



NOV 17 2023 10:16 AM

ERIE COUNTY COMPTROLLER

KEVIN R. HARDWICK

November 17, 2025

Commissioner Troy Schinzel
Erie County Parks Department
95 Franklin Street, Floor 12
Buffalo, NY 14202

Subject: Erie County Comptroller's Office analysis of Department of Parks, Recreation and Forestry Concession Contract

Dear Commissioner Schinzel,

The Erie County Comptroller's Office is conducting an analysis of the Erie County Parks Department's bid process and contract management of concession vendors for the period of January 1, 2023 through September 1, 2025.

The objectives of this evaluation are to:

- Examine the bid files and processes used to award concession contracts for Elma Meadows Golf Course, Grover Cleveland Golf Course, and Chestnut Ridge Park.
- Evaluate contract terms, monitoring practices, and overall contract management.
- Review payments received under the contracts for accuracy and compliance with agreements.
- Assess the vendors' financial records, including but not limited to bank account records, inventory records, profit and loss statements, and general ledger records, for compliance with agreement terms.
- Review concession vendor operations for Elma Meadows Golf Course, Grover Cleveland Golf Course, and Chestnut Ridge Park, including any catering events conducted under these agreements.

We will contact your office to arrange an entrance meeting to discuss the scope, objectives, and timing of this evaluation. Your cooperation in providing access to records, systems, and personnel is appreciated and will assist us in completing our work in an efficient and timely manner.

To assist in scheduling and planning, please provide the contact information for the concession vendor(s) that provided services for the above-referenced county properties during the period under review.

Please contact me at 716.858.6927 or by email at Mary.Nytz-Hosler@erie.gov, if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mary K. Nytz-Hosler".

Mary K. Nytz-Hosler
Deputy Comptroller – Audit Division
Erie County Comptroller's Office