



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, April 16, 2008, 7:30 p.m.  
Lake Park Town Hall  
535 Park Avenue

<b>Desca DuBois</b>	—	<b>Mayor</b>
<b>Edward Daly</b>	—	<b>Vice-Mayor</b>
<b>G. Chuck Balius</b>	—	<b>Commissioner</b>
<b>Jeff Carey</b>	—	<b>Commissioner</b>
<b>Patricia Osterman</b>	—	<b>Commissioner</b>
<b>Maria V. Davis</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez</b>	—	<b>Town Clerk</b>

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

- A. **CALL TO ORDER**
- B. **INVOCATION**
- C. **PLEDGE OF ALLEGIANCE**
- D. **ROLL CALL**
- E. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**
- F. **PUBLIC and OTHER COMMENT**  
This time is provided for audience members to address items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember, comments are limited to a TOTAL of three minutes.
- G. **COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:**

**H. BOARD MEMBERSHIP APPLICATIONS:**

**I. CONSENT AGENDA: All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.**

**For Approval:**

- |   |       |
|---|-------|
| 1. Proclamation Water Conservation Month  | Tab 1 |
| 2. Proclamation Declaring Therapy Dog Awareness Day - May 10, 2008  | Tab 2 |
| 3. Community Development Block Grant (CDBG) Interlocal Agreement with Palm Beach County Housing and Community Development | Tab 3 |
| 4. Job Description for an Accounts Payable/Receivable Coordinator   | Tab 4 |
| 5. Volunteer Dinner Update  | Tab 5 |

**J. DISCUSSION AND POSSIBLE ACTION:**

- |  |       |
|--|-------|
| 6. Grant Application for Land Acquisition for Parcels Around the Ball Fields | Tab 6 |
| 7. Schedule for Budget Workshops and Hearings                                | Tab 7 |

**K. ADJOURNMENT:**

# **Board Membership**

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: April 16, 2008

Agenda Item No. *Board Membership*

- |   |   |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING                                 | <input type="checkbox"/> RESOLUTION     |
| <input type="checkbox"/> Ordinance on Second Reading                    | <input type="checkbox"/> DISCUSSION     |
| <input type="checkbox"/> ORDINANCE ON FIRST READING                     | <input type="checkbox"/> BID/RFP AWARD  |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM                       | <input type="checkbox"/> CONSENT AGENDA |
| <input checked="" type="checkbox"/> <b>BOARD MEMBERSHIP APPLICATION</b> |   |

SUBJECT: Board Member Application for the Library Board

RECOMMENDED MOTION/ACTION: Re-Appointing the members to the Library Board.

Approved by Town Manager

*W. Davis*

Date:

*4/10/08*

*Union Nancy Lemly*

Name/Title

*4/9/08*  
Date of Actual Submittal

<b>Originating Department:</b>  Town Clerk	Costs: \$ .00 Funding Source: Acct. #	<b>Attachments:</b>  Board Applications
Department Review: <input type="checkbox"/> City Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input checked="" type="checkbox"/> Town Clerk <i>U.M.C.</i> <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____:  Please initial one.

Summary Explanation/Background: The Library Board has several members that are up for re-appointment. Each of the attached members wishes to be re-appointed to the Library Board.



LAKE PARK TOWN HALL NATIONAL HISTORIC SITE "Jewel of the Palm Beaches"

The Town of Lake Park

Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents and interests of citizens who are willing to serve on advisory boards and committees for the Town of Lake Park. When an opening occurs on one of the Boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified by mail when appointment has been made.

Please print the following information:

Name: COLGAN, LISA (Last, First, Middle)
Address: 533 Palmetto Rd
Telephone: home 848-8519 work 842-5427 cell

Are you a resident of Lake Park (Yes checked)
Are you a non-resident business owner in Lake Park (No checked)
Are you a registered voter (Yes checked)
Do you currently serve on a Town Board or Committee (Yes checked)
If so, which one(s): Library
Have you been convicted of a crime (No checked)
If so, when? where?

Please indicate your preference by number "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

Choice # Board
[ ] Code Compliance \*
[ ] CRA Board (Community Redevelopment Agency)
[ ] Harbor Marina Advisory Board
[X] Library Board
[ ] Merit Board
[ ] Construction Board of Adjustments & Appeals
[ ] Pension Trust Fund (Police)
[ ] Planning & Zoning/Historic Preservation Board \*
[ ] Tree Board
[ ] Other:

Please note: Membership on these ("C") Boards require members to complete an annual financial disclosure form pursuant to P.S. 112.9145 (1)(a). (2)(b), (7)

535 Park Avenue, Lake Park, Florida 33403  
Lake Park Board Application

(561) 881-3311 Fax (561) 881-3313

page 2

Your Name: Cisu Colgan

Please indicate the reason for your interest in your first and second choices:

I have been on library board over 10 years, secretary most of that time

Number of Meetings of the above boards you have attended in the past six months: \_\_\_\_\_

Your educational background: High school, College, Graduate School or other training

never missed library board meetings

What is/was your profession or occupation: Office manager

How long: 6 yrs

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee: \_\_\_\_\_

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen: Been on several different

boards & committees past 20 years  
I love Lake PARK

Feel free to attach additional sheets if required. Also, please attach your resume, if available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature: Cisu Colgan Date: 4-9-08





LAKE PARK TOWN HALL

NATIONAL HISTORIC SITE

*"Jewel of the Palm Beaches"*

# The Town of Lake Park

## Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the Boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified by mail when appointment has been made.

Please print the following information:

Name: Fullerton Alice Louise  
Last First Middle

Address: 320 Date Palm Dr.

Telephone: home (561) 844-0889 work \_\_\_\_\_ cell \_\_\_\_\_

	Yes	No
Are you a resident of Lake Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you a non-resident business owner in Lake Park	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you a registered voter (Response to this question is not mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you currently serve on a Town Board or Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If so, which one(s): <u>Library Board</u>		
Have you been convicted of a crime	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, when? _____ where? _____		

Please indicate your preference by number "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

<u>Choice #</u>	<u>Board</u>	<u>Choice #</u>	<u>Board</u>
<input type="checkbox"/>	Code Compliance *	<input type="checkbox"/>	Pension Trust Fund (Police)
<input type="checkbox"/>	CRA Board (Community Redevelopment Agency)	<input type="checkbox"/>	Planning & Zoning/Historic Preservation Board *
<input type="checkbox"/>	Harbor Marina Advisory Board	<input type="checkbox"/>	Tree Board
<input checked="" type="checkbox"/>	Library Board	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Merit Board		
<input type="checkbox"/>	Construction Board of Adjustments & Appeals		

Please note: Membership on these (\*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (7)

Your Name: Alice Louise Fullerton

Please indicate the reason for your interest in your first and second choices:

I love our library and a member of the  
Friends of the Library.  
I am head of the Community Watch in L.P.

Number of Meetings of the above boards you have attended in the past six months: All

Your educational background: (High school, College, Graduate School or other training)

4 years of college - Taught 32 years - 24 at  
Lake Park Elem.

What is/was your profession or occupation: Teacher

How long: 32 years

Please indicate employment experience that you feel relates to your desired service on an

advisory board or committee: Teaching 32 yrs. with many leadership rolls.  
Many offices in VFW Aux., DAR, and Friends of L.P. Library

Please indicate other general experience or community involvement that you feel qualifies you to

serve on the boards you have chosen: Donating time to L.P. Elem. school,  
VFW Aux., Historical Society, DAR and Friends of  
the L.P. Library!

Feel free to attach additional sheets if required. Also, please attach your resume, if available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature: Alice E. Louise Fullerton Date: 4-9-08

# The Town of Lake Park



## Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents and interests of citizens who are willing to serve on advisory boards and committees for the Town of Lake Park. When an opening occurs on one of the Boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified by mail when appointment has been made.

Please print or type the following information:

Name: BRAWN Peter J  
Last First Middle Initial

Address: 638 W Kalmia Dr Lake Park

Telephone: 842 0829 home 355 6224 work

	Yes	No
Are you a resident of Lake Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you a non-resident business owner in Lake Park	<input type="checkbox"/>	<input type="checkbox"/>
Are you a registered voter (Response to this question is not mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you currently serve on a Town Board or Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, which one(s): _____		
Have you been convicted of a crime	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, when? _____ where? _____		

Please indicate your preference by numbers "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

<u>Choice #</u>	<u>Board</u>	<u>Choice #</u>	<u>Board</u>
<input type="checkbox"/>	Board of Adjustment*	<input type="checkbox"/>	Pension Trust Fund (Fire)
<input type="checkbox"/>	Code Compliance*	<input type="checkbox"/>	Pension Trust Fund (Police)
<input type="checkbox"/>	Education Advisory Board	<input type="checkbox"/>	Planning & Zoning/ Historic Preservation Board *
<input checked="" type="checkbox"/>	Library Board	<input type="checkbox"/>	Town Tree Board
<input type="checkbox"/>	CRA Board	<input type="checkbox"/>	Merit Board*
<input type="checkbox"/>	Marina Development Control Bd.	<input type="checkbox"/>	Other _____

Please note: Membership on these (\*) Boards requires members to complete an annual financial disclosure form pursuant to F.S. 112.31+5(1)(a), (2)(b), (7)

Your Name: Peter Braun

Please indicate the reason for your interest in your first and second choices:  
To ensure a well balanced curriculum  
available to the residents & prevent  
censoring

Number of Meetings of the above boards you have attended in the past six months: \_\_\_\_\_  
Your Educational Background: (High School, College, Graduate School or other training)  
\_\_\_\_\_  
\_\_\_\_\_

What is/was your profession or occupation? Social Worker  
How long? 30 yrs +

Please indicate employment experience that you feel relates to your desired service on an  
Advisory Board or Committee: Working with children  
& understanding the judicial system

Please indicate other general experience or community involvement that you feel qualifies  
you to serve on the boards you have chosen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Feel free to attach additional sheets if required. Also, please attach your resume, if  
available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue,  
Lake Park, Florida 33403

I HEREBY CERTIFY THAT THE STATEMENTS AND ANSWERS PROVIDED ARE  
TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY  
BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED.

Signature: Peter Braun Date: 4/15/04

# Consent Agenda

# TAB 1

**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date:** April 16, 2008

Agenda Item No. *Tab 1*

PUBLIC HEARING

RESOLUTION

Ordinance on Second Reading

DISCUSSION

ORDINANCE on First Reading

BID/RFP AWARD

GENERAL APPROVAL OF ITEM

**CONSENT AGENDA**

**Other: PROCLAMATION**

**SUBJECT:** Water Conservation Proclamation

**RECOMMENDED MOTION/ACTION:** Approve a Proclamation proclaiming April as Water Conservation Month.

Approved by Town Manager *U. J. Davis*

Date: *4/16/08*

<b>Originating Department:</b>  Town Clerk	Costs: \$ 0.00  Funding Source:  Acct. #	<b>Attachments:</b>  Proclamation
<b>Department Review:</b> <input type="checkbox"/> City Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input checked="" type="checkbox"/> Town Clerk <i>U.M.E.</i> <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____:  Please initial one.

Summary Explanation/Background: Governor Charlie Crist has proclaimed April as Water Conservation Month. Governor Crist feels that water conservation is an important component of a dependable water supply for the state. The South Florida Water Management District and its Governing Board support this initiative and is asking local governments, utilities and other organizations to adopt this type of proclamation.

**PROCLAMATION**  
***Water Conservation Month***

WHEREAS, Florida's natural beauty, crystal blue waters and white sand beaches attract residents and visitors from around the world; and

WHEREAS, clean and sustainable water resources are vital to Florida's environment, economy and quality of life; and

WHEREAS, more than 90 percent of Florida's drinking water is supplied by underlying aquifers, and our quality of life and the economy depend upon a clean and healthy environment; and

WHEREAS, Floridians consume more than 7.9 billion gallons per day of fresh water, and the future of Florida depends greatly upon the availability of water; and

WHEREAS, the State of Florida, together with local partners, are investing billions of dollars to develop alternative water supplies, clean up stormwater pollution, restore rivers, lakes and springs, upgrade drinking water facilities and improve wastewater treatment; and

WHEREAS, all water users including commercial, industrial, agricultural, institutional, hospitality, private citizens and others can make positive contributions to reduce water use and protect Florida's water resources;

WHEREAS, the South Florida Water Management District, in collaboration and coordination with local governments, utilities, businesses, agriculture, environmental organizations, recreational, sports and lodging facilities and other parties with an interest in water use are developing a comprehensive and long-term water conservation program for South Florida to instill a lasting culture of conservation in our communities; and

WHEREAS, the Governor and Cabinet of the State of Florida are designating April as Florida's Water Conservation Month to encourage Floridians to conserve the state's precious water resources;

***NOW, THEREFORE***, on behalf of the Citizens and Commission of the Town of Lake Park, I, Desca DuBois, Mayor of the Town of Lake Park, do hereby proclaim the month of April as Water Conservation Month.

***IN WITNESS WHEREOF***, I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 16<sup>th</sup> day of April, 2008.

BY:

\_\_\_\_\_  
Mayor Desca DuBois

ATTEST:

\_\_\_\_\_  
Vivian Mendez Lemley, Town Clerk

# TAB 2

**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date:** April 16, 2008

Agenda Item No. Tab 2

PUBLIC HEARING

RESOLUTION

Ordinance on Second Reading

DISCUSSION

ORDINANCE on First Reading

BID/RFP AWARD

GENERAL APPROVAL OF ITEM

**CONSENT AGENDA**

**Other: PROCLAMATION**

**SUBJECT:** Proclaiming May 10<sup>th</sup> as Therapy Dog Awareness Day .

**RECOMMENDED MOTION/ACTION:** Approve this Proclamation proclaiming May 10<sup>th</sup> as Therapy Dog Awareness Day.

Approved by Town Manager *W. Davis*

Date: 4/10/08

*Vivian Mundy Lively*  
Name/Title

4/15/08  
Date of Submittal

<b>Originating Department:</b>  Town Clerk	Costs: \$  Funding Source:  Acct. #	<b>Attachments:</b>  Proclamation; Letter
Department Review: <input type="checkbox"/> City Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input checked="" type="checkbox"/> Town Clerk <u><i>VML</i></u> <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** Puppy Love is a non-profit organization endorsed by the national organization Therapy Dogs Inc. The goal of the organization is to increase awareness of therapy dogs and their rehabilitative benefits by partnering with national days and weeks of community service like National Youth Awareness Day which highlights the contributions of your people to their communities through volunteer service. The goal of this Proclamation is to proclaim May 10<sup>th</sup> as "Therapy Dog Awareness Day" in the state of Florida. A letter from the president of this organization is attached to provide further information.

## Vivian Mendez-Lemley

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**From:** jcol081561@aol.com  
**Sent:** Wednesday, April 09, 2008 5:44 PM  
**To:** dmaliska@indianharbour.org; mmanley@apopka.net; pmann@cityclerk.gccoxmail.com; mmanousos@ci.tarpon-springs.fl.us; cityofst.marks@comcast.net; mmarante@bayharborislands.net; ebro22@bellsouth.net; dmayes@cityofhawthorne.net; Michelle@fortmyersbeachfl.gov; nmccollum@cityofbelleairbeach.com; marilyn.mccorvey@clewiston-fl.gov; jmcdaniel@minneola.us; barbara\_mcdaniel@davie-fl.gov; mcdonaldv@cityofnewportrichy.org; bmckenzie@mywinterhaven.com; particiamclean@cityofpahokee.com; ymmcleary@ci.miramar.fl.us; smcleod@oakhillfl.com; t.mcmaster@stpetebeach.org; lmcwilliams@tequesta.org; Vivian Mendez-Lemley; mmenendez@cityofsouthmiami.net; lrmilan@melbournebeachfl.org; fmiller@deltonafl.gov; town.of.stleo@saintleo.edu; smirus@longwoodfl.org; cityclerk@cityofrockledge.org; bmontanaro@satellitebeach.org; butterfly30@comcast.net; dmorgan@cityofalachua.com; russell\_muniz@davie-fl.gov; janetm@jupiter.fl.us; mnachreiner@westmelbourne.org; mnasser@ci.dania-beach.fl.us; assistant@oaktownusa.com; gmwood1@embarqmail.com; jneugent@ppines.com; montverde@earthlink.net; cityclerk@ci.milton.fl.us; tnorman@naplesgov.com; snovack@tavares.org; snovoa@nbvillage.com; nubin@ci.delray-beach.fl.us  
**Subject:** Proclamation for Therapy Dog Awareness Day  
**Attachments:** Proclamation Letter.doc; Proclamation - Therapy Dog Awareness.doc

Hello,

My name is Kirsten Coleman. I am the 16 year old founder and spokesperson of Puppy Love. Puppy Love is a non-profit organization endorsed by the national organization Therapy Dogs Inc. Our goal is to increase the awareness of therapy dogs and their rehabilitative benefits by partnering with national days and weeks of community service like National Youth Awareness Day which highlights the contributions of young people to their communities through volunteer service.

My goal is to have each Florida municipality proclaim May 10th as "Therapy Dog Awareness Day". I have attached my letter of request and proclamation for you to present to your Mayor and/or Council/Commission. I greatly appreciate any help in attaining my goal! If you have any questions, you can e-mail me at [Puppylove7552@aol.com](mailto:Puppylove7552@aol.com) or contact my mom (Joy Coleman) at [jcoleman@cityofbushnellfl.com](mailto:jcoleman@cityofbushnellfl.com)

I plan to hold a press conference in Bushnell to recognize the municipalities that have contributed to increasing the awareness of therapy dogs!

Thank You,  
Kirsten Coleman

P.S. Please send confirmation of proclamation to [Puppylove7552@aol.com](mailto:Puppylove7552@aol.com) or mail to 971 CR 478A Webster, Fl. 33597

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Get the [MapQuest Toolbar](#), Maps, Traffic, Directions & More!

4/10/2008



**A healthy dose of . . . .**

# ***Puppy Love***



Honorable Mayor and Council



My name is Kirsten Coleman and I am a 16-year-old sophomore at South Sumter High School in Bushnell, Florida. Although I am very active at school with cheerleading and Future Farmers of America, I still find time to fit in volunteering within my community. Since I feel very strongly about youth involvement through volunteer programs, I created an organization named 'Puppy Love'. Puppy Love is a non-profit organization, which focuses on promoting therapy dog awareness and inspires young people into volunteering action!



I fell in love with the idea of therapy dogs after my father had a stroke when I was younger. I saw how animals helped people heal and decided to join the national organization Therapy Dogs, Inc. as well as the local chapter of Happy Tails. I have now been active with those associations for the past three years. Within the last year, I have organized and held several events to further educate and increase the awareness of therapy dogs and their therapeutic benefits to the public. I had a great sense of accomplishment, during a recent event, when our local American Cancer Society-Relay of Life event coordinators allowed a PUPPY LOVE TEAM *with* therapy dogs, to attend the event for the first time.

I need your assistance to expand the awareness of therapy dogs from a local level to a statewide level. It is my goal to have all 412 municipalities within the State of Florida Proclaim May 10<sup>th</sup>, 2008 as Therapy Dog Awareness Day. With this Proclamation you and your municipality would be joining with others to honor those working therapy dogs that give unconditional love and therapeutic assistance to people of all ages.



I have enclosed a Proclamation for your convenience. If you could forward this Proclamation through the proper process or inform me as to what I need to do to expedite this Proclamation, I would greatly appreciate it. If you would like to make arrangements for Roxy and I to make an appearance and accept the Proclamation I would be willing to schedule an appearance.

Thank you for taking the time to assist me in my endeavor.



Contact Information: (Mother) Joy Coleman  
352-552-8789  
971 CR 478A, Webster, FL 33597  
[Puppylove7552@aol.com](mailto:Puppylove7552@aol.com)



Kirsten Coleman



# PROCLAMATION

*WHEREAS*, throughout human history, dogs have played an important role in the lives of people, serving as our friends, protectors, and companions; and

*WHEREAS*, medical studies have shown that dogs provide the benefits of lower blood pressure, reduced stress, decreased incidence of illness, and lower cholesterol levels among people who are dog owners; and

*WHEREAS*, working therapy dogs have therapeutic benefits on the lives of many Americans by assisting with physical therapy in hospitals, prisons, psychiatric institutions, nursing homes, and schools; and

*WHEREAS*, therapy dogs and their handlers volunteer their time to their respective communities on a daily basis;

*NOW, THEREFORE*, I, \_\_\_\_\_  
Mayor of \_\_\_\_\_, Fl, by virtue of the authority vested in me, do hereby proclaim May 10th, 2008 as

## *THERAPY DOG AWARENESS DAY*

In this Municipality, and in doing so, urge all citizens to join in a national effort to raise the awareness of the therapeutic benefits of therapy dogs.

*ATTEST:*

\_\_\_\_\_  
*City Clerk*

\_\_\_\_\_  
*Mayor*

# TAB 3

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: April 16, 2008

Agenda Item No. Tab 3

- |   |  |
|---|--|
| <input type="checkbox"/> PUBLIC HEARING             | <input checked="" type="checkbox"/> RESOLUTION       |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> ORDINANCE ON SECOND READING |
| <input type="checkbox"/> BID/RFP Award              | <input type="checkbox"/> DISCUSSION                  |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM   | <input checked="" type="checkbox"/> CONSENT AGENDA   |
| <input type="checkbox"/> Other:                     |  |

**SUBJECT:** Community Development Block Grant Interlocal Agreement with Palm Beach County Housing & Community Development

**RECOMMENDED MOTION/ACTION:** Authorize Mayor to sign the agreement

Approved by Town Manager *VP Davis* Date: 4/8/08

Virginia Martin, Grants Writer  
Name/Title

April 8, 2008  
Date of Actual Submittal

<b>Originating Department:</b> Grants	Costs: \$ 0 Funding Source: N/A Acct. # N/A	<b>Attachments:</b> Resolution Interlocal Agreement
<b>Department Review:</b> <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Grants <u>GM</u> _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u>GM</u> : Please initial one.

**Summary Explanation/Background:**

The existing Interlocal agreement with Palm Beach County to obtain Community Development Block Grant funding from Housing and Urban Development has expired. This agreement allows Palm Beach County to solicit funds for the county and then distribute these funds to "entitlement communities" that have signed the agreement with the County. An entitlement community is one that is located within Palm Beach County and has identified needs that the County has included in its long range strategic plan as necessary to the well-being of the County. Lake Park is an entitlement

community, and will receive a portion of the County's funding for projects that fall within the scope of the HUD guidelines. These grant proposals are substantially less intricate and competitive than a Federal HUD grant application, and we are able to request funding for our own priorities according to the needs of the community, whether or not they have been specifically identified by the County as one of their high priority projects.

**Town of Lake Park Town Commission  
 Agenda Request Form**

Meeting Date: April 16, 2008

Agenda Item No. Tab 3

- |   |  |
|---|--|
| <input type="checkbox"/> PUBLIC HEARING             | <input checked="" type="checkbox"/> RESOLUTION       |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> ORDINANCE ON SECOND READING |
| <input type="checkbox"/> BID/RFP Award              | <input type="checkbox"/> DISCUSSION                  |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM   | <input checked="" type="checkbox"/> CONSENT AGENDA   |
| <input type="checkbox"/> Other:                     |  |

SUBJECT: Community Development Block Grant Interlocal Agreement with Palm Beach County Housing & Community Development

RECOMMENDED MOTION/ACTION: Authorize Mayor to sign the agreement

Approved by Town Manager [Signature] Date: 4/8/08

Virginia Martin, Grants Writer April 8, 2008  
 Name/Title Date of Actual Submittal

<b>Originating Department:</b> Grants	Costs: \$ 0 Funding Source: N/A Acct # N/A	<b>Attachments:</b> Resolution Interlocal Agreement
<b>Department Review:</b> <input type="checkbox"/> Community Affairs <input type="checkbox"/> Community Development <input type="checkbox"/> Finance	<input type="checkbox"/> Fire Dept <input type="checkbox"/> Grants <u>GH</u> <input type="checkbox"/> Human Resources <input type="checkbox"/> Library <input type="checkbox"/> Marina	<input type="checkbox"/> PBSO <input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Town Attorney <u>[Signature]</u> <input type="checkbox"/> Town Clerk <input type="checkbox"/> Town Manager
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u>GH</u> : Please initial one.

**Summary Explanation/Background:**

The existing Interlocal agreement with Palm Beach County to obtain Community Development Block Grant funding from Housing and Urban Development has expired. This agreement allows Palm Beach County to solicit funds for the county and then distribute these funds to "entitlement communities" that have signed the agreement with the County. An entitlement community is one that is located within Palm Beach County and has identified needs that the County has included in its long range strategic plan as necessary to the well-being of the County. Lake Park is an entitlement

community, and will receive a portion of the County's funding for projects that fall within the scope of the HUD guidelines. These grant proposals are substantially less intricate and competitive than a Federal HUD grant application, and we are able to request funding for our own priorities according to the needs of the community, whether or not they have been specifically identified by the County as one of their high priority projects.

**RESOLUTION NO. 23-04-08**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING THE MAYOR TO SIGN AN INTERLOCAL AGREEMENT WITH PALM BEACH COUNTY REGARDING A BLOCK GRANT AND HOME INVESTMENT PARTNERSHIP PROGRAM THROUGH 2010 FOR FISCAL YEARS 2008-2009 TO 2011.**

**WHEREAS**, the Town of Lake Park (“Town”) is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, the both the “Town” and the “County” have the common power to perform Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) activities within the County, said common powers being pursuant to Section 125.01, Florida Statutes and Chapter 163 and 166, Part III, Florida Statutes;

and

**WHEREAS**, Section 163.01, Florida Statutes, known as the “Florida Interlocal Cooperation Act” authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with other localities on the basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities; and

**WHEREAS**, it is mandated by Title I of the Housing and Community

Development Act of 1974, as amended, that a county must enter into Interlocal Cooperation Agreements with municipalities in its jurisdiction for the purposes of implementing CDBG activities within said municipalities; and

**WHEREAS**, these Interlocal Cooperation Agreements are also required to implement HOME under Title II of the National Affordable Housing Act of 1990, as amended; and

**WHEREAS**, the Town desires to join with the County in order to carry out the planning and professional services necessary to implement the CDBG and HOME Programs during Federal Fiscal Years 2008-2009 through 2010-2011; and

**WHEREAS**, the Town desires to cooperate with the County for the purpose of implementing the Community Development Block Grant and HOME Programs.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Commission of the Town of Lake Park, Florida:

**SECTION 1.** The Town Commission authorizes and directs the Mayor to sign the Interlocal Cooperation Agreement with Palm Beach County to entitle the Town to receive funds under Title I of the Housing and Community Development Act of 1974, as amended, and Title II of the National Affordable Housing Act of 1990, as amended.

**SECTION 2.** This Resolution shall take effect immediately upon its adoption.

INTERLOCAL COOPERATION AGREEMENT  
BETWEEN PALM BEACH COUNTY  
AND  
TOWN OF LAKE PARK

THIS INTERLOCAL COOPERATION AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2008 by and between PALM BEACH COUNTY, a political subdivision of the State of Florida, hereinafter referred to as the "COUNTY", and TOWN OF LAKE PARK a municipality duly organized by the laws of the State of Florida, hereinafter referred to as the "MUNICIPALITY".

WHEREAS, the parties hereto have the common power to perform Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) activities within the COUNTY, said common powers being pursuant to Section 125.01, Florida Statutes, and Chapter 163, Part III, Florida Statutes; and

WHEREAS, Section 163.01, Florida Statutes, known as the "Florida Interlocal Cooperation Act" authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, it is mandated by Title I of the Housing and Community Development Act of 1974, as amended, that a county must enter into Interlocal Cooperation Agreements with municipalities in its jurisdiction for the purposes of implementing CDBG activities within said municipalities; and

WHEREAS, these Interlocal Cooperation Agreements are also required to implement HOME under Title II of the National Affordable Housing Act of 1990, as amended; and

WHEREAS, the COUNTY desires to join with municipalities in order to carry out the planning and professional services necessary to implement the CDBG and HOME Programs during Federal Fiscal Years 2009, 2010, 2011; and

WHEREAS, the COUNTY and MUNICIPALITY agree to cooperate to undertake or assist in undertaking community renewal and lower income housing assistance activities; and

WHEREAS, the COUNTY and MUNICIPALITY wish to cooperate in the implementation of the goals and objectives of the COUNTY'S Consolidated Plan, as approved by the U.S. Department of Housing and Urban Development; and

WHEREAS, the MUNICIPALITY desires to cooperate with the COUNTY for the purpose of implementing the Community Development Block Grant and HOME Programs.

NOW, THEREFORE, the parties hereby agree as follows:

1. The COUNTY and the MUNICIPALITY will cooperate so that the COUNTY may expend CDBG and HOME funds for eligible activities within the MUNICIPALITY during Federal Fiscal Years 2009, 2010, 2011 (including program income generated from expenditure of such funds) under Title I of the Housing and Community Development Act of 1974, as amended, and Title II of National Affordable Housing Act of 1990, as amended, and receive funds under these Acts.
2. The COUNTY and the MUNICIPALITY will cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities.
3. With the MUNICIPALITY'S assistance, the COUNTY will prepare a Consolidated Plan as required by the U.S. Department of Housing and Urban Development (HUD). The COUNTY will undertake or assist in undertaking all professional and administrative services necessary to prepare said application and other necessary documents, and the COUNTY will agree to take full responsibility and assume all obligations of an applicant. The COUNTY and the MUNICIPALITY agree that the COUNTY is hereby allowed to undertake or assist in undertaking essential community development and housing assistance activities within the MUNICIPALITY; however, the COUNTY has final responsibility for selecting activities and annually submitting the Consolidated Plan to HUD.
4. The MUNICIPALITY and the COUNTY will take all actions necessary to assure compliance with the urban county's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 109 of Title I of the Housing and Community Development Act of 1974, the Americans with Disabilities Act of 1990, and other applicable laws. The COUNTY shall not use CDBG or HOME

TOWN OF LAKE PARK

funds for activities in or in support of any MUNICIPALITY that does not affirmatively further fair housing within its own jurisdiction or that impedes the COUNTY'S actions to comply with its fair housing certification.

5. The MUNICIPALITY, by executing this Agreement, understands that it may not apply for grants under the Small Cities or State CDBG Programs from appropriations for Fiscal Years 2009, 2010, 2011; and may not participate in a HOME consortium except through the COUNTY.
6. The MUNICIPALITY has adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and a policy of enforcing applicable State and local laws against physically barring entrance to, or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.
7. The COUNTY, through its Department of Housing and Community Development, shall assist the MUNICIPALITY in undertaking all professional and administrative services necessary for the purposes of implementing CDBG or HOME activities, including preparation of all applications and other necessary documents, planning and other administrative activities, as required.
8. Pursuant to 24 CFR 570.501(b), the MUNICIPALITY is subject to the same requirements applicable to subrecipients, including the requirements of a written agreement as described in 24 CFR 570.503.
9. The MUNICIPALITY shall be responsible for notifying the COUNTY of any modification and/or change in the use of any real property (from that planned at the time of acquisition or improvement, including disposition) acquired or improved in whole or in part with CDBG or HOME funds that is within control of the MUNICIPALITY. Notification of the COUNTY shall take place within ten (10) days of said modification or change.

In the event that said real property as described above is sold, conveyed or transferred after the time of acquisition and/or improvement, and said real property is sold, conveyed or transferred for usage which does not qualify as eligible under CDBG or HOME regulations, the COUNTY shall be reimbursed in an amount equal to the current fair market value (less any portion thereof attributable to expenditures of non-CDBG or non-HOME funds) of the property by the MUNICIPALITY.

In the event of a close-out or change of status of the MUNICIPALITY, termination of this Agreement, or disposition and/or transfer of any property improved or acquired with CDBG or HOME funds, the COUNTY shall be reimbursed by the MUNICIPALITY any program income generated prior to or subsequent to said close-out, termination or change of status.

10. The COUNTY and the MUNICIPALITY will comply with the Consolidated Plan and the implementing program as outlined in the Annual Consolidated Plan, which governs the expenditure of CDBG and HOME funds.
11. This Agreement shall give the COUNTY authority to carry out activities which will be funded from annual appropriations of CDBG and HOME entitlement funds and program income through Federal Fiscal Years 2009, 2010, 2011. The Agreement shall remain in effect until all CDBG funds, HOME funds and any program income received with respect to activities carried out during the three-year qualification period are expended, and the funded activities are completed, and that the COUNTY and MUNICIPALITY may not terminate or withdraw from the Agreement while it remains in effect.
12. This Agreement is contingent upon the COUNTY'S qualification as an "urban county" and award of funds under the Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, as amended.
13. Nothing contained herein shall be deemed to authorize the delegation of the constitutional or statutory duties of the state, county or municipal officers.

TOWN OF LAKE PARK

14. A copy of this Agreement shall be filed with the Clerk and Comptroller in and for Palm Beach County.
15. Any prior agreements or contracts regarding the duties and obligations of the parties enumerated herein are hereby declared to be null and void.

TOWN OF LAKE PARK

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officials.

ATTEST:  
SHARON R. BOCK, Clerk & Comptroller  
of the State of Florida

PALM BEACH COUNTY, FLORIDA, a Political Subdivision

BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Addie Greene, Chairperson

Approved as to Form and Legal  
Sufficiency:

Approved as to Terms and Conditions  
Dept. of Housing and Community Development

By: \_\_\_\_\_  
Tammy K. Fields  
Senior Assistant County Attorney

By: \_\_\_\_\_  
Edward Lowery, Director  
Housing and Community Development

ATTEST:

TOWN OF LAKE PARK, a municipality duly  
organized by the laws of the State of Florida

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Mayor

(SEAL)

\_\_\_\_\_  
Manager (If Applicable)

Approved as to legal  
form and sufficiency

\_\_\_\_\_  
Town Attorney

TOWN OF LAKE PARK

LEGAL CERTIFICATION BY PALM BEACH COUNTY

As Legal Counsel for Palm Beach County, I hereby state that the terms and provisions of this Agreement are fully authorized under State and local law, and that the Agreement provides full legal authority for the County to undertake, or assist in undertaking, community renewal and lower income housing assistance activities.

\_\_\_\_\_  
Tammy K. Fields, Senior Assistant County Attorney  
Palm Beach County, Florida

# TAB 4

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: April 16, 2008

Agenda Item No. Tab 4

- |  |  |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING              | <input checked="" type="checkbox"/> RESOLUTION     |
| <input type="checkbox"/> Ordinance on Second Reading |  |
| <input type="checkbox"/> Public Hearing              | <input type="checkbox"/> DISCUSSION                |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD             |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other:                      |  |

**SUBJECT:** Resolution to add the position of Accounts Payable/Accounts Receivable Coordinator and job description to the Town of Lake Park Classification Plan.

**RECOMMENDED MOTION/ACTION:** Approve attached resolution.

Approved by Town Manager W. Davis Date: 4/10/08

Ann M. Costello, Finance Dir. April 10, 2008  
Name/Title Date of Actual Submittal

<b>Originating Department:</b>  Finance	Costs: \$ No cost  <b>Funding Source:</b> Acct. #	<b>Attachments:</b> Copy of Resolution and Job Description
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input checked="" type="checkbox"/> Finance <u>AMC</u> <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input checked="" type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u>AMC</u> :  Please initial one.

**Summary Explanation/Background:**

Currently a position exists within the Finance Department which handles the responsibilities of accounts payable and accounts receivable for which there is no job description. The individual handling these responsibilities is currently classified as an Administrative Assistant. The purpose of this action is to amend the Town classification plan to include the title and job description of Accounts Payable/Accounts Receivable Coordinator to accurately reflect the duties and requirements of this position and allow the Finance Director to utilize personnel more effectively. Staff recommends a salary range of \$34,000 to \$48,000 for this position; however, there will be no budgetary impact as the individual holding the position of Administrative Assistant will be classified as Accounts Payable/Accounts Receivable Coordinator with no increase in salary.

**RESOLUTION 24-04-08**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO PROVIDE FOR THE POSITION OF ACCOUNTS PAYABLE/RECEIVABLE COORDINATOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

**WHEREAS**, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

**WHEREAS**, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:**

**Section 1.** The foregoing recitals are hereby incorporated as if fully set forth herein.

**Section 2.** The Classification and Pay Plan is revised to contain the position of Accounts Payable/Receivable Coordinator, an hourly position in the Finance Department, which position shall become part of the Classification and Pay Plan of the Town of Lake Park. A copy of the job description for this position is attached as Exhibit A.

**Section 3.** This Resolution shall become effective immediately upon adoption.

<b>ACCOUNTS PAYABLE/RECEIVABLE COORDINATOR</b>
--

**CLASSIFICATION CODE:** 202  
**PAY GRADE:**  
**DEPARTMENT:** FINANCE

**CHARACTERISTICS OF THE CLASS:**

The work involves responsibility for the independent performance of specialized account-clerical tasks with major emphasis on accounts payable and receivable. The work is performed under the general supervision of the Finance Director in accordance with defined procedures. Leeway is allowed for the use of independent judgment in carrying out the details of the work. A high degree of accuracy is critical to this position. Performs related duties as assigned. This is a non-exempt position.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of anyone position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to this position.

- Reviews and verifies vouchers and invoices, posts invoice to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
- Attaches supporting documentation to original invoice and obtains appropriate authorization, prior to payment of invoice;
- Prepares recurring vouchers in accordance with long-term lease agreements and maintains up-to-date file of all rental lease agreements;
- Reviews purchase order requests from departments, verifies availability of budgetary funds, encumbers funds and prepares and issues purchase orders;
- Processes petty cash disbursements and replenishments according to department guidelines;
- Issues checks for payment;
- Answers inquiries from vendors concerning invoice payment status: resolves issues with unpaid invoices;
- Verifies vouchers for contractual payments, issues checks for contractual payments, and maintains records of contractual payments;
- Makes monthly service changes to Sanitation accounts;
- Creates customer numbers and tracks escrow accounts for Cost Recovery of development projects;

- Creates invoices for all receivables and processes for mailing;
- Generates monthly statements;
- Reviews ageing reports and contacts delinquent accounts for payment;
- Answers questions and resolves account issues;
- Works with other departments at end of fiscal year to establish accounts payable lists and encumbered purchase orders;
- Works with external auditors at year end;
- Responds to inquiries from employees, department heads, vendors and outside agencies in a professional, courteous and timely manner;
- Performs related clerical and account-clerical duties as required;
- Prepares journal entries related to accounts payable;
- Performs monthly account reconciliations as required;
- Prepares schedules and confirmation letters for the auditors;
- Operates a personal computer, peripheral equipment and other related office equipment.

**REQUIREMENTS:**

**A. Education and Experience:**

High School diploma or equivalent with minimum three years experience in accounts payable and receivable. Government experience preferred.

**B. Knowledge, Skills and Abilities:**

- Ability to plan, organize and carry out the work required.
- Ability to prepare reports using computer techniques and use of specific software programs such as Excel and Microsoft Word.
- Ability to establish and maintain working relationships with other employees, Town officials and the general public.
- Must be detail oriented and possess excellent organization skills.
- Ability to work independently and to make appropriate decisions.
- Ability to perform multiple tasks simultaneously.

**PHYSICAL REQUIREMENTS:**

Tasks require limited physical activities, lifting a maximum of 20 pounds, standing and walking, and dexterity in the use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination.

## **ENVIRONMENTAL CONDITIONS:**

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

# TAB 5

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: April 16, 2008

Agenda Item No. *Tab 5*

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION                       |
| <input type="checkbox"/> Ordinance on Second Reading | <input type="checkbox"/> DISCUSSION                       |
| <input type="checkbox"/> Public Hearing              | <input type="checkbox"/> BID/RFP AWARD                    |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input checked="" type="checkbox"/> <b>CONSENT AGENDA</b> |
| <input type="checkbox"/> APPROVAL OF ITEM            |   |

SUBJECT: Town Volunteer Dinner

RECOMMENDED MOTION/ACTION: Consensus to serve alcohol (beer, wine) at the Volunteer Dinner and approval of the recommended catering company, etc.

Approved by Town Manager *W. Davis* Date: *4/10/08*

*Vincent Mendez Lemley* *4/10/08*  
Name/Title Date of Actual Submittal

<b>Originating Department:</b>  Town Clerk	Costs: \$  Funding Source:  Acct. # 100-48000	<b>Attachments:</b> Memo
<b>Department Review:</b> <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Attorney _____ <input checked="" type="checkbox"/> Town Clerk <u><i>VML</i></u> <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____:  Please initial one.

Summary Explanation/Background: Memo attached.

# TOWN OF LAKE PARK

## MEMO

**To:** Maria V. Davis, Town Manager  
**From:** Vivian Mendez Lemley, Town Clerk *YML*  
**Date:** April 10, 2008  
**Subject:** Volunteer Dinner

Please find attached the agenda request form for the Town Volunteer Dinner. The Commission unanimously decided to host the Volunteer Dinner on Friday, May 2, 2008.

The event will take place in the Mirror Ballroom in Town Hall with a combination of food and several different refreshments. For this year's event, we are considering food from Carrabba's Italian Grill. This year's theme is "The Power of Team!". Certificates will be awarded honoring our Town Volunteers.

The exact amount of the food, beverages, and other supplies will be contingent upon the final number of attendees.

If you have any questions please feel free to contact me at the Town Clerk's office.

# TAB 6

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: April 16, 2008

Agenda Item No. Tab 6

- |   |  |
|---|--|
| <input type="checkbox"/> PUBLIC HEARING             | <input type="checkbox"/> RESOLUTION                  |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> ORDINANCE ON SECOND READING |
| <input type="checkbox"/> BID/RFP Award              | <input checked="" type="checkbox"/> DISCUSSION       |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM   | <input type="checkbox"/> CONSENT AGENDA              |
| <input type="checkbox"/> Other:                     |  |

SUBJECT: Land for the Community Center

RECOMMENDED MOTION/ACTION: Agree to allow staff to submit grant application to Florida Community Trust

Approved by Town Manager *W. Davis* Date: 4/10/08

Virginia Martin, Grants Writer  
Name/Title

April 8, 2008  
Date of Actual Submittal

<b>Originating Department:</b> Grants	Costs: \$ 0 Funding Source: N/A Acct. # N/A	<b>Attachments:</b> Map Phases Resolution
<b>Department Review:</b> <input type="checkbox"/> Community Affairs _____ <input checked="" type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Fire Dept _____ <input checked="" type="checkbox"/> Grants <u>GM</u> <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u>GM</u> _____: Please initial one.

**Summary Explanation/Background:** This is an incredibly exciting opportunity to add more parks and recreation space for our residents through the Florida Community Trust (FCT). Through this program, we can acquire contiguous parcels of land to create or expand parks and public recreation areas. There are no matching funds required because we have a population under 10,000, and the FCT will do all the appraisal, negotiation, purchase and closing services for us as part of the total grant award as long as we keep the number of parcels purchased at the

same time under 10. Staff has identified 34 parcels to the West, North, and South of Bert Bostrom Park and the ball fields that qualify for the program. Acquiring this land would considerably enhance our ability to build a community center with grant funding from other sources. Until we are able to do this, the areas would provide additional green space for the community.



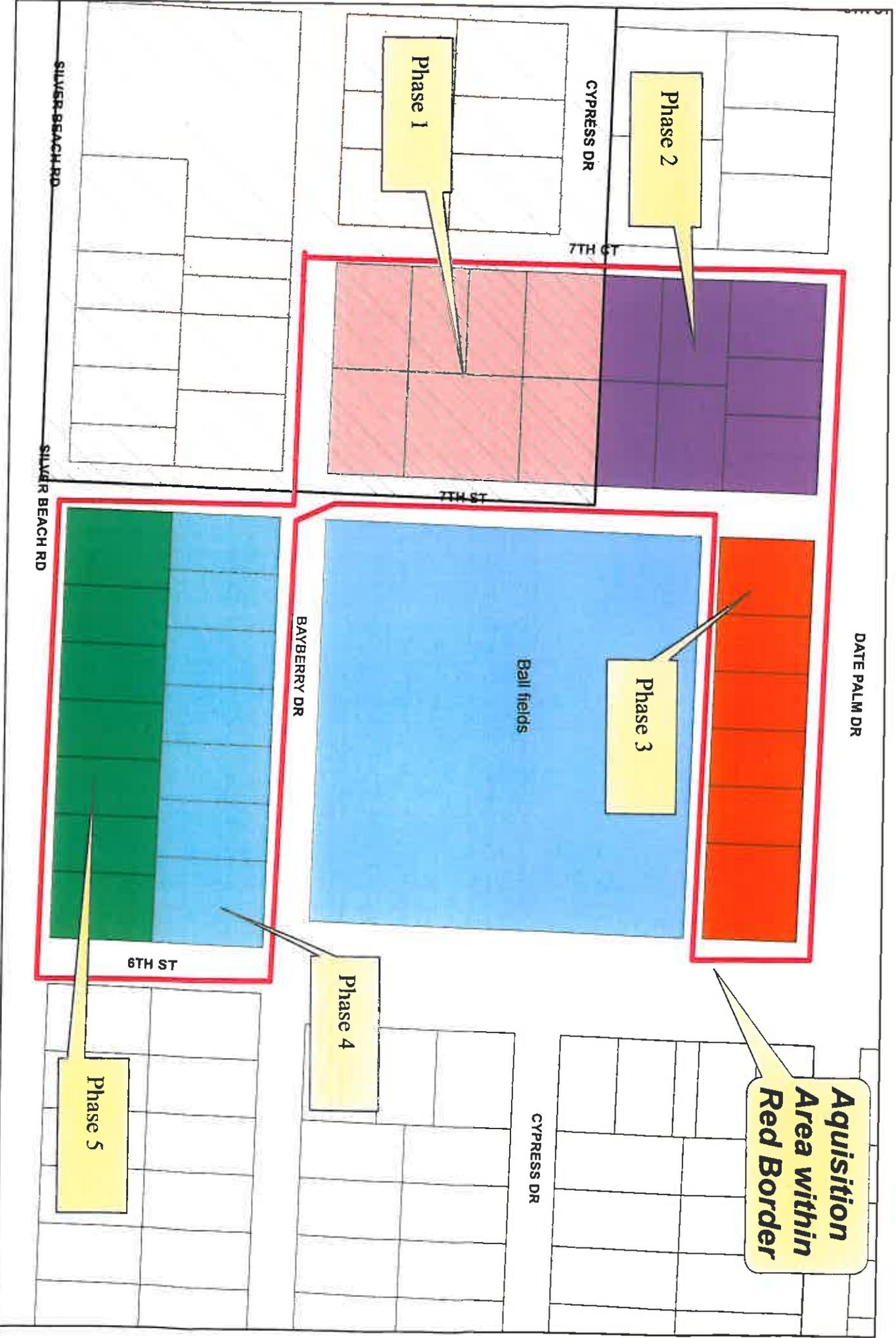
# Lake Park Acquisition Area

**Legend**

- Phase\_1
- Phase\_2
- Phase\_3
- Phase\_4
- Phase\_5
- CRA

Patrick Sullivan, AICP - Director  
 Community Development Department  
 Town of Lake Park  
 535 Park Ave. Lake Park, FL 33403  
 801-861-3319 801-881-3523 (fax)  
 psullivan@lakeparkflorida.gov

4-08-2008



## Recommended Acquisitions for the Expansion and Development of Bert Bostrom Park.

Property Control Numbers for the specific parcels are as follows:

<p><b><u>PHASE 1</u></b></p> <p>36434220010540180 36434220010540220 36434220010540250 36434220010540280 36434220010540320 36434220010540360 36434220010540420</p> <p><b>Total Appraised Value: \$1,843,551</b></p>	<p><b><u>PHASE 2</u></b></p> <p>36434220010540010 36434220010540050 36434220010540080 36434220010540120 36434220010540150 36434220010540460 36434220010540490</p> <p><b>Total Appraised Value: \$1,419,046</b></p>	<p><b><u>PHASE 3</u></b></p> <p>36434220010570170 36434220010570010 36434220010570040 36434220010570070 36434220010570100 36434220010570150</p> <p><b>Total Appraised Value: \$1,170,882</b></p>
<p><b><u>PHASE 4</u></b></p> <p>36434220010560010 36434220010560050 36434220010560080 36434220010560110 36434220010560140 36434220010560170 36434220010560200</p> <p><b>Total Appraised Value: \$1,188,971</b></p>	<p><b><u>PHASE 5</u></b></p> <p>36434220010560230 36434220010560270 36434220010560300 36434220010560330 36434220010560360 36434220010560390 36434220010560420</p> <p><b>Total Appraised Value: \$1,109,926</b></p>	<p><b>PROJECT TOTAL APPRAISED LAND VALUE \$6,732,376</b></p>

**RESOLUTION NO. 25-04-08**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE TOWN MANAGER TO SUBMIT A FUNDING PROPOSAL TO THE FLORIDA COMMUNITY TRUST FOR THE PURPOSE OF RENOVATING AND FURTHER DEVELOPING THE BERT BOSTROM PARK (ALSO KNOWN AS THE 6<sup>TH</sup> STREET BALL FIELDS) FOR THE BENEFIT OF THE CITIZENS AND CHILDREN OF THE TOWN.**

**WHEREAS**, the Town of Lake Park (“Town”) is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, the Town desires to provide the citizens and children of Lake Park with appropriate venues for sporting and recreational activities; and

**WHEREAS**, the Town lacks the available financial resources to independently carry out a recreational development project at this time; and

**WHEREAS**, the State of Florida, through the Florida Community Trust has monies available for the purchase of land for the expansion of the park and recreational facilities on the site,

**NOW, THEREFORE, BE IT RESOLVED** by the Town Commission of the Town of Lake Park, Florida:

**SECTION 1.** The Town Commission has determined that it is in the best interests of the citizens of the Town to seek funding to expand and further develop Bert Bostrom Park.

**SECTION 2.** This project is to be incorporated as part of a 5 year Capital Improvement Plan that will be fully discussed and defined in the Comprehensive Development Plan currently under development.

**SECTION 3.** The Town Manager is hereby authorized and directed to submit a funding proposal to the Florida Community Trust for the expansion and further development of Bert Bostrom Park.

**SECTION 4.** This Resolution shall take effect immediately upon its adoption.

# TAB 7

**Town of Lake Park Town Commission**  
**Agenda Request Form**

Meeting Date:

Agenda Item No.

- PUBLIC HEARING
- Ordinance on Second Reading
- Public Hearing

- RESOLUTION
- DISCUSSION

ORDINANCE ON FIRST READING

BID/RFP AWARD

GENERAL APPROVAL OF ITEM

CONSENT AGENDA

Other:

SUBJECT: Approval of calendar for July Commission meeting and budget workshops.

RECOMMENDED MOTION/ACTION: Approve Town Manager's recommended dates for meetings and workshops.

Approved by Town Manager

*Al. Davis*

Date:

*4/11/08*

*Anne M. Costello, Fin. Dir.*  
Name/Title

*4/11/08*  
Date of Actual Submittal

<b>Originating Department:</b>  <b>Finance</b>	Costs: \$ No cost  <b>Funding Source:</b> Acct. #	<b>Attachments:</b> Proposed calendar
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input checked="" type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:**

Due to the fact that the summer months encompass the budget process, it is recommended that the calendar be set at this time to enable the Commission, staff and especially the general public to plan their summer activities and still be able to participate in the process if they should desire.

It is recommended that the first meeting in July be cancelled and the two regular Commission meetings be combined and be held on July 16, 2008 at the regularly scheduled time. In the past the Commission has held two budget workshops to review the budgets. Due to budget constraints this year, it is recommended that only one budget workshop be held in July to review the General Fund and Enterprise budgets. This meeting is suggested to be held on July 23, 2008 at 6:00 PM. The earlier starting time will enable the Commission to adequately review all of the budget material presented without the need for an additional workshop. It will be necessary for the Commission to reach consensus on the tentative millage rate at this workshop.

Pursuant to F.S. 200.065 the Property Appraiser must be notified of the Town's tentative millage rate and first public hearing date by August 4, 2008. Once the rate is included in the TRIM (Truth in Millage) advertisement process, the rate can be lowered but not raised. Additional workshops can be scheduled in August if necessary. The Town's TRIM (Truth in Millage) hearings cannot be set at this time because they cannot conflict with Board of County Commission (September 8<sup>th</sup> and 22<sup>nd</sup>) or the School Board (dates not available).

The proposed budget for the CRA is scheduled to be presented prior to the regularly scheduled commission meeting on August 6, 2008.

**Town of Lake Park  
Budget Calendar  
For Budget Year 2008 - 2009  
(Schedule commences April 25, 2008)**

<u>Date</u>	<u>Description</u>
April 25	Budgets distributed to departments
May 16	Budgets due to Finance for review
May 27 - June 13	Meetings with Town Manager and Department Directors
June 1	Estimate of Taxable Value received from Property Appraiser
July 1	Certification of Taxable Value received from Property Appraiser
July 15	Proposed budgets distributed to Town Commission
<b>July 23*</b>	<b>Workshop to review budget proposals - Consensus must be reached on tentative tax rate. Additional workshops can be held in August.</b>
August 4	Tentative millage must be delivered to the Property Appraiser
August 6	Workshop to review CRA budget
<b>September 3 to 18**</b>	<b>First public hearing on the tentative budget must be held Note: Cannot conflict with the County or School Board.</b>
within 15 days of hearing	Advertisement of intent to adopt a final budget and millage must be published.
<b>September 18 to Oct 3**</b>	<b>Final public hearing must be held Note: Not less than 2 days nor later than 5 days after the ad is published. Cannot conflict with the County or School Board.</b>
within 3 days of adoption	Resolution must be delivered to the Property Appraiser and Tax Collector

**\* Please note: Consensus on tentative millage must be reached**