

**CITY OF TONTITOWN, ARKANSAS
ORDINANCE NO. ____**

**AN ORDINANCE AMENDING TONTITOWN CODE §32.04 TO CLARIFY
PROCEDURES FOR SUBMISSION, REVIEW, PREPARATION, AND PUBLICATION
OF CITY COUNCIL AGENDA ITEMS; ESTABLISHING ADMINISTRATIVE
DEADLINES CONSISTENT WITH EXISTING CODE; AND FOR OTHER PURPOSES**

WHEREAS, the City Council of Tontitown is charged with conducting the legislative business of the City in accordance with applicable law and duly adopted ordinances; and

WHEREAS, Tontitown Code §32.04 requires that ordinances and resolutions be submitted to the City Attorney for review at least one (1) week prior to the next regular City Council meeting; and

WHEREAS, Tontitown Code §30.01(D) requires the Clerk-Treasurer to prepare and distribute an informational packet, including the agenda and supporting documentation, in advance of such meetings; and

WHEREAS, Tontitown Code §30.05 establishes the order of business for City Council meetings; and

WHEREAS, the City Council finds that clarification of submission timelines and responsibilities is necessary to ensure compliance with these provisions, promote transparency, and provide consistent procedures for all elected officials;

NOW, THEREFORE, BE IT ORDAINED By the City Council of the City of Tontitown, Arkansas:

SECTION 1. AMENDMENT TO §32.04 — SUBMISSION AND REVIEW

Tontitown Code §32.04 is hereby amended to include the following provisions:

(A) Submission to City Attorney Required.

All ordinances, resolutions, and other items of business intended for inclusion on the agenda of a regular City Council meeting shall be submitted to the City Attorney for review at least one (1) week prior to the next regular City Council meeting, in accordance with existing code requirements.

(B) Eligible Sponsors.

Agenda items may be submitted by:

1. The Mayor; or
2. Any duly elected Alderman.

(C) Administrative Submission Deadline.

To ensure compliance with subsection (A) and facilitate preparation of the meeting packet pursuant to §30.01(D), all agenda items shall be submitted to the Clerk-Treasurer no later than 4:00 p.m. on the Wednesday preceding a regularly scheduled Tuesday City Council meeting, unless otherwise provided by ordinance.

This deadline is administrative in nature and is intended solely to ensure:

1. Timely City Attorney review as required by §32.04; and
2. Preparation and publication of the informational packet pursuant to §30.01(D).

(D) Mandatory Inclusion.

Any item that:

1. Has been submitted in compliance with subsection (A); and
2. Has completed City Attorney review;
shall be included in the agenda prepared pursuant to §30.01(D).

(E) Late Submissions.

Items submitted after the deadlines set forth herein may be included only upon:

1. A declared emergency by the Mayor; or
2. A majority vote of the City Council to suspend the rules.

SECTION 2. CLERK-TREASURER DUTIES — §30.01(D)

Pursuant to Tontitown Code §30.01(D), the Clerk-Treasurer shall:

1. Prepare the informational packet for each regular meeting, including the agenda and all supporting materials;
2. Include all items meeting the requirements of §32.04 as amended herein; and
3. Perform such duties in a ministerial capacity, without discretionary authority to exclude properly submitted and reviewed items.

SECTION 3. PUBLICATION DEADLINE — §30.01(D)

The informational packet required by §30.01(D), including the agenda and all supporting documentation, shall be posted and distributed no later than 12:00 p.m. (noon) on the Friday preceding the regularly scheduled Tuesday meeting, unless otherwise required by ordinance.

SECTION 4. ORDER OF BUSINESS — §30.05

The agenda prepared pursuant to this ordinance shall follow the order of business established in Tontitown Code §30.05 unless modified by a vote of the City Council.

SECTION 5. CONFLICTS

All ordinances or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 6. SEVERABILITY

If any provision of this ordinance is held invalid, such invalidity shall not affect other provisions.

SECTION 7. EMERGENCY CLAUSE

It is found and determined that immediate clarification of agenda procedures is necessary to ensure lawful and orderly conduct of City business; therefore, an emergency is declared and this ordinance shall be in full force immediately upon passage.

PASSED AND APPROVED this ___ day of _____, 2026.

APPROVED:

Angela Russell, Mayor

ATTEST:

Rhonda Ardemagni, City Clerk-Treasurer

(SEAL)

SPONSORSHIP AND LEGISLATIVE HISTORY Sponsor (Initiated By):

Motion to Introduce Made By: _____

Seconded By: _____

Adopted / Passed: _____

Vote: Ayes ___ Nays ___ Abstain ___ Absent ___

This requirement is in addition to, and does not supersede, any authentication, attestations, or signature requirements imposed by state law or other provisions of the Tontitown Municipal Code.