

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

RESOLUTION NO. 2026-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TONTITOWN, ARKANSAS, ADOPTING A CITY HALL OFFICE-ALLOCATION PLAN AND ACCOMPANYING FLOOR PLAN CONSISTENT WITH THE CITY'S ADOPTED ORGANIZATION CHART; AND FOR OTHER PURPOSES.

WHEREAS, A.C.A. § 14-43-502 vests the Tontitown City Council with the legislative powers of the municipality, including the management and control of the finances and of all real and personal property belonging to the City of Tontitown; and

WHEREAS, Tontitown City Hall is real property owned by the City of Tontitown and maintained with public funds; and

WHEREAS, Arkansas Attorney General Opinion No. 2004-050 interprets A.C.A. § 14-43-502, as giving city council ultimate control over the assignment of municipal office assignments unless the council has expressly delegated that authority to the mayor or another executive officer; and

WHEREAS, the Tontitown City Council has not, by ordinance or resolution, delegated its authority over the general allocation of office space within Tontitown City Hall; and

WHEREAS, the Tontitown City Council intends to retain authority over the office allocations established by this Resolution while providing for their administrative implementation; and

WHEREAS, the Tontitown City Council has previously exercised its legislative authority over the physical accommodation of municipal offices, including by Ordinance No. 2026-07-1314 amending Tontitown Municipal Code § 30.52 to provide for the Office of Clerk-Treasurer within City Hall; and

WHEREAS, following the adoption of several departmentalization ordinances, the Tontitown City Council adopted the City's organization chart by Resolution No. 2026-09-1331-R; and

WHEREAS, the physical arrangement of Tontitown City Hall should support the organizational structure the Tontitown City Council has adopted; and

WHEREAS, the Tontitown City Council finds that a defined office-allocation plan will serve legitimate public purposes, including: locating related departments near one another; improving coordination among Planning, Permits, Public Works, Water and Sewer, Administration, Accounting, and other functions; making public-facing offices easier for citizens to find and reach; protecting the confidentiality of accounting, personnel, and other sensitive records; and making efficient use of a taxpayer-owned public building.

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

Section 1. Adoption of Plan. The City Council adopts the City Hall Office-Allocation Plan shown on the floor plan titled "Tontitown City Hall – West End Floor Plan, Effective 2026-11-01," attached as Exhibit A and incorporated by reference. Exhibit A designates the areas of City Hall

to be occupied by each municipal office and department. The labeled office and departmental spaces are assigned as shown on Exhibit A. Council chambers, corridors, restrooms, entrances, and other common areas remain available for their intended municipal uses.

Section 2. Consistency with Organization Chart. The Plan is intended to support the organization chart adopted by Resolution No. 2026-09-1331-R and the City's applicable departmental ordinances.

This Resolution allocates physical space and does not create or abolish an office or department, change reporting relationships, or alter the powers or duties of any municipal officer or employee. Implementation shall comply with Ordinance No. 2026-07-1314 and Tontitown Municipal Code § 30.52 concerning the Office of Clerk-Treasurer.

Section 3. Scope. This Resolution applies to the West End of City Hall as shown on Exhibit A. The East End, including the police offices and shop, is not shown on Exhibit A, and its current assignments are not changed by this Resolution.

Section 4. Effective Date. Pursuant to the City Council's authority over City property under A.C.A. § 14-43-502, this Resolution shall take effect upon adoption, subject to applicable procedures. The office allocations shown on Exhibit A shall take effect November 1, 2026, and the offices and departments shown shall occupy their designated spaces as of that date. The Mayor shall coordinate implementation with the affected municipal officers and department heads, ensuring the access, equipment, software, and secure records storage necessary to perform their duties while minimizing interruption of municipal services. If any allocation cannot be implemented by November 1, 2026, the Mayor shall provide the City Council a written explanation and proposed completion date before that date. Any extension requires City Council approval.

Section 5. Changes to Allocations. Reassignment of a designated office or departmental space requires City Council approval by resolution. Routine placement of furniture, equipment, and workstations within an assigned space may be handled administratively, provided it does not change the approved allocation or impair another office's access or operations. Temporary relocation reasonably necessary to address an immediate safety condition or building repair is permitted, provided the Mayor promptly notifies the City Council in writing and the approved allocation is restored when the condition is resolved.

Section 6. Records and Confidential Areas. Municipal records shall be maintained with appropriate safeguards against unauthorized access, alteration, loss, or disclosure. Records exempt from disclosure shall be protected as required by applicable law. Designation of a room or area for records storage does not create an exemption from the Arkansas Freedom of Information Act or restrict lawful public access to nonexempt records.

Section 7. Severability. If any provision of this Resolution is held invalid, the remaining provisions shall remain in effect.

Section 8. Repealer. Any prior resolution or part of a resolution in conflict with this Resolution is repealed to the extent of the conflict. Nothing in this Resolution amends or repeals an ordinance.

PASSED AND APPROVED on this _____ day of _____, 2026.

APPROVED:

ATTEST:

Angela Russell, Mayor

Rhonda Ardemagni, City Clerk-Treasurer

(SEAL)

APPROVED AS TO FORM:

Tyler R. Farrar, City Attorney

SPONSORSHIP AND LEGISLATIVE HISTORY

Sponsor (Initiated By): Alderman Mick Wagner, Ward 1-2 _____

Motion to Introduce Made By: _____

Seconded By: _____

Adopted / Passed: _____

Vote: Ayes _____ Nays _____ Abstain _____ Absent _____

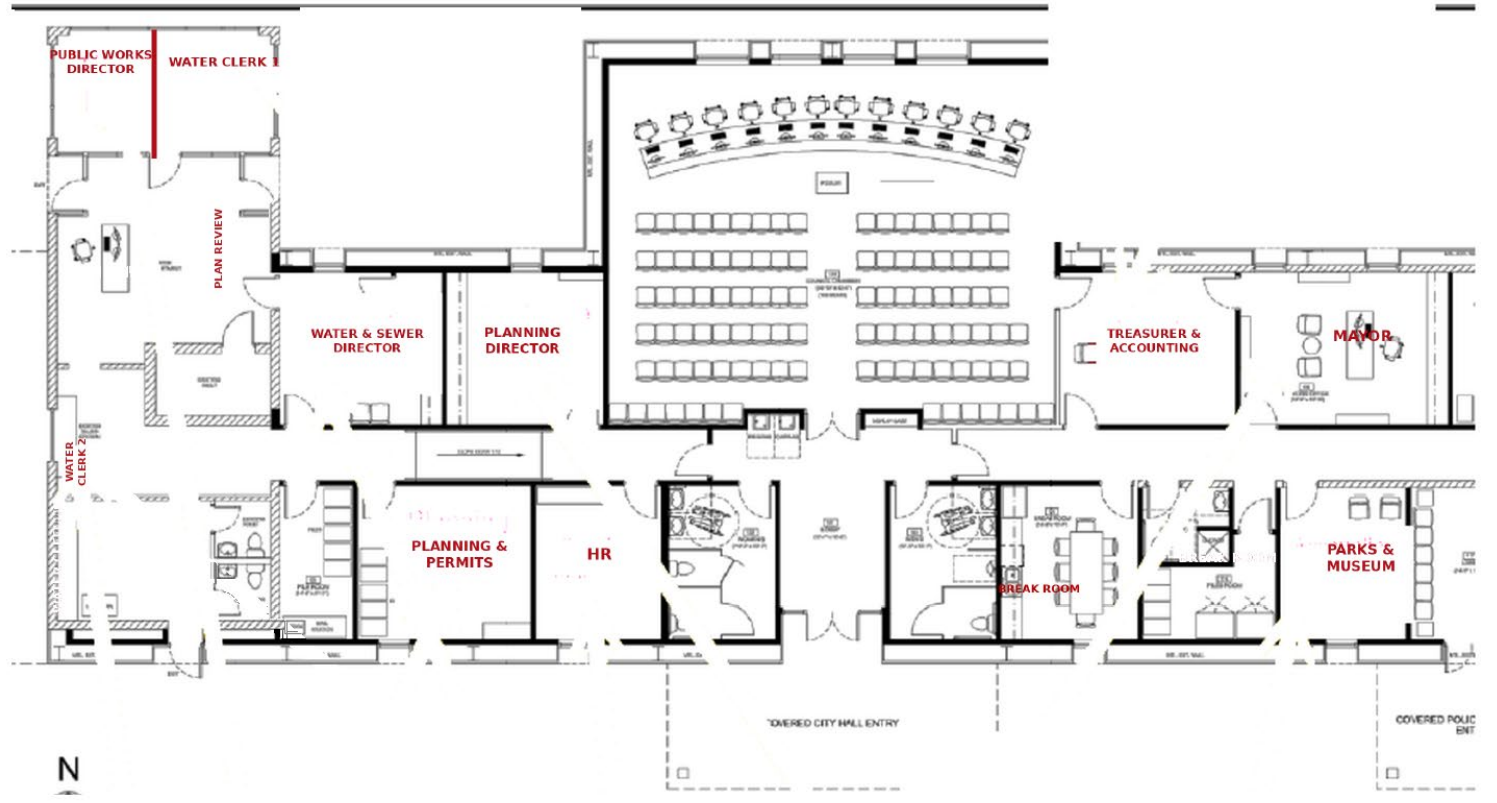
This requirement is in addition to, and does not supersede, any authentication, attestation, or signature requirements imposed by state law or other provisions of the Tontitown Municipal Code.

EXHIBIT A – CITY HALL OFFICE-ALLOCATION FLOOR PLAN

Tontitown City Hall – West End Floor Plan, Effective 2026-11-01. East End police offices and shop are not shown.

EXHIBIT A

TONTITOWN CITY HALL – WEST END FLOOR PLAN, EFFECTIVE 2026-11-01



Note: East End police offices and shop are not shown in this drawing.