

CHAPTER 5: CITY MANAGER / CITY CLERK'S OFFICE

The City Manager is appointed by the City Commission and serves as Chief Executive Officer, reporting directly to the City Commission. The City Manager provides professional leadership and administrative support to the Mayor and the Commission in the administration and the execution of policies. The City Manager appoints the Assistant City Manager and ten department heads, supervising all departmental functions.

The City Clerk's office is recognized as the hub of local government and provides contact between the citizens and government. This department is responsible for the maintenance of all official records in compliance with state regulations. The City Clerk acts as the official custodian of the seal of the city and attests to all contracts, agreements, leases, or other documents to which the City is a party. The City Clerk's office serves as secretariat for the City Commission through the preparation of agenda documents as well as taking and transcribing minutes of proceedings. Staff provides support to advisory boards and committees, including applicant tracking, monitoring appointments and rotation sequence. In addition, staff is responsible for coordinating municipal elections, as well as employee elections for the Civil Service Board. Preparation of proclamations, ordinances, resolutions, and maintaining the Code of Ordinances for the City of Delray Beach are also among the many duties performed by this department.

CURRENT DELRAY BEACH BEST PRACTICES

The City Manager's Office/City Clerk's Office currently:

- Has adopted a mission statement that includes an environmental commitment in conjunction with the Sierra Club/Cool Cities Climate Protection Campaign. The commitment has been incorporated into the City's comprehensive plan as well.
- Continues to staff a dedicated person who coordinates litter prevention.
- No longer prints out separate packages for each Commissioner. They now present all agendas and supporting documents to the City Commission by email.
- Citizen Service Requests are now available online and tracked throughout the City's hierarchy of staff electronically.

BEST PRACTICE EXAMPLES BEYOND DELRAY BEACH

St. Petersburg, FL

The City of St. Petersburg has enacted an accord in which the City plans on incorporating a variety of environmental programs. Their executive orders are to be considered the model of how to become a Green City. In addition, their Green City Accord has been endorsed by the

Florida League of Cities, Sierra Club, Audubon Society and will soon be discussed in an upcoming international exchange with China. (See [Ref 5.1](#))

Boca Raton, FL

The City of Boca Raton has incorporated into their general policy green initiatives that are to be adopted by the City departments as a whole. The City also continues to educate the public on how to incorporate green initiatives into the resident's daily lives. (See [Ref 5.2](#))

QUICK WINS / LOW-COST GREEN RECOMMENDATIONS

Recommendation 1: Revise Special Event Permit Application and Special Event Policy

It is recommended that the City Manager/City Clerk's Office incorporate into the current Special Event Permit a question that addresses what steps the event organizer is taking to be more environmentally conscious. In addition, it is recommended that the current Special Event Policy suggest various ways to include green initiatives into Special Events. (See [Ref 5.3](#))

Recommendation 2: Coordinate City Green Efforts with Neighboring Jurisdictions

The Green Task Force recommends that the City Manager take the lead on coordination between the Cities of Delray Beach, Boca Raton, Boynton Beach and Palm Beach County's Green Programs and efforts through an info-share program or regular forum. (See [Ref 5.4](#) for green information sharing forum in Denver.)

Recommendation 3: Complete FGBC Green Local Government Certification Checklist and Apply for Certification

Per the City Commission's initiative, The City of Delray Beach is seeking certification as a "Florida Green Building Coalition Green Local Government." Initial scoring by the Green Task Force indicated that the City was already scoring in the high Silver to low-Gold range. The City Manager's office can spearhead the initiative to complete the certification process, with a target of Gold. (See [Ref. 5.5](#) for information on becoming certified.)

Recommendation 4: Implement Internet Based Electronic Bulletin Board for City Board Workshop Meetings

With an electronic bulletin board system where Boards can "meet" over the Internet, boards can host public meetings electronically. This saves board members and members of the public driving to meetings, saves on printing of agendas and related items, and could even reduce staff time to support such in-person meetings.

LONGER-TERM / STRATEGIC RECOMMENDATIONS

Recommendation 1: Adopt Green Management Policy for Tennis Facility

Incorporate green principles including recycling, energy efficiency, water usage, and integrated pest management into Tennis Center Management Contract, currently held with JCD Sports Group.

Recommendation 2: Incorporate Green Practices into Golf Course Management

Include in the golf course's current contract, also held with JCD Sports Group, environmental initiatives such as composting, recycling, water reclamation, energy usage, with a goal to pursuing municipal golf courses Audubon Certification. (See [Ref 5.6](#) and [Ref 5.7](#))

Recommendation 3: Go Paperless for Public Information Requests

Deliver records management public information requests to customers in PDF format or by e-mail.

REFERENCES

Ref 5.1 - [City of St. Petersburg Presentation](#)

Ref 5.2 - [City of Boca Raton website](#)

Ref 5.3 - [Special Event Policy](#)

Ref 5.4 – [Green Info Sharing in Denver](#)

Ref 5.5 - [How to become a FGBC Green Local Government](#)

Ref 5.6 – [Audubon Golf Courses](#)

Ref 5.7 – [Marriott Golf Courses and Audubon](#)

Note: All references are available as clickable links within this electronic document and available online at <http://www.SustainableDelray.org/report.htm>

