

EXECUTIVE SUMMARY

ORDINANCE 2024-_____

AN ORDINANCE AMENDING THE FISCAL YEAR 2023/2024 BUDGET ORDINANCE 2023-24 TO CREATE A DEPUTY DIRECTOR POSITION FOR THE MT. JULIET PARKS DEPARTMENT AND TRANSFER FUNDS FOR THE SALARY

Executive Summary: Create a Deputy Director Position for the Mt. Juliet Parks Department and transfer funds for the salary.

- 1) WHO: Mt. Juliet Parks & Recreation Department
- 2) WHAT: Request to amend the FY2023/2024 budget to accommodate adding the position of Deputy Parks Director.
- 3) WHEN: First reading March 25, 2024. Second reading April 8, 2024.
- 4) WHERE: Mt. Juliet City Limits
- 5) WHY: This position is needed as the Parks Department has expanded considerably over the past few years. The Parks Director is requesting a Deputy Director over administration to assist in overseeing all Parks activities and events. This position will be filled ASAP.

STAFF RECOMMENDATION:

- City Manager Kenny Martin and City Recorder Sheila Lockett have given a positive recommendation.

PREPARED BY: Rocky Lee

FISCAL NOTE: This position will have a recurring payroll expense with some general office expenses including furniture, electronics, and supplies. The position carries a salary range of \$58k to \$82k and will include current employee benefits. The current salary for the remainder of the year will be covered by transferring unspent personnel funds in the Finance Department from a position that has been vacant but will be filled in the next few weeks. No additional funds will be added to the budget. The salary will increase yearly by any Board approved COLA as well as movement, by the employee, through the approved pay scale. Funds for this position will come from General Fund revenues including general city taxes and fees.