

# Memorandum

**Date:** December 1, 2004  
**To:** Mayor & Commissioners  
**From:** D. Bill Mathis, Town Manager  
**Re:** Town Update –December 2004

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I am providing you with brief updates on some of the Town's continuing projects and events.

**Woolbright landscaping** – As reported in November, the Woolbright ROW landscaping was destroyed by Hurricane Frances. We have finally cleared the debris from the site and have submitted a damage report to FEMA for reimbursement. The Town originally obtained a grant from the County to install the original landscaping. There are no other grants available at this time. The Town could landscape the Woolbright site and submit the cost to FEMA.

**Vegetation Pickups** - Waste Management has completed its special pickups for removal of debris from the hurricanes and have returned to its regular schedule of vegetation removal on Tuesdays. Residents should be aware that they should only put out vegetation for pickup on the normal scheduled day and not at any other time.

**Stormwater Drainage Project – Hudson Avenue Phase** – This is a progress report of the Hudson Avenue roadway and drainage improvements. The Contractor (Chaz Equipment Company) is in the process of completing the last few items on the punch list in order to finish the project. When the work is completed to the Town's satisfaction, the Town Engineer will issue a certification of completion. The Contractor is in the process of submitting the payment request for final payment of the 10% retainage. The Staff has notified the two (2) property owners of the empty lots towards the southwest end of the street that the lots have standing water on them. This is considered to be a health hazard as it is a potential breeding ground for mosquitoes. The staff is in the process of assisting the property owners with information regarding purchasing soil and filling their lots to bring them to a higher elevation to relieve this problem.

**Stormwater Drainage Project - South Phase** – The Town Engineers have completed the bid documents for the advertising for the construction of the South Phase of the stormwater drainage project. On October 17 and 24, 2004 the Town advertised for bids for the South Phase in the newspapers. A mandatory prebid conference was held on November 3, 2004 at 1:30 pm. at the Ocean

Ridge Town Hall. There were 14 bid packages picked up by Contractors and nine (9) attended the prebid conference. The deadline for receiving and opening the bids is on November 24, 2004 at 10:00 am.

**Adams Road and David Lane Improvements** . Chaz Construction and started this project and should be completed in approximately ninety (90) days. During construction the Contractor will maintain access for traffic on the roadway and the ability for property owners to access their property. The improvement project consists of installing a new road on David Lane, repaving Adams Road and installing new drainage pipes and catch basins on both roads. On October 21, 2004 a letter was sent out to all the property owners of Adams Road and David Lane notifying them when construction will start. Chaz Equipment Company, Inc. (Chaz) is the contractor of record to perform this work and they have allowed us to “piggy back” the bid pricing based on the costs of the Hudson Avenue phase of the project. The Town has been very satisfied with the work that Chaz has performed on the original contract for Hudson Avenue. The approved amount of the change order was \$199,540.00 for the construction of the improvements on Adams Road and David Lane.

**Inlet Cay Drive Seawall** – It was learned that the Town’s seawall located on both the north and south sides of the Inlet Cay Drive Bridge was damaged during the two (2) Hurricanes. The damage is not extensive and we have hired a contractor to do the repairs for an estimated cost of \$1,200.00. The work should be started next week and consists of grouting the cracks in the walls and filling and compacting the voided areas along the backside of the seawall with dirt.

**Island Drive Seawall** – As reported previously, the seawall adjacent to 132 and 133 Island Drive collapsed and washed out during Hurricane Frances. This washout caused the dirt to erode in the right-of-way up to the roadway and a Florida Power and Light (FP&L) ground transformer to fall into the water. This seawall is owned by the adjacent property owners and is not the responsibility of the Town to replace. The property owners have now contracted with Mark Smith Marine Construction Company to repair the seawall. The work has started and should be completed in approximately two (2) weeks.

**New Telephone System** – The Town has completed the installation of its new digital telephone system made by Comdial. The old system made by AT&T was originally installed in 1986 and is outdated. The new system is being utilized by the Town Hall and also the Police Department and has the ability to interface with our new 911 telephone system that we installed last year. The new system has up to date technology including voice mail, conference calling, speaker phones, caller identification, direct dial to all extensions and many other new functions. The new telephone system can be utilized in the new municipal building when it is constructed.

**Updating Our Communications Capabilities** - The Town has been in contact with FCC in order to submit an application for a low power FM radio license. When the

system is implemented, we will be able to broadcast information to the citizens in Town on a FM band. This will assist us in keeping the Citizens apprised of any conditions in the Town such as boil water announcements, special events, or Hurricane information. We have just installed a new telephone system which will be compatible with a reverse 911 capability; this will also increase our ability to keep the citizens aware of any conditions that they should be made aware. We should have an estimated cost next month for both of these items.

**Police Computer Software Update** – The present database program being used by the Police Department was purchased from the Institute of Police Technology and Management in 1989 and they stopped supporting the program in 1999. The program is called Police-Trak and utilizes an outdated DOS operating system. The Town has been continually upgrading its computer hardware but now needs to upgrade this software program. I have had Gene C. Rosenberg of the Police Department, investigate the different systems available. He has contacted several companies and I have attached his memo. We will have more detailed information next month. This new software would be an important upgrade to our ability to serve the Town.

**Fire Hydrants** – With the start of the new budget in October, the Town now has some new funding for repairs and replacement of old and/or rusted fire hydrants as part of our annual fire hydrant maintenance program. The Town's contractor Line Tec, Inc. earmarked two (2) fire hydrants that were below standard and heavily corroded that needed to be replaced. These two (2) fire hydrants were replaced in the end of October and were located on the west side of the roadway at 6849 and 6880 North Ocean Blvd. (A-1-A). Line Tec, Inc. also repaired in October a fire hydrant valve box that was sticking up on the corner of Hudson Avenue and A-1-A. On September 30, 2004 a tree trimming truck backed up and damaged a fire hydrant located in the Ocean Ridge Yacht Club. The Town's contractor Line Tec, Inc. replaced the fire hydrant and the Town sought reimbursement for this cost from the vehicle owner's insurance company. On October 18, 2004 the Town received reimbursement in the amount of \$2,500.00 from the insurance company for the replacement of the fire hydrant.

**Tropical Drive Easements** – The Staff, Town Engineer and Town Attorney are still pursuing the execution of the easement documents for Tropical Drive this item is being addressed in the agenda.

**State Revolving Fund Loan** – The loan is in place and the funds are available to be drawn for the South Phase and Hudson Avenue Phase of the project. On October 8, 2004 the fourth disbursement request was submitted to the Florida Department of Environmental Protection (FDEP) for the Hudson Avenue Phase of the stormwater drainage project. The request was for construction services of \$32,938.00 and technical services during construction of \$11,210.00 for a total disbursement in the amount of \$44,148.00. On October 25, 2004 the fourth disbursement check for the amount requested was received from the FDEP. On October 29, 2004 the first disbursement request was submitted to the FDEP for the Mechanical Equipment for the South Phase of the stormwater drainage project. The request was for \$113,865.00, which is 25% of the costs of the equipment for the Woolbright Detention Area Pump Station.

### **CALENDAR OF EVENTS**

**November 1:** Town Commission Meeting – 6:30 pm

**November 2:** Election Day

**November 6:** The Town is helping to sponsor the “beach clean up day” from 8:00 am until 12:00 noon. The staff will be serving water and donuts to the volunteers and Boy Scouts in the A.M.

**November 8:** Code Enforcement (if necessary) – 10:00 am

cc: Ed Hillery, Dir. Of Public Safety  
Karen Hancsak, Town Clerk  
Town Employees