

CITY OF HIGHLAND HAVEN

RESOLUTION #308

June 21, 2016

RESOLUTION TO APPROVE THE AUTHORITY AND RESPONSIBILITIES WITHIN ASSIGNED DUTY POSITIONS OF ELECTED OFFICIALS OF THE CITY OF HIGHLAND HAVEN, TEXAS.

Whereas, the specified duties of elected officials within a Type A General Law Municipality in the Texas Government Code are limited in number and do not address the multitude of task accomplishments necessary for efficient operation of a municipality, and

Whereas, the Board of Aldermen of the City of Highland Haven have determined that the Board of Aldermen volunteer to assist the Mayor in the administration of certain city functions and

Whereas, under Section 23.051, Texas Government Code, the governing body of a Type A General Law municipality may provide the duties of the officers it appoints, and

Be it therefore resolved by the Board of Aldermen of the City of Highland Haven, Texas that elected officials of the City shall be responsible for execution of the duties proscribed by the Texas Local Government Code and for the primary oversight and/or execution of duties relative to the tasks listed below and for the coordination with other elected officials necessary for task accomplishment. The Aldermen responsibility assignments listed below (except Treasurer) serve at the mutual pleasure of the individual Alderman and the Mayor.

OFFICIAL/APPOINTEE

AREA OF PRIMARY RESPONSIBILITY

Mayor Olan Kelley

Powers & Duties of Mayor, Section 22.042, TX
Local Government Code
Public relations
Financial planning
Interlocal Agreements
Records management
Office administration
Emergency planning, flood control & hazard
Mitigation
Code & ordinance enforcement coordination
Legal assistance
Variances & Re-plats
HHWS management
Drain infrastructure program
Roads & Streets Maintenance

Alderman Lonnie Ball

Mayor Pro Tempore
Treasurer
HHWS Oversight

Alderman James Warren

Construction Compliance Officer
Primary - Building Permits

Alderman Don Hagans

Ordinance Enforcement (Except buildings)
Household Hazardous Waste

Alderman Terry Nuss

Bank Authorized Signature
Lot Mowing
Tree Trimming
Building Permits

Alderman Bill Passmore

Develop Handbook
Streets/Drainage

PASSED AND APPROVED on the *21st day of June 2016* at a scheduled meeting by the Board of Aldermen of the City of Highland Haven, Texas.

Olan Kelley, Mayor

ATTEST:

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Dana Turner, City Secretary