

RESPONSIBILITIES AND COORDINATION (last updated May 30, 2025)

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 Budget and Town Property Tax Rate
- Participate in Council meetings, 2nd 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 *

- Provide guidance to Council Members and City Administrator
- Sign all contracts for Town Business
- Approve all invoices requiring signature
- Prioritize City Administrator job assignments as needed
- Stay abreast of relevant activities
- Fulfill obligations as Emergency Management Director **mandated by state of Texas*
- Fulfill other duties as required

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 City Administrator/Police Chief
- Backup Mayor with managing Budget & approving Payments

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

- Manage all issues regarding Building maintenance & capital improvements

Bill Grissom - Alderman, Roads and Drainage Maintenance*

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

Tim Johnson - Alderman, 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

Regina Kiser, City Administrator

The City Administrator is appointed by the Town Council to manage and perform municipal processes as prioritized by the Town Council, to include:

- Manage town facilities: Roads & Drainage, Swimming Pool, Town Hall, Police Station, Waste Management, Trailer Parking, Boat Launches, Parks
- Oversee and coordinate Employees and City Works Projects: e.g., Waste Management Improvements
- Provide directions, back up and assistance to the City Secretary
- Oversee and coordinate Code Enforcement with Police Chief
- Institute processes that generate additional revenue streams (sales tax, utility fees)
- Assign citizen access to Waste Management
- Respond to citizen queries and complaints
- Oversee enchantedoaks.org web site content to ensure compliance and transparency
- Create and Present to the Council a yearly budget, to include Capital Planning and 5-year forecast
- Provide Property Tax and Fee recommendations to Council yearly
- Complete State and County Ad Valorem Tax reporting yearly
- Review and update Insurance coverage yearly
- Provide reports to Council and attend Monthly Council Meetings
- Obtain and Manage Grants: e.g., Disaster Mitigation funding
- Execute other miscellaneous duties as needed as identified by mayor
- Review and manage all subscriptions and fees
- Provide directions, and manage maintenance requests
- Manage the Municipal Court procedures and reports
- Assign trailer parking spots & handle issues as needed. Maintain database in Excel, with trailer photographs.

Open - City Secretary

- Attend regular monthly Town Council meetings and other Town Council meetings as needed. Take minutes of meetings, transcribe, and send 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, prepare correspondence, billing, and other administrative tasks as required by the office of secretary or as directed by the Mayor or City Administrator
- 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 8:00 am to noon.
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Anthony Katsoulas – Police Chief

- Provide part-time services to be divided among investigation, patrol, code 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.
- 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.

Kyle Burch – 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
- 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*

- Answer questions from Owners/Contractors
Issue Building Permits, Stop Work Orders, Certificate of Occupancy, etc.
- Perform inspections
- Address site issues with Owner/Contractor as needed

Treasurer – Damian Decell *

- Reconcile monthly & create monthly Financial Reports
- Consult on yearly budget
- Manage investments

City Attorney – Brad Neighbor *

- Create ordinances
- Advise during council meetings
- Manage legal issues

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