

## FOREWORD

The Louisiana Municipal Association has prepared this handbook to provide elected and appointed municipal officials with a general overview of their responsibilities related to the operation of their villages, towns, and cities. This expanded version of the *Handbook for Louisiana Municipal Officials* is intended not only for newly-elected officials but also veterans in municipal government. The inclusion of legal references, where warranted, provides a convenient place to initiate further research.

Every person involved in municipal government will find this handbook an indispensable reference tool. Newly-elected mayors and council members need information as soon as possible after their election to ease their transition into public service. With training sessions provided only every other year for newly elected officials, this handbook gives new officials the "jump start" they need to effectively govern their municipality.

For veteran municipal officials, this handbook is a "refresher" and provides information about new or recently amended laws. Municipal staffs also can rely upon this handbook to assist them with a broad range of day-to-day administration problems.

This handbook would not be possible without assistance from Richard Williams, Crews & Associates Investment Banker; Jerry Guillot, Chief of Staff, Louisiana Senate, and Town Attorney, Rosedale; Richard McGimsey, Assistant Attorney General; Don Strobel, Labor Consultants Central, Inc.; and our staff, John Trigg, Associate Director; John Gallagher, Staff Attorney; Ken Drone, Chief Financial Officer; Scott Thomas, Senior Defense Counsel; Don Nijoka, Membership Services Coordinator; George Marretta, Director of Research and Special Projects; Jerry Cronin, General Manager of Risk Management, Inc., LMA's wholly owned insurance services company; and Tommy Darenbourg, Director of Communications and Managing Editor of the *Louisiana Municipal Review*. To all of these dedicated persons and organizations, I express our Association's profound gratitude.

Finally, during the course of your public service, you will have questions or encounter problems which require particular expertise to answer or solve. Please know that we are just a telephone call away. Please contact us if you need assistance and information that will make you a more efficient and effective municipal official. This handbook is for, and dedicated to, you -- the municipal officials of Louisiana!

*Tom Ed McHugh*  
Executive Director  
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