

**TOWN OF MEAD, COLORADO  
RESOLUTION NO. 71-R-2024**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING  
UPDATED COMPENSATION STRUCTURE GUIDELINES  
FOR EMPLOYEES**

**WHEREAS**, the Town of Mead (“Town”) has implemented a pay philosophy with a goal to recruit and retain the most qualified candidates, reward longevity in position, and allow for assessment of employee’s individual performance; and

**WHEREAS**, the Board of Trustees most recently updated the compensation structure guidelines for employees in 2023, by and through adoption of Resolution No. 66-R-2023; and

**WHEREAS**, the Town entered into an Agreement for Professional Services with Graves Consulting, LLC (the “Compensation Consultant”), to conduct compensation consulting services including updating the salary structure and step plan and submitting a methodology report to the Town (the “Report”); and

**WHEREAS**, the Report has been completed and provided to the Town; and

**WHEREAS**, the Board of Trustees desires to accept the Report set forth in **Exhibit A** (2024 Compensation Study); and

**WHEREAS**, the Board of Trustees also desires to create new positions or amend current positions within the salary structure with the anticipation of future growth of the Town and of the organization and to allow flexibility in future hiring decisions, specifically the new positions or amended positions detailed in ATTACHMENT 1 attached hereto; and

**WHEREAS**, Section 2-3-120(e)(8) of the *Mead Municipal Code* states that the Board of Trustees has authority to create (or eliminate) Town staff positions; and

**WHEREAS**, utilizing the findings and conclusions set forth in the Report, the Compensation Consultant has presented recommended updates to the pay structure for Town employees based on a review of public and private organizations within the Town’s market area; and

**WHEREAS**, it is the intent of the Board of Trustees to utilize the recommended pay structure beginning immediately as a guideline for personnel expenditures; and

**WHEREAS**, the amendments to the Town compensation structure are set forth **Exhibit B** attached hereto, titled “*Compensation Structure - Job Titles Listed by Salary Grade*”; and

**WHEREAS**, the Mead Police Department Pay Rates are set forth in **Exhibit C** attached hereto, titled “*Mead Police Department Pay Rates*”; and

**WHEREAS**, it is the intent of the Board of Trustees to utilize the salary ranges attached as **Exhibit B** and **Exhibit C** as guidelines for future pay discussions and personnel expenditures effective January 1, 2025.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

**Section 1.** The 2024 Compensation Study, as set forth in **Exhibit A**, and as completed by the Compensation Consultant is hereby accepted.

**Section 2.** The new / amended position(s) as specifically set forth in ATTACHMENT 1 to this Resolution are hereby created.

**Section 3.** The salary ranges set forth in **Exhibit B** (*Compensation Structure - Job Titles Listed by Salary Grade*) and the step recommendations set forth in **Exhibit C** (*Mead Police Department Pay Rates*), as prepared by the Compensation Consultant, will be used, in conjunction with annual performance reviews per the Town of Mead Employee Handbook, as a guide for future pay discussions.

**Section 4.** The salary ranges set forth in **Exhibits B** and **C** may be updated annually by resolution of the Board of Trustees.

**Section 5. Effective Date.** This resolution shall become effective immediately upon adoption.

**Section 6. Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

**Section 7. Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 30<sup>TH</sup> DAY OF SEPTEMBER, 2024.**

**ATTEST:**

**TOWN OF MEAD:**

By: \_\_\_\_\_  
Mary E. Strutt, MMC, Town Clerk

By: \_\_\_\_\_  
Colleen G. Whitlow, Mayor

## ATTACHMENT 1

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