

## Council-Manager Outline

- I. Mayor-Council/ Council-Manager Systems of Government
  - A. Mayor-council system under current charter
    - i. Organizational structure
      1. Current role of mayor
      2. Current role of council
- II. Council-Manager System of Government
  - A. Organizational structure(s): [What Works?: Forms of Local Government Structure](#)
  - B. Role and duties of manager: [ICMA Code of Ethics](#); [ICMA Code of Ethics with Guidelines](#); [Key Roles of Chief Administrator Officer](#); [Gov. Zone](#); [Relationships with Staff](#); [County Administrator-Controller](#)
  - C. Role and duties of council/mayor: [Code Ethics Conduct 2014](#); [Council CAO Covenant ICMA 2014](#); [Protocols Council Cuff](#); [The Functions of Council in a Broader Context](#); [The Job Description of a Council](#); [Council Rules](#); [Council Norms presentation](#); [Fatal flaws in council-manager relationships](#); [2015 Kent County Board of Commissioners Standing Rules Bookmarked](#); [City Council Rules of Procedure](#); [Gov Zone Misuse Committees Part 1 & Part 2](#)
  - D. Role and duties of mayor in a council-manager system: [City of Tucson Operation](#); [Mayor Duties](#); [Sacramento Charter for Mayor Role](#)
  - E. Selection of mayor in a council-manager system
  - F. Selection of manager
  - G. Minimum qualifications of a manager
  - H. Council appointment of manager
  - I. Manager contract considerations: [ICMA Model Employment Handbook & Template](#); [Recruitment Guidelines for Selecting a Local Government Administrator](#)
  - J. Removal of manager: [GVMC Evaluation Survey](#); [Memo Evaluation](#); [Ottawa County Administrator Perf. Eval. Form 9-29-04](#); [Performance Appraisal Municipality. ICMA 2014](#)
- III. Costs and Benefits of The Mayor-Council vs. Council-Manager: [Questionnaire for Determining Value of Professional Administrator Manager](#)
  - A. Current Mayor's Office size and salaries
  - B. Projected manager office size and salaries: [2015 CAO Salary Survey Report](#); [Boulder, Colorado](#); [Mesquite, Texas](#); [Tracy, California](#); [Newport Beach, California](#)
  - C. Potential benefits of a council-manager system [Dict & Duality](#); [The Mayor Conundrum The Wasn't](#); [Council-Manager or Mayor, The Choice Is Clear](#); [How Professionals Can Add Value to Their Communities And Organizations](#); [Professional County Management, The Benefits to Your County](#); [Professional Local Government Management, The Benefits to Your Municipality](#); [How Professionals Save Local Governments Money](#); [Overview of a County Administrator- NACo Report June 2015, Taking Stock Out of The Council-Manager Form at 100](#); [2015 Admin BOC PM Final](#)
  - D. Potential drawbacks of a council-manager system
- IV. Feasibility of implementing a council-manager system
  - A. Cost of implementation: [IBM Report- Smarter, Faster, Cheaper](#); [How Professionals Save Local Governments Money](#); [CNN-Money Magazine 100 Best Small Cities With FOG & Mbrs. 2011](#)
  - B. Hawaii revised statute:
  - C. Amendments to existing charter: [Model Charter 8<sup>th</sup> Edition](#); [County Model Charter \(Electronic Copy Not Available\)](#); [Guide For Charter Commissions \(Electronic Copy Not Available\)](#); [Home Rule Council-Manager Charter City of Brunswick Ohio](#); [A 21<sup>st</sup> Century Council-Manager Charter](#); [Manager Statute](#); [Sacramento Charter For Mayor Role](#); [Council-Manager Form of Government, Frequently Asked Questions](#); [Sample ordinance for Establishing a Manager's Position](#)