



CITY OF BELLE ISLE, FLORIDA

1600 Nela Avenue
Belle Isle, Florida 32809
(407) 851-7730 • FAX (407) 240-2222
www.cityofbelleislefl.org

February 17, 2017

To: Mayor and City Council

From: April Fisher, Interim City Manager

Re: Project List Update

Attached is an update on the major project list I have been working from since starting in the interim city manager position.

Staff has been working very hard as a team and has achieved a lot during this timeframe, as evidenced in the project list update. Most of the items on the list have been completed, while a couple are forthcoming for completion in March, and permit and development application review are ongoing.

The attached is not an exhaustive list of daily staff efforts but provides an update on key projects. Please let me know if you have any questions or would like additional information.

Belle Isle Project List	Description	Action
NPDES Report	Prepare NPDES TMDL Prioritization Plan and send to State	Completed and approved by the State November 10, 2016
Republic Services Roll-offs for Residential properties	Contract reviewed and discussions with Republic confirmed that there is no residential franchise for roll-off containers. Residents may use any company the like.	City Council approved an ordinance removing conflicting text from City Code at their December 6, 2016 meeting.
Explorer and BIPD Cares accounts	These bank accounts had been established in years previous in the City's name and should not have been. They should have been set up under their own non-profit status.	These bank accounts have been closed. A separate bank account for the Explorer program has been established.
Purchasing Policy	A purchasing policy establishing procedures for a competitive bid process is needed for conducting business in the city.	A policy to outline procurement procedures for the competitive bid process was prepared and approved by City Council at their January 3, 2017 meeting.
Landscaping Services Request for Proposal (RFP)	The City has discussed seeking new services for landscaping maintenance City-wide.	A RFP was prepared and initiated in December. Six bids were received and staff is bringing forward a recommendation in March.
Personnel Manual Update	The personnel manual has not been updated for some time and needs to be updated to reflect current practices and procedures.	Staff updated the manual and presented to City Council. City Council approved the updated manual at their January 3, 2017 meeting.
Tree Board	This advisory board was established to carry out the needs of establishing as a Tree City USA city.	The first meeting was held on February 9, 2017. There was no quorum so a second meeting is being scheduled for late February.

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FEMA Ordinance	This is a requirement from the state to make floodplain management provisions of city code consistent with the Florida Building Code.	Staff worked with the state to make the necessary changes to code and presented to city council for adoption. City Council adopted the changes at their February 7, 2017 meeting.
Boat Dock Ordinance	City Council directed that the boat dock regulations be updated.	The Planning and Zoning Board has made recommendations to City Council and the ordinance is scheduled to be discussed by City Council in March.
Stormwater Program	The City has received a bid to clean and scope the most needed pipes (corrugated metal) with a second step of lining the pipes. Jade Circle Improvements have been identified as the next most imminent priority and staff is bringing recommendations forward to City Council.	Staff met with Orange County to discuss a cooperative approach. The County has continuing service contracts that staff reviewed and identified contacts to seek quotes for the work at Jade Circle. Three quotes were received and staff has prepared a recommendation to be discussed by City Council in March.
Cornerstone Charter School Stormwater Discharge Issue	In November, Orange County made the interim city manager aware of this issue that needs to be addressed with the city.	Staff met with Orange County to discuss a cooperative approach. Through working with the County, staff prevented the City from incurring a fine/penalty. Staff has taken the first step to place a temporary solution while investigating the sources to determine a permanent course of action.
Paving Schedule	Paving of designated streets is identified in the current fiscal budget.	Staff will be bringing forth recommendations to City Council for project commencement in March.
Public Works Assistant Position	A position was placed into the current budget to meet the need of this permanent position.	The position was advertised, interviews conducted and a new staff member was hired and started in February.

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Police Department Rebuild	A contract was needed to ensure this rebuild was carried out meeting the city's needs.	Staff secured a contract with Comins Development to complete the rebuild in December 2016. The rebuild is underway and anticipated to be completed in eight weeks.
Ongoing permit and development application review	This involves daily permit review for items such as fences, screened enclosures, sheds, boat docks, and development applications that are considered by the Planning and Zoning Board and/or Council such as variances and site plans.	Ongoing
Perform Site Inspections	This involves inspection following the approval and construction of permits.	Ongoing