brook***

Recreation functions in the Village of Rye Brook are handled by the Department of Parks and Recreation. The *recreation administration functions* are handled by a full-time Superintendent; two full-time Recreation Leaders and one full-time senior office assistant. (Note:

Additional staff members handle the department's *parks maintenance functions*, as detailed in that section of this report).

The department provides recreation programming for residents and funds maintenance of parks and the exterior grounds of the Anthony J. Posillipo Community Center. Several seasonal employees are hired annually to assist with facilitation of various recreation programs. The adopted budget for 2011-2012 recommends the hiring of a new seasonal director to oversee the department's camp program. The department also works with Blind Brook High School to operate a Youth Employment Services Office, providing support to local youth in applying for available seasonal positions.

The Rye Brook Advisory Council on Parks and Recreation serves as an advisory body to the Village Board of Trustees and as a liaison between the Board and the Rye Brook community in recommending programs, actions and activities related to recreation. The body, which includes nine citizen members, holds public meetings on the first Tuesday of every month to assess program offerings and to address the needs of the public.

The Parks and Recreation Department maintains several of its own parks and also uses Town-owned Crawford Park and local school facilities for recreation programming through formal and informal agreements. Some summer programs also utilize Rye Town Park. Park facilities utilized by the department for programming include:

- Pine Ridge Park;
- Garibaldi Park;
- Rye Hills Park;
- Harkness Park;
- Rye Brook Athletic Fields;
- Magnolia Park; and
- Rich Manor Park.

The number of Parks and Recreation Department facilities and programs available to Rye Brook residents has grown over the last decade and continues to grow, along with participation levels. The 2011-2012 budget reflects a recommendation that program funding for the department increase by nearly 15 percent over the last fiscal year, or \$52,000 (not including personnel costs). Funding increases were balanced by a 13 percent increase in year-over-year revenue, at just over \$55,000. Revenue is generated by program enrollment and sponsorship, and the sale of permits for the use of tennis courts and park facilities.

A program brochure is published three times per year in August, December and March, advertising activities available to Rye Brook residents ranging in age from pre-kindergarten to senior citizens. The

Department of Parks and Recreation shares resources with the Senior Services Department and Anthony J. Posillipo Community Center to offer programming to local seniors, such as trips, classes, daily lunches and health screenings. The department also operates a Teen Center out of the Community Center facility.

Programs offered to youth vary by season and include day camp, teen camp, sponsored little league baseball and softball programs, a basketball league, youth bowling, youth lacrosse, ice skating lessons, flag football, volleyball, fencing, sports clinics, music lessons, cooking classes and after school programs. Girl Scouts and Boy Scouts/Cub Scouts programs are also available to residents. Depending on the season, adults can enroll in tennis lessons or a tennis league, fitness classes, a quilting group, line dancing and a drum circle group. Programming is also made available to special populations through the Southeast Consortium for Special Services, Inc.<sup>36</sup> and the Rye Brook/Port Chester ARC. In addition, the Department of Parks and Recreation hosts special events each season. They include monthly “Movie Nights in the Park” in the spring and summer; a Little League Opening Day parade/ceremony; a Rye Brook Birthday Celebration annually in June; a youth baseball/softball competition; “Halloween in the Park;” and “Lunch with the Bunny” on Easter.

## ***Village of Mamaroneck***

The Village of Mamaroneck Recreation Department employs one full-time Recreation Superintendent and one full-time Recreation Assistant. Additionally, the department employs one full-time Office Assistant and a seasonal part-time Beach Manager. (Note: The Village’s Department of Public Works carries out property maintenance and miscellaneous grounds work at all Village-owned parks. For additional information, see that section of this report.)

As many as 200 part-time seasonal employees (including lifeguards, camp counselors, janitors and more) are hired by the Village on an annual basis. Under the Beach Manager, seasonal employees including lifeguards, beach attendants, a parking attendant, a preseason manager, a preseason attendant, assistant beach manager, and a preseason lifeguard are brought on during the spring and summer months.

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<sup>36</sup> The Southeast Consortium for Special Services, Inc. is a non-profit organization providing leisure services to citizens with developmental and other disabilities residing in member municipalities (Town/Village of Mamaroneck, Town/Village of Scarsdale, Town/Village of Harrison, Town of Eastchester, Town of Pelham, City of Rye, Village of Rye Brook, Village of Port Chester, Village of Larchmont, Village of Bronxville and Village of Tuckahoe).

A Teen Center Supervisor, assistant supervisors, sailing instructors, assistant sailing instructors, and campout staff are employed on a part-time and (for sailing and campout programming) seasonal basis to support youth services programming. The department's Day Camp program during the summer months employs a seasonal Director, assistant director, counselors, physical education instructor, arts and crafts instructor, lifeguards, custodial workers and a marine instructor.

The department publishes two brochures annually, advertising spring/summer and fall/winter programming. The department's staff manages all recreation programs offered by the Village, including scheduling at all playing fields and recreational facilities. Like its neighboring municipalities, the Village of Mamaroneck Recreation Department makes programming available to residents at all age levels. The department oversees fourteen parks, a 700-foot sand beach and Beach Pavilion, tennis courts, softball and soccer fields and a recreation center. The department also plans and facilitates seasonal special events, including a fishing rodeo, spring carnival, family campout, family fun night, turkey trot, Halloween celebration, Natural History Museum trip, and tree lighting social.

The department shares services with the Town of Mamaroneck Recreation Department, jointly conducting a youth kayak program and sharing the Town's pool for summer camp activities. In return, the Town of Mamaroneck uses the Village's beachfront for its summer programming. The Village of Mamaroneck Recreation Department does not cross service delivery with any other municipalities located within the Town of Rye.

Though the Recreation Department utilizes parks for programming, the Village's Department of Public Works is responsible for overall maintenance of the properties. Village-owned parks in Mamaroneck are as follows:

- Bub Walker Park;
- Columbus Park;
- Florence Park;
- Gianunzio Park;
- Gillies Park;
- Guion Creek Nature Trail;
- Harbor Island Park;
- Jefferson Avenue Park;
- Mieghan Park;
- O'Connell Park;
- Pape Memorial Park;
- Stanley Avenue Park;
- Tompkins Park;

- Ward Avenue Park; and
- Warren Avenue Park

In 2010-2011, the Recreation Department observed significant increases in special event attendance. For instance, the Village Turkey Trot participation and sponsorship numbers doubled in size from 2008. The second year of the Village's Summer Day Camp was well-received by residents, with an 11 percent increase in attendance over the program's first year. Beach attendance increased by 50 percent, with 18,000 total visits recorded. New programs and special events were introduced, including an Adult/Teen Beach Volleyball League; youth Kung Fu; an athletic clinic for youth; a "Family Fun Night;" and a Teen Center program for Middle and High School students.

## **Solid Waste Collection**

Solid waste collection is the responsibility of the Villages, and they deliver it in different ways. The Town has no involvement in the delivery of solid waste collection or recycling services.

### ***Village of Port Chester***

In the Village of Port Chester, collection of solid waste, recycling and bulk trash is provided by the Department of Public Works. For additional detail, see the Public Works section of this report.

### ***Village of Rye Brook***

Recycling and solid waste collection services are performed by a private contractor under contract. The current vendor is AAA Contracting, and the contract is bid out every two to three years.

### ***Village of Mamaroneck***

In the Village of Mamaroneck, collection of solid waste recycling and bulk/yard waste is provided by the Department of Public Works. For additional detail, see the Public Works section of this report.

# APPENDIX

## Town Asset Summary

### Town of Rye Summary of Fixed Assets

(as of Dec 31, 2010)

	<u>Cost Value</u>	<u>A/D</u>	<u>Book Value</u>
<b>Buildings</b>			
Storage Bld - Williams	\$30,000	(\$30,000)	-
Town Hall	\$20,000	(\$20,000)	-
Caretakers Cottage	\$20,000	(\$15,033)	\$4,967
Mansion	\$186,000	(\$139,809)	\$46,191
Pavilion	\$42,000	(\$30,699)	\$11,301
<b>Subtotal</b>	<b>\$298,000</b>	<b>(\$235,541)</b>	<b>\$62,459</b>
<b>Equipment</b>			
Konica Copier	\$10,000	(\$10,000)	-
Computer System w/ Backups	\$8,000	(\$8,000)	-
Turntables	\$6,000	(\$6,000)	-
Booths	\$8,700	(\$8,700)	-
Copier	\$5,000	(\$5,000)	-
Wyse Winterm Computers	\$21,000	(\$21,000)	-
UARCO Burster	\$10,000	(\$10,000)	-
UARCO Forms Deleaver	\$15,000	(\$15,000)	-
Conference Table	\$5,000	(\$5,000)	-
Lg Conference Table	\$8,000	(\$8,000)	-
Law Library	\$20,000	(\$20,000)	-
Server and Equipment	\$37,589	(\$3,759)	\$33,830
<b>Subtotal</b>	<b>\$154,289</b>	<b>(\$120,459)</b>	<b>\$33,830</b>
<b>Rolling Stock</b>			
Trailer for Transport	\$7,000	(\$7,000)	-
GMC Dump Truck	\$10,000	(\$10,000)	-
Lawn Tractor	\$18,000	(\$18,000)	-
Lawn Tractor	\$18,000	(\$18,000)	-
Riding Mower	\$20,000	(\$17,166)	\$2,834
Tractor	\$25,000	(\$16,458)	\$8,542
Ford Tractor	\$50,000	(\$50,000)	-
(2) GMC Sierra Trucks	\$66,990	(\$20,097)	\$46,893
<b>Subtotal</b>	<b>\$214,990</b>	<b>(\$156,721)</b>	<b>\$58,269</b>
<b>Infrastructure</b>			
Otter Creek Bridge	\$835,039	(\$116,907)	\$718,132
<b>Subtotal</b>	<b>\$835,039</b>	<b>(\$116,907)</b>	<b>\$718,132</b>
<b>Building Improvements</b>			
Add Third Floor	\$372,719	(\$235,434)	\$137,285
Mansion Central Air	\$80,000	(\$76,666)	\$3,334
Mansion Electrical	\$75,000	(\$17,375)	\$57,625
Mansion New Roof	\$32,890	(\$10,506)	\$22,384
Mansion Outside Lighting	\$150,000	(\$94,375)	\$55,625

Mansion Plumbing	\$200,000	(\$46,333)	\$153,667
Plumbing	\$15,000	(\$3,774)	\$11,226
Storage Area	\$30,000	(\$10,785)	\$19,215
Electrical	\$3,000	(\$635)	\$2,365
New Porch	\$5,000	(\$1,512)	\$3,488
New Roof	\$6,000	(\$3,775)	\$2,225
Outside Lighting	\$3,000	(\$1,887)	\$1,113
Stucco Outer Walls	\$100,000	(\$37,166)	\$62,834
Additions	\$56,600	(\$8,490)	\$48,110
Additions - Town Hall Roof	\$79,640	(\$3,982)	\$75,658
Courtroom Renovations	\$24,799	-	\$24,799
<b>Subtotal</b>	<b>\$1,233,648</b>	<b>(\$552,695)</b>	<b>\$680,953</b>
Construction in Progress			
Courtroom Renovations	\$4,519	-	\$4,519
10 Pearl Street Renovations	\$9,997	-	\$9,997
<b>Subtotal</b>	<b>\$14,516</b>	<b>-</b>	<b>\$14,516</b>
Land			
Land	\$844,850	-	\$844,850
<b>Subtotal</b>	<b>\$844,850</b>	<b>-</b>	<b>\$844,850</b>
<b>TOTAL</b>	<b>\$3,595,332</b>	<b>(\$1,182,323)</b>	<b>\$2,413,008</b>

## Town Property Inventory

### Town of Rye Property Inventory

(as of Dec 31, 2010)

<u>Location</u>	<u>Property Notes</u>
Village of Rye Brook	Tax ID 135.58-1-23 / 122 N. Ridge Street / Crawford Park
Village of Port Chester	Tax ID 136.47-2-44 / Madison Avenue
Village of Port Chester	Tax ID 136.71-2-10 / 313 Locust Avenue / 2 Family House
Village of Rye Brook	Tax ID 141.35-2-43 / W. William Street / Garage Leased to Rye Brook
Village of Port Chester	Tax ID 142.30-1-85 / 10 Pearl Street / Town Hall
Village of Port Chester	Tax ID 142.30-2-4 / Pearl Street / Town Hall Parking Lot
Village of Port Chester	Tax ID 142.46-1-32 / Fox Island Road
Village of Mamaroneck	Tax ID 154.44-2-48 / E. Boston Post Road / Continental Manor Bridge
City of Rye	95 Dearborn Avenue / Rye Town Park
City of Rye	Stuyvesant Avenue / Rye Town Dock
City of Rye	North Street / Greenwood Union Cemetery
Village of Mamaroneck	Stewart Family Cemetery (belongs to Town and Mamaroneck)
Village of Mamaroneck	Gedney Family Cemetery (belongs to Town and Mamaroneck)
Village of Mamaroneck	South Barry Ave Bridge / Guion Creek
Village of Mamaroneck	South Barry Ave Bridge / Otter Creek
Village of Mamaroneck	Hillside Avenue Bridge (belongs to Town and Mamaroneck)
Village of Mamaroneck	Jefferson Avenue Bridge (belongs to Town and Mamaroneck)

## Rye Town Park Asset Summary

### Rye Town Park Asset Summary (as of Dec 31, 2010)

<b>Buildings</b>	<b>Cost Value</b>	<b>A/D</b>	<b>Book Value</b>
Windows	\$65,000	(\$14,083)	\$50,917
Plumbing	\$60,000	(\$22,300)	\$37,700
Shower	\$35,000	(\$10,617)	\$24,383
Electrical	\$50,000	(\$26,547)	\$23,453
Tele	\$35,000	(\$30,770)	\$4,230
Renovation	\$1,400,000	(\$303,333)	\$1,096,667
	<u>\$1,645,000</u>	<u>(\$407,650)</u>	<u>\$1,237,350</u>
<b>Buildings</b>			
Garages	\$5,000	(\$5,000)	\$0
Restaurant	\$10,000	(\$10,000)	\$0
Administration	\$100,000	(\$100,000)	\$0
North End Concession	\$50,000	(\$16,547)	\$33,453
Pavillion #1	\$60,000	(\$11,500)	\$48,500
Pavillion #2	\$65,000	(\$11,158)	\$53,842
Building	\$12,125	(\$3,799)	\$8,326
Building	\$12,306	(\$3,815)	\$8,491
Building	\$9,337	(\$2,863)	\$6,474
Building	\$5,881	(\$1,784)	\$4,097
Building	\$6,220	(\$1,886)	\$4,333
Building	\$6,745	(\$2,046)	\$4,699
Concession	\$150,000	(\$32,500)	\$117,500
Building	\$10,115	(\$3,034)	\$7,081
Building	\$5,220	(\$1,531)	\$3,689
Building	\$6,980	(\$2,024)	\$4,956
Building	\$9,773	(\$2,671)	\$7,102
Building	\$9,275	(\$2,473)	\$6,802
Roof	\$5,000	(\$1,233)	\$3,767
	<u>\$538,976</u>	<u>(\$215,865)</u>	<u>\$323,111</u>
<b>Equipment</b>			
Tractor	\$18,000	(\$18,000)	\$0
Tractor	\$18,000	(\$18,000)	\$0
Leaf Vac	\$6,500	(\$6,500)	\$0
Fence	\$150,000	(\$79,375)	\$70,625
Seawall	\$200,000	(\$46,333)	\$153,667
Gates	\$5,000	(\$4,645)	\$355
Wall	\$111,695	(\$30,583)	\$81,112
Computer	\$7,421	(\$7,421)	\$0
Surf Rake	\$6,500	(\$3,033)	\$3,467
Surf Rake	\$19,500	(\$6,825)	\$12,675
Fence	\$13,795	(\$2,415)	\$11,380
Computer System	\$43,969	(\$13,190)	\$30,779
Computer Systems	\$10,040	(\$1,004)	\$9,036
	<u>\$610,420</u>	<u>(\$237,325)</u>	<u>\$373,096</u>
<b>Lighting</b>			
Property	\$175,000	(\$130,083)	\$44,917
Pathways	\$250,000	(\$145,833)	\$104,167



Lighting	\$8,561	(\$2,675)	\$5,886
Lighting	\$8,840	(\$2,473)	\$6,367
	<u>\$442,401</u>	<u>(\$281,064)</u>	<u>\$161,337</u>
<b>Rolling Stock</b>			
Carts	\$7,800	(\$7,410)	\$390
Truck	\$10,000	(\$10,000)	\$0
Truck	\$60,000	(\$60,000)	\$0
Golf Cart	\$3,300	(\$2,310)	\$990
	<u>\$81,100</u>	<u>(\$79,720)</u>	<u>\$1,380</u>
<b>Water</b>			
Duck Pond	\$11,627	(\$1,993)	\$9,634
Lawn Sprinkler	\$150,000	(\$131,874)	\$18,126
Duck Pond	\$21,863	(\$4,373)	\$17,490
Duck Pond	\$50,000	(\$10,000)	\$40,000
Duck Pond	\$75,000	(\$15,000)	\$60,000
Duck Pond	\$9,000	(\$1,778)	\$7,222
Duck Pond	\$10,250	(\$2,026)	\$8,224
Duck Pond	\$90,435	(\$17,872)	\$72,563
Duck Pond	\$100,000	(\$19,286)	\$80,714
Duck Pond	\$5,000	(\$940)	\$4,060
Duck Pond	\$139,260	(\$26,194)	\$113,066
Duck Pond	\$5,250	(\$962)	\$4,288
Duck Pond	\$7,494	(\$1,231)	\$6,263
Duck Pond	\$150,000	(\$21,429)	\$128,571
	<u>\$825,179</u>	<u>(\$254,958)</u>	<u>\$570,221</u>
<b>Building Improvement</b>			
Furnace	\$3,650	(\$1,460)	\$2,190
Flushometers & Valves	\$3,210	(\$1,284)	\$1,926
Admin Building Roof	\$1,486,095	(\$37,152)	\$1,448,943
	<u>\$1,492,955</u>	<u>(\$39,896)</u>	<u>\$1,453,059</u>
<b>Total Land</b>	\$50,000	\$0	\$50,000
<b>Total Buildings &amp; Improvements</b>	\$3,676,931	(\$663,412)	\$3,013,520
<b>Total Equipment &amp; Machinery</b>	\$691,520	(\$317,044)	\$374,476
<b>Total Infrastructure</b>	\$1,267,580	(\$536,021)	\$731,559
<b>Total Construction-in-Progress</b>	\$0	\$0	\$0
<b>Total</b>	\$5,686,031	(\$1,516,477)	\$4,169,554

## Bridges and Cemeteries Summary

This section provides an overview of the care and maintenance of the bridges and cemeteries for which the Town of Rye has sole or shared responsibility and their impact on the Town budget.<sup>37</sup>

### *Overview*

There are seven bridges and three cemeteries that fall under the purview of the Town of Rye.

The Town of Rye shares the cost of three of the bridges with the Village of Mamaroneck, and a fourth bridge is shared three ways with the Town of Mamaroneck included. The remaining three bridges are solely the Town of Rye's responsibility.

This split, and the way maintenance and repair/legal costs are divided, was the subject of a lawsuit and stipulation of settlement in March of 2004 after the Village of Mamaroneck had sued the Town of Rye, the Village of Port Chester and the Village of Rye Brook. As part of that lawsuit (involving the North Barry Avenue Extension Bridge), the Town of Rye, Village of Port Chester and Village of Rye Brook as third party plaintiffs also sued the New York State Thruway Authority, the New York State Department of Transportation and the Town of Mamaroneck with regard to ownership of this bridge. The towns and Villages lost the suit against the New York State Thruway Authority. Consequently, the stipulation is in full force as originally written.

Two of the three cemeteries located in the Town of Rye require weekly maintenance, which includes mowing, general cleanup and leaf removal. The third cemetery has no public access as it is completely landlocked in a residential area of Rye Neck. It was recommended in 2008 that a cost/benefit analysis of various alternatives for cemetery maintenance be performed.

### *Detail*

The four shared bridges are as follows:

- Jefferson Avenue Bridge – This bridge stretches over the Mamaroneck River in the Village of Mamaroneck. It is a two-span concrete encased steel multi-girder with an overall length of 80 feet and width of 50 feet, built in 1931. This bridge requires a

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<sup>37</sup> Source: Harris, R.G., Superintendent of Highways, Town of Rye, "Bridges and Cemeteries under the Town's Purview." Memo to Supervisor J. Carvin, Town of Rye. 28 Feb. 2008. MS. Rye Town Hall, Rye, NY.

complete replacement due to continued use and damage over the years from severe weather and occasional flooding.

The Village of Mamaroneck went through an RFP process and simultaneously sought grant funding to offset the estimated \$2-\$3 million cost. The Town of Rye is responsible for 50 percent of the final cost. There are currently plans to put out a bid request in early 2012 and expectations that construction will begin in summer 2012. The Town of Rye's expected share will amount to approximately \$1.5 million, net of grants.

- Hillside Avenue Bridge – Significant repairs are due to the Hillside Avenue Bridge. This is partially resulting from a truck accident, and thus part of the project's cost will be covered by insurance. The other portion will be split 50/50 between the Town of Rye and the Village of Mamaroneck. This project is being overseen by the Village of Mamaroneck.
- Short Street Bridge – This bridge needed sidewalk repair and was on a priority list for the Village of Mamaroneck Department of Public Works repaired in 2009.
- North Barry Ave Extension Bridge – This bridge was the subject of an appeal attempting to put the ownership back to the State Department of Transportation. Following that appeal, the repair of this bridge is split three ways between the Town of Rye, the Village of Mamaroneck and the Town of Mamaroneck as per a March 2004 stipulation.

The three bridges that are the sole responsibility of the Town of Rye are as follows:

- South Barry Ave Bridge traversing Otter Creek – This bridge was replaced in recent years and is generally in good shape although one of the supports is in need of some rust removal and painting and the sidewalk needs patching from time to time. The Town is specifying repairs to the South Barry/Otter Creek Bridge with a projected cost of around \$42,000. This project should be completed in early 2012.
- South Barry Ave Bridge traversing Guion Creek – This bridge is also in good shape with some sidewalk patching required. The Town recently completed a capital repair to the wing wall of the South Barry/Guion Creek Bridge at a \$42,000 approximate cost.
- Centennial Manor Walking Bridge – The underpinning to this walking bridge was severely impacted by early-2007 storms and

was subsequently shut down. In 2008, \$50,000 in FEMA funds was received and a replacement project ensued. The Town of Rye handled the project and paid for what was not covered by FEMA funds.

The Town is responsible for the following three cemeteries:

- A Town-owned portion of the Greenwood/Union Cemetery – The Town pays for maintenance and general upkeep for the 1-2 acre cemetery site.
- The Solomon Gedney Cemetery – A small, approximately 60 foot square, abutting a Rye Neck elementary school. The Town mows and provides general cleanup. The total landscape cost for these two cemeteries is approximately \$4,500 per year.
- A cemetery near Guion Creek – This cemetery is completely house land-locked with no public access. The Town has never maintained this cemetery.