



## Agenda Item Summary

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MEETING DATE: September 30, 2024

SUBJECT: **Resolution No. 71-R-2024** – A Resolution of the Town of Mead, Colorado, Approving Updated Compensation Structure Guidelines for Employees

PRESENTED BY: Helen Migchelbrink, Town Manager

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### SUMMARY

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The Town of Mead continues to strive to recruit and retain top talent that will best support the Town's mission. To stay competitive in the employment market, regular assessments of the Town's compensation strategy and structure are completed. The Town has contracted for an expert review and assessment of our compensation structure with Graves Consulting, LLC. Laurie Graves presented the 2024 Compensation Study to the Board of Trustees on August 26, 2024. As part of the study, salary data was compiled from Denver/Boulder and Northern Colorado communities to provide a statistically valid market analysis. The Report recommends no structural updates to the Town's pay plans. However, the Report does recommend a 2% increase to the General Government compensation structure and 6.5% to the Police Sworn Step Plan based on changes in the labor market. In addition, the report recommends a 3% merit increase for high performing employees to ensure they are moving appropriately through their pay grade.

As part of the compensation study, all positions were reviewed for relevancy and growth potential, both of the organization and the employee. Due to the size of our staff, several positions lacked a career ladder to allow progression from entry-level to higher levels of pay, skill and responsibility. Not only is this career ladder important for retaining and rewarding excellent employees, it also allows for flexibility in hiring candidates based on their experience level. Given the recent and foreseeable growth in the Town of Mead, several new positions are recommended to be added to the structure to fill out job families and allow for flexibility. These additions do not necessarily reflect positions to be hired in 2025.

The following chart shows recommended additions to the Compensation Structure:

Added Positions	Comments
Front Desk	Future growth / Community Center
Communications Specialist I & II	Future growth with career ladder
Business & Marketing Specialist I & II	Future growth with career ladder
Human Resource / Finance Clerk II	Career ladder for current positions
Permit Technician Sr	Career ladder for current position
Permit / Planning Technician Combo	Potential with future growth
Records & Evidence Clerk II & III	Career ladder for current position
Recreation Supervisor	Future growth / Community Center
Accounting Clerk Supervisor	Potential with future growth
Economic Development Director	Potential with future growth
Town Engineer	If separated from PW Director / Town Engineer

The following amendments are recommended based on a review of Mead’s positions compared to market:

Amended Positions	Amended To	Comments
Recreation Aide	Recreation Assistant	Align with market
PIO / Director of Community Engagement	Communications Director	Align with responsibilities

Resolution No. 71-R-2024 adopts the new compensation structure guidelines for Town employees including the police sworn step plan and creates any new positions. The new structure will be implemented effective January 1, 2025, in conjunction with annual performance reviews. Market adjustments to salaries and merit increases will be effective for all general government employees at the first pay period in January 2025. Police step market adjustments will also occur in January, while police merit-based step increases will take effect on the employee’s anniversary date, if the employee is not at the top step.

#### FINANCIAL CONSIDERATIONS

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The 2025 proposed budget will anticipate an impact of approximately \$275,000 to implement the updated structures and recommended merit pool.

Positions added to the compensation structure are generally for future growth and do not necessarily reflect positions to be hired in 2025. Requests for approval of additional FTEs will be presented with the 2025 budget in October.

#### STAFF RECOMMENDATION/ACTION REQUIRED

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A motion to approve the September 30, 2024, consent agenda will approve this item. If the resolution is removed from the consent agenda for further discussion, the suggested motion is:

Suggested Motion:

“I move to adopt Resolution No. 71-R-2024 – A Resolution of the Town of Mead, Colorado, Approving Updated Compensation Structure Guidelines for Employees.”

#### ATTACHMENTS

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Resolution No. 71-R-2024

**Exhibit A** to Resolution (2024 Compensation Study Report)

**Exhibit B** to Resolution (Town of Mead Compensation Structure 01012025)

**Exhibit C** to Resolution (Mead Police Department Pay Rates 01012025)