



Agenda Item Report

Meeting Type: Committee of the Whole & Council

Meeting Date: January 6, 2026

Item Title: Wage Study & Proposed Wage Scale

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

Kendra Riddle and Michael Lawson have collaborated with me over the past several months on a wage study and the development of a condensed wage scale for City positions. Engaging a third-party firm for this work typically costs upwards of \$20,000; this was an internal effort to follow a similar process. While not perfect, it provides a solid benchmark to assess our competitiveness.

- **2025 Wage Data Collected:** This document includes data from the City of Berlin wage study conducted by PAA in 2025, supplemented with additional information I gathered. Average salaries for each position are listed at the bottom of each column.
- **2025 Pay Range Data:** This document converts the average salary to an hourly midpoint. Minimum and maximum ranges are set at 80% and 120% of the average, respectively. The final column shows the City's current 2026 wage for each position and indicates whether it falls below midpoint, above midpoint, or above maximum.
- **2026 Proposed Wage Scale:** This document groups similar positions into pay grades to establish a structured wage scale.

List all Supporting Documentation Attached:

2025 Wage Data Collected

2025 Pay Range Data

2026 Proposed Wage Scale

Action Requested of Council:

Consider and take action on Wage Study and the proposed Wage Scale.

Strategic Plan Objective(s):

Objective 7: Provide resources to develop an employee recruitment and retention program that includes training and professional development activities.