

FORM OF GOVERNMENT

Cedar Hill is a Home Rule city, governed by a city charter. The Charter determines the form of municipal government, the composition and powers of the city council, and establishes the legal framework necessary for a city to function. The Charter provides for the operation of municipal functions under the council-manager form of government. Under this system, the city council serve as political leaders and policy makers and retain a professionally trained manager to oversee the delivery of public services.

CITY COUNCIL

The city council is made up of a mayor and six council members who are elected to serve as the legislative body of the City. In a council-manager form of government, city council members are the leaders and policy-makers elected to represent various segments of the community and concentrate on policy issues that are responsive to citizens' needs and wishes. As a legislative body, city council members are the community decision-makers. They approve the budget and determine the tax rate. The city council focuses on community goals, major projects, and long-term considerations such as community growth, land-use development, capital improvement plans, capital financing, and strategic planning.

The city council appoints the city manager and municipal judge. All other employees of the City report to the city manager. The council gives policy direction to the city manager, who is responsible for its administration and implementation.

CITY MANAGER

The city manager is appointed by the city council to serve the community through the professional administration of local government projects and programs. The city manager prepares the budget for the city council's consideration; recruits, hires, and supervises the local government staff; and serves as the city council's chief adviser by bringing forth objective information regarding policy matters.

CITY SECRETARY

The city secretary administers the City's board and commission program. The city secretary is also responsible for conducting city elections, preparing and posting City Council meeting agendas and minutes, responding to public information requests, and maintaining the official records of the City.

STAFF LIAISON

The city manager assigns a staff member to work with each board or commission and provide information, resources, and technical assistance. The staff liaison's role is to:

- Prepare meeting agendas, staff reports and supporting information to the commission prior to meetings.
- Ensure compliance with the Texas Open Meetings Act.
- Prepare board recommendations to the city council and make presentations to the city council on behalf of the board.
- Respond to board member requests for information related to the business of the board.

BOARDS & COMMISSIONS

Each year, the city council makes appointments to the City's boards and commissions. Boards and commissions are made up of volunteer citizens who study issues and advise the city council on policy matters important to Cedar Hill. Some boards are judicial or quasi-judicial in nature and have the power to make decisions on the application of regulations within their jurisdiction. Applications for board and commission appointments are publicized by the City Secretary and citizens who apply are interviewed by the city council. The city council makes appointments to boards as a body annually, typically after the May general election.

