

CITY OF TONTITOWN, ARKANSAS

RESOLUTION NO. 2026-____

A RESOLUTION ADOPTING ~~THE~~ AN OFFICIAL ORGANIZATIONAL CHART FOR THE CITY OF TONTITOWN, ARKANSAS; ESTABLISHING AN EFFECTIVE DATE; CLARIFYING ADMINISTRATIVE REPORTING RELATIONSHIPS; RECOGNIZING THE DISTINCT ROLES OF ELECTED OFFICIALS, APPOINTED OFFICIALS, DEPARTMENT HEADS, BOARDS, COMMISSIONS, AND COUNCIL COMMITTEES; AND FOR OTHER PURPOSES.

WHEREAS, the City of Tontitown is organized under the mayor-council form of municipal government established by Arkansas law; and

WHEREAS, ~~during 2026~~ the Tontitown City Council has adopted ordinances establishing, reorganizing, defining, or clarifying municipal departments, department-head positions, duties, and administrative reporting relationships; and

WHEREAS, the Tontitown City Council finds that those actions should now be reflected in a single, understandable organizational chart showing the City's governmental and administrative structure; and

WHEREAS, an official organizational chart will promote accountability, improve communication, clarify responsibility, assist employees and citizens in understanding the structure of City government, and provide guidance in budgeting, personnel administration, departmental coordination, and municipal operations; and

WHEREAS, the organizational chart is intended to visually reflect existing lawful authority and reporting relationships and is not intended, by itself, to create, abolish, enlarge, diminish, or transfer any authority established by Arkansas law or City ordinance; and

WHEREAS, the City Council further finds that elected and appointed municipal officials should be distinguished from administrative department heads and that boards, commissions, and Council committees should be separately identified so as not to imply an employee supervisory relationship where none exists.

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

SECTION 1. ADOPTION OF ORGANIZATIONAL CHART.

The organizational chart attached to this Resolution as Exhibit "A" is hereby adopted as the official organizational chart of the City of Tontitown, Arkansas, effective September 15, 2026.

~~The chart shall serve as the City's primary administrative reference for identifying municipal departments, department heads, reporting relationships, governmental bodies, and principal operating functions.~~

The organizational chart attached hereto shall serve as a general administrative reference for identifying municipal departments, department heads, reporting relationships, governmental bodies, contracted professionals, and principal operating functions. It shall be interpreted consistently with Arkansas law and duly adopted City ordinances and shall not constitute an independent grant or transfer of legal authority.

SECTION 2. GOVERNING, ELECTED, AND APPOINTED OFFICIALS.

The organizational chart shall recognize the distinct governmental roles of:

1. City Council — exercising the legislative, financial, policy-making, appropriation, property-management, ~~contracting~~, and oversight authority granted to the governing body by Arkansas law and City ordinance;
2. Mayor — serving as the City's chief executive officer and exercising the executive and administrative authority granted by Arkansas law and City ordinance;
3. Clerk-Treasurer — serving as an independently elected municipal official and exercising those statutory, financial, recordkeeping, and other duties assigned to the office by law and ordinance; and
4. City Attorney — serving as an appointed and contracted municipal official and legal counsel to the City Council, Mayor, and City within the scope of the City's engagement agreement and applicable law.

~~Placement of these officials on the same general level of the organizational chart is intended to identify their distinct governmental offices and shall not imply that one office possesses supervisory authority over another except as specifically provided by law.~~ Placement of the City Council, Mayor, Clerk-Treasurer, and City Attorney within the

same general portion of the organizational chart is intended only to identify their distinct governmental or professional roles. It shall not imply an employee reporting relationship or supervisory authority among them except as expressly provided by Arkansas law, City ordinance, or the City Attorney's engagement agreement.

SECTION 3. ADMINISTRATIVE DEPARTMENT HEADS.

Consistent with ordinances adopted by the City Council and applicable Arkansas law, the organizational chart shall identify the following principal administrative departments and department heads:

1. Police Department — Police Chief;
2. Fire Department — Fire Chief;
3. Water and Sewer Department — Water and Sewer Manager;
4. Planning Department — Planning Director;
5. Public Works Department — Public Works Director;
6. Human Resources Department — Director of Human Resources;
7. Parks, Museum, and Grants Department — Director of Parks, Museum, and Grants; and
8. City Engineer Office — City Engineer.

Department heads shall report administratively to the Mayor as provided by Arkansas law and the ordinances governing their respective positions. Nothing in this Resolution shall diminish the legislative, financial, policy-making, or oversight authority retained by the City Council.

SECTION 4. WATER AND SEWER CONTROL AUTHORITY.

The placement of the Water and Sewer Department within the City's administrative structure shall not alter the City Council's previously established governing and control authority over the municipal waterworks and sewer system. The Water and Sewer Manager shall remain responsible for the day-to-day administrative operation of the Department subject to applicable law, City ordinance, appropriations, policies, and the respective lawful authority of the Mayor and City Council.

SECTION 5. PUBLIC WORKS AND MUNICIPAL FACILITY MAINTENANCE.

The organizational chart shall reflect the Public Works Department's responsibility for physical maintenance functions assigned to that Department, including, as applicable, streets and roadways; public rights-of-way; drainage and stormwater infrastructure maintenance; traffic-control infrastructure; vehicles, equipment, and fleet maintenance; grounds, yards, and landscaping associated with municipal facilities and public areas; and general municipal facility maintenance support as assigned by ordinance, policy, budget, or other lawful action.

The assignment of physical maintenance responsibilities to Public Works shall not transfer the operational management, programming, regulatory, professional, or administrative authority of another City department.

SECTION 6. BOARDS, COMMISSIONS, AND COUNCIL COMMITTEES.

Boards, commissions, and Council committees shall be shown separately from the City's administrative departments and organizationally connected to the City Council rather than shown as administrative departments reporting to the Mayor. These bodies may include the Planning Commission and Board of Zoning Adjustment, the Museum Commission or advisory body, Council standing committees, and other boards, commissions, committees, or advisory bodies lawfully established by the City.

Dashed boxes, dotted lines, or similar graphical designations may be used to identify appointment, advisory, legislative-oversight, statutory, or staff-support relationships. Such graphical designations shall not be interpreted as creating an employee supervisory relationship. City departments may provide professional, clerical, administrative, or technical staff support to boards and commissions without exercising authority over decisions independently assigned to those bodies by law or ordinance.

SECTION 7. PLANNING COMMISSION STAFF SUPPORT.

The Planning Department may provide professional, technical, clerical, and administrative staff support to the Planning Commission and Board of Zoning Adjustment as provided by City budget, law and City ordinance. The provision of staff support shall not make the Planning Commission or Board of Zoning Adjustment administratively subordinate to the Planning Director or Planning Department.

SECTION 8. POLICE AND FIRE INTERNAL ORGANIZATION.

The organizational chart presently identifies the Police Department and Fire Department at the department-head level without attempting to depict every subordinate position, rank, division, shift, or operational unit. Because of the number of employees and operational assignments within those departments, their detailed internal structures may be maintained through separate departmental organizational charts approved or maintained in accordance with applicable law, ordinance, personnel policy, and budgetary authority.

~~The notation “TBD” on Exhibit “A” therefore relates only to the detailed graphical depiction of subordinate divisions and personnel and shall not affect the status or authority of either Department or its Department Head.~~

Any notation on Exhibit “A” indicating that the detailed internal structure of the Police or Fire Department and/or marked as “TBD” is maintained separately relates only to the graphical depiction of subordinate divisions and personnel. It shall not affect the legal status, authority, staffing, or internal chain of command of either Department.

SECTION 9. ORGANIZATIONAL CHART IS ADMINISTRATIVE AND ILLUSTRATIVE.

Exhibit “A” is intended to provide a clear visual representation of the City’s governmental and administrative structure. The organizational chart itself shall not:

1. create or abolish a municipal office, department, position, board, commission, or committee;
2. appoint or remove any officer or employee;
3. alter compensation or staffing levels;
4. transfer statutory or professional authority;
5. amend an ordinance;
6. authorize an expenditure or appropriation;
7. alter the form of municipal government; or
8. supersede any requirement of Arkansas law.

If a conflict exists between Exhibit “A” and Arkansas law or a duly adopted City ordinance, an authorized employment or professional services agreement, or an applicable City personnel policy, Arkansas law and the controlling legal authority shall govern. ~~applicable ordinance shall control.~~

SECTION 10. MAINTENANCE AND UPDATING OF OFFICIAL CHART.

The ~~Mayor, Human Resources Director,~~ Clerk-Treasurer, ~~and other appropriate City personnel~~ shall cause the organizational chart to be maintained as an official City administrative record and made reasonably available to City officials, employees, and the public. The Mayor and Human Resources Director may maintain administrative working copies. Ministerial updates reflecting changes in employee names, vacancies, formatting, or other non-substantive information may be made administratively.

Any material change involving the creation or abolition of a department or office, a department-head reporting relationship, or a transfer of substantive authority shall require whatever legislative action is required by Arkansas law or City ordinance before being incorporated into the official organizational chart. When the change materially alters the chart adopted by this Resolution, the revised chart shall be presented to the City Council for approval.

SECTION 11. EXISTING AUTHORITY PRESERVED.

Nothing contained in this Resolution or Exhibit “A” shall diminish, enlarge, transfer, or otherwise modify the lawful authority of the City Council; the executive authority of the Mayor; the statutory duties of the Clerk-Treasurer; the professional responsibilities of the City Attorney or City Engineer; the authority of any department head; the statutory or ordinance-based authority of any board or commission; or any authority otherwise established by Arkansas law or duly adopted City ordinance.

SECTION 12. EFFECTIVE DATE.

This Resolution and the organizational chart attached as Exhibit “A” shall become effective on September 15, 2026.

PASSED AND APPROVED this ____ day of _____, 2026.

ATTEST:

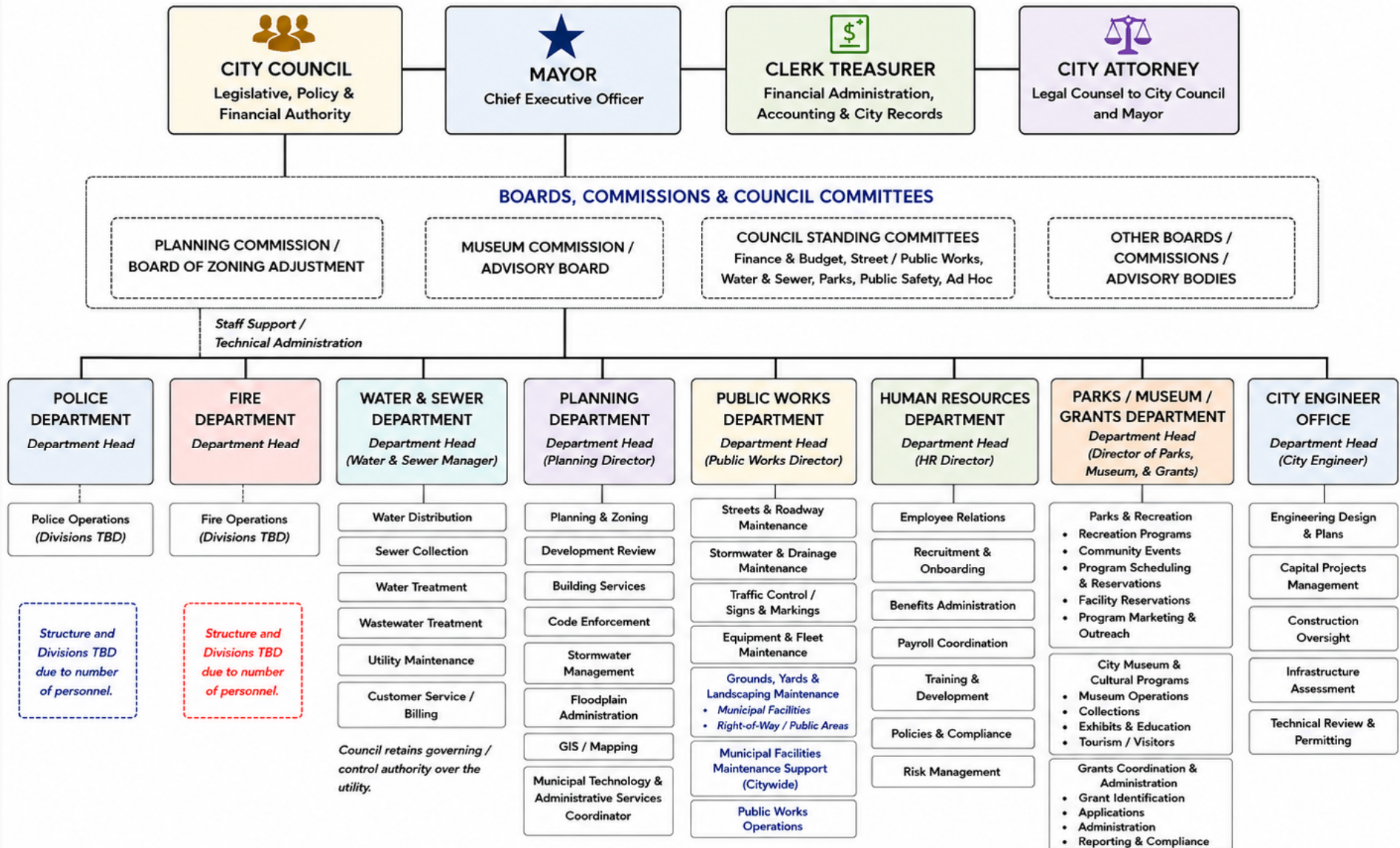
APPROVED:

ANGELA RUSSELL, MAYOR

RHONDA ARDEMAGNI, CLERK-
TREASURER

CITY OF TONTITOWN, ARKANSAS

ORGANIZATIONAL CHART

**NOTES:**

1. All Department Heads report directly to the Mayor.
2. The City Council retains legislative, financial, policy-making, and oversight authority over all departments and operations.
3. Police and Fire Department divisions and detailed structure are TBD due to the number of personnel.
4. Boards, commissions, and council committees are shown separately from administrative departments. Dashed boxes and dotted lines indicate advisory, appointment, oversight, statutory, or staff-support relationships and do not indicate employee supervisory authority.

EFFECTIVE DATE:**September 15, 2026**