

## LELU TOWN GOVERNMENT

Lelu Municipality P.O. Box 307 Kosrae State

Federated States of Micronesia 96944 Telephone: (961) 370-3037 Fax: (691) 370-3387

LTO.12-23

January 05, 2023

The Honorable Osamu Nedlic · Chairman 12<sup>th</sup> Lelu Town Council Lelu Town Government Kosrae, FM 96944

Dear Honorable Nedlic:

I am very pleased to transmit those attached bills which I have approived and signed into las.

C.B. No:12-30 as LTO:12-23

C.B.No:12-31 as LTO:12-24

C.B.No:12-32 as LTO: 12-25

Thanks for your passage of those bills.

Kulo ma mulap

Presley Abraham

Mayor

Lelu Town Government

TWELFTH LELU TOWN COUNCIL
THIRD SPECIAL SESSION, 2022

(TD:12-33 C.B.NO.12-50

## A BILL FOR AN ACT

Establishing a full time Assistant Clerical position under the Legislative Branch of the Lelu Town Government and for other purposes.

## BE IT ENACTED BY THE 12TH LELU TOWN COUNCIL:

- 1. SECTION 1. Statement of Intent: The purpose and intent of
- 2. this Act is clearly stated in its title.
- 3. SECTION 2. Findings: The 12th LTC encounters difficulties
- 4. of maintain the full operation due to shortage of staff.
- 5. Therefore, the 12th LTC finds it is a necessity to create
- 6. and establish such position of a full time assistant clerk
- 7. under the Legislative Branch of the Lelu Town Government.
- 8. SECTION 3. Position Established: There is hereby created
- 9. one (1) position of a full time assistant clerk for the
- 10. office of the Lelu Town Council. The assistant clerk shall
- 11. be a contractual position and shall be incorporated under
- 12. the office of Council fiscal year operation budget.
- 13. SECTION 4. Hiring Authorized: The Chairman is hereby
- 14. authorized to recruit and hire a full time assistant clerk
- 15. subject to the approval by the Mayor and 2/3 of the
- 16. Council. The hiring shall adhere to the hiring procedure
- 17. stipulated under section 2.2 of the LTG Manual of

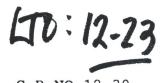
- 18. Administration.
- 19. SECTION 5. Contract of Employment: It shall be a duty of the
- 20. Chairman of the Council to create the contract of
- 21. employment and shall be reviewed for consensus by the Mayor
- 22. and 2/3 of the Council.
- 23. SECTION 6. Duties and Responsibilities: Assist the Chief
- 24. Clerk to:
- 25. 2.1.1. Take Roll Call on Council's Session
- 26. 2.1.2. Update Legislative Calendar and Status Table
- 27. 2.1.3. Transmit Ordinance for Mayor's passage/veto
- 28. 2.1.4. Filing of ordinances, bills, resolution,
- 29. Committee Report, etc,
- 30. 2.1.5. Remind Council members of upcoming meetings
- 31. (Regular, Special, CWO)
- 32. 2.1.6 Request payment for Council's duty assignments
- 33. and session allowances
- 34. 2.1.7 Assist Deputy Clerk on Daily Journal
- 35. 2.1.8 Edit and revise amendments made to bills and
- 36. resolutions
- 37. 2.1.9. Conduct procurement for Legislative branch
- 38. 2.1.10. Attend to other duties related to this field
- 39. SECTION 7. Salary: The assistant clerk shall receive not

THIRD SPECIAL SESSION, 2022

Що. 12-23 с.в. № 12-30

- 40. less than five thousand dollars per annum as a start up
- 41. salary. This position shall also be eligible for overtime
- 42. compensation.
- 43. SECTION 8. Appropriation: The sum of \$5,600.00 is hereby
- 44. appropriated under this Act to compensate the duties of
- 45. the assistant clerk. The sum appropriated in this Act shall
- 46. be apportioned as follows:
- 47. a) Salary \$5,000.00
- 48. b) Overtime \$ 600.00
- 49. c) Total \$5,600.00
- 50. SECTION 9. Management of Fund: Fund obligated for the
- 51. assistant clerk position shall managed, administered, and
- 52. accounted for in accordance with applicable rules and
- 53. ordinances. The Chairman of the Council shall responsible
- 54. for ensuring the funds obligated for this position are
- 55. used solely for the purpose specified in this Act.
- 56. SECTION 10. Lapse Date: Any amount obligated for this Act
- 57. shall be lapsed on September  $30^{\rm th}$  2023 and shall remaining
- 58. amount shall be transferred back to the General Fund of
- 59. the Lelu Town Treasury.
- 60. SECTION 11. Effective Date: This Act shall become upon
- 61. approval by the Mayor or upon its becoming an ordinance

## TWELFTH LELU TOWN COUNCIL THIRD SPECIAL SESSION, 2022



C.B.NO.12-30

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67.	Attested by: Chief Clerk, 12th LTC	and the same of th
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72.	Osamu M. Nedlic Chairman, 12 <sup>TH</sup> Lelu Town Council	Date: /2.21.22
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78.	Prestey & Awadam	Date: 14/26/20
	Mayor, Lelu Town Government	N.