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## MEMO:

Date: May 16, 2024

To: John Weidl, City Manager  
Common Council

From: Rachelle Blitch, Director of Financial and Administrative Services

Re: Compensation Study Results

Salary data was gathered from the following communities: Platteville, River Falls, Delavan, Jefferson, Elkhorn, Fort Atkinson and Weston. The communities were chosen based on specific measurable criteria to ensure salary data obtained were from those communities most closely comparable to Whitewater. A salary resolution was obtained from each of the aforementioned municipalities. Each salary resolution was then reviewed position by position. If a position's salary differed significantly in another municipality compared to the city's range, further investigation was conducted. The investigation included requesting job descriptions to ensure the positions were genuinely comparable. If the positions were not comparable, those salaries were excluded from the calculations.

A new salary schedule was developed by using the Director of Public Works as a benchmark to establish the range for the City Manager's position, ensuring the proposed salary range was reasonable. Upon confirming the range for the City Manager, the top three grades were separated down by 10%, and the remaining grades by 7%. The ranges for each grade were created using a 35% spread between the bottom and top of range.

The methodology used to analyze the data for each position started with determining the 50th percentile of the comparison communities, thus representing the market rate. The midpoint of the 50th percentile was used to calculate the minimum and maximum range using a 35% spread. The new ranges were compared to the established current ranges and grouped in the most reasonable manner or closest match.

The study results indicate that adjustments will be necessary for the following positions: IT Director, Library Director, HR Manager, City Clerk, Adult Program Coordinator, Deputy Clerk, Accounting Technician, and Dispatcher/Records Communication Aide II. These adjustments will result in an additional \$34,426.96 in wages for 2024. The \$34,426.96 broken down by department is as follow: \$1,187.38 for IT, \$777.71 for the Library, \$7,203.30 for HR, \$12,027.83 for the Clerk, \$9,247.94 for Parks & Recreation, \$885.73 for Finance, and \$97.07 for Dispatch.

The next step is to develop an implementation plan that aligns with our strategic goal of enhancing recruitment and retention. Along with an implementation plan an analysis of our current benefits package will be reviewed, and a survey the employees will be completed to identify what they value and what changes they would like to see in the future. The benefit review will further improve the strategic goal of enhancing recruitment and retention.