

TAB 4

TOWN OF LAKE PARK

MEMO

To: Mayor and Town Commissioners
From: Doug Drymon, Town Manager *D.D.*
Date: November 14, 2003
Subject: Lake Park Harbor Marina Project – Time line

As part of the task of bringing the Lake Park Harbor Marina up to full operation, the following time line of events is recommended for consideration:

- 1) Prepare job description and pay scale for Harbor Marina Manager's position. Status: Currently underway. Estimated completion date: Distribute to Commission on or shortly after November 19th for review.
- 2) Advertise for, interview and hire new Harbor Marina Manager. Status: Will begin immediately upon completion of job description and adoption of pay scale. Estimated completion date: Harbor Marina Manager to be hired and on-board by January, 2004.
- 3) Advertise Marina in newspaper and various marine-related publications to generate interest in leasing slips. Status: Currently underway. Estimated completion date: Pro-forma budget prepared by ATM includes annual advertising for all facets of Marina operation as one of the recommended budget line items.
- 4) Complete waterside construction. Status: Currently 40% complete. Utility pedestals installed, electric lines installed (except for floating docks), electric panels installed. Water lines in process of being installed. Sewer lines to be installed in conjunction with Harbor Marina Manager's Office building. Estimated completion date: End of February, 2004.
- 5) Complete upland construction. Status: Construction plans 99% complete. Draft of plans has been submitted to FDEP for review and approval. Estimated completion date of upland facilities: 6-months after award of bid.
- 6) Complete Harbor Marina Manager's Office Building. RFP for design/build has been advertised, with deadline for submittal November 26th. Estimated completion date: 180-days from date of award of bid (this may need to be extended).
- 7) Revise Town Code to reflect grammatical and substantive changes to Marina ordinances. Status: Changes to Code recommended by Marina Advisory Board are being reviewed by Town staff. Estimated completion date: December 2003.