

**CITY OF HIGHLAND HAVEN  
RESOLUTION #344  
May 17, 2022**

**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, Tx LGC Sec 22.042 Public relations Financial planning Interlocal Agreements Records management Office administration Emergency planning, flood control and hazard mitigation Code & ordinance enforcement coordination Legal assistance Variances & Re-plats HHWS management Drain infrastructure program Roads & Streets Maintenance Buoy Maintenance

Alderman Terry Nuss

Mayor Pro Tempore  
Bank Authorized Signature  
Lot Mowing/Tree Trimming

Alderman Terry Smith

Construction and Building Permits

Alderman Don Hagans

Ordinance Enforcement (Except buildings)  
Household Hazardous Waste Program  
Solid Waste Services Oversight  
ACH/credit card

Alderman Lorinda Peters

Office Technology  
Public Information

Alderman Lynn Smith

Treasurer  
Bank Authorized Signature

**PASSED AND APPROVED on the 17th day of May 2022, at a scheduled meeting of Board of Aldermen of the City of Highland Haven, Texas.**

*Olan Kelly*

\_\_\_\_\_  
Olan Kelley, Mayor

ATTEST:

Seal

*Lezley Baum*

\_\_\_\_\_  
Lezley Baum, City Secretary