MILLCREEK GOVERNMENT STUDY COMMISSION

TYPES OF OPTIONAL PLANS OF GOVERNMENT

PLAN C & COUNCIL-MANAGER PRESENTATION

COMMITTEE OF THE WHOLE

MARCH 24, 2025

EXECUTIVE (MAYOR) – COUNCIL – PLAN C

The following information describes one of the optional plans of government known as the Executive (Mayor) – Council Plan C. Its characteristics are as follows:

* Executive (mayor) shall enforce the optional plan and ordinances of the municipality and all general laws.
* Executive (mayor) shall annually report to council and the public of the work of the previous year and on the condition and requirements of the municipal government.
* Executive (mayor) shall from time to time make recommendations for action by the council he/she deems in the public interest.
* Executive (mayor) shall appoint, with the advice and consent of the council, a managing director, and other department heads.
* Office of Managing Director is mandated under optional plan of government, Plan C.
* If the government study commission recommends Executive (Mayor) – Council, Plan C, the office of managing director is mandated and a department of administration MAY later be established by ordinance (through the administrative code) (administrative code is written and adopted in the year after the approval of the referendum).
* Managing director shall supervise the execution of departmental functions and shall be the contact between the executive (mayor) and the departments.
* Managing director shall make periodic reports with those recommendations as he/she deems appropriate to the executive (mayor) concerning the affairs of the municipal government and particularly of the departments.
* Under optional plan of government, Plan C, the managing director shall supervise the departments of government, unlike in optional plans of government, plans A & B, in which the executive (mayor) shall supervise the departments of the municipal government.
* In addition, under optional plans of government, Plans A & B, the executive (mayor) shall require each department to make annual and other reports of its work as he/she deems desirable.
* Executive (mayor) may remove a managing director after notice and an opportunity to be heard. Prior to removing a managing director, the executive (mayor) shall first file written notice of his/her intention with the council. Removal shall become effective 20 days after the filing of the notice. (Same as under Plan A & B).
* Function of managing director is to provide the executive (mayor) with assistance in supervising the activities of the administrative departments.
* Position of managing director places him/her directly in the chain

of command between the executive (mayor) and the administrative departments.

* Heads of administrative departments report to the managing director who is in turn is accountable to the executive (mayor).
* Concept of the managing director springs directly from the needs of the executive (mayor) for professional management expertise in the administration of municipal activities.
* As a personal assistant to the executive (mayor), the managing director helps to coordinate the activities of the departments.
* Optional plans of government A, B, & C are otherwise essentially the same in other respects (e.g., elected strong executive (mayor); elected council; executive (mayor) veto power; executive appointment of department heads with council consent, executive appointment of boards, commissions and committees, appointment of a municipal clerk as set forth in the administrative code, executive proposes budget, executive proposes ordinances and other policies/procedures).
* Government study commission determines: title of executive or mayor; size of council; manner of election of council –at large, district or combination; status of treasurer – elected or appointed).
* See Organizational Chart – Optional Plan of Government – Plan C.

COUNCIL-MANAGER PLAN

The following information describes one of the optional plans of government – Council-Manager. Its characteristics are as follows:

* Council appoint a manager based on merit and his/her executive, managerial and administrative expertise and experience.
* Any size or type of municipality may select this plan.
* Elected council has legislative power to set general policy.
* Executive power over day-to-day operations is given to the manager appointed by council
* Council elects a member as chairperson, president or mayor to preside over meetings.
* The presiding officer of council also appoints committees and sets the agenda.
* Council is charged with enacting ordinances and resolutions, approving the annual budget, setting tax rates, appointing the manager, approving contracts, adopting financial and personnel policies, and adopting an administrative code.
* Council members are prohibited from involving themselves in day-to-day departmental activities.
* Individual members of council cannot issue orders to departmental employees.
* Council is required to act as a body and deal with administrative departments solely through the manager to whom department heads are responsible and accountable.
* Manager is chief administrative officer of the municipality whose powers and duties are enumerated as follows:
* To execute all laws and ordinances.
* To appoint and remove department heads, and appoint subordinate officers and employees.
* To negotiate contracts subject to approval by council.
* To make recommendations concerning public improvements and to execute them as determined by council.
* To prepare the agenda for and attend all meetings.
* To make recommendations concerning policy-making, and to keep council and the public informed on the conduct of municipal affairs.
* To prepare and submit the annual budget to council and administer it.
* To administer a centralized purchasing system.
* To administer an accounting system.
* To administer a personnel system.
* To perform other duties as may be required by ordinance or resolution.
* To be responsible to council to carry out all policies and for the proper administration of all affairs of the municipality.
* An advantage of selecting the council-manager plan is that the position is institutionalized into the framework of the optional plan of government and provides permanency.
* Conversely, the position of manager in the municipal codes, including the second class township, is created by ordinance of the governing body in which the powers and authority of the manager may be enlarged, diminished, or repealed, depending on the discretion of the governing body.
* See Organizational Chart – Optional Plan of Government – Council – Manager.