News for Neighborhoods

CITY OF DELRAY BEACH – January 2011

NEED INFORMATION? THE CITY CLERK'S OFFICE IS IN THE KNOW

The City Clerk's Office is recognized as the hub of local government, serving as the liaison to our citizens. City Clerk Chevelle D. Nubin serves as the official custodian of the City's Seal and attests to all contracts, agreements, leases and/or other documents to which the City may be a party. She and her six (6) member professional staff are also responsible for maintaining accurate and unbiased records that comply with State regulations while performing various other duties that serve the community, some of which are listed below:

City Clerk's Office Staff: Tim Fordham, Venice Cobb, Kimberly Wynn, Sue Maloney, Chevelle Nubin and Lanelda Gaskins (Jim Hancock not pictured)

City Commission Meetings, Agendas and Recording of Minutes: The City Clerk's Office gathers and coordinates Agenda items and back-up material for all Commission meetings and workshops. The City Clerk and/or her designee attends all City Commission meetings, takes notes, records all proceedings and ensures that the video feeds and minutes of the meetings are properly posted on the City's website for viewing by the general public at no cost.

Municipal Elections: The Clerk's Office is responsible for the coordination and operation of all City Elections, which are held annually on the second Tuesday in March. The Clerk ensures that candidates meet all election qualification requirements, prepares the candidate calendar, hires poll-workers and selects nineteen (19) Election polling locations throughout the City.

Advisory Boards and Committees: The City Clerk's Office serves as the liaison between the City Commission and the City's twenty-one (21) active Advisory Boards and Committees. This past year, the City Clerk's Office staff attended and assisted in preparing the Agenda and minutes for more than 170 Commission, Board and Committee meetings. In addition, they prepared almost 700 resident and non-resident applications which were reviewed by the City Commission to fill 131 Board and Committee appointments. Applications for Advisory Boards and Committees are available on the City's website, www.mydelraybeach.com.

Records Management: City records are retained by the City Clerk's Office according to State Statutes. As a result, some City records are designated as permanent and must be retained indefinitely (i.e. City Commission meeting minutes, Ordinances and Resolutions) while others have specific retention periods and are disposed of in accordance with State regulations once the retention period expires (more than 2,500 cubic feet of records have been properly destroyed over the past 2 years). The City Clerk's Office processed numerous Public Records requests and almost 1,500 Lien Searches during the last fiscal year. Many archived permanent records can be found on the City's website, www.mydelraybeach.com.

Cemetery Records: During the last year, this Office assisted with the sale of 136 plots at the Delray Municipal Cemetery (located at 700 SW 8th Avenue between NW 8th and 10th Streets). In addition to plot sales, the Clerk's Office also maintains plot ownership/interment records and works closely with funeral homes regarding services and arrangements.

Residency Cards: The City Clerk's Office issues residency cards that can be used for discounted rates at any of the City's tennis facilities and/or municipal golf courses. These cards may also be used for various instructional classes that are offered by the Parks and Recreation Department.

Visit the City's website, www.mydelraybeach.com, and select *City Clerk* under *Departments* to view all functions and duties performed by the City Clerk's Office.

To obtain information, assistance and/or to request documentation from the City Clerk's Office, please call (561) 243-7050. The City Clerk's Office is located on the 2nd floor of City Hall, 100 NW 1st Avenue.

ANNUAL CITIZEN'S ROUNDTABLE – JANUARY 25, 2011

Residents are encouraged to join Mayor Nelson S. "Woodie" McDuffie, City Commissioners and City Officials in discussions on issues and concerns involving Delray Beach at the **Annual Citizen's Roundtable** on Tuesday, January 25th, at 6:30 pm in the Old School Square Gymnasium, 51 North Swinton Avenue. Presentations will also be given by the City's Planning and Zoning Board and the Community Redevelopment Agency, which will be followed by City Manager David T. Harden's State of the City Address. Following these presentations, citizens will then be invited to participate in roundtable discussions facilitated by City Officials with the goal of promoting constructive dialogue to better understand the current and future needs of Delray Beach. For more information, contact the Public Information Office at (561) 243-7190.

CITY DIRECTORY

Delray Beach City Hall
100 NW 1st Avenue
Delray Beach, Florida 33444
General Information
(561) 243-7000

Emergency	9-1-1
Non-Emergency	243-7800

English-Spanish-Creole

Citizen Service Requests 243-7012
or **www.mydelraybeach.com**
Peticiones del Servicio del Ciudadano
Sèvis ke Sitwayen Bezwen

City Manager's Office 243-7010
Mayor and City Commission
Oficina del Administador de la Ciudad
Biwo Manadjè Vil-la

Utility Billing 243-7100
Cargos de Utilidades
Depatman Bil Dlo/Elektrik

Water/Sewer Maint. 243-7312
Mantenimiento del Agua y Alcantarilla
Depatman pou Pwòpte Dlo avèk Egou

Parks & Recreation 243-7250
Parques y Recreación
Depatman Pak & Rekreyasyon

Municipal Golf Course 243-7380
Campo de Golf Municipal
Magazen Golf

City Clerk's Office 243-7050
Oficina del Actuario de la Ciudad
Biwo Komi pou Vil-la

Jobline 243-6201
Linea de Trabajos
Liy Telefòn pou Jwenn Travay

PBC Animal Control 276-1344
Mando de Animales
Depatman Ki An Chaj Zannimo

Police Department 243-7888
Departamento de la Policía
Depatmin Polis

Fire Department 243-7400
Parque de Bomberos
Depatman pou Dife

www.mydelraybeach.com
www.twitter.com/citydelraybeach

PROJECTS, UPDATES & REMINDERS

Internet Connection with County to Save City $7,200 Annually - The City entered into an inter-local agreement with Palm Beach County to secure a new Internet connection to the Florida LambdaRail fiber optic network that will result in a **$7,200 annual savings to the City as well as increased work productivity for City staff**. Through this agreement, the City increased its connection speed from three (3) megabits to 100 megabits at a substantially reduced cost.

Flashing LED Stop Signs Installed in Pineapple Grove – In an effort to improve road safety within the Downtown area, the City has replaced stops signs on Pineapple Grove Way at NE 1st Street with two (2) flashing light emitting diode (LED) stop signs. The LED flashing lights on the signs are powered by solar-energy rechargeable batteries and will operate 24 hours per day. The objective of installing flashing LED stop signs is to heighten motorist's awareness and increase intersection safety.

Christmas Tree Recycling Program - Residents & businesses are encouraged to participate in the City's sustainability efforts through the Christmas Tree Recycling Program at no cost. Those that DO NOT currently maintain "vegetation" collection services are able to recycle real Christmas trees by dropping them off at designated locations between December 26th and January 10th. "Drop off locations" are located at Barwick Park, 735 Barwick Road, Orchard View Park, 4060 Old Germantown Road and Knowles Park, 1001 South Federal Highway. Single family residences and business locations that DO maintain "vegetation" collection service may also participate in this important recycling effort by placing Christmas trees "curbside" on your scheduled pick-up day for vegetation. *Special Note: Before recycling, please remove all tinsel, lights, ornaments, decorations and stands*.

Recycled trees will be ground into mulch by the Solid Waste Authority of Palm Beach County (SWA), which can be used in gardens and parks. In fact, mulch and compost are offered FREE (at no cost) to all Palm Beach County residents at the North County landfill, 6554 North Jog Road, West Palm Beach, from Monday through Saturday, 7:00 am to 5:00 pm. For more information on the City's Christmas Tree Recycling Program, please call Jennifer Buce, Litter Prevention Coordinator, at (561) 243-7138 or E-mail *buce@mydelraybeach.com*.

Grants to Fund Mangrove Park Boat Ramp Reconstruction - The City has been awarded grants from the Florida Inland Navigation District (FIND) and the Florida Fish & Wildlife Conservation Commission (FWCC) totaling $188,240 for the reconstruction of boat ramps at Mangrove Park, located at 1121 South Federal Highway. Pending approval of the grant agreements, the City is expected to begin reconstruction work in March with the expected completion by the summer 2011.

VITA Free Income Tax Preparation Services - Free income tax preparation services will again be offered from January 18 to April 18, 2011 at City locations by the United Way of Palm Beach County and its partners through its Volunteer Income Tax Assistance Program (VITA). This free tax preparation service is available to households that earn $49,000 or less annually. VITA sites are staffed with IRS-Certified VITA Volunteer Preparers. Tax returns are e-filed, so refund checks are expected within 10-14 days. This free service will be available at Pompey Park, 1101 NW 2nd Street and the United Way Prosperity Center in the Neighborhood Resource Center, 141 SW 12th Avenue. For tax service hours, required documentation and/or additional information, visit *www.unitedwaypbc.org/vita* and click on the "*Taxes Done Free*" image or call the Palm Beach/Treasure Coast Information Referral Service at 2-1-1.

Yard Care Tips for Healthier Lawns, Waterways and Lakes – Grass clippings that are blown into the street, excessive lawn fertilizer and overuse of herbicides and/or pesticides harm our waterways. Rain washes these pollutants into the nearest street inlet, which then becomes runoff or stormwater. This runoff water is untreated and ends up in the nearest body of water or in our groundwater. Help protect our waterways by blowing grass clippings back into your yard, use spot applications of pesticides to target only the unwanted bugs and apply fertilizers and herbicides only as directed and not before predicted rain. By following these tips your wallet, your yard and our waterways will be healthier! For more information, visit *www.StormwaterAndMe.org*.

HELP THE CITY GO "GREEN" - BECOME AN E-MAIL SUBSCRIBER

Residents interested in receiving City information can sign up for ***free*** E-mail Subscriptions. This service brings important news directly to your inbox and offers a variety of topics on City projects, activities and more. Visit *www.mydelraybeach.com* and select *New Subscriber* under *E-Mail Subscriptions* or call (561) 243-7190.