

**CITY OF HIGHLAND HAVEN**

**RESOLUTION #299**

**July 21, 2015**

**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.

<b>OFFICIAL/APPOINTEE</b>	<b>AREA OF PRIMARY RESPONSIBILITY</b>
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 Irene Dauphin	Ordinance Enforcement (Except buildings) Household Hazardous Waste
Alderman Betty Ward	Lot Mowing Bank Authorized Signature
Alderman Bill Passmore	Develop Handbook Streets/Drainage
Alderman James Warren	Construction Compliance Officer Building Permits
Richard Kemp	Buoys
Donna Green	Floodplain Administrator

**PASSED AND APPROVED on the *21st day of July 2015* at a scheduled meeting by the Board of Aldermen of the City of Highland Haven, Texas.**

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Olan Kelley, Mayor

ATTEST:

Seal

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Dana Turner, City Secretary