

CITY OF TONTITOWN, ARKANSAS
ORDINANCE NO. 2026-_____

SPONSORED BY: _____

CO-SPONSORED BY: _____

AN ORDINANCE ESTABLISHING THE POSITION OF DIRECTOR OF PARKS, MUSEUM, AND GRANTS FOR THE CITY OF TONTITOWN, ARKANSAS; DESIGNATING THE POSITION AS A DEPARTMENT HEAD POSITION REPORTING DIRECTLY TO THE MAYOR; DEFINING THE DIRECTOR'S AUTHORITY AND RESPONSIBILITIES FOR MUNICIPAL PARKS, THE CITY MUSEUM, AND CITYWIDE GRANT COORDINATION; CLARIFYING THAT THE POSITION SHALL NOT EXERCISE THE POWERS OF A CITY MANAGER, CITY ADMINISTRATOR, OR CHIEF ADMINISTRATIVE OFFICER; RECONCILING REFERENCES TO THE COMMUNITY DEVELOPMENT DIRECTOR; ADOPTING A JOB DESCRIPTION; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS, the City of Tontitown is organized under the mayor-council form of municipal government, under which the Mayor serves as the chief executive officer of the City, subject to the legislative, financial, and policy-making authority of the City Council; and

WHEREAS, the Tontitown City Council finds that clearly defined departments, department heads, reporting relationships, and limitations of authority are necessary for accountable and efficient municipal government; and

WHEREAS, Arkansas Code Annotated § 14-42-110 vests the City's Mayor with authority to appoint and remove department heads, subject to the City Council's statutory authority to override the Mayor's action; and

WHEREAS, the City of Tontitown presently uses the title "Community Development Director," which may imply operational authority over planning, zoning, public works, economic development, general administration, or other municipal functions beyond the intended responsibilities of the position; and

WHEREAS, the Tontitown City Council finds that the title and responsibilities of the position should be revised to accurately reflect its intended functions relating to municipal parks, the City Mmuseum, and the coordination of grant opportunities for all City departments; and

WHEREAS, the Tontitown City Council further finds that the City's park and museum operations share related responsibilities involving public programs, community events, tourism, cultural resources, facilities, grounds, volunteers, and public engagement and may benefit from coordinated management and the reasonable sharing of personnel and resources; and

WHEREAS, grant identification, application preparation, administration, documentation, and compliance frequently require coordination among multiple City departments, while responsibility for each department's operations, projects, budgets, and technical decisions must remain with the appropriate department head or responsible municipal official; and

WHEREAS, the Tontitown City Council desires to establish a clearly limited department-head position that will manage Parks and Museum operations and provide grant coordination services throughout the City without creating or implying a city-manager or city-administrator form of government.

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

SECTION 1. ESTABLISHMENT AND TITLE.

There is hereby established the position of Director of Parks, Museum, and Grants for the City of Tontitown, Arkansas.

The existing position ~~presently shall replace the~~ titled "Community Development Director" is hereby retitled "Director of Parks, Museum, and Grants." This Ordinance changes the title and assigns duties of that existing position and does not, by itself, create an additional or new employee position to the extent that the former title applies to the employee or position assigned the duties described in this Ordinance.

CITY OF TONTITOWN, ARKANSAS

The Director of Parks, Museum, and Grants shall be the administrative department head responsible for:

- A. The City's parks and recreational facilities and programs;
- B. The City museum and related cultural, historical, educational, and visitor programs; and
- C. Coordination of municipal grant identification, application, administration, reporting, and compliance activities.

SECTION 2. REPORTING RELATIONSHIP.

The Director of Parks, Museum, and Grants shall report directly to the Mayor. The Director shall be appointed and may be removed by the Mayor in accordance with Arkansas Code Annotated § 14-42-110, including the City Council's authority under that statute to override the Mayor's action.

The Director shall operate under the Mayor's administrative supervision and shall perform the duties of the position subject to:

- A. Applicable federal and state law;
- B. City ordinances and resolutions;
- C. The annual budget and appropriations adopted by the City Council;
- D. Personnel policies and other policies approved by the City Council;
- E. Contracts and grant agreements approved or accepted by the proper municipal authority; and
- F. Lawful directives issued by the Mayor within the scope of the Mayor's executive authority.

Nothing in this Ordinance shall diminish or transfer the legislative, financial, property-management, contracting, or policy-making authority of the City Council.

SECTION 3. DEPARTMENTAL ORGANIZATION.

The Department of Parks, Museum, and Grants is hereby ~~recognized~~ established as a municipal department consisting of the following operating functions:

- A. Parks and Recreation;
- B. City Museum and Cultural Programs; and
- C. Grants Coordination and Administration.

The Director shall provide unified administrative leadership for these functions while maintaining appropriate accounting, grant, personnel, collections, and operational records for each function.

SECTION 4. PARKS AND RECREATION RESPONSIBILITIES.

Subject to appropriations, policies, and contracts approved by the City Council, the Director shall:

- A. Manage the day-to-day operation, use, scheduling, maintenance coordination, and programming of City parks, recreational facilities, pavilions, trails, public grounds, and related amenities assigned to the Department and coordinate maintenance of those facilities with the department responsible for performing the work;
- B. Develop recommendations concerning park improvements, recreational programs, facility use, rental policies, fees, capital needs, maintenance priorities, and long-range planning;
- C. Coordinate community events and recreational activities conducted or sponsored by the City;
- D. Supervise employees assigned to parks and recreation functions;
- E. Coordinate park maintenance needs with the Public Works Department or other City departments without exercising supervisory authority over those departments;
- F. Maintain records concerning park usage, facility reservations, programs, revenues, expenses, maintenance needs, and capital projects; and
- G. Prepare and submit proposed parks and recreation budgets, reports, policies, and recommendations through the Mayor for consideration by the City Council.

CITY OF TONTITOWN, ARKANSAS

SECTION 5. MUSEUM RESPONSIBILITIES.

Subject to appropriations, policies, collections requirements, and other actions approved by the City Council, the Director shall:

- A.** Provide administrative oversight of the City museum and its employees;
- B.** Coordinate museum operations, public hours, staffing, visitor services, educational programming, public events, exhibits, outreach, and facility needs;
- C.** Ensure that museum operations are conducted as an operating function of the City and not as a separate legal entity;
- D.** Coordinate with any museum commission, board, committee, historical society, volunteer organization, or advisory group recognized by the City;
- E.** Consider recommendations concerning collections, exhibits, preservation, education, interpretation, programming, and community outreach;
- F.** Maintain or cause to be maintained appropriate records of museum attendance, programs, collections, donations, volunteers, revenues, expenses, and operational needs;
- G.** Develop recommendations concerning museum policies, staffing, programming, facilities, collections management, and long-range planning; and
- H.** Prepare and submit proposed museum budgets, reports, policies, and recommendations through the Mayor for consideration by the City Council.

Any museum board, commission, committee, or advisory body shall remain advisory unless specific authority is granted by ordinance. No such body or individual member shall independently supervise City employees, obligate City funds, enter into contracts, accept restricted property on behalf of the City, or otherwise bind the City.

SECTION 6. SHARED PERSONNEL AND COORDINATED OPERATIONS.

Because [City](#) Parks and the City Museum provide related public, educational, recreational, historical, tourism, and community services, the Director may assign employees of the Department to assist across Parks and Museum operations when:

- A.** The assignment is reasonably related to the employee's position and qualifications;
- B.** The assignment does not violate personnel policies, wage-and-hour requirements, grant restrictions, donor restrictions, or other applicable law;
- C.** The assignment does not materially interfere with the employee's primary responsibilities;
- D.** Appropriate time, payroll, grant, and departmental records are maintained; and
- E.** The assignment remains within the personnel levels and appropriations authorized by the City Council.

The Director may recommend cross-training of Parks and Museum employees to provide operational coverage, improve public services, reduce unnecessary duplication, and allow the efficient use of City personnel.

Nothing in this section authorizes the creation of a new position, an increase in compensation, or the expenditure of unappropriated funds without approval by the proper municipal authority.

SECTION 7. CITYWIDE GRANT COORDINATION.

The Director shall serve as the City's primary grants coordinator and shall assist all City departments in identifying, evaluating, applying for, administering, and closing out grant opportunities.

The Director's grant responsibilities shall include:

- A.** Maintaining a citywide calendar or register of potential, pending, active, and completed grants;
- B.** Identifying grant opportunities that align with needs, plans, and priorities approved by the City Council;
- C.** Coordinating the preparation and timely submission of grant applications;

CITY OF TONTITOWN, ARKANSAS

- D. Assisting departments in developing project descriptions, schedules, supporting documentation, budgets, matching-fund requirements, and performance measures;
- E. Coordinating required grant reports, reimbursement requests, closeout documents, audits, and compliance records;
- F. Monitoring deadlines, conditions, matching obligations, procurement requirements, record-retention requirements, and reporting responsibilities;
- G. Providing periodic grant-status reports to the Mayor and City Council; and
- H. Developing recommended grant-management procedures for consideration by the Mayor and City Council.

SECTION 8. LIMITATIONS ON GRANT AUTHORITY.

The Director's grant-coordination responsibilities shall not transfer operational authority over another City department, department head, board, commission, utility, or municipal officer.

For grants involving another department:

- A. The affected department head shall remain responsible for defining the department's operational and technical needs;
- B. The affected department head or responsible professional shall approve technical specifications, project scopes, cost estimates, operational commitments, and performance requirements within that person's lawful authority;
- C. The Director shall coordinate the grant process but shall not direct the day-to-day operations or personnel of the affected department;
- D. The Director shall not alter a department's approved project scope, budget, staffing, technical standards, or operational commitments without authorization from the responsible department head and any required municipal approval; and
- E. Disagreements that cannot be resolved administratively shall be referred to the Mayor and, when involving policy, appropriations, contracts, property, or legislative action, to the City Council.

SECTION 9. ACCEPTANCE OF GRANTS AND FINANCIAL COMMITMENTS.

The Director shall have no independent authority to:

- A. Accept a grant award on behalf of the City;
- B. Commit matching funds or in-kind resources;
- C. Execute a grant agreement, contract, memorandum of understanding, deed restriction, easement, or other binding instrument;
- D. Create a position or commit the City to continued employment after grant funding expires;
- E. Purchase property, equipment, services, or supplies;
- F. Obligate City funds or incur indebtedness;
- G. Apply for a grant that would materially restrict City property or require a substantial continuing obligation without prior approval; or
- H. Make any commitment reserved by law or ordinance to the Mayor, City Council, Clerk-Treasurer, another municipal officer, or another department head.

Grant applications and awards shall be submitted for approval or acceptance by the official or governing body authorized by law, ordinance, or City policy. Before a grant application is submitted, the affected department head shall approve its operational and technical content, and the Mayor shall authorize its submission. Prior City Council approval is also required if the application would commit or conditionally commit City funds, matching resources, personnel, property, indebtedness, a contract, or a material continuing obligation.

All grant funds shall be received, deposited, accounted for, expended, and reported in the name of the City and through the City's established financial controls.

CITY OF TONTITOWN, ARKANSAS

SECTION 10. NO CITY-MANAGER OR GENERAL ADMINISTRATIVE AUTHORITY.

The Director of Parks, Museum, and Grants is a department head and shall not be considered or treated as:

- A. A city manager;
- B. A city administrator;
- C. An assistant mayor;
- D. A chief administrative officer;
- E. A supervisor of all department heads;
- F. An intermediary through whom other department heads must report to the Mayor; or
- G. An official possessing general executive authority over City government.

Except for employees assigned to the Department of Parks, Museum, and Grants, the Director shall not hire, discipline, evaluate, supervise, direct, or terminate City employees.

The Director shall not issue binding directives to another department head or assume authority expressly assigned by law or ordinance to the Mayor, City Council, Clerk-Treasurer, Police Chief, Fire Chief, Planning Director, Public Works Director, Human Resources Director, City Engineer, building official, water or wastewater official, commission, board, or other municipal officer.

Nothing in this Ordinance prevents the Mayor from directing the Director to coordinate a particular project involving multiple departments. Such an assignment shall not transfer the lawful authority or independent responsibilities of the affected department heads or municipal officials.

SECTION 11. PERSONNEL SUPERVISION.

The Director shall supervise and evaluate employees assigned to the Department of Parks, Museum, and Grants, subject to:

- A. The Mayor's executive supervision;
- B. The City's personnel policies;
- C. Positions and compensation authorized through the budget or other action of the City Council;
- D. Applicable civil-service requirements, when any; and
- E. Applicable federal and state employment laws.

The Director may recommend personnel actions to the Mayor but shall not create positions, establish compensation, or make commitments beyond the authority provided by ordinance, policy, and appropriation.

SECTION 12. BUDGET AND EXPENDITURES.

The Director shall prepare proposed departmental budgets and capital-improvement recommendations for submission through the Mayor as part of the City's annual budgeting process.

The Director shall administer appropriated departmental funds but shall not:

- A. Transfer appropriations between departments or budget classifications without required approval;
- B. Exceed an appropriation;
- C. Divide or structure a purchase to avoid competitive-bidding or approval requirements;
- D. Enter into a contract without proper authorization; or
- E. Expend funds for a purpose not authorized by the adopted budget, ordinance, resolution, grant agreement, or other lawful municipal action.

The City Council retains management and control of City finances and property as provided by Arkansas law.

SECTION 13. REPORTING REQUIREMENTS.

The Director shall provide the Mayor and City Council with regular written reports addressing, at a minimum:

- A. Parks usage, reservations, programs, maintenance needs, and capital projects;

CITY OF TONTITOWN, ARKANSAS

- B. Museum attendance, programs, exhibits, collections activity, staffing, and facility needs;
- C. Grant opportunities under consideration;
- D. Grant applications submitted, pending, awarded, denied, or withdrawn;
- E. Active grant projects, deadlines, reimbursements, matching obligations, compliance matters, and closeout status;
- F. Departmental revenues and expenditures; and
- G. Significant issues requiring executive or legislative action.

SECTION 14. QUALIFICATIONS.

The Director shall satisfy the minimum qualifications stated in the job description adopted as Exhibit "A." Those qualifications shall require a combination of education, training, and progressively responsible experience demonstrating competency in several of the following areas:~~The Director should possess a combination of education, training, and progressively responsible experience demonstrating competency in several of the following areas:~~

- A. Parks and recreation administration;
- B. Museum, cultural-resource, historical, or visitor-services administration;
- C. Grant research, writing, administration, compliance, or reporting;
- D. Public administration;
- E. Project management;
- F. Budget preparation and financial oversight;
- G. Personnel supervision;
- H. Community programming and public engagement; and
- I. Intergovernmental or nonprofit partnerships.

Because the position combines multiple municipal functions, substantial relevant experience may be considered in place of a particular educational credential, subject to any minimum qualifications adopted in the official job description.

SECTION 15. JOB DESCRIPTION.

The job description attached as Exhibit "A" is hereby approved as the initial job description for the position of Director of Parks, Museum, and Grants.

The City Council may amend the material duties, reporting relationship, required qualifications, or authority of the position by ordinance.

The Mayor may approve nonmaterial administrative revisions that do not expand the position's authority, alter its reporting relationship, transfer responsibility from another department, create a position, increase compensation, or require an additional appropriation.

SECTION 16. RECONCILIATION OF EXISTING REFERENCES.

Any existing ordinance, resolution, policy, job description, organizational chart, budget document, website, form, or other City record referring to the "Community Development Director" shall be reviewed to determine whether the referenced duty relates to:

- A. Parks and recreation;
- B. The City museum;
- C. Grants coordination;
- D. Planning and zoning;
- E. Building administration;
- F. Public works;

CITY OF TONTITOWN, ARKANSAS

- G. Economic development;
- H. General administration; or
- I. Another municipal function.

A reference shall not automatically be transferred to the Director of Parks, Museum, and Grants solely because it formerly referred to the Community Development Director.

Only duties falling within the authority expressly established by this Ordinance shall transfer to the Director of Parks, Museum, and Grants.

Duties involving planning, zoning, building administration, public works, engineering, finance, human resources, public safety, utilities, or another municipal department shall be assigned to the department head or official designated by applicable law or ordinance. A duty assigned by an existing ordinance shall not be reassigned administratively; reassignment requires an ordinance adopted by the City Council.

The Mayor shall cause the City's organizational chart, personnel records, website, and administrative documents to be updated to reflect this Ordinance.

SECTION 17. CONFLICTS.

If a conflict arises between this Ordinance and a previously adopted ordinance, resolution, job description, policy, organizational chart, or administrative directive, this Ordinance shall control regarding the title, reporting relationship, responsibilities, and limitations of authority of the Director of Parks, Museum, and Grants. Nothing in this section shall be construed to repeal, amend, or transfer authority granted to another municipal officer, department, board, or commission unless this Ordinance identifies that authority expressly.

SECTION 18. REPEALER.

All ordinances and parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict.

SECTION 19. SEVERABILITY.

If any section, subsection, sentence, clause, phrase, or provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

SECTION 20. CODIFICATION.

The City Clerk or municipal code publisher is authorized to codify the permanent provisions of this Ordinance and to make nonsubstantive formatting, numbering, and cross-reference corrections necessary for codification, provided that no such correction alters the meaning or legal effect of this Ordinance.

SECTION 21. EMERGENCY CLAUSE.

The City Council finds that the City is currently preparing for its upcoming annual budget process; that clearly defined departmental responsibilities and reporting relationships are immediately necessary for the preparation and evaluation of departmental budgets, staffing requirements, grant opportunities, park operations, and museum operations; that continued use of an overly broad or ambiguous position title may result in uncertainty concerning municipal authority and responsibility; and that the immediate implementation of this Ordinance is necessary for the preservation of the public peace, health, safety, and welfare.

Therefore, an emergency is declared to exist. Therefore, an emergency is declared to exist. Upon approval of this emergency clause by a separate yea-and-nay roll-call vote of two-thirds (2/3) of all members elected to the City Council, this Ordinance shall be in full force and effect immediately upon its passage and approval. If the emergency clause does not receive the required vote, the remaining provisions shall take effect as otherwise provided by law. ~~and this Ordinance shall be in full force and effect immediately upon its passage and approval.~~

**CITY OF TONTITOWN, ARKANSAS
PASSAGE AND APPROVAL**

PASSED AND APPROVED this _____ day of _____, 2026.

APPROVED:

ATTEST:

ANGELA RUSSELL, MAYOR

RHONDA ARDEMAGNI, CITY CLERK-
TREASURER

SPONSOR:

CO-SPONSOR:

ALDERMAN _____

ALDERMAN _____

CITY COUNCIL ROLL-CALL VOTE ON ORDINANCE

WARD 1, POSITION 1: YES _____ NO _____ ABSTAIN _____ ABSENT _____
WARD 1, POSITION 2: YES _____ NO _____ ABSTAIN _____ ABSENT _____
WARD 2, POSITION 1: YES _____ NO _____ ABSTAIN _____ ABSENT _____
WARD 2, POSITION 2: YES _____ NO _____ ABSTAIN _____ ABSENT _____
WARD 3, POSITION 1: YES _____ NO _____ ABSTAIN _____ ABSENT _____
WARD 3, POSITION 2: YES _____ NO _____ ABSTAIN _____ ABSENT _____
MAYOR, IF VOTING: YES _____ NO _____ ABSTAIN _____ ABSENT _____

ORDINANCE: Votes in Favor: _____ **Votes Against:** _____ **Abstentions:** _____ **Absent:** _____

CITY COUNCIL ROLL-CALL VOTE ON EMERGENCY CLAUSE

WARD 1, POSITION 1: YES _____ NO _____ ABSTAIN _____ ABSENT _____
WARD 1, POSITION 2: YES _____ NO _____ ABSTAIN _____ ABSENT _____
WARD 2, POSITION 1: YES _____ NO _____ ABSTAIN _____ ABSENT _____
WARD 2, POSITION 2: YES _____ NO _____ ABSTAIN _____ ABSENT _____
WARD 3, POSITION 1: YES _____ NO _____ ABSTAIN _____ ABSENT _____
WARD 3, POSITION 2: YES _____ NO _____ ABSTAIN _____ ABSENT _____
MAYOR, IF VOTING: YES _____ NO _____ ABSTAIN _____ ABSENT _____

EMERGENCY CLAUSE: Votes in Favor: _____ **Votes Against:** _____ **Abstentions:** _____ **Absent:** _____

CERTIFICATION

I, the undersigned City Clerk-Treasurer for the City of Tontitown, Arkansas, certify that the foregoing Ordinance was presented, read, and adopted by the City Council in accordance with applicable law and the rules and procedures of the City.

RHONDA ARDEMAGNI, CITY CLERK-TREASURER

Date: _____