

Event Name/Date	Bicycle Sundays Sundays in May, June & September and Oct 1 (except Holiday weekends)
Event Time/Location	10AM-2PM
Recreation Supervisor Arrival/Departure Time	Joan Hernandez 9AM-2:30PM
Number of Staff Arrival/Departure Time	Francesco Michael EMT BRP staff Tchad and Keith would fill in as well.
Number of Park Staff Arrival/ Departure Time	Kensico may be needed to deliver items throughout the season and for the press conference
Number of Cashiers Arrival/Departure Time	N/A
Promoter Contact Info	
Weather	May 7- Partly sunny in the Mid 70's May 14- Sunny Low 70's May 21- Sunny high 60's June 4-Cloudy High 60's June 11-Sunny about 80's June 18-warm June 25-cloudy/sunny in the 80's July 9-Rained on and off and closed early due to lightning July 16-Cloudy July 23-HOT Mid 80's July 30-sunny mid 70's September 10-Sunny mid 70's September 17-Closed due to rain September 24- Rained at 12:00 and closed for the rest of the day October 1-Hot and Sunny
Entrance Fees	Free event
Attendance	May 7-2000 May 14-1500 May 21-1000 June 5-1000 June 11-1200 June 18-1800 June 26-1000 July 9-700 Closed early due to rain July 16-1000 July 23-1200

	July 30-800 September 10-1200 September 17-Closed September 24- 300-Closed early due to rain October 1-1700		
Sponsorship	WPF, Con Ed, NY Presbyterian, WHUD, BJs		
Marketing	WPF designs the postcard PRC-printed palm cards WPF developed all marketing material		
Police Detail	1 Sgt & 5 Officers	9:00 am - 2:30 pm	
EMT Detail	DEF EMT 2 EMTs and a vehicle to use for BS There are 2 EMTs and the truck, they stay at the NB rest area for the majority of the day		
Tent	N/A Unless pop-up tents are requested		
Sound	N/A		
Tables/Chairs	N/A		
Show Mobile/Stage	N/A		
Port-o-Sans	County Center bathroom where open		
Lights	N/A		
Signage	Metal signs are updated with dates before the event BRP puts out metal signs, with rules and dates before the event The day of they put out signs with rules, slow/fast lane and sponsorship banners from WPF		
Permits/Contract	N/A		
Other Set up info...	BRP takes care of cones and barricades for intersections		

Parking Areas	CC parking lot People can access the BRP from many different points
Parking/Police Issues	Vehicles coming onto the parkway during event
Staff Issues	Staff cannot use their phone when driving county vehicles
Issues	2 Rain outs and two early closures
Comments	DPW manages the roadway, not BRP.
Recommendations for Next Year	<p>Contact DPW before opening day about potholes</p> <p>Ask BRP for a contact for each supervisor on the BRP assigned each week</p> <p>My recommendation is to have an earlier start time for the month of July to help with the heat and staffing issues.</p> <p>July is challenging for staff and police.</p>
PRC Responsibilites...	<p>Confirm staff, EMT, police and BRP</p> <p>Any signage for the event</p> <p>Work with marketing</p>

Westchester County Department of Parks: After Program Financial Report

Bike Sundays

May - October 2023

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Gross Revenue	Breakdown of Monies	Monies	Sum
Sponsorship	ConEdison		
Sponsorship	New York Presbyterian		
Total Gross Revenue			\$0.00

Staff Expenses									
Hourly Salaries / Title	# Positions	# Hours	Rate/Hour	Sundays	Total Rate				
May	2	7	\$16.00	3	\$672.00				
June	3	7	\$17.50	4	\$1,470.00				
July	3	7	\$17.50	3	\$1,102.50				
Aug					\$0.00				
Sept	3	7	\$17.00	3	\$1,071.00				
October	3	7	\$17.00	1	\$357.00				
Total Hourly Salaries								\$4,672.50	
Annual Salaries / Title	# Straight Hours	Straight Rate	Total Rate	# OT Hours	OT Rate	Total OT Rate	Total Rates		
Total Annual Salaries									
BRP Personnel Cost									
May							\$6,720.00		
June							\$8,720.00		
July							\$6,510.00		
August							\$0.00		
September							\$6,730.00		
October							\$2,200.00		

<i>Total CC Salaries</i>					
					\$30,880.00
Department of Public Safety	Title	# Positions	# Hours	Rate/Hour	Total Rate
	May				\$11,726.00
	June				\$15,060.90
	July				\$9,899.21
	Aug				\$0.00
	Sept				\$6,072.35
	October				\$3,500.00
<i>Total Public Safety</i>					\$46,258.46
Total Staff Expenses					\$81,810.96

Contracted Expenses		Name of Company	Description	# Hours	Rate/Hour	Total Rate	Sum
EMT-May						\$580.00	
EMT-June						\$660.00	
EMT-July						\$560.00	
EMT-August						\$0.00	
EMT-September						\$580.00	
EMT-October						\$150.00	
Total Contracted Expenses							\$2,530
Other Expenses		Description			Rate	Total Rate	
Total Other Expenses							\$0.00

Summary of Report		Gross Revenue	\$0.00
		Expenses	\$84,340.96
		Profit (Cost)	(\$84,340.96)