

Request to Increase Departmental Budget Dollars

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.

Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head Sandra Pate
Department HR Division
Budget Category Gen Gov Personnel Accts

Date Submitted 9-Mar-20

If Personnel Accounts, Approval from Human Resources Director is required.

Sandra Pate
Signature & Date

Reason for Increase:

Funding for Assistant HR Director

Amounts of Funds Needed	Account Number & Name
<u>\$31,000 (approx)</u>	<u>100-xxxx-xxxx</u>
<u>HR to provide journal entry</u>	<u></u>
<u>\$</u>	<u></u>

Approval by City Administrator

See Attached Email 3-9-20
Signature Date

Approval by Council President

See Attached Email 3-9-20
Signature Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # Signature Date

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****



Sandra Pate <spate@cityoffoley.org>

Asst HR Director

Sandra Pate <spate@cityoffoley.org>

Wed, Mar 4, 2020 at 12:49 PM

To: Mike Thompson <mthompson@cityoffoley.org>

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>

Asst HR Director**Michael Thompson** <mthompson@cityoffoley.org>

To: Wayne <wtrawick@trawickb.com>

Thu, Mar 5, 2020 at 9:07 AM

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>

Thu, Mar 5, 2020 at 10:12 AM

we are a go...

Mike

----- Forwarded message -----

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>

Put it on the agenda. I don't think we will get any push back on either position.

Wayne

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<http://www.cityoffoley.org>

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