

Dear Honorable Council Members,

I am writing to respectfully request your support in allowing me the elected part-time City Clerk/Treasurer to delegate certain administrative duties to two qualified city employees. This request arises from ongoing operational challenges and the lack of communication and transparency in the current administration structure.

It had come to my attention in an email from the mayor's assistant that the part-time mayor had given her an additional title of FOIA Coordinator without prior council discussion or coordination with the Clerk-Treasurer. This has created confusion regarding roles and responsibilities, and it has made it difficult for the Clerk-Treasurer to fulfill her statutory obligations effectively and efficiently. (A FOIA Protocol is being emailed to all heads of department and council)

Given the part-time nature of the Clerk-Treasurer's position and the growing demands of city operations, it is reasonable and necessary to provide structured support and to remain transparent, compliant with Arkansas Law, and responsive to the needs of our residents. I believe it is in the best interest to formally authorize limited non-statutory delegations of tasks to trusted staff members who would help ensure continuity, compliance, and accountability, while preserving the integrity of the elected office.

I respectfully ask the council to place this matter on the October 2025 Committee of the Whole Meeting agenda for formal discussion and to consider adopting an ordinance or resolution that authorizes limited delegation of duties from the Clerk-Treasurer to designated employees. This would promote transparency, improve communication and strengthen collaboration across departments.

Thank you for your time, attention and commitment.



Rhonda Ardemagni

Tontitown City Clerk-Treasurer

FOIA PROTOCOL FOR THE CITY OF TONTITOWN

ALL FOIA REQUESTS WILL BE SENT TO THE RECORDER@TONTITOWNAR.GOV

THE REQUEST WILL BE REVIEWED AND THE REQUESTER WILL BE NOTIFIED OF ANY FEES.
(IF APPLICABLE)

THE CLERK WILL EMAIL THE APPROPREATE DEPARTMENTS TO GATHER THEIR PORTION
OF THE REQUEST.

ALL INFORMATION GATHERED IS TO BE PRINTED OUT AND GIVEN TO THE CLERK FOR
REVIEW AND REDACTING. (IF NEEDED)

ALL INFORMATION WILL BE SCANNED TO THE RECORDER'S EMAIL AND THE CLERK WILL
FORWARD THE INFORMATION TO THE REQUESTER.

THE INFORMATION WILL THEN BE SCANNED TO THE SERVER AND THE HARD COPY WILL
BE FILLED.

REMINDER:

THE CITY HAS 3 DAYS TO COMPLY FROM THE DATE OF EACH REQUEST.

THANK YOU FOR YOUR COOPERATION!

RHONDA ARDEMAGNI

CITY CLERK

A handwritten signature in black ink, appearing to read "Rhonda Ardemagni", is written over the typed name and title.