

MASTER PROJECTS LIST - 06/04/2010

#	PROJECT TITLE	DEPARTMENT	PRIORITY	STATUS & NEXT STEPS
1	Centralized Complaint Management System	Code	High	Completed - Complaint Hotline now in Code Enforcement Dept. Need to implement uniform complaint tracking system for all depts.
2	Installation of Marina Floats 2010	DPW	High	Completed - Additional floats installed for 2010 - need to determine condition of bulkhead prior to full utilization
3	Marina Bulkhead Issue	Manager	High	Met with Halcrow, will revise proposal for interior measures and plan and cost for permanent solution
4	Installation of Panic Alarms in Village Hall/Senior Center	Manager	High	Completed
5	Solicit proposals for HVAC Maintenance - Village Hall	Manager	High	Completed
6	Resolve Long Standing Issue of Boiler Shutdown	Manager	High	Completed
7	Common Area Improvements/ Repairs from Leaks	Manager	High	Completed
8	Renewal of Contract for Ambulance Services	Manager	High	Completed
9	Completion of Village Hall Parking Lot	Manager	High	Completed
10	Union Contract Negotiations UFFA	Manager	High	Completed
11	Union Contract Negotiations CSEA	Manager	High	Very close to settlement
12	Union Contract Negotiations CSEA Supervisory	Manager	High	Settlement pending Union approval
13	PBA Contract negotiations (5/31/09 exp)	Manager	High	Ongoing
14	Personnel Matters	Manager	High	Numerous matters pending; numerous investigations and charges pending
15	Rye Brook Fire Contract Negotiations (5/31/10 exp)	Manager	High	Completed, pending volunteer fire department consent
16	Website upgrading and hosting agreement	Manager	High	Completed

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17	Organization Strategy for Village of Port Chester	Manager	High	See proposed organizational chart (subject to change)
18	Parking Meter Machines	Manager	High	Machines to be installed in June/July - need to order signage, re-number parking lots, and create materials for public education for on-street parking
19	CDBG Streetscape Improvement Program & Downtown Improvements	Manager	High	Removal of Existing Trees/ Re-planting of Trees/ Tree Grates/ Sidewalks/ Trash Receptacles/New lighting on Main Street - Project out to bid; Project to begin this Summer and Completed by Fall
20	CDBG- Edgewood Park Improvements	Manager	High	Project underway - revised original plan to include additional evergreen screening and berm bordering adjacent property lines
21	CDBG - Parks Security Enhancements	Manager	High	Bernie Thombs finalizing RFP
22	CDBG - Sidewalk Improvement Program	Engineer	High	Project Underway
23	Construction of PVB	Manager	High	Completed
24	Village Hall Annex Roof	Manager	High	Completed
25	Re-activation of Camera Monitoring System at DPW Yard	Manager	High	Completed; proposals being obtained for additional surveillance
26	Waste Study/Ginsburg Proposal for Fox Island/ DPW & Yacht Club Property	Manager	High	Final report being completed; Extension to end of the year on MOU
27	Graffiti Removal	Code Enforcement	High	Concerted effort with Code Enforcement & Police Department - Ongoing
28	350 North Main Street Needs Assessment - PD and Court Facility	Manager	High	Needs assessment nearing completion - need to set up meeting with architect & BOT to discuss assessment and determine next steps
29	Capital Plan/ 2010-2011 Budget	Treasurer	High	Budget adopted on April 26, 2010; Development of Capital Plan in progress

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30	Update Village Procurement Policy	Treasurer	High	Completed
31	Implementation of Voucher/Purchase Order System	Treasurer	High	Completed
32	Complete Review of previous & current budget to address shortfalls	Treasurer	High	Completed
33	Create monthly expense/revenue budget reports	Treasurer	High	Completed - Monthly reports for Departments; Quarterly reports for Board of Trustees
34	Complete 2008-09 Independent Audit Report	Treasurer	High	Completed
35	Address post audit report comments	Treasurer	High	Completed
36	Establish financial accountability procedures - Court Clerk Office	Treasurer	High	Completed
37	Create uniform procedures for overtime	Treasurer	High	Completed
38	Section 8 Housing	Treasurer	High	Completed - final paperwork in the process of being filed with REAC (Real Estate Assessment Center)
39	Complete Capital Asset Inventory	Treasurer	High	To be completed by departments for 5 year Capital Plan
40	Closing out 104 Outstanding Capital Projects on Books	Treasurer	High	Approx. 20% of projects closed out
41	Budget Process 2010-11 Fiscal Year	Treasurer	High	Completed
42	222 Grace Church - Lower Annex Roof Replacement	Manager	High	Proposals being obtained
43	222 Grace Church - Upper Annex Roof Drain Replacement	Manager	High	Proposals being obtained
44	Permitting for Marina Boat Slips	Clerk	High	67 marina permits were issued as of 4/29/10
45	Uniform Procedure for Management of Capital Projects	Treasurer/Manager	High	
46	RFP -Independent Auditors	Treasurer	High	RFP due back on 6/3

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47	NYS Audit of Justice Court	Treasurer	High	Completed - Pending report from NYS
48	NYS Audit of Senior Center & Horton School	Treasurer	High	Completed
49	Firefighter Code Enforcement Training	Fire/Code	High	\$25,000 allocated in budget for 2-3 firefighters to be trained as Code Compliance Technicians in FY 2010-2011 to assist in Code Efforts
50	Garbage & Refuse Improvement District	Manager	High	Local Law and Fees need further study before BOT can consider this an alternative
51	RFQ - for Review of Proposal to Redevelop the Former United Hospital Site under the Village Zoning Code and SEQRA	Manager	High	RFQ advertised and 10 proposals were received on May 21, 2010; Evaluation process
52	Content Management Software	Code Enforcement	High	Working with General Code on software implementation
53	Implementing PILOT Payment Process	Treasurer	High	Completed
54	USA v. Village of Port Chester	Attorney	High	Special Election to take place on June 15, 2010 as ordered by Consent Decree
55	Completion of Entertainment Local Laws	Attorney	High	Completed
56	Implementation and Training for New Voting System	Clerk/Program Coord	High	Voter Education Program Underway - Village Trustee Election on June 15, 2010
57	Implementation of Code Enforcement Program - Phase I (Needs Assessment)	Code	High	Completed
58	Phase I: Identify and Analyze Enforcement Issues	Code	High	Completed
59	Phase I: Analyze Organizational Structure	Code	High	Completed
60	Phase I: Analyze Regulatory Tools & Assets	Code	High	Completed
61	Phase I: Analyze Business Practices & Information Technology	Code	High	Completed evaluation of software; Moving forward with project implementation

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62	Implementation of Ch. 151 - Fire Safety & Inspection Program	Code	High	Program underway; focus is now on multi-family
63	Sanitary Sewer System/ Inflow & Infiltration of Stormwater/ Sanitary	Engineer	High	
64	09/11/10 organize and conduct event	Rec	Med	
65	Port Chester Day Event	Rec	Med	
66	Friday and Waterfront Concerts	Rec	Med	
67	Program for Park and Bathroom Attendants and maintenance of bathrooms. Prepared bid and allocate portable toilets in parks	Rec	Med	
68	CDBG - Abendroth Park	Manager	Med	For 2010 - project will address parking, entrance, walkway & fencing
69	Consider Tenant Relocation Local Law - Legality Question	Attorney	Med	Special Legislation required; For new Board discussion
70	East Broadway Ownership	Attorney	Med	MTA has retained title company
71	IMA with Town of Rye - Shared Services	Attorney	Med	Need to identify services; i.e. gasoline, salt, sand and sanitation removal
72	Taxicab Regulation Reform	Attorney	Med	Completed transfer of operator licensing to County; Taxicab and Dispatcher licenses extended until September 30, 2010; Further reform pending litigation
73	FOIL policy and procedures	Attorney	Med	Completed; Report due to Board of Trustees
74	Creation of Local Law for Parades and Processions	Attorney	Med	
75	Planning Committee/ ZBA Rules of Procedures and Training	Attorney	Med	Pending discussion with Planning Commission
76	Policy for use of Senior/ Community Center	Attorney	Med	Completed; Policy adopted by the BOT on April 6, 2010

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77	Creation of Local Law for Street Opening Procedures	Attorney	Med	Meetings scheduled with utilities on Local Law revisions
78	Review fees and oversight of boat slip rentals	Clerk	Med	Completed
79	Create Contract Management Program- Clerk's Office	Clerk	Med	
80	Re-activation of Records Retention Program	Clerk	Med	Part time staff works approx. 16 hours/week scanning documents into Laser Fische
81	Implement Sidewalk Betterment Program Phase II Special Assessment District	Engineer	Med	Program underway
82	Annual Road Resurfacing Program 2009	DPW	Med	Completed
83	Fire Department - Implementation of Standard Operating Procedures	Fire/Attorney	Med	Legal review of various sections
84	Replacement of Engine 58	Fire	Med	Completed
85	Fire Headquarters Repairs	Fire/Engineer/Manager	Med	RFPs received from 5 firms for interior repairs of Fire Headquarters & Station 4; proposals being reviewed and will come to BOT with recommendation from Village Engineer on 6/7
86	Grant from Department of State- FD Communication Upgrades	Fire	Med	
87	CDBG - Lyon Park Bathrooms	Manager	Med	Completed
88	Horton School Leases	Manager	Med	We currently have 12,260sf of rental space leased. There is 1,400sf of space left to lease. One of our tenants is looking to expand into another office (304-b) which is 602sf. That would leave us with 798sf left of leasable space.
89	Employee training on all personnel policies and ethics	Manager	Med	Completed for staff

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90	Risk Management Manual - OSHA/RTK, etc. Reference tool	Manager	Med	Needs Board Approval
91	Creation of Safety Committee (employees)	Manager	Med	In the process of creating the committee; would include a representative from the Spain Agency
92	Village Cell Phone/ Internet Policy	Manager	Med	
93	Property Management of Horton School	Manager	Med	Property management being completed in-house
94	Review of Village Insurance Plan	Manager	Med	Needs further review from the Spain Agency
95	Training and Implementation Plan - Emergency Evacuation - Horton School	Manager	Med	Evacuation Plan completed - needs to be reviewed & implemented
96	Safety Training Program and Implementation	Manager	Med	Completed
97	Newsletter on Sanitation/Code Enforcement Spring 2010	Manager	Med	Completed
98	Hazard Mitigation Plan	Manager	Med	1st plan was rejected by FEMA. LOI for add'l funding approved. Village can submit new application for grant funding to re-do plan and if receives new grant will have to reject original grant in the amount of \$22,500. (original grant money was never reimbursed)
99	Monument Restoration	Manager/Attorney	Med	Possible agreement with Doug Kwart for restoration and preventative maintenance for monuments in Village Parks
100	Performance Measures	Manager	Med	
101	CDBG - Senior Delivery Van	Manager	Med	Completed
102	CDBG - Housing Rehabilitation Program	Manager	Med	County finalizing maps of Neighborhoods
103	New York Main Street Grant	Manager/Consultant	Med	Project underway - Second informational meeting for property owners in grant area on May 11th at 8:00am; A few projects already underway

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104	Annual Stormwater Report	Engineer	Med	Report Submitted to New York State
105	Fox Island Townhouses	Manager	Med	Completed
106	NYS DEC Grant - Downtown Tree Inventory	Manager	Med	Completed; Grant close-out submitted to DEC; SWAT team made presentation to Beautification Commission on 4/29
107	Tree Replacement Program	Manager	Med	Results of Tree Survey will assist in addressing tree issues & potential planting sites; Research tree planting programs;\$30,000 in budget for tree planting;
108	NYS Dormitory Authority - Parks/ Beautification Improvement Grant	Manager/Attorney	Med	Grant application materials submitted; need agreement for site control with MTA in order to receive funding
109	Local Waterfront Revitalization Grant Program	Manager	Med	RFP for consultant being drafted for LWRP update
110	Take over of County Roads in Port Chester	Manager	Med	County Legislator Rogowsky said it would be approved by end of June
111	Grant: Office of Children & Family Services - Complaint Hotline	Manager	Med	Paper work submitted to the State for reimbursement - to go toward centralized complaint management
112	Justice Court Room Roof and Interior repairs/ painting/ carpeting	Manager	Med	Work needs to be assessed and planned
113	Completion of Memorial Park, Pearl St.	Manager	Med	Walkways & lighting to be addressed
114	Federal Transit Administration: Intermodal Transit Center	Engineer	Med	In the process of determining next steps to receive \$688,000 in funding; Dwight Douglas through Rotfeld Engineering
115	Court Office Expansion into PVB area 2nd floor	Manager	Med	Completed
116	Bush Homestead Lease and Restoration	Manager	Med	Security system installed to secure facility
117	Update and Implementation of Development Review Process	Planner	Med	

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118	Final Draft Comprehensive Plan Review & Completion. Zoning and laws to follow	Planner/Atty/Manager	Med	Awaiting response from Laberge on completion of DGEIS
119	Park Security	Police	Med	Anti-graffiti enforcement & increased park patrol
120	Youth Police Initiative Grant	Police	Med	Program underway with the assistance of Westchester County & NAFI
121	Justice Assistance Grant (JAG)	Police	Med	IMA with several municipalities, Yonkers as lead- PC share \$47,524 to go toward Law Enforcement
122	Agreement with Port Chester Youth Baseball League	Rec	Med	Completed
123	Agreement with Port Chester Youth Soccer League	Rec	Med	Completed
124	Completion of Abendroth Pavilion	Rec	Med	Completed
125	Parks & Showmobile Policy and usage Guidelines	Rec/Attorney	Med	Need to revisit fees/policy proposed by Recreation
126	Implement a training seminar for Treasurer's Office on Fiduciary Duty	Treasurer	Med	May seek further outside training also
127	Create revenue/expense report for Village Hall/Horton School	Treasurer	Med	
128	Commence Bidding/Procurement process for 34 goods or services	Treasurer	Med	Ongoing
129	ATM at Village Court	Treasurer	Med	Research completed; RFP to be drafted
130	Consideration of Study for ETPA local changes	Attorney	Med	
131	Port Chester IDA Oversight and Direction		Med	Dwight Douglas appointed as Administrative Director; Justin Miller from Harris Beach PLLC to serve as IDA Counsel
132	Senior Center - Mechanical Room Piping Replacement	Manager	Med	\$9,000 to begin after June 1st
133	Surveillance Cameras - DPW & Village Hall Parking Lot	Manager	Med	Proposals being obtained

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134	FEMA Reimbursement Report from March Storm	Manager	Med	Meeting with NYSEMO PAL (Public Assistance Liaison) set for 6/3 to discuss what is covered under storm reimbursement ; Next step - define all projects & expenses incurred during storm
135	Bid Net - Hudson Valley Purchasing Cooperative	Manager	Med	Through bid-net the Village will be able to have more competitive bid process as bids will be advertised across the County. Excel Spreadsheet of vendors being finalized; resolution for 6/21 agenda; need to determine procedure for bid process online
136	FOIL Log	Clerk	Med	List of all FOIL requests maintained through Clerk's office
137	Upgrade KVS - Financial System	Treasurer	Med	Training to be in June/July
138	Tree Ordinance	Attorney	Med	Draft Tree Ordinance
139	Ethics Reform	Attorney	Low	Waiting for BOT discussion; ICMA information forwarded to Board
140	Creation of Local Law for Hawkers and Peddlers	Attorney	Low	
141	Consideration of emergency Generator for Village Hall	Manager	Low	
142	Establish Agreement with MTA- snow and ice removal/ Landscaping Maintenance	Manager	Low	
143	Policy for requests for Memorials in Parks	Rec	Low	Set up Recreation and Park Commission committee to review other policies and recommend to the Board of Trustees
144	Energy Survey - Village Owned Buildings	Manager	Low	Researching through NYSERDA to have free surveys done of village owned buildings
145	Review Legal Notice procedures for cost savings	Clerk/Attorney	Low	Since Village has 2 official papers - legal notices must be published in both papers; BOT might want to consider using one paper to reduce the costs. New Enhanced Public Notice requirements have increased the number of times a notice is to be published

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146	Completion of furniture needs - Village Hall/Senior Center	Manager	Low	Completed
147	Village Hall Signage and Directory	Manager	Low	95% completed
148	Organization and setup of Records Storage Room	Manager	Low	Departments need to review their records and organize