

RESOLUTION NO. 2026-_____

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

A RESOLUTION AMENDING THE 2026 BUDGET OF THE CITY OF TONTITOWN, ARKANSAS.

WHEREAS, the Tontitown City Council previously adopted the 2026 Budget for Fiscal Year 2026.

WHEREAS, following the adoption of the 2026 Budget, the Tontitown City Council established by ordinance the position of Municipal Technology and Administrative Services Coordinator within the Planning Department.

WHEREAS, the employee presently serving as Administrative Assistant has provided formal notice of resignation, and the City does not intend to fill the resulting vacancy during the remainder of the 2026 fiscal year; and

WHEREAS, following the effective date of the employee's resignation and the satisfaction of all compensation and benefit obligations associated with the employee's service, the unexpended and unencumbered balance of the 2026 personnel appropriation for the Administrative Assistant position will be available for reallocation; and

WHEREAS, the Tontitown City Council determined the personnel appropriation for the Administrative Assistant should be transferred to fund the Municipal Technology and Administrative Services Coordinator.

WHEREAS, the proposed budget amendment is based upon the Administrative Assistant position remaining unfilled for the remainder of the 2026 fiscal year; and

WHEREAS, this action reallocates an existing personnel appropriation, creates no additional position beyond that established by ordinance, and does not increase the total appropriations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TONTITOWN, ARKANSAS:

Section 1. Amendment of 2026 Budget

Pursuant to Ark. Code Ann. § 14-58-203, the City's 2026 Budget is hereby amended by reallocating, following the effective date of the Administrative Assistant's resignation, the unexpended and unencumbered personnel appropriations identified in Exhibit A from the Administration Department to the Planning Department. Exhibit A is incorporated into and made a part of this Resolution.

Section 2. Transfer of Appropriation

After payment or reservation of all salary, benefits, accrued leave, payroll taxes, retirement contributions, and other obligations attributable to the Administrative Assistant position through the employee's final date of employment, the amounts identified in Exhibit A are reallocated to

the Planning Department for personnel expenditures lawfully attributable to the Municipal Technology and Administrative Services Coordinator position.

Section 3. Budget Neutrality

No additional funds are appropriated. No increase is made to the total 2026 Budget, General Fund expenditures, or authorized personnel complement.

Section 4. Administrative Implementation

The City Clerk-Treasurer is authorized to make all accounting, payroll, budget transfer, and financial reporting adjustments necessary to implement this Resolution.

Section 5. Severability

If any provision is held invalid, the remaining provisions shall remain in effect.

Section 6. Effective Date

This Resolution shall become effective immediately upon its adoption and approval. Notwithstanding the foregoing, no transfer of appropriated funds shall occur until the resignation of the employee presently serving as Administrative Assistant becomes effective and all salary, benefits, accrued leave, payroll taxes, retirement contributions, and other employment-related obligations associated with that employee's service have been paid or adequately reserved. Any reallocation authorized by this Resolution shall also be conditioned upon the ordinance establishing the Municipal Technology and Administrative Services Coordinator position having become effective. The City Clerk-Treasurer and other appropriate City personnel are authorized to implement the budgetary and accounting adjustments approved by this Resolution upon satisfaction of these conditions.

Exhibit A - Budget Reallocation Summary

From	To
Administration Department – Administrative Assistant	Planning Department – Municipal Technology and Administrative Services Coordinator

Net Effect on 2026 Budget: \$0.00 increase; Personnel Costs: \$0.00 increase; Authorized Positions: No increase.

PASSED AND APPROVED on this _____ day of August 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.

Position Paper in Support of Amending the 2026 Budget

Funding the Municipal Technology and Administrative Services Coordinator

Purpose

This budget amendment reallocates an existing personnel appropriation from the Administration Department to the Planning Department to fund the Municipal Technology and Administrative Services Coordinator position previously established by ordinance. The proposal is budget neutral, creates no additional position, and does not increase salaries, benefits, or total appropriations.

Fiscal Stewardship

The City Council has a continuing responsibility to periodically evaluate whether staffing and appropriations remain aligned with operational needs. This proposal reflects that responsibility by redirecting an existing appropriation to a position intended to provide services across multiple departments, thereby increasing the return on taxpayer investment without increasing expenditures.

Improving Municipal Services

The Municipal Technology and Administrative Services Coordinator is intended to provide municipal technology support, administrative services, planning support, permitting assistance, records coordination, and cross-department operational assistance. Locating the position within the Planning Department allows these services to benefit the organization as a whole rather than a single office.

Reducing Operational Risk

The Planning Department currently depends heavily on a single Planning Technician. During absences, the Planning Director must perform both management and technical duties. Likewise, utility billing operations depend on a single Water Billing Clerk, creating little redundancy should that employee be unavailable. Cross-training the new position to assist both functions increases continuity of operations and improves customer service.

Cross-Training and Organizational Resilience

Cross-training creates flexibility, reduces interruptions during employee absences, improves customer service, allows supervisors to remain focused on management responsibilities, and better utilizes existing personnel. This proposal strengthens the City's ability to maintain uninterrupted operations without increasing staffing.

Personnel Transition

To preserve institutional knowledge and provide continuity, it is the Council's intent that the employee currently serving as Administrative Assistant be afforded the opportunity to transition into the Municipal Technology and Administrative Services Coordinator position

if qualified and willing to accept the transfer. If the transfer does not occur, the Planning Director may recruit and fill the position using the transferred appropriation in accordance with applicable ordinances and personnel policies.

Benefits to Taxpayers

- Budget-neutral implementation with no increase in appropriations.
- Improved support for planning, permitting, and municipal technology.
- Cross-trained backup for water billing operations.
- Reduced dependence on single employees.
- Greater organizational flexibility and continuity of operations.
- Improved return on taxpayer dollars through shared services.

Conclusion

This proposal represents a thoughtful organizational improvement that aligns staffing with operational needs while maintaining fiscal responsibility. By reallocating existing resources rather than increasing expenditures, the City can improve efficiency, strengthen continuity of operations, and better serve its residents.