



Council Agenda Item

Meeting Date: December 2, 2025

Agenda Item: Salary Resolution Amendment 4

Staff Contact (name, email, phone): Rachelle Blitch, rblitch@whitewater-wi.gov, 262-473-1380

BACKGROUND

(Enter the who, what when, where, why)

The 2025 Salary Resolution was approved in December, and we have made three amendments previously to include the City Attorney, add an Economic Development Specialist and to remove the City Manager position from the Salary Resolution, as it is negotiated separately through an employment agreement.

We are proposing an amendment to the Salary Resolution to make the following changes:

Title changes only:

First Asst Chief – Fire to Assistant Fire & EMS Chief

Economic Development Specialist to Economic Development Coordinator

Youth Educational Services Librarian to Youth Services Librarian

Outreach Services Specialist to Library Associate

Technical Services Specialist to Technical Services Clerk

Customer Service Specialist to Public Services Clerk

Reclassification:

Administrative Assistant I – Neighborhood Services to Zoning Specialist

This position was reclassified from Grade G to Grade I to accurately reflect on the work that is being done.

New Positions:

Paralegal or Legal Assistant – Only one of the positions will be filled and will be dependent on the applicant's qualifications.

Circulation Assistant – While this is a new position it is not a new FTE. One Customer Service Specialist FTE was converted to a Circulation Assistant.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

12/3/2024 – Council approved the 2025 Salary Resolution

1/7/2025 – Council approved an amendment to the 2025 Salary Resolution

1/28/2025 – Recommended Amendment 2 for approval by the Finance Committee

2/4/2025 – Amendment 2 approved by Common Council

11/4/2025 – Amendment 3 approved by Common Council

FINANCIAL IMPACT

(If none, state N/A)

The Paralegal/Legal Assistant position is the only one with a potential impact on the budget. Depending on the selected applicant's skill level, the salary range is estimated to be between approximately \$45,000 and \$70,000. This position is budgeted for in 2026 at the higher Paralegal rate and may not be filled before the end of 2025.

STAFF RECOMMENDATION

Staff recommends that the Finance Committee approve the proposed amendment to the salary resolution and recommend its approval to the Common Council.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

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| 1. 2025 Salary Resolution Amendment 4 |
| 2. Job Description Paralegal/Legal Assistant |
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