

ORDINANCE NO. 2024-00-1112

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

AN ORDINANCE TO REPEAL SECTION 30.53: BUILDING OFFICIAL AND SECTION 30.54: ADMINISTRATIVE ASSISTANT OF THE TONTITOWN MUNICIPAL CODE IN THEIR ENTIRETY; DECLARING AN EMERGENCY AND FOR OTHER PURPOSES.

WHEREAS, the City Council of the City of Tontitown has adopted regulations to establish job positions for a building official and administrative assistant within the City which are codified in Section 30.53: Building Official and Section 30.54: Administrative Assistant of the Tontitown Municipal Code; and

WHEREAS, it has become apparent to the City Council of Tontitown that a need exists to amend the Tontitown Municipal Code in order to repeal Section 30.53: Building Official and Section 30.54: Administrative Assistant in their entirety, as set forth in the attached Exhibit "A"; and

WHEREAS, having reviewed the proposed amendment, the Tontitown City Council has determined that it is in the best interest and benefit of the community to amend the Tontitown Municipal Code in order to repeal Section 30.53: Building Official and Section 30.54: Administrative Assistant of the Tontitown Municipal Code in their entirety, as set forth in the attached Exhibit "A".

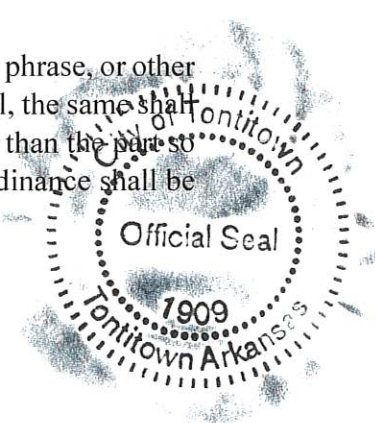
NOW THEREFORE, BE IT ENACTED AND ORDAINED, by the City Council of the City of Tontitown, as follows:

Section 1. Section 30.53: Building Official and Section 30.54: Administrative Assistant of the Tontitown Municipal Code are hereby repealed in their entirety, as set forth in the attached Exhibit "A".

Section 2. The rest and remainder of the Tontitown Municipal Code not specifically amended herein remains in full force and effect.

Section 3. This Ordinance supersedes and replaces any other Ordinances in conflict herewith, except that nothing contained in this Ordinance, or the code repealed hereby, shall in any way alter or modify the "employment at will" status of all employees of the City of Tontitown, including any and all employees who will apply and administer these codes.

Section 4. In the event that any section, paragraph, subdivision, clause, phrase, or other provision or portion of this Ordinance shall be adjudged invalid or unconstitutional, the same shall not affect the validity of this Ordinance as a whole, or any part or provision, other than the part so decided to be invalid or unconstitutional, and the remaining provisions of this Ordinance shall be



construed as if such invalid, unenforceable or unconstitutional provision or provisions had never been contained herein.

Section 5. Declaration of Emergency. It is hereby found and determined that Section 30.53: Building Official and Section 30.54: Administrative Assistant of the Tontitown Municipal Code should be immediately repealed in order to provide continuity of service and promote efficiency in the administration within the City. Therefore, an emergency is declared to exist, and this act, being immediately necessary for the preservation and protection of the public peace, health, safety and welfare of the City and its citizens, shall become effective on the date of its passage and approval by the Mayor.

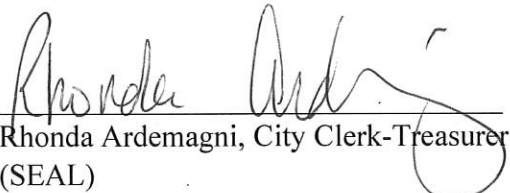
PASSED AND APPROVED this 18 day of June 2024.

APPROVED:



Angela Russell, Mayor

ATTEST:



Rhonda Ardemagni, City Clerk-Treasurer
(SEAL)





~~§ 30.53 BUILDING OFFICIAL.~~

- ~~—(A) A position is created of Building Official for the city.~~
- ~~—(B) The salary or hourly wage for the Building Official will be set by the Mayor and approved by the City Council.~~
- ~~—(C) The Building Official shall perform the duties and carry out the responsibilities as defined by the Arkansas Fire Prevention Code or as set forth by the City Council as long as the requests by the Council do not conflict with the Arkansas Fire Prevention Code.~~

~~§ 30.54 ADMINISTRATIVE ASSISTANT.~~

- ~~—(A) A position of Administrative Assistant exists within the city.~~
- ~~—(B) The salary for the Administrative Assistant is set as defined in the annual budget as approved by the City Council, and will be subject to the same periodic raises as all other city employees.~~
- ~~—(C) The Administrative Assistant will be responsible for a variety of administrative and clerical duties necessary to run city offices efficiently. These duties include:
 - ~~—(1) Assisting the appropriate city official(s) in planning and scheduling meetings and appointments; organizing and maintaining paper and electronic files; managing projects; conducting research; and disseminating information by using the telephone, mail services, web sites, and e-mail for the Mayor and city officials;~~
 - ~~—(2) Handling travel and schedule arrangements and, when requested, aiding the appropriate city official(s) in procuring a variety of office equipment, such as fax machines, photocopiers, scanners, and videoconferencing and telephone systems for the city;~~
 - ~~—(3) Creating spreadsheets; composing correspondence; managing databases; and creating presentations, reports and documents using desktop publishing software and digital graphics;~~
 - ~~—(4) The Administrative Assistant also may assist the appropriate city official(s) with managing areas such as stockrooms or corporate libraries, and retrieving data from various sources;~~
 - ~~—(5) The duties and responsibilities of the Administrative Assistant may be modified by ordinance from time to time, as deemed necessary by the City Council and the Mayor;~~
 - ~~—(6) The Administrative Assistant shall be supervised by the Mayor, who shall direct, supervise and control the Administrative Assistant's day-to-day activities and duties.~~~~

