

ORDINANCE NO. 2005-3-209 File **2005-00011296**

**AN ORDINANCE PRESCIBING THE DUTIES AND RESPONSIBILITIES OF THE CITY OF TONTITOWN MAYOR, AND FOR OTHER PURPOSE.**

**WHEREAS**, the City of Tontitown has an elected or appointed Mayor for the City of Tontitown, and it is necessary to clearly delineate what duties he / she shall perform; and

**WHEREAS**, the Mayor has certain duties prescribed by certain legislative acts and the Constitution and by the City of Tontitown ordinances and / or resolutions.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TONTITOWN, ARKANSAS, AS FOLLOWS:**

**Section 1:** The Mayor shall:

- a) by virtue of the position of Mayor, the Mayor is the Ex-Officio President of the City Council; *(please refer to ACA § 14-44-107)*
- b) have the responsibility to keep the City Government running properly;
- c) have the duty to enforce ordinances of the City;
- d) preside over the Meeting of the Council;
- e) vote when the Mayor's vote is needed to pass an ordinance, bylaw, resolution or motion; *(please refer to ACA § 14-44-107)*
- f) have a vote to establish a quorum; *(please refer to ACA § 14-44-107)*
- g) sign all ordinances, resolutions and City Council meetings; *(please refer to ACA § 14-55-205)*
- h) if permitted by ordinance or council rules, introduce ordinances, resolutions and recommend policy;

- i) veto any ordinance, resolution or motion adopted or made by the Council, or any part thereof; *(please refer to ACA § 14-44-107)*
- j) be required to prepare and submit a budget to the City Council for approval, on or before the first day of December, each year;
- k) determine the day to day activities and supervises the City Department heads, employees and officers;
- l) have the power to appoint and remove all department heads and employees, subject to the City Councils vote to over-ride;
- m) review all invoices and accounts payables, incurred by the City of Tontitown, prior to approving the payment of same;
- n) shall countersign all checks issued by the City of Tontitown.

**Section 2:** As the Mayor of the City of Tontitown, the elected official shall receive an annual salary as set by the City of Tontitown and such salary may be hereafter amended as allowed by law, by Ordinance or budget adoption.

**Section 3:** That the City Council of the City of Tontitown further determines that this Ordinance is necessary to clarify and delineate the duties and responsibilities of the office of the Mayor of the City of Tontitown, Arkansas; therefore, an emergency is hereby declared to exist and this Ordinance shall be in full force and effective from and after its passage and approval.

PASSED AND APPROVED this 15<sup>th</sup> day of March, 2005.

APPROVED:

Paul Maestri  
Paul Maestri,  
Mayor

ATTEST:

Sherry Pianalto  
Sherry Pianalto,  
City Recorder / Treasurer

Sponsored by:

\_\_\_\_\_

\_\_\_\_\_