

HANDBOOK FOR ADMINISTRATORS IN SMALLER TEXAS CITIES FORWARD TO THE 4TH EDITION

This is the fourth edition of three earlier printings of this book (1976, 1983 & 2000) of the *Handbook for Administrators in Smaller Texas Cities*.

The current (4th) edition **Handbook** is designed to serve as a general reference for city managers, staff & officials. It provides an overview of city operations in the following areas:

Municipal Law
Public Relations and Municipal Reporting
Financial Administration
Purchasing
Personnel Administration
Comprehensive Planning
Public Works
Public Safety
Parks & Recreation

I would like to acknowledge *Dr. Howard Balanoff*, Professor and Director of the William Hobby Center for Public Service, Texas State University, San Marcos for his work coordinating this 4th edition rewrite. I would also like to acknowledge *Robert Moerke*, Director of Procurement Services of Texas State University in San Marcos who is the author of a totally revised Purchasing Chapter. I would also like to recognize *Chuck Pinto*, the City Manager of New Braunfels who provided information for the Planning Chapter and *Alan Bojorquez*, an attorney with the law firm of Bovey, Akers, & Bojorquez who provided information for the Chapter on Municipal Law.

I would also like to acknowledge the staff of the Texas Municipal League, especially the legal staff who reviewed this edition to ensure that it was updated to reflect the latest changes after the close of the 2003 Regular Session of the Texas Legislature.

Gratitude is owed to the individuals who contributed their time and expertise toward the preparation of earlier editions of the Texas Handbook. I should mention that a significant amount of the work of the earlier editions was left intact and revised as necessary. Many of these individuals were recognized in the Forward to a previous edition of the **Handbook** so, some may have changed jobs or retired.

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It is hoped that the **Handbook** will continue to be revised on a regular basis to ensure that it continues to be a useful reference.

Sincerely,

Larry Gilley

President,

Texas City Management Association