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MEMO:

Date: March 28, 2024

To: John Weidl, City Manager
Common Council

From: Rachelle Blitch, Director of Financial and Administrative Services

Re: Compensation Study Update

We have gathered data for all specified communities and, by applying a 20% spread criterion, identified the following communities as comparable: Platteville, River Falls, Delavan, Jefferson, Elkhorn, Fort Atkinson, and Weston. Additionally, I have obtained salary resolutions from each of these municipalities and am in the process of evaluating them accordingly. Preliminary analysis indicates that the majority of departments align with those of comparable communities, with the notable exception of departments under Administration (Finance, HR, IT, General Administration). Further investigation is warranted to accurately compare the roles and responsibilities within these administrative departments in other municipalities to those in Whitewater, to ensure a comprehensive understanding and evaluation.

Upon reviewing the City's existing compensation framework, I observed that the pay ranges are markedly constrained, with some spreads being as narrow as 3%. This limitation poses a challenge not only in attracting qualified candidates but also in retaining them. The generally advised pay range spread is 35%, which facilitates the appropriate placement of employees by considering various factors such as relevant work experience, educational background, certifications, and preferred qualifications. A restricted pay range fails to adequately recognize these factors, potentially leading to situations where a candidate might be offered compensation that exceeds their qualifications.

The subsequent phase involves completing the data analysis and formulating recommendations for the approval of the Common Council. Presently, we anticipate that adjustments will be necessary for the actual salaries of only four positions, as the lower end of the market rates surpasses their current salaries. Our team will develop a compensation and implementation plan aimed at enhancing recruitment and retention in a sustainable manner to be brought back at a later date.