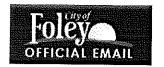
## Request to Increase Departmental Budget Dollars

**Instructions:** 

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds.

Complete items below and submit must be submitted in Legistar req	t to the City Administrator and Council Presider uesting the Mayor and Council to amend the bud	nt. Once the request is approved, a Resolution dget.
Department Head	Sandra Pate	
Department	HR Division	•
Budget Category	Gen Gov Personnel Accts	
Date Submitted	9-Mar-20	
If Personnel Accounts, Approval i	from Human Resources Director is required.	and in Carto
Reason for Increase:		Signature & Date
Funding for Assistant HR Director	r	
Amounts of Funds Needed	Account Number & Name	
\$31,000 (approx)	100-xxxx-xxxx	
HR to provide journal entry		
\$		
* * <del>- * * * * * * * * * * * * * * * * *</del>		
Approval by City Administrator	See attacked Emal &	7-9-20
	Signature Signature	Date
Anguard In Court I Don't I		
Approval by Council President	See attacked Email 8	8 3-9-20
	Signature	Date
· · · · · · · · · · · · · · · · · · ·		N 1900 II 2000 N 1900 II 2000 N 1900 N 2000 N 1900 N 2000 N 1900 N 1
Budget Adjustment Posted:	Finance Department Use Only:	
Resolution #	Signature	Date



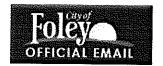
Sandra Pate <spate@cityoffoley.org>

## Asst HR Director

Sandra Pate <spate@cityoffoley.org> To: Mike Thompson <mthompson@cityoffoley.org>

Wed, Mar 4, 2020 at 12:49 PM

Mike, per our discussion the salary needed for the remainder of the fiscal year at a G-25 would be \$20,405. With added benefit dollars, we would need to request a total of \$31k. As discussed the plan would be to move the person to a G-260 at the first of the year when they move into the actual HR Director position. Thank you. [Quoted text hidden]



Sandra Pate <spate@cityoffoley.org>

Thu, Mar 5, 2020 at 9:07 AM

## **Asst HR Director**

Michael Thompson <mthompson@cityoffoley.org>

To: Wayne <wtrawick@trawickb.com>

Cc: Sandra Pate <spate@cityoffoley.org>, John Koniar <koniar@live.com>

Hi Wayne,

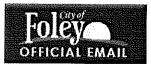
Sandra has made me aware of her plans to retire at the end of this calendar year, which is a big loss to the city! After she and I spoke about it we would like council's consideration of funding a temporary Assistant HR Director position that we could fill in the June time frame. This will allow us to hire a person that we would intend on preparing for Sandras position upon her retirement at the end of the year. At that point we would remove the Temporary position entirely. It would require some funding this year of around \$31k. By putting someone in this position by June, Sandra could run the person through the budgeting process that HR performs for all of the city's labor and benefits costs as well as to have ample time to train the person on all of the other activities that Sandra performs.

As an FYI, Sandra's position is actually the HR Director and Assistant City Administrator. We expect to change that to only HR Director for the new person because the plan is to try and budget for an Assistant Administrator position in FY21. Removing the Assistant Administrator activities from Sandras position would likely drop the HR Director position by a job grade. I had spoken to the Mayor and some council members about creating a formal assistant administrator position a few years ago but at the time I don't think y'all felt we were large enough yet to justify the position. I don't have any plans on going anywhere in the next few years but I think my little health scare got a few folks worried about continuity plans. Beyond the General Government department, I have 18 Directors/Managers that report to me on a day to day basis. So assuming we move forward with that position in a future budget cycle, I would likely propose some of those departments being overseen by the Assistant Administrator. Then over the next few years I can be cross training that person for my eventual retirement.

We have discussed the above with the Mayor and he is in support of the plan for HR, but this will require some funding from council for this temporary position. If you are ok with council considering this, we will get it on an upcoming meeting so we have time to interview and get someone on board by June.

Mike

[Quoted text hidden]



Sandra Pate <spate@cityoffoley.org>

Asst HR Director		
Michael Thompson <mthompson@cityoffoley.org> To: Sandra Pate <spate@cityoffoley.org></spate@cityoffoley.org></mthompson@cityoffoley.org>	Thu, Mar 5, 2020 at 10:12 AM	
we are a go		
Mike		
From: Wayne <wtrawick@trawickb.com> Date: Thu, Mar 5, 2020 at 9:32 AM Subject: RE: Asst HR Director To: Michael Thompson <mthompson@cityoffoley.org></mthompson@cityoffoley.org></wtrawick@trawickb.com>		
Put it on the agenda. I don't think we will get any push back on either position.		
Wayne		
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Sandra Pate, SPHR;AAPPA-CP, ACRMS HR Director/Assistant City Administrator City of Foley, PO Box 1750, Foley, AL 36536 251-943-1545 or spate@cityoffoley.org http://www.cityoffoley.org		