

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, APPROVING A POSITION TITLE CHANGE AND COMPENSATION ADJUSTMENT FOR EMILY MILLS

WHEREAS, Emily Mills currently serves the City in the position of Activities Coordinator; and

WHEREAS, the City has expanded the responsibilities of the position to include marketing-related duties, including the promotion of City programs and events, social media management, community outreach, advertising coordination, and support of community engagement initiatives; and

WHEREAS, in recognition of these additional responsibilities, the City has determined that the position title should be changed from **Activities Coordinator** to **Activities & Marketing Coordinator**; and

WHEREAS, the City's Personnel Policy authorizes the City Administrator to approve employee compensation adjustments up to two and one-half percent (2.5%) of an employee's current rate of pay; and

WHEREAS, the proposed compensation adjustment for Emily Mills exceeds the City Administrator's delegated approval authority and therefore requires approval by the Board of Aldermen; and

WHEREAS, the Board has reviewed the proposed title change, compensation adjustment, and associated budgetary impact and finds them to be in the best interests of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AS FOLLOWS:

Section 1. Position Title.

Effective _____, the position title of **Activities Coordinator** held by Emily Mills shall be changed to **Activities & Marketing Coordinator**.

Section 2. Compensation.

Effective the same date, the hourly wage for Emily Mills shall be established at **\$21.85 per hour**.

Section 3. Budget Authority.

The City Administrator and Chief Financial Officer are authorized to implement the approved title change, compensation adjustment, and any necessary payroll or personnel record updates consistent with this Resolution.

Section 4. Effective Date.

This Resolution shall become effective immediately upon its adoption.

Read, this first time on this _____ day of _____, 2026.

Read, this second time, passed, and truly agreed to by the Board of Aldermen of the City of Willard, Missouri this _____ day of _____, 2026.

Mayor

ATTEST:

City Clerk