

## **RESPONSIBILITIES AND COORDINATION (last updated June 25, 2024)**

Also reference Texas Municipal League "[Handbook for Mayors and Councilmembers](#)"

Positions marked with an asterisk "\*" are volunteer.

### **All Councilmembers: \***

- Help make decisions on behalf of residents
- Support creation & management of yearly budget & 5-year forecast
- Approve yearly Town Property Tax Rate
- Participate in Council meetings, 2<sup>nd</sup> Tuesday of each month, 7 pm
  - Discuss & Vote on changes to Town Ordinances & Resolutions  
e.g. Parking, Fireworks, Chickens, Fences
  - Approve monthly financial reports (Revenue/Expenditures & Balance Sheet)
  - Approve various yearly required reporting e.g. audit
- Provide support for specific areas of responsibility as shown below, to include:
  - Budget Management
  - Approval of expenditures/invoices

### **Natalie Onate – Mayor \***

- Create & manage yearly budget & 5-year forecast, with assistance from Treasurer & Councilmembers
- Provide guidance to councilmembers and employees
- Enter into all contracts for Town Business
- Approve invoices requiring signature
- Manage Personnel issues
- Prioritize Town Employee job assignments as needed
- Stay abreast of relevant activities
- Work with Police Chief to investigate Ordinance violations
- Work with WMS Councilmember & Police Chief to investigate WMS issues (via cameras)
- Investigate other resident concerns
- Coordinate ECCFWSD problems and repairs w/ Secretary
- Fulfill obligations as Emergency Management Director *\*mandated by state of Texas*
- Fulfill other duties as required *\*currently assigning Trailer Parking Lot spaces*

### **Don Agold – Alderman, Emergency Management, Pool, Trailer Parking \***

- Oversee Pool Maintenance & Pool Contractor.
- Manage Pool yearly open/close.
- Oversee Trailer Parking Lot projects.
- Fulfill obligations as Emergency Management Coordinator *\*mandated by state of Texas*

### **Shelia Hermes – Alderman, Waste Management & Flower Beds; Mayor Pro Tem \***

- Manage contract with Republic Waste Systems & schedule extra holiday dumpsters
- Manage dumpster site & town flower beds
- Report issues with residents to Mayor/Police Chief

### **Kim Cochran – Alderman, Building Maintenance – Town Hall and Police Station \***

- Manage all issues regarding Building maintenance & capital improvements
- Backup Mayor with managing Town Budget and invoices

### **Bill Grissom - Alderman, Roads and Drainage Maintenance\***

- Work with Maintenance Worker to establish Road/Drainage priorities & hire contractors as needed.
- Work with Building Officials as needed for Drainage changes.

### **Tim Johnson - Alderman, Mayor Pro Tem - Parks and Recreation/Boat Ramps\***

- Manage contracts for Parks and Recreation, Boat Ramps
- Manage all Parks and Recreation, Boat Ramp issues, to include findings from yearly TRWD audit

### **Maegan Mojica - Town Secretary**

- Attend regular monthly Town Council meetings and other Town Council meetings as needed. Take minutes of meetings, to be transcribed and sent to Council members in a timely manner.
- Pick up mail from Mabank post office box two to three times a week and distribute or file as necessary during office hours. Review mail for time sensitive information, making sure deadlines are met.
- Update Web Site as needed
- Maintain Town Hall & Office with needed equipment, supplies and materials.
- Perform coordination with other entities, prepares correspondence, billing, and other administrative tasks as required by the office of secretary or as directed by the Mayor.
- Maintain Notary, Asst. Court Clerk and Emergency Management duties as required.
- Provide services for 20 hours per week or as needed, with normal office hours Monday through Thursday from 9:00 am to 1:00 pm.

### **Anthony Katsoulas – Police Chief**

- Provide part-time services to be divided among investigation, patrol, enforcement and administration.
- Coordinate with Henderson County Dispatch to provide off-hours coverage.
- Provide police protection, investigation of burglaries and other police-related requested action unless on approved days off or vacation.
- Enforce all traffic laws, Town ordinances, and the Texas Penal Code.
- Assist with City Crime Watch and emergency management programs. *\* currently not active*
- Perform police investigations, including preparation of affidavits, citations, reports and coordinate with local law enforcement agencies and other entities as necessary.
- Attend each monthly City Council meeting and provide a report of activities for the previous month
- File all violations in proper court as required.
- Maintain the police office, equipment and files.
- Provide maintenance of the city owned police vehicle to OEM recommended standards. Handle unscheduled maintenance. Maintain records on vehicle service and repairs & provide to the city.
- Provide technical expertise to the Mayor and council as required to support the security of the town and enforcement of all laws and ordinances.

### **Brad Neighbor – Groundskeeper**

- Mowing and trimming on an as needed basis:
  - Entrance Drive Right of Ways
  - Right of Ways on non-residential lots
  - City Hall/Pool, Boat Ramps, Dumpster, Police Station, Trailer Parking
  - Fire Hydrant Areas
  - Parks and Ball fields
  - Other areas as directed
  - Minor tree and limb removal
- Clearing of leaves as needed, especially to maintain drainage flows
- Manage equipment routine service, repairs and inspections as required
- Assign trailer parking spots & handle issues as needed. Maintain database in Excel, with trailer photographs.
- Spray herbicide in trailer parking area as needed

### **Steve Foster – Maintenance Worker**

- Perform hands-on work for things that make sense to do internally & hire/supervise contractors for other work.
- Roads. Perform road maintenance as possible (minor pothole fills) & coordinate with contractors for larger projects. Repair/replace signage as needed.
- Drainage. Track performance of under-street culverts and clear or hire someone to clear as needed.
- Building maintenance. Perform regular maintenance (filters, a/c drain, sump-pump, light bulbs). Clean out sheds/garages. Minor painting/plumbing.
- Waste Management. Assist with facility cleanup - especially on busy holidays. Adjust/reset/repair electronic gates.
- Parks & Ramps. Perform yearly maintenance & hire contractors as needed. Trash pickup? Swings? Dock board replacements/staining.
- Grounds. Assist with Groundskeeping during high maintenance periods.
- Manage/Execute larger approved projects as needed. (e.g. Traffic Calming signage, WMS move, Security Camera improvements)

### **Building Officials – Jeff Onate, Stephen Alley (assistant) \***

### **Treasurer – Damian Decell \***

### **City Attorney – Brad Neighbor \***

### **Other Volunteer Activities – various residents \***

- Clean up Trash at WMS, Right of Ways, Parks
- Update Entry Marquee
- Landscape Flower Beds
- Mowing, Trimming, and other Groundskeeping support
- Pool Trash Pickup, resetting of chairs, skimming