



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, September 7, 2011,
Immediately Following the
First Public Hearing on the Tentative Budget,
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kendall Rumsey	—	Vice-Mayor
Steven Hockman	—	Commissioner
Jeanine Longtin	—	Commissioner
Tim Stevens	—	Commissioner
.....		
Maria V. Davis	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian M. Lemley, CMC	—	Town Clerk

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. **REPORTS:**

1. Letter to Palm Beach County Regarding the Interlocal Agreement Tab 1
2. Update on One Park Place Property Tab 2

G. **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.

- H. **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.

Recommended For Approval:

3. Resolution No. 30-09-11 State Aid to Libraries Grant Tab 3
4. Notification of Florida Coastal Cleanup September 17, 2011 Tab 4

I. **PUBLIC HEARING:**

***** OPEN PUBLIC HEARING*****

- A. Staff Report
B. Public Comments
C. Commission Deliberation

ORDINANCE ON SECOND READING

5. Ordinance No. 05-2011 Bank Registry Tab 5
AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 54, ARTICLE III OF THE CODE OF ORDINANCES ENTITLED "HOUSING CODE" TO CREATE A NEW DIVISION 4, TO BE ENTITLED, "ABANDONED REAL PROPERTY;" PROVIDING FOR SECTION 54-101, ENTITLED "INTENT AND PURPOSE"; PROVIDING FOR SECTION 54-102, ENTITLED "DEFINITIONS"; PROVIDING FOR SECTION 54-103, ENTITLED "APPLICABILITY"; PROVIDING FOR SECTION 54-104, ENTITLED "REGISTRATION OF ABANDONED RESIDENTIAL PROPERTY"; PROVIDING FOR SECTION 54-105 ENTITLED "MAINTENANCE REQUIREMENTS"; PROVIDING FOR SECTION 54-106, ENTITLED "SECURITY REQUIREMENTS"; PROVIDING FOR SECTION 54-107, ENTITLED "IMMUNITY OF ENFORCEMENT OFFICER"; PROVIDING FOR SECTION 54-108, ENTITLED "ADDITIONAL AUTHORITY"; PROVIDING FOR SECTION 54-109, ENTITLED "REMOVAL OF ABANDONED PERSONAL PROPERTY AUTHORIZED"; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Staff Requests: Motion to Approve

***** CLOSE PUBLIC HEARING*****

J. **COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:**

K. **ADJOURNMENT:**

Reports

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 7, 2011

Agenda Item No. *Tab 1*

- | | |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> CONSENT AGENDA |
| <input checked="" type="checkbox"/> Other: Report | |

SUBJECT: Letter to County Commissioner Karen T. Marcus Relating to the Interlocal Agreement for Funding of Additional Boat Trailer Parking and Increased Public Access to the Lake Park Marina

RECOMMENDED MOTION/ACTION: N/A

Approved by Town Manager *W. G. Lewis* Date: *8/31/11*

Name/Title _____ Date of Actual Submittal _____

Originating Department: Town Commission	Costs: \$ <i>N/A</i> Funding Source: Acct. #	Attachments: Letter to Commissioner Marcus Excerpt of August 3, 2011 Verbatim Meeting Minutes
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: 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 <u><i>n/a</i></u> Please initial one.

Summary Explanation/Background: The Town Commission requested staff to provide an excerpt of verbatim minutes from the August 3, 2011 agenda deliberations pertaining to the letter that was sent to County Commissioner Karen Marcus regarding the Interlocal Agreement for Funding of Additional Boat Trailer Parking at the Marina. The purpose of this request is to determine whether the verbiage written in the letter matches the verbiage provided for in the verbatim minutes. The letter to Commissioner Marcus and verbatim minutes excerpt are attached.



Office of the Mayor
James DuBois

August 5, 2011

The Honorable Karen T. Marcus, Chair
Palm Beach County Board of
County Commissioners
301 North Olive Avenue
West Palm Beach, FL 33401

*mailed on
8/7/2011*

(VML)

RE: Interlocal Agreement for Funding of Additional Boat Trailer Parking and Increased Public Access to the Lake Park Marina.

Dear Commissioner Marcus:

The Town of Lake Park Commission considered your letter of June 16, 2011 at the regularly scheduled Commission meeting on August 3, 2011. Pursuant to a unanimous vote, the Commissioners agreed to pursue the development of each and every phase of the Marina project.

Thank you for your continuing support.

Sincerely,

James DuBois
Mayor

cc: Town Commission
Thomas Baird, Esq.

115 Park Avenue
Lake Park, FL 33401
Phone: (561) 591-1100
Fax: (561) 591-1111

www.lakeparkflorida.com

Verbatim section of the August 3, 2011 Regular Commission Meeting - Letter of response to Palm Beach County regarding the Marina Project.

Commissioner Hockman: "if I may ask the Town Manager to draft of a letter to be brought back at next meeting so we can fine tune it and get it sent off to meet the deadline of 90 days."

Mayor: "I guess it's not appropriate to distribute the letter to the individual members, we have to do that at a meeting. Right?"

Attorney Baird: "My suggestion to the Commission would be a very simple letter that says the Commission has voted to pursue each and every phase of the project."

Mayor: "I don't want to over word the letter."

Attorney Baird: "And leave it at that. That is what she asking you to confirm."

Mayor: "It is very simple."

Attorney Baird: "If you have to start getting into any details then it will come back from the County with what do you mean by this, what do you mean by that."

Mayor: "That's what I was attempting to clarify, so that's fine. I don't think we need a motion on that. It is clear consensus."

Attorney Baird: "I think they are looking for..."

Mayor: "There looking for a motion?"

Attorney Baird: "official action which would be a motion to send, to respond to Commissioner Marcus and confirm that the Commission will pursue development of each and every phase of the project."

Vice-Mayor Rumsey: "so moved"

Mayor: "seconded?"

Commissioner Longtin: "Mr. Mayor may I?"

Mayor: "It would be appropriate to take a second and then we can have some discussion."

Commissioner Stevens: "second"

Mayor: "Now"

Commissioner Longtin: "I would like to ask that the developer come forward and tell me and my bosses what the plan is. I would also like to know what can we legally close any portion of that road? Can we legally redirect that road? Can we legally do anything with that road? I would like, because as I understand it we might not be able to touch it, but mostly I want to know what this big plan is. We've said, ok"

Mayor: "I think that does beyond the scoop of the question that we have to answer here, and I agree with everything that you have said, and we want to see an application; we want to know what rights we have; we want to know what rights the public has; we want all of those things; as defined and I think we will have the opportunity to do that and we have months, and months, and months to do that and to deal with that."

Commissioner Longtin: "thank you sir"

Mayor: "further debate?"

Commissioner Stevens: "and before anything actually happens we will come in front of another meeting and have public notice ..."

Mayor: "There will be a lot of meetings."

Commissioner Stevens: "There will be tons, and tons of meetings and a lot more opportunities to discuss this issue before any changes are made regarding the promenade or closing the road, just in case anyone is concerned out there."

Commissioner Longtin: "So the letter will come before the Commission Mr. Mayor?"

Mayor: "I don't think we need to bring it to this Commission. I think it is a very simple one or two sentence letter that says we had a vote and the vote was to carry on and we will have..."

Commissioner Longtin: "I would like to see the letter."

Mayor: "I don't want to see the letter, myself."

Commissioner Longtin: "Oh I do."

Mayor: "I don't want to."

Town Manager Davis: "I would be happy to provide the letter by the Commission with a copy of it."

Mayor: "Ok."

Commissioner Longtin: "Well who will be signing the letter? You will correct?"

Mayor: "If you want me to I will, that will be fine. And I hear what the consensus of the group is and I would be happy to."

Commissioner Longtin: "Ok, I just want to see it."

Mayor: "If there is any word smithing of it that may need to be done, you can put that in my hands and I'm willing to do that."

Commissioner Longtin: "Actually I don't want to give my consent until I have seen the letter, so if I have just given consent then I withdraw it because I want to see."

Mayor: "well all we are doing now is debating the motion. We would like to have unanimous vote on this, so if we can bring the letter back to the Commission at the next meeting. I mean we can vote on this and then I can work on it with staff and then you can see it at the next meeting, or we can email it to you after its been..."

Commissioner Longtin: "No, I want to see it before it is done. And so then may not get a unanimous on this but it sounds like you will get consensus. I don't want the letter to go out."

Attorney Baird: "Mayor I can tell you what..."

Mayor: "Give us a draft"

Attorney Baird: "I recommend the letter say 'Dear Commissioner Marcus, The Town of Lake Park Commission considered your letter of date...'"

Town Manager Davis; "June 16."

Attorney Baird: "'June 16, 2011 and pursuant to a motion, no, pursuant to a vote agreed to pursue every phase of', I don't know what the exact language is."

Commissioner Stevens: "all phases of the project."

Attorney Baird: "'pursue all phases of the project. Thank you for your continuing cooperation."

Commissioner Longtin: "All right Mr. Attorney."

Mayor: "That works for me."

Commissioner Longtin: "That works for me."

Mayor: "Is everybody else ok?"

Commissioner Stevens: "Sincerely,"

Attorney Baird: "It is as pleasant as I can be."

Commissioner Stevens: "Sincerely, Sincerely?"

Town Manager Davis: "At this time of night."

Commissioner Stevens: "How does sincerely sound ok?"

Vice-Mayor Rumsey: "We have to get moving."

Attorney Baird: "Very truly yours,"

Commissioner Stevens: " Very truly."

Mayor: "Ok, all in favor?"

Commissioners: "Aye"

Mayor: "All apposed? There being none, the motion carries unanimously. Thank you for composing that letter on the spot like that."

TAB 2



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 7, 2011

Agenda Item No. Tab 2

- | | |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> CONSENT AGENDA |
| <input checked="" type="checkbox"/> Other: REPORT | |

SUBJECT: ONE PARK PLACE UPDATE

RECOMMENDED MOTION/ACTION: Not applicable.

Approved by Town Manager N. Di Tommaso Date: 8/30/11

Name/Title: Nadia Di Tommaso / *Community Development Director* Date of Actual Submittal: 08/26/2011

Originating Department: Vice Mayor Kendall R. Rumsey	Costs: \$0 Funding Source: Acct. #	Attachments: Memo
Department Review: <input type="checkbox"/> Attorney _____ <input checked="" type="checkbox"/> Community Development <u>ND</u> <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input checked="" type="checkbox"/> Town Manager _____
Advertised: 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>ND</u> Please initial one.

Please refer to the attached Memo.



Town of Lake Park Community Development Department

Nadia Di Tommaso
Community Development Director

Meeting Date: **September 7, 2011**

To: **TOWN COMMISSION**

Re: **One Park Place**

Update as of August 2011:

Building Owner, Mr. Richard Ahrens, informed the Town that there have been three (3) prospective buyers for 801 Park Avenue. Economic Development Director, Jennifer Spicer performed three (3) tours and provided information on the building to the prospective buyers. According to the Owner, the prospects contacted Iberiabank directly for additional details. Based on a recent conversation, Mr. Ahrens stated to Ms. Jennifer Spicer that the Bank keeps receiving offers and turning them down. Mr. Ahrens said the Bank feels the offers are too low and believes the building can be sold for more.

The Bank's attorney stated that the foreclosure is pending and they are trying to resolve the issue. Furthermore, the Bank does not have any prospective buyer information available at this time.

The status of outstanding permit-related requirements remains the same (see below).

Update as of February 2011:

I spoke with the attorney for Iberiabank, *James Telepman*, as well as the attorney for Richard Ahrens, *Jim Merola*. Mr. Telepman referred me to Mr. Merola as Mr. Telepman was unable to provide any information regarding a proposed purchase price for the property, although Mr. Telepman did inform me that the property is very early in the foreclosure process and it will take quite some time until it is finalized. Mr. Merola reaffirmed this statement and was also unable to provide me with purchasing information on the property.

Enclosed is a listing of outstanding permit-related requirements on the building. **It appears there are quite a few inspections required, prior to the issuance of a Certificate of Occupancy. The commercial "shell" on the ground level can remain as it is until which time a tenant is secured. The upper floors must be secured prior to any Certificate of Occupancy being issued. Please refer to the enclosed list of permits and respective outstanding inspections. All permits have expired and will need to be reapplied for. Final inspections are required for the various trades, although the overall building also needs framing inspections for units 1 through 5; drywall on floors 2 and 3 (first floor can remain a shell until permits for individual commercial tenant spaces are ready to be applied for); fire framing and final; and a final for the entire property (meeting all American with Disabilities Act (ADA) standards).**

Nadia Di Tommaso, Community Development Director
Community Development Department
881-3319 fax 881-3323
NDiTommaso@lakeparkflorida.gov

801 Park Avenue – Permits & Inspections Due

****All permits have expired and will need to be reapplied for in order to get the following inspections completed****

07-000764: General 3-story construction

Inspections/Requirements:

- Framing Units 1 through 5
 - Drywall on Floors 2 and 3 (separate permit required for 1st floor buildout)
 - Fire Framing and Fire Final
 - Final for Entire Property (all ADA standards must be met by this point, including exterior ramp specs)
-

05-000816: Fire Sprinkler System

Inspections/Requirements:

- Underground
 - Topout
 - Final
-

05-001108: Retention Pond and Retaining Wall

Inspections/Requirements:

- Engineer's Final Report
-

06-000617: Electrical

Inspections/Requirements:

- Final
-

09-000100: Black Chainlink Fence

Inspections/Requirements:

- Final
-

09-000066: Dumpster Enclosure

Inspections/Requirements:

- Final
-

08-000374: Electrical system

Inspections/Requirements:

- Final
-

05-001089: Underground utilities

Inspections/Requirements:

- Final engineering report/inspection required
-

06-001062: Paving sub-base. Density sub-base parking lot.

Inspections/Requirements:

- Final engineering report/inspection required
-

08-0000342: Gas Piping.

Inspections/Requirements:

- Final
-

08-000278: Fire Alarm System.

Inspections/Requirements:

- Final

07-000492: Fire Sprinkler System.

Inspections/Requirements:

- Underground
- Topout
- Final

07-00045: Lawn Sprinkler System.

Inspections/Requirements:

- Underground
- Final

06-001034: Plumbing per plans.

Inspections/Requirements:

- Plumbing Final

08-000199: Building number signs.

Inspections/Requirements:

- Final

Consent Agenda

TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 7, 2011

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"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> PROCLAMATION | <input type="checkbox"/> Other: |

SUBJECT: State Aid to Libraries Grant

RECOMMENDED MOTION/ACTION: Approve execution of the grant agreement, resolution and submission of the application.

Approved by Town Manager *W. Davis* Date: *8/30/11*
 Virginia Martin, Grants Writer _____ August 12, 2011 _____
 Name/Title Date of Actual Submittal

Originating Department: Grants	Costs: \$ 0 Funding Source: State Acct. #	Attachments: Grant Application with Resolution and Grant Agreement
Department Review: <input checked="" type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input checked="" type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input checked="" type="checkbox"/> Grants <u><i>GM</i></u> <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input checked="" type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input checked="" type="checkbox"/> Town Manager _____
Advertised: 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><i>GM</i></u> Please initial one.

Summary Explanation/Background: Each year, the State Division of Library Services provides some level of support for libraries throughout the State to help them operate for the citizens of Florida. An application form, approved resolution, and executed grant agreement are required to apply for these funds, and based on the State Division of Library Services' anticipated revenue, this year's (Fiscal Year 2011-2012) allocation for Lake Park is estimated to be \$7,167. No match, other than the Library's regular operating budget, is required to receive this funding.

Florida State Aid to Libraries

2012 Funding Proposal



Submitted by the
Town of Lake Park, Florida



Office of the
Town Manager

September 7, 2011

Grants Office
Division of Library and Information Services
R.A. Gray Building
Room 206
500 South Bronough Street
Tallahassee, FL 32399-0250

Dear Program Officer:

Enclosed you will find 3 copies of the 2011-12 State Aid to Libraries Grant Application for the Lake Park Public Library.

We have provided an extra original of the application with the Grant Agreement, and request that you return 2 copies to us following award so that one original can be maintained at the Library and one in the Town Clerk's office.

Please do not hesitate to call if you have any questions or require additional information.

Sincerely,

Maria Davis
Town Manager

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3304
Fax: (561) 881-3314

www.lakeparkflorida.gov

**FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES**

**STATE AID TO LIBRARIES
REQUIRED DOCUMENTS CHECKLIST
Form DLIS/SA05**

Submit by October 1, 2011 (postmark)

Library Name: Lake Park Public Library

Submit only those documents that have changed in the past year or that have not been filed before. If a document is already on file with the Division and is still current, do not submit a second copy.

Document	Document Attached	On File with Division	Not Applicable
1. Application Form – Form DLIS/SA01 or DLIS/SA02.	X		
2. Designation of the Single Library Administrative Unit.	X		
3. Designation of a Governing Body.	X		
4. Interlocal Agreements or Contracts.		X	
5. Verification of Governing Body Authority.	X		
6. Position Description of the Single Administrative Head.	X		
7. Certification of Credentials - Single Administrative Head - Form DLIS/SA03.	X		
8. Schedule of Library Hours.	X		
9. Long-Range Plan.	X		
10. Interlocal Agreements.		X	
11. Verification of Reciprocal Borrowing.		X	
12. Verification of Joint Planning.		X	
13. Financial Audit.		X	
14. Two Grant Agreements.	X		

RESOLUTION NO.

A RESOLUTION OF THE COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA APPROVING THE SUBMISSION OF AN APPLICATION REQUESTING STATE AID TO LIBRARIES GRANT FUNDING FOR LIBRARY SERVICES AND PROVIDING REQUIRED ASSURANCES

WHEREAS, effective July 1, 2003 the Florida Legislature amended Chapter 257 Florida Statutes to allow application for State Aid to Libraries Grant Funding by municipalities; and

WHEREAS, in order to meet the requirements for application for State Aid to Libraries Grant Funding, the Town of Lake Park is required to approve submission of the application and make the following certifications provided herein;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA THAT;

- Section 1. The Town of Lake Park, Florida is an eligible political subdivision.
- Section 2. The Town of Lake Park is the single library administrative unit.
- Section 3. The Commission of the Town of Lake Park is the designated governing body to provide library services.
- Section 4. The Library Director shall be the single administrative head employed by the Town of Lake Park with authority to manage and coordinate operations of the Town of Lake Park Public Library and shall have an approved job description.
- Section 5. The Library Director shall have an American Library Association accredited professional degree, and have at least two (2) years of full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of forty (40) hours per week.
- Section 6. All funds will be centrally expended by the single administrative head as part of the Library's budget.
- Section 7. The Town of Lake Park Public Library will extend borrowing privileges without charge to residents of all library service areas in the county that receives State Aid to Libraries Grants.
- Section 8. The Town of Lake Park Public Library will provide free library services.

- Section 9. The Town of Lake Park Public Library will participate with all libraries in the county that receives State Aid to Libraries Grants in joint planning for the coordination of library services to residents.
- Section 10. The Town of Lake Park Public Library will continue to be operated a minimum of forty (40) hours per week.
- Section 11. Attached hereto is Exhibit A, a three (3) year long-range plan as approved by the Commission of the Town of Lake Park.
- Section 12. The Commission of the Town of Lake Park, Florida hereby authorizes the Mayor and Town Clerk to execute the application for the State Aid to Libraries Grant funding.
- Section 13. This Resolution shall become effective immediately upon adoption.

**FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES**

**EXPENDITURE OR APPROPRIATION REPORT
Form DLIS/SA01**

Library Name: Lake Park Public Library

Check Applicable

Expenditure Report - **October 1, 2009 - September 30, 2010**

Appropriation Report - **October 1, 2011 - September 30, 2012**

(Provide appropriation only if the applicant is a newly established public library in the first two years of operation.)

EXPENDITURE/ APPROPRIATION CATEGORY	FUNDING OR REVENUE SOURCES:				TOTAL
	LOCAL	STATE	FEDERAL	OTHER	
10 Personnel Services	183,700	7,675	0	0	191,375
30 Operating Expenses	71,516	0	0	0	71,516
60 Capital Outlay (Non-Fixed)	3,070	0	0	0	3,070
Other (Summer Reading Program Grant)	3,035	0	0	0	3,035
Total for the operation & maintenance of the library	261,321 <i>(Record this amount on page 1)</i>	7,675	0	0	268,996

60 Capital Outlay (Fixed, including purchase or construction of a library building or quarters)					
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LIBRARY DIRECTOR

CLASSIFICATION CODE: 150
PAY GRADE: 18
DEPARTMENT: LIBRARY

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Manager, directly responsible for performing professional and administrative duties related to the operation and functions of the Town Library. Responsibilities include planning, directing, implementing and coordinating Library services for the community. These duties include hiring and evaluating staff, budget preparation, monitoring expenditures, preparation and implementation of policies and procedures, maintenance and development of library technology systems, library programming, the library collection and library services for the general public. Answers to the Town Manager and consults with the Library Board. Performs related duties as directed. This is an 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 the library director position.

1. Serves as the library's executive officer; planning, directing, coordinating and managing all phases of library operations.
2. Supervises library personnel, including: hiring, scheduling, payroll preparation, training, annual reviews, performance evaluations and discipline.
3. Prepares and administers the library budget, within the guidelines established by the Town Manager and the Finance Department.
4. Formulates goals and objectives, prepares the annual long range plan and incorporates these into the ongoing management of library services.
5. Monitors and evaluates library services, reporting to the Library Board, the Town Manager and the Town Commission, as appropriate, and/or, as required.
6. Supervises programming for the public (adults, teens and children) and where appropriate, plans in cooperation of the Friends of the Library and other local civic organizations.
7. Establishes procedures and policies for keeping the collection of materials and library resources current, timely and up-to-date with new technologies.

*Approved on 5/16/07
Min Resolution
42-05-07*

LIBRARY DIRECTOR (page 2)

8. Supervises communication and promotional activities, such as maintenance of the library's web site, library submittals to the Town newsletter and television channel, library brochures and other publications, press announcements and photo opportunities.
9. Promotes the library to the community through participation in local organizations, sponsoring ongoing art exhibits, special programs, publications, speeches, and other activities.
10. Maintains library connectivity, through membership in the Palm Beach County Library Cooperative, Southeast Library Information Network (SEFLIN), library automation system with the cities of Delray Beach, Boynton Beach and Palm Springs through the Cooperative Authority for Library Automation (COALA), and by cooperating with Florida State Library programs.

REQUIREMENTS:

1. **Training and Experience:**

Master's degree in library science (MLS) from a university accredited by the American Library Association, with at least three years of professional experience in library administration are required. Evidence of substantial experience in public services with increasing supervisory and/or managerial responsibilities preferred. Must possess knowledge of computer operations and network systems including the Microsoft Office Suite.

2. **Knowledge, Abilities and Skills**

- a) Knowledge of professional library principles, ethics, and standards
- b) Knowledge of local, state and federal laws pertaining to public library management
- c) Ability to establish and maintain effective working relationships with other management staff, library staff and the general public
- d) Ability to develop long-term and short term plans and programs consistent with the Town's mission, goals and objectives
- e) Ability to develop and present reports and recommendations effectively in oral and written form
- f) Ability to lead effectively, to direct skilled efforts and interject enthusiasm into the services provided by the library for the entire community
- g) Ability to keep abreast of new library services and technology for possible applicability to the Lake Park Public Library

LIBRARY DIRECTOR (page 3)

PHYSICAL REQUIREMENTS:

Tasks involve limited physical activities, light lifting, standing and walking and dexterity in 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. Long hours are frequently required since the Library Director needs to be present for Town meetings, library meetings and library programs.

ENVIRONMENTAL REQUIREMENTS:

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

SENSORY REQUIREMENTS:

Work requires color and form perception and discrimination.

BLOOD BORNE PATHOGENS:

Category II – Minimal to No Risk of Exposure

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.

1994 – 2002

State of FL Public Defender, 11th Judicial Circuit, Miami

Research Librarian

Reconstructed the main library consisting of over 10,000 volumes
Created three branch office libraries
Managed and maintained all aspects of the libraries
Developed a library policy & procedures guide, online catalogs, and databases
Trained and conducted presentations for attorneys, social workers and investigators on use of the internet and other online resources for legal and forensic research
A co-presenter at the National Association of Sentencing Advocates 7th Annual Conference:
"Using the Internet to meet your needs"
Trained attorneys in CALR (computer assisted legal research)
Performed in-depth research requiring and including status reports as well as detailed monitoring of new legislation applicable to the criminal justice system and client issues.
Served on Computer, Web page, Newsletter and Advocacy committees
Assisted with, and contributed to office internet pages as well as maintaining a presence on a variety of listservs to keep abreast of current developments in related disciplines

1984 –1994

Valdes-Fauli, Cobb, Bischoff & Kriss, P.A., Miami, Florida

Research Librarian

Organized the library department and maintained an established budget
Set up a CALR center for Lexis, Westlaw and other media
Automated the library inventory, billing, card catalog and brief index
Actively participated in designing a new library
Supervised and managed the library's move to new office space
Created specialized topical databases relating to client interests
Created questionnaires for attorney feedback
Duties included working with clients directly
Collected data from government agencies and created bibliographies

PROFESSIONAL AFFILIATIONS

American Association of Law Libraries (AALL), 1982- 2003
American Bar Association *associate*, 1985 – 2003
Special Libraries Associations, 1986 – 2003
South Florida Association of Law Libraries; Secretary, 1982-83; 1993;
Vice president-President-elect; 1985 - 87; Board of Directors, 1996;
Constitution & Bylaws Committee Chair; Union list committee, 1996
Palm Beach County Library Association Board 2002- 2010. Treasurer, 2007 – 2009
Kiwaniis Lake Park Chapter - Town Liaison 2010-2011
Bridges of Lake Park – CAC Community Action Committee Board member
Florida Library Association – Outreach & Programming Member Group (*Administration/Management*)

PERSONAL RECOGNITION

Biography in Who's Who in the United States;
Who's Who in American Law 1990 -
Delta Sigma Epsilon, Delta Theta Chapter, 1995
SEFLIN Leadership Program Sun-Seeker, 2006
ALA Certified Public Library Administrator Program participant, 2007 -

FOREIGN LANGUAGES

Some Spanish, Italian

PERSONAL INTERESTS

Broward County Recycling Program, 1988;
Guardian ad Litem- Broward County, 1989-90;
Palm Cove PTA Ways & Means Committee Chair, 1993-94.
Lawyers & Advocates for Special Education Advocacy 2001- 2002
Occasional *Ask the librarian* for Sun-Sentinel Sunday local news column
Mentor18 volunteers, 2011 – present
ALA/Acreage Landowners Association Board ,2010 – present

**FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES**

**STATE AID TO LIBRARIES GRANT APPLICATION
Certification of Credentials - Single Library Administrative Head
Form DLIS/SA03**

The Town of Lake Park
(Name of library governing body)

governing body for the Lake Park Public Library
(Name of library)

hereby certifies that the incumbent single library administrative head,

Karen Mahnk
(Name of incumbent)

- Has completed a library education program accredited by the American Library Association; and
- Has at least two years full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of 40 hours per week.

Signature

Chair, Library Governing Body

Date

James DuBois, Mayor
Name (typed)

Quick Links

Search this site:

LIBRARY HOURS**Monday & Tuesday**

12:00 PM to 8:00 PM

Wednesday & Thursday

9:00 AM to 5:00 PM

Friday & Saturday

9:00 AM to 1:00PM

Sunday CLOSED**LIBRARY ADDRESS**

**529 Park Avenue, Lake
Park, FL 33403**

PH: (561) 881-3330

EMAIL:

askhere@lakeparkflorida.gov

Home \ General Information**General Information****Library Hours**

Monday & Tuesday 12:00 PM to 8:00 PM

Wednesday & Thursday 9:00 AM to 5:00 PM

Friday & Saturday 9:00 AM to 1:00 PM

Contact Information**Library Address**

529 Park Avenue
Lake Park, FL 33403

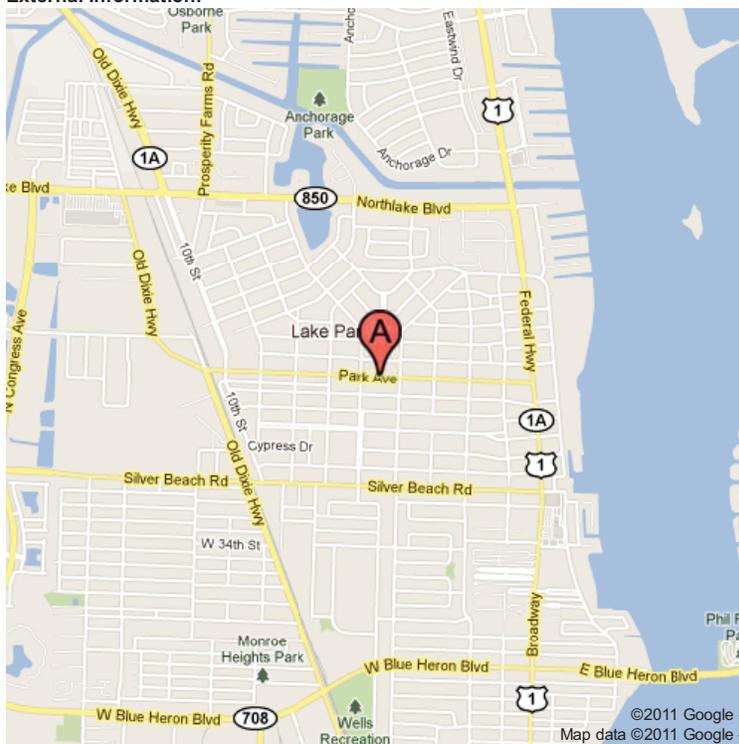
Phone = 561-881-3330

Email = kmahnk@lakeparkflorida.gov

From I-95

Exit at Northlake Boulevard (Exit 77) and go East. Turn right onto 10th Street and go South to Park Avenue. Make a left on Park Avenue (East) to 6th Street. Because parking is in the rear of the library, turn left onto 6th street and make the first right onto Greenbriar. Rear of the library will be on the right, next to the Town Hall.

529 Park Avenue
Lake Park, FL 33403
561-881-3330

External Information:**Upcoming Events**

- **Summer Reading Program**
Thu, 08/04/2011 - 2:00pm
- **Bridges Book Buggy**
Thu, 08/04/2011 - 2:00pm
- **Library Board Meeting**
Thu, 08/04/2011 - 6:00pm
- **Summer Reading Program**
Mon, 08/08/2011 - 2:00pm
- **Teen Advisory Group Meeting**
Mon, 08/08/2011 - 5:30pm

[more](#)

Primary links

- **Home**
 - **New Books**
 - **Library Cooperative Locations**
 - **Computer Class**
 - **Job Hotlines**
- **Events**
 - **Calendar**
 - **Art @ Your Library!**
 - **Purple Sage Book Club**
- **Catalog**
- **Friends of the Library**
 - **Friends Fundraising Project**
- **Helpful Sites**
- **Kids**
 - **Cool Books**
 - **Fun Stuff**
 - **Homework Stuff**
 - **Library Stuff**
 - **Reading**
- **Teens**
 - **Teens Read**
- **General Information**
 - **Meeting Room Policy**
 - **Computers & Internet**
 - **Programs**
 - **About Us**
 - **Art Exhibit Policy**
 - **Board Members**
 - **Library Staff**
- **Cards**
- **Help**

Annual Action Plan FY 2011-12

Activities and events

- Continue annual **Food for Fines** drive during November and December
- Augment Friends' Annual Book Sale by including participation of other community partners
- Continue promoting community participation by way of related public workshops
- Continue to actively seek feedback through promotion of suggestion box and surveys.
- Expand global activities at the library with *Library-Cam* to other countries
- Explore expanding *Library-Cam* model for use creating international book discussion groups
- Continue public recognition of Library supporters.

Collection Development

- Continue creating genre sections or *zones* for more popular subject matter.
- Expand Youth collection with a wider variety of media.
- Create a Language Learning room to serve both literacy and foreign language needs.

Programs

- Continue expanding children's reading and story time events as the needs of the community grow
- Continue to expand partnering with local schools for library and community programs
- Expand Friends-sponsored promotions to include silent auctions of rare and autographed books
- Continue promoting *READ* poster program to community stakeholders
- Expand teen volunteer program as small-scale internships
- Continue to provide both basic weekly basic computer classes and advanced seminars
- Continue creating partnerships for Parent-Child literacy program
- Create a unique learning mentor program for teenagers
- Include additional community partners to improve and expand *Book Buggy* outreach program

Services

- Continue weekly basic and periodic advanced computer instruction on specific applications
- Continue improving children's library and renovation of the children's library.
- Complete furnishing of Teen Center by the close of 2012.
- Enhance automation with
 - Cardless system
 - Additional digital media browsing kiosks
 - A *PCExpress Tech Center* area for instant computer tasks



STRATEGIC PLAN FOR 2011 – 2014



Goals • Objectives:

Exhibit "A"

1. Respond to community needs.
Objective: Provide opportunities for community input.
 - Actively promote surveys and suggestion box use.
 - Promote membership in the Friends of the Library.
2. Renew, revive, and update the library.
Objective: Address needs of the underserved.
 - Focus on making youth areas more friendly and inviting to both children and parents.
 - Create unique areas or zones within the library space by the close of 2012.
 - Update aged shelving within the next 12 to 24 months.
 - Expand Children's collection by the close of 2011.
 - Complete Teen Center by the close of 2011.
3. Strengthen current partnerships.
Objective: Provide new opportunities for community stakeholders.
 - Create campaigns that include community and Town partners.
 - Join with community partners to bring Town events into the Library.
4. Forge new partnerships.
Objective: Seek out new opportunities for unique partnerships.
 - Seek out a strong partnership with local schools.
 - Provide youth activities that compliment school curriculum.
5. Nurture Diversity.
Objective: Celebrate the community's unique diversity.
 - Provide activities and materials that represent users' interests and origins.
 - Actively participate in community diversity activities.
 - Create activities that highlight and promote the community's diverse flavors.
 - Partner with local and other agencies and organizations.
 - Seek sponsorships by local businesses to support library activities and services.
 - Foster cooperation and involvement by the local commercial businesses.
6. Improve continuously.
Objective: Constantly review our goals and critique our results.
 - Create opportunities for close cooperation between Library staff and stakeholders such as Library Board, Commission and other community members.
7. Expand availability and participation.
Objective: Seek new methods by which to reach out to the community.
 - Consider creative solutions for expanding hours of operation in the next 14 to 24 months.
 - Establish policies to continuously expand the number of community stakeholders.
 - Intensify grant submissions within the next 12 months that focus on expanding library resources by both new and established technologies and provide materials in cutting edge media.
8. Encourage creativity.
Objective: Create an atmosphere in tandem with the Town's artistic and historical character.
 - Seek support of digital archiving and access of Town historical documents by end of 2012.
 - Support local historical society by proposing to serve as a digital repository.
 - Continue to expand current youth Summer Programs that incorporate unique creative tools that inspire reading and make researching knowledge fun and exciting.
 - Provide programs in conjunction with Town's Art Studio to promote the Arts and provide opportunities for the community to experience the connection between the two.
9. Foster Innovation.
Objective: Invite creative innovation in a fun-filled atmosphere.
 - Train staff in positive communication.
 - Inspire staff with the Mission and Motto of the Library.
 - Provide opportunities for staff to regularly brainstorm new and unique solutions.
 - Encourage and promote spontaneity among both staff and patrons.
 - Promote excellence above just average.
10. Extend our vision into the future.
Objective: Establish a policy of seeking out and applying cutting-edge technology.
 - Constantly pose the questions "can it be done better?" and "what else can we do?"
 - Constantly keep abreast of new techniques and trends.
 - Revisit goals and accomplishments on a regularly scheduled basis.
 - Support staff professional development and promote learning new skills.

**Florida Department of State, Division of Library and Information Services
STATE AID TO LIBRARIES GRANT AGREEMENT**

The Applicant (Grantee) Town of Lake Park
(Name of library governing body)

Governing body for Lake Park Public Library
(Name of library)

hereby makes application and certifies eligibility for receipt of grants authorized under Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

I. The Grantee agrees to:

- a. Expend all grant funds awarded and perform all acts in connection with this agreement in full compliance with the terms and conditions of Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program. Funds will not be used for lobbying the Legislature, the judicial branch, or any state agency.
- b. Provide the Division of Library and Information Services (DIVISION) with statistical, narrative, financial, and other reports as requested.
- c. Not discriminate against any employee employed in the performance of this agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, or marital status. The Grantee shall insert a similar provision in all subcontracts for services by this agreement.
- d. Retain all records for a period of 5 years from the date of submission of the final project report. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the 5 year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 5 year period, whichever is later.
- e. In the event that the Grantee expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such grantee, the Grantee must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, *Florida Statutes*; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*. In determining the state financial assistance expended in its fiscal year, the Grantee shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.

In connection with the audit requirements addressed in part e., paragraph 1, the Grantee shall ensure that the audit complies with the requirements of Section 215.97(8), *Florida Statutes*. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), *Florida Statutes*, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*.

If the Grantee expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, is not required. In the event that the grantee expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the grantee's resources obtained from other than State entities).

Information related to the requirements of Section 215.97, *Florida Statutes*, (the Florida Single Audit Act) and related documents may be found at <https://apps.fldfs.com/fsaa/>.

Copies of financial reporting packages required by this agreement shall be submitted by or on behalf of the Grantee directly to each of the following:

A. The Department of State at the following addresses:

Office of Inspector General
Florida Department of State
R.A. Gray Building, Room 114A
500 South Bronough Street
Tallahassee, FL 32399-0250

B. The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

- f. Identify an individual or position with the authority to make minor modifications to the application, if necessary, prior to execution of the agreement.

II. The DIVISION agrees to:

- a. Provide a grant in accordance with the terms of this agreement in consideration of the Grantee's performance hereinunder, and contingent upon an annual appropriation by the Legislature. In the event that the state funds on which this agreement is dependent are withdrawn, this agreement is terminated and the DIVISION has no further liability to the Grantee beyond that already incurred by

the termination date. In the event of a state revenue shortfall, grants shall be reduced in accordance with Section 257.195, *Florida Statutes*.

- b. Notify the grantee of the grant award after review and approval of required documents. The grant amount shall be calculated in accordance with Chapter 257, *Florida Statutes* and guidelines for the State Aid to Libraries Grant Program.
- c. Distribute grant funds in two payments. The first payment will be requested by the DIVISION from the Chief Financial Officer upon execution of the agreement. The remaining payment will be made by June 30.

III. The Grantee and the DIVISION mutually agree that:

- a. This instrument embodies the whole agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein; and this agreement shall supersede all previous communications, representation, or agreements either verbal or written, between the parties. No amendment shall be effective unless reduced in writing and signed by the parties.
- b. The agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Each party shall perform its obligations hereunder in accordance with the terms and conditions of this agreement.
- c. If any term or provision of the agreement is found to be illegal and unenforceable, the remainder of the agreement shall remain in full force and effect and such term or provision shall be deemed stricken. If any matter arising out of this Contract becomes the subject of litigation, venue shall be in Leon County.
- d. No delay or omission to exercise any right, power, or remedy accruing to either party upon breach or default by either party under this Agreement shall impair any such right, power, or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.
- e. The DIVISION shall unilaterally cancel this agreement if the Grantee refuses to allow public access to all documents or other materials subject to the provisions of Chapter 119, *Florida Statutes*.
- f. Unless authorized by law and agreed to in writing by the DIVISION, the DIVISION shall not be liable to pay attorney fees, interest, or cost of collection.
- g. The DIVISION shall not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants, or employees; nor shall the Grantee exclude liability for its own acts, omissions to act, or negligence to the DIVISION. In addition, the Grantee hereby agrees to be responsible for any injury or property damage resulting from any activities conducted by the Grantee.
- h. The Grantee, other than a Grantee which is the State or agency or subdivision of the State, agrees to indemnify and hold the DIVISION harmless from and against any and all claims or demands for damages of any nature, including but not limited to personal injury, death, or damage to property, arising out of any activities

performed under this agreement and shall investigate all claims at its own expense.

- i. Neither the State nor any agency or subdivision of the State waives any defense of sovereign immunity, or increases the limits of its liability, upon entering into a contractual relationship.
- j. The Grantee, its officers, agents, and employees, in performance of this agreement, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the DIVISION. Under this agreement, Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment in the State Career Service. Grantee agrees to take such steps as may be necessary to ensure that each subcontractor of the Grantee will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the DIVISION.
- k. The Grantee shall not assign, sublicense, nor otherwise transfer its rights, duties, or obligations under this agreement without the prior written consent of the DIVISION, whose consent shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the program. If the DIVISION approves a transfer of the Grantee's obligations, the Grantee remains responsible for all work performed and all expenses incurred in connection with the Agreement. In the event the Legislature transfers the rights, duties, or obligations of the Department to another governmental entity pursuant to Section 20.60, *Florida Statutes*, or otherwise, the rights, duties, and obligations under this agreement shall also be transferred to the successor government entity as if it were an original party to the agreement.
- l. This agreement shall bind the successors, assigns, and legal representatives of the Grantee and of any legal entity that succeeds to the obligation of the DIVISION.
- m. This agreement shall be terminated by the DIVISION because of failure of the Grantee to fulfill its obligations under the agreement in a timely and satisfactory manner unless the Grantee demonstrates good cause as to why it cannot fulfill its obligations. Satisfaction of obligations by Grantee shall be determined by the DIVISION, based on the terms and conditions imposed on the Grantee in paragraphs I and III of this agreement and guidelines for the State Aid to Libraries Grant Program. The DIVISION shall provide Grantee a written notice of default letter. Grantee shall have 15 calendar days to cure the default. If the default is not cured by Grantee within the stated period, the DIVISION shall terminate this agreement, unless the Grantee demonstrates good cause as to why it cannot cure the default within the prescribed time period. For purposes of this agreement, "good cause" is defined as circumstances beyond the Grantee's control. Notice shall be sufficient if it is delivered to the party personally or mailed to its specified address. In the event of termination of this agreement, the Grantee will be compensated for any work satisfactorily completed prior to notification of termination.

- n. Unless there is a change of address, any notice required by this agreement shall be delivered to the Division of Library and Information Services, 500 South Bronough Street, Tallahassee, Florida 32399-0250, for the State and, for the Grantee, to its single library administrative unit. In the event of a change of address, it is the obligation of the moving party to notify the other party in writing of the change of address.

IV. The term of this agreement will commence on the date of execution of the grant agreement.

THE APPLICANT/GRANTEE

Chair of Governing Body or
Chief Executive Officer

James DuBois, Mayor

Typed Name

Date

Clerk or Chief Financial Officer

Vivian Lemley, Town Clerk

Typed Name and Title of Official

Date

THE DIVISION

Florida Department of State
Division of Library and Information Services

Typed Name

Date

Division Witness

Division Witness

TAB 4



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 7, 2011

Agenda Item No. Tab 4

- | | |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Notification of Florida Coastal Cleanup September 17, 2011

RECOMMENDED MOTION/ACTION: N/A

Approved by Town Manager *Dee Davis* Date: 8/29/11
J. H. A. / PUBLIC WORKS DIRECTOR Date of Actual Submittal 8/29/11
 Name/Title

Originating Department: Public Works	Costs: -0- Funding Source: Acct #	Attachments: Flyer from International Coastal Cleanup
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input checked="" type="checkbox"/> Public Works <u><i>JFD</i></u> <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: 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><i>JFD</i></u> Please initial one.

Summary Explanation/Background: For the past six years, the Town's Public Works Department has participated in the "International Coastal Cleanup". This year, this event is scheduled for Saturday, September 17, 2011 at 8:00 a.m. Public Works Department employees have again

volunteered to participate. Additional volunteers are being solicited and will be coordinated by the Public Works staff. Anyone interested in volunteering to participate can contact Kim Alexander at 561-881-3345.

The locations to be cleaned are Silver Beach Road from Reed Road to Congress Avenue.

OCEAN CONSERVANCY'S
International

Coastal Cleanup™



Palm Beach County, Florida

Saturday, September 17, 2011

with additional dates in September, October and November
For start times, site, and registration information visit

www.keepPBCbeautiful.org

or call

Keep Palm Beach County Beautiful, Inc.

(561) 686-6646

**Community Service Hours Given*

**Free Commemorative T-shirts provided to volunteers while supplies last.*

**Pre-register by contacting the Volunteer Coordinator listed for select Site.*

OCEAN CONSERVANCY'S 2011 INTERNATIONAL COASTAL CLEANUP SPONSORING PARTNERS



SIEMENS

Bank of America



LexisNexis

The Palm Beach Post
REAL NEWS STARTS HERE



Pratt & Whitney
A United Technologies Company



at&t pioneers
Palm Beach Council



SKANSKA

Ordinance
on
Second
Reading

TAB 5



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 7, 2011

Agenda Item No. Tab 5

- | | |
|---|---|
| <input checked="" type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input checked="" type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: BANK REGISTRATION ORDINANCE

RECOMMENDED MOTION/ACTION:

Adoption of the Bank Registration Ordinance on Second Reading.

Approved by Town Manager W. J. Davis **Date:** 8/30/11

Name/Title: Thomas J. Baird, Town Attorney **Date of Actual Submittal** 08/26/2011

Originating Department: Town Attorney	Costs: Legal Ad Funding Source: Town Clerk Acct. #	Attachments: Ordinance Legal Ad
Department Review: <input checked="" type="checkbox"/> Attorney <u>TJB</u> <input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Fire Dept	<input type="checkbox"/> Grants <input type="checkbox"/> Human Resources <input type="checkbox"/> Information Technology <input type="checkbox"/> Library <input type="checkbox"/> Marina	<input type="checkbox"/> PBSO <input type="checkbox"/> Public Works <input type="checkbox"/> Recreation <input type="checkbox"/> Town Clerk <input type="checkbox"/> Town Manager
Advertised: Date: 08/28/2011 Paper: Palm Beach Post <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 ND Please initial one.

Summary Explanation/Background: This Ordinance is modeled after ordinances which have been adopted throughout Florida because of the large number of foreclosures occurring. This Ordinance creates a process whereby banks taking title to properties following foreclosures must: 1) inspect the property and determine whether it has been abandoned; 2) register the property with the Town and pay a registration fee to defray the administrative costs of the Town; 3) maintain and secure the premises; and 4) if the bank or lender is out of state, hire a management company to maintain and/or secure the property. The management company must be available at all times so that the Town can contact it if there is a problem with the property which has been registered.

The changes proposed by Commission Longtin and Commissioner Stevens on First Reading have been made in the newly proposed Ordinance. The recommendation is for the Town Commission to approve the Ordinance on second reading.

ORDINANCE 05-2011

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 54, ARTICLE III OF THE CODE OF ORDINANCES ENTITLED "HOUSING CODE" TO CREATE A NEW DIVISION 4, TO BE ENTITLED, "ABANDONED REAL PROPERTY;" PROVIDING FOR SECTION 54-101, ENTITLED "INTENT AND PURPOSE"; PROVIDING FOR SECTION 54-102, ENTITLED "DEFINITIONS"; PROVIDING FOR SECTION 54-103, ENTITLED "APPLICABILITY"; PROVIDING FOR SECTION 54-104, ENTITLED "REGISTRATION OF ABANDONED RESIDENTIAL PROPERTY"; PROVIDING FOR SECTION 54-105 ENTITLED "MAINTENANCE REQUIREMENTS"; PROVIDING FOR SECTION 54-106, ENTITLED "SECURITY REQUIREMENTS"; PROVIDING FOR SECTION 54-107, ENTITLED "IMMUNITY OF ENFORCEMENT OFFICER"; PROVIDING FOR SECTION 54-108, ENTITLED "ADDITIONAL AUTHORITY"; PROVIDING FOR SECTION 54-109, ENTITLED "REMOVAL OF ABANDONED PERSONAL PROPERTY AUTHORIZED"; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, this Ordinance is enacted pursuant to the home rule powers and authority of the Town Commission contained in Article VIII, Section 2, of the Florida Constitution and Chapter 166 Florida Statutes; and

WHEREAS, the Town Commission recognizes there has been an increase in the number of vacant and abandoned improved real properties located throughout the Town; and

WHEREAS, the presence of properties which are vacant can lead to a decline in property values and discourage potential buyers from purchasing other residential properties or businesses within the Town; and

WHEREAS, there are a large number of residential properties in the Town which are in foreclosure and/or are no longer owner occupied due to national issues such as a decline in property values and unemployment; and

WHEREAS, Palm Beach County and the Town have become particularly impacted by these national issues resulting in homes being abandoned and/or foreclosed upon by large financial institutions and lenders; and

WHEREAS, in many cases where there has been a foreclosure instituted, the individuals or families who have resided in a home have abandoned the residence or ceased maintaining the real property, including both the structure and the yard; and

WHEREAS, the failure to maintain properties results in numerous code violations such as the accumulation of trash, debris and discarded personal property; overgrown grass and bushes; the proliferation of vermin; unsecured swimming pools with standing water; vandalism and occupation by vagrants; and

WHEREAS, allowing residential properties to remain vacant, and to not be maintained creates a public nuisance, requires greater code enforcement activities by the Town, and results in a financial burden on all of the Town's residents and businesses; and

WHEREAS, the failure to maintain residential properties in the Town presents a serious threat to the public health, safety and general welfare; and

WHEREAS, many of the vacant and abandoned properties are the responsibility of out-of-state lenders and trustees who fail to adequately secure and maintain such properties; and

WHEREAS, the Town Commission has determined that it is in the best interests of the Town to create regulations requiring the registration of vacant residential properties which have been, or are in the process of being foreclosed to require their registration, maintenance and security to protect the integrity of the Town's existing residential neighborhoods.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA:

Section 1. The foregoing recitals are ratified as true and correct and are incorporated herein.

Section 2. Chapter 54, Article III, Division 4 of the Code of Ordinances of the Town of Lake Park, Florida is hereby created as follows:

DIVISION 4

Sec. 54-101. Purpose and Intent

It is the purpose and intent of the Town Commission to establish a process to require that abandoned residential properties located within the Town be registered with the Town so that the Town may ensure they are maintained. Further, it is the Town's intent to establish an abandoned residential property program to protect residential neighborhoods from becoming blighted because of the property owner's failure to maintain and secure an abandoned residential property.

Sec. 54-102. Definitions.

The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned real property means any residential property that is vacant and which property is the subject of an uncured Notice of Default, Lis Pendens, Notice of Mortgagee's Sale by the lender, or a pending Tax Deed Sale; properties that have been the subject of a foreclosure sale where the title was retained by the beneficiary, successor or assign of a mortgage involved in the foreclosure; and any property transferred under a deed in lieu of foreclosure or sale.

Accessible building or property means a residential property with a building that is unsecured and/or breached in such a way as to allow access to the property, including a swimming pool, and/or interior space by unauthorized persons.

Evidence of vacancy means any condition that on its own, or combined with other conditions, would lead a reasonable person to believe that the property is vacant. Such conditions may include, but not be limited to, overgrown and/or dead vegetation, accumulation of abandoned personal items and property, statements by neighbors, passers-by, delivery agents or government agents, among other evidence that the property is vacant.

Foreclosure means the process by which a property, placed as security for a real estate loan, is sold at public sale to satisfy the debt if the borrower defaults.

Enforcement officer means a law enforcement officer, building official, code enforcement officer, fire inspector or building inspector.

Property management company means a local property manager, property maintenance company or similar entity responsible for the maintenance of abandoned real property.

Residential building means any real property, or portion thereof, situated in the Town, improved by a single-family dwelling or multi-family dwelling, and shall include the buildings and structures (including pools) located on such improved real property.

Vacant means any building/structure that is not legally occupied.

Sec. 54-103. Applicability.

This division shall be applicable to all residentially zoned properties within the Town and shall be considered to be cumulative and not exclusive in terms of any enforcement actions undertaken by the Town staff regarding the enforcement of Town codes..

Sec. 54-104. Registration of Abandoned Real Property

(a) Any mortgagee who holds a mortgage on residential real property located within the Town shall perform an inspection of the property that is the security for the mortgage upon the issuance of a Notice of Default and the expiration of any cure period set forth in the mortgage documents. If such property is found to be vacant or shows evidence of vacancy, it shall be deemed abandoned and the mortgagee shall, within 10 days of the inspection, register the property with the Town's Community Development Department on a form provided by the Town. A registration fee as may be established by the Town staff from time to time which is required to be paid for each vacant residential property.

(b) If such property is occupied but remains in default, it shall be inspected by the mortgagee or its designee monthly until (1) the mortgagor or other party remedies the default, or (2) it is found to be vacant or shows evidence of vacancy at which time it is deemed abandoned, and the mortgagee shall, within 10 days of that inspection, pay the applicable administrative fee and register the property with the Community Development Department on a form provided by the Town.

(c) Registration pursuant to this division shall contain the name of the mortgagee, the direct mailing address of the mortgagee, a direct contact name and telephone number of mortgagee, facsimile number and e-mail address and, in the case of a corporation or out-of-area mortgagee, the local property management company responsible for the security and maintenance of the property.

(d) This division shall also apply to properties whether improved with a residential building, or not, that have been the subject of a foreclosure sale where the title was transferred to the beneficiary of a mortgage involved in the foreclosure and any properties transferred under a deed in lieu of foreclosure/sale.

(e) Properties subject to this division shall remain under the annual registration requirement, security and maintenance standards of this division as long as they remain vacant and for properties not yet subject to a foreclosure sale or a transfer under a deed in lieu of foreclosure, the property owner remains in default.

(f) Any person or corporation that has registered a property under this article must report any change of information contained in the registration within 10 days of the change.

Sec. 54-105. Maintenance Requirements.

(a) In addition to the requirements of this division, properties subject to the provisions of this division shall be maintained in accordance with the Town's relevant nuisance, minimum housing, landscaping, building, and other code regulations.

(b) Improved vacant properties subject to this division shall be kept free of weeds, overgrown brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state, or local law, discarded personal items included, but not limited to, furniture, clothing, large and small appliances, printed material or any other items that give the appearance that the property is abandoned or is not being maintained by the property owner or a lender who has constructive possession and is pursuing a foreclosure.

(c) Buildings on residential properties shall be maintained free of graffiti or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior structure.

(d) Landscaping shall be maintained in accordance with the Town standards, as set forth in the Town Code, and as it may be amended from time to time. Landscaping shall include, but not be limited to, grass, ground covers, bushes, trees, shrubs, hedges or similar plantings, or decorative rock or bark.

(e) Maintenance shall include, but not be limited to, watering, irrigation, cutting, trimming and mowing of any landscaping and the removal of all landscaping trimmed, cut, or mowed.

(e) Pools and spas shall be maintained so the water remains free and clear of pollutants and debris. Pools and spas shall comply with the enclosure requirements of the Town Code and the Florida Building Code, as amended from time to time.

Sec. 54-106. Security Requirements

(a) Residential buildings subject to this division shall be maintained in a secure manner so as not to be accessible to unauthorized persons.

(b) A "secure manner" shall include, but not be limited to, the closure and locking of windows, doors, gates and other openings of such size that may allow a child or adult to access the interior of the property and/or structure. Broken windows shall be secured by re-glazing or repairing the window as necessary so that it will be closed and locked.

(c) If the property is owned by a business entity such as a partnership, limited partnership limited liability company, or, corporation and/or out of area mortgagee, the owner shall retain a local property management company to perform the inspections required herein and shall be responsible for the requirements of this division, and any other applicable Town codes or ordinances for so long as the property is vacant.

(d) The property shall be posted with the name and 24 hour contact phone number of the person or entity charged with the property's management, security and maintenance. The posting shall be no less than an eight-inch by ten-inch sign. The posting shall contain the following language:

THIS PROPERTY IS MANAGED BY:

TO REPORT PROBLEMS OR CONCERNS CALL:

The posting shall be placed on the interior of a window facing the street to the front of the property so it is visible, or secured to the exterior of the building/structure facing the street to the front of the property so it is visible or, if no such area exists, on a stake of sufficient size to support the posting in a location as close as possible to the main door entrance of the property. Exterior postings shall be constructed of, and printed with, weather-resistant materials.

(e) The person, entity or property management company shall inspect the property on a bi-weekly basis to ensure that the property is in compliance with this division and other applicable Town ordinances, codes, and laws. Upon the request of Town, the person, entity or property management company shall provide a copy of the inspection reports to the Town's Community Development Department.

(f) Failure of the mortgagee and/or property owner of record to properly register and/or maintain the property may result in a violation of the Town Code and issuance of a Notice of Violation/Notice of Hearing by an enforcement officer. Alternatively, the Town may elect to abate any nuisance upon the property pursuant to Section 54-132 of the Code and assess the costs of same upon order of the Town's Magistrate.

Sec. 54-107. Immunity of enforcement officer.

Any enforcement officer or other person authorized by or acting as an enforcement official or agent for the Town shall be immune from prosecution, civil or criminal, for their reasonable, good faith trespass upon real property while in the discharge of duties imposed by this division.

Sec. 54-108. Additional Authority.

The Community Development Director, or his or her designee, shall have authority to require the mortgagee and/or owner of record of any property affected by this division, to implement additional maintenance and/or security measures as may be reasonably required to help prevent further decline or depreciation of the property.

Sec. 54-109. Removal of abandoned personal property authorized.

(a) It shall be a violation of the Town's Code for any person or entity to abandon personal property, or permit personal property to be left outside of a structure on a property subject to this division. Abandoned personal property is hereby declared to be a public nuisance, the abatement of which is necessary to preserve the public health, safety and general welfare.

(b) Upon a determination by an enforcement officer that a property is vacant and that personal property has been left outside of the structures located on the property, the enforcement officer shall make a reasonable effort to ascertain the name and address of the person or entity responsible or abandoning said personal property. The enforcement officer's citation of the property owner for personal property which has been left outside of any structures of the property shall constitute a presumption that the personal property is, or was the personal property of the owner of the real property and that a prima facie case has been established that the personal property has been abandoned, subject to rebuttal at a hearing before the Town's Special Magistrate.

(c) For the purposes of this division, a reasonable effort to ascertain the name and address of the owner of the abandoned real property shall include a search of the public records of the Tax Collector, Property Appraiser, and Clerk of the Courts in Palm Beach County.

(d) The property owner who has abandoned property shall be noticed of a hearing that he is in violation in accordance with the notice provisions of §162.12, Florida Statutes, as it may be amended from time to time.

(e) If the Special Magistrate determines that the property constitutes abandoned property, a reasonable time shall be given to remove the property. If the property is not removed the Town shall be authorized to remove the personal property, and destroy, sell, or salvage the property, and shall be entitled to its proceeds to defray the Town's expenses.

(f) In the event the abandoned property is deemed to be an imminent public health and safety hazard, the Town is authorized to immediately remove the personal property. The Owner shall be noticed in accordance with §162.12 and assessed the cost of the Town's removal following a hearing by the Town Magistrate.

Section 3. **Severability.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 4. **Repeal of Laws in Conflict.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. **Codification.** The sections of the Ordinance may be made a part of the Town Code of Ordinances and may be renumbered or relettered to accomplish such, and the word “ordinance” may be changed to “section,” “article,” or any other appropriate word.

Section 6. **Effective Date.** This Ordinance shall take effect immediately upon adoption.

Hahn Beach Post
Sun 8/28/11

NO. 6175286
**LEGAL NOTICE OF PROPOSED
ORDINANCE ADOPTION,
TOWN OF LAKE PARK**

Please take notice that on Wednesday, September 7, 2011 at 7:00 p.m. the Town Commission of the Town of Lake Park, Florida in a regular session to be held in the Commission Chambers, Town Hall, 535 Park Avenue, Lake Park, Florida will consider the following Ordinance on second reading and proposed adoption thereof:

ORDINANCE 05-2011
AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 54, ARTICLE III OF THE CODE OF ORDINANCES ENTITLED "HOUSING CODE" TO CREATE A NEW DIVISION 4, TO BE ENTITLED "ABANDONED REAL PROPERTY," PROVIDING FOR SECTION 54-101, ENTITLED "INTENT AND PURPOSE," PROVIDING FOR SECTION 54-102, ENTITLED "DEFINITIONS," PROVIDING FOR SECTION 54-103, ENTITLED "APPLICABILITY," PROVIDING FOR SECTION 54-104, ENTITLED "REGISTRATION OF ABANDONED RESIDENTIAL PROPERTY," PROVIDING FOR SECTION 54-105 ENTITLED "MAINTENANCE REQUIREMENTS," PROVIDING FOR SECTION 54-106, ENTITLED "SECURITY REQUIREMENTS," PROVIDING FOR SECTION 54-107, ENTITLED "IMMUNITY OF ENFORCEMENT OFFICER," PROVIDING FOR SECTION 54-108, ENTITLED "ADDITIONAL AUTHORITY," PROVIDING FOR SECTION 54-109, ENTITLED "REMOVAL OF ABANDONED PERSONAL PROPERTY AUTHORIZED," PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR COMPENSATION; AND PROVIDING FOR AN EFFECTIVE DATE.

If a person desires to appeal any decision made by the Town Commission with respect to any hearing, they 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. For additional information, please contact Vivian M. Lantley, Town Clerk at 561-881-3311.

Vivian M. Lantley, Town Clerk
Town of Lake Park, Florida
P.O. Box 1000, Lake Park, Florida 32909
August 26, 2011