

**CITY OF HIGHLAND HAVEN**  
**RESOLUTION #369**  
**June 3, 2025**

**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, Tx LGC Sec 22.042  
Bank Authorized Signature  
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

Terry Nuss

Mayor Pro Tempore  
Bank Authorized Signature  
Lot Mowing/Tree Trimming

Terry Smith

Construction and Building Permits

Don Hagans

Ordinance Enforcement (Except buildings)  
Household Hazardous Waste Program  
Solid Waste Services Oversight

Bruce Robertson

Codification  
Project Review  
Project Management  
Financial Planning

Lynn Smith

Treasurer  
Bank Authorized Signature

**PASSED AND APPROVED on the 3<sup>rd</sup> Day of June 2025, at a scheduled meeting of Board of Aldermen of the City of Highland Haven, Texas.**

*Olan Kelley*  
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Olan Kelley, Mayor

ATTEST:

*Joseph Adams*  
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Joseph Adams, City Administrator

