



City of Natchitoches
Oldest Settlement in the Louisiana Purchase

OFFICE OF THE MAYOR
Ronnie Williams, Jr.

June 8, 2026

Clarissa Smith
124 Willow Circle
Natchitoches, LA 71457

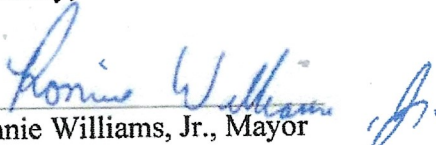
Dear Clarissa:

In compliance with Section 3.05 of the *Home Rule Charter* of the City of Natchitoches, I hereby designate you as acting Mayor in my stead beginning **Monday, June 8, 2026**, until my return on **Friday, June 12, 2026**.

During this period, I will be unable to discharge the powers and duties of my office as Mayor of the City of Natchitoches. I hereby transmit to you, as Director of Finance, this duty as acting Mayor. I will be available by cell phone (318) 663-6247 should you need to speak to me.

Thank you for assuming this responsibility in my absence.

Sincerely,


Ronnie Williams, Jr., Mayor

RW:smm

cc: Councilwoman At Large Smith-Kirkendoll
Councilman Eddie Harrington
Councilman Dale Nielsen
Councilman Petite
Councilwoman Elie
Department Heads
Attorney Alex Washington
Attorney Tommy Murchison