
MEMO

6A

To: Mayor Renner and Members of the City Council

From: Nicole Albertson, Director of Human Resources

Date: November 22, 2017

Subject: Soft Freeze

Our staff is critical in serving the City of Bloomington and helping us realize our vision to be the “Jewel of Midwest Cities.” In order to attract and retain employees who are service centered and results driven, we must maintain a competitive Total Compensation package that shows our continued commitment to being an Employer of Choice.

Similar to private employers, the City’s employees are a primary component of operating costs, as salary and benefits make up 49% of General Fund expenditures. While changes like the integration of Illinois Municipal Retirement Fund (IMRF) Tier 2 benefits, reduction of Sick Leave Buy Back benefits, and the working spouse medical plan eligibility exclusion will collectively decrease the City’s workforce-related costs, adoption of a broader Workforce Strategy will help limit financial obligations associated with maintaining City Staff.

Moving forward, Human Resources (HR) will partner with departments to evaluate position requests based on their impact to the organization. As existing positions have a vacancy or new positions are requested, we will assess:

- **Strategy** – impact the position has on the City’s or department’s strategic goals or initiatives.
- **Financial** – impact the position has on the City’s or department’s financial goals or initiatives.
- **Customer** – impact the position has on the citizens of Bloomington.

The position being reviewed must meet one of the three criterion listed above in order to be further considered. The impact of technological advancements, departmental process improvements, and length of time the position/skillset will be needed will also be reviewed.

Based on analysis performed, HR will make a recommendation to the department and City Manager on whether the position will be filled with City Staff or handled via other means. Other staffing options may include, but are not limited to implementation of new technology, a revamp of internal process/controls, or integration of external staff to meet business needs. Additional workforce structure studies may also be conducted.

We estimate 10 positions could remain unfilled resulting in a savings of \$500,000.