

**TOWN OF MEAD, COLORADO  
RESOLUTION NO. 32-R-2022**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, AMENDING  
THE COMPENSATION STRUCTURE GUIDELINES FOR EMPLOYEES  
RELATED TO POSITION TITLES**

**WHEREAS**, in 2021, the Board of Trustees approved the compensation structure for employees, by adoption of Resolution No. 61-R-2021 (“2021 Resolution”); and

**WHEREAS**, the 2021 Resolution contemplates that the salary ranges for Town employees may be updated annually by the Board of Trustees and that said salary ranges will be used as a guide for future pay discussions, in conjunction with annual performance reviews; and

**WHEREAS**, the Board of Trustees desires to create new 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; and

**WHEREAS**, the Board also desires to broaden career progression within the Administrative and Maintenance Worker career paths; and

**WHEREAS**, the Board also desires to create the position of Administrative Assistant II and add the Administrative Assistant II position to the Town’s compensation structure guidelines; and

**WHEREAS**, the Board also desires to create the position of Code Enforcement Officer and add the Code Enforcement Officer position to the Town’s compensation structure guidelines; and

**WHEREAS**, the Board also desires to create the position of Maintenance Worker III and add the Maintenance Worker III position to the Town’s compensation structure guidelines; and

**WHEREAS**, the Board also desires to create the position of Events & Media Specialist and add the Events & Media Specialist position to the Town’s compensation structure guidelines; and

**WHEREAS**, the Board also desires to create the position of Administrative Assistant III and add the Administrative Assistant III position to the Town’s compensation structure guidelines; and

**WHEREAS**, the Board also desires to create the position of Pavement Program Manager and add the Pavement Program Manager position to the Town’s compensation structure guidelines; and

**WHEREAS**, the Board also desires that these new positions, along with the current positions, be reviewed as part of a salary and benefit survey to be completed in 2022; 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**, the amendments to the Town compensation structure are set forth **Exhibit A** attached hereto, titled “*Town of Mead Job Titles Listed by Salary Grade*”; and

**WHEREAS**, the Mead Police Department Pay Rates attached to the 2021 Resolution are reattached to this Resolution as **Exhibit B** and are incorporated herein by reference; and

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

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

**Section 1.** The position of Administrative Assistant II is hereby created.

**Section 2.** The position of Code Enforcement Officer is hereby created.

**Section 3.** The position of Maintenance Worker III is hereby created.

**Section 4.** The position of Events & Media Specialist is hereby created.

**Section 5.** The position of Administrative Assistant III is hereby created.

**Section 6.** The position of Pavement Program Manager is hereby created.

**Section 7.** The salary ranges set forth in **Exhibit A** and **Exhibit B** will be used, in conjunction with annual performance reviews per the Town of Mead Employee Handbook, as a guide for future pay discussions, and may be updated annually by resolution of the Board of Trustees.

**Section 8. Effective Date.** This resolution shall become effective immediately upon adoption.

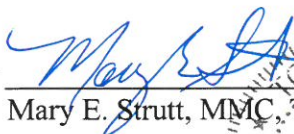
**Section 9. Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

**Section 10. 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 25TH DAY OF APRIL, 2022.**

**ATTEST:**

**TOWN OF MEAD**

By   
Mary E. Strutt, MMC, Town Clerk

By   
Colleen G. Whitlow, Mayor



**EXHIBIT A**  
**Town of Mead Job Titles Listed by Salary Grade**



**Town of Mead  
Job Titles Listed by Salary Grade  
April 2022**

Job Title	Range Minimum	Range Midpoint	Range Maximum
<b>Salary Grade 50</b>	<b>\$26,400.00</b>	<b>\$31,000.00</b>	<b>\$34,300.00</b>
School Crossing Guard	\$12.69	\$14.90	\$16.49
<b>Salary Grade 100</b>	<b>\$27,500.00</b>	<b>\$33,000.00</b>	<b>\$38,500.00</b>
Recreation Aide Seasonal Maintenance	\$13.22	\$15.87	\$18.51
<b>Salary Grade 200</b>	<b>\$31,700.00</b>	<b>\$38,000.00</b>	<b>\$44,300.00</b>
Intern	\$15.24	\$18.27	\$21.30
<b>Salary Grade 300</b>	<b>\$41,700.00</b>	<b>\$50,000.00</b>	<b>\$58,300.00</b>
Maintenance Worker I	\$20.05	\$24.04	\$28.03
<b>Salary Grade 400</b>	<b>\$43,300.00</b>	<b>\$53,000.00</b>	<b>\$62,700.00</b>
Administrative Clerk <i>Police Administrative Clerk</i> Maintenance Worker II	\$20.82	\$25.48	\$30.14
<b>Salary Grade 500</b>	<b>\$46,500.00</b>	<b>\$57,000.00</b>	<b>\$67,500.00</b>
<i>Administrative Assistant II</i> <i>Code Enforcement Officer</i> Community Service Officer Deputy Town Clerk/Court Clerk <i>Events &amp; Media Specialist</i> HR and Finance Clerk <i>Maintenance Worker III</i> Office Manager Permit Technician Records Clerk/Evidence Technician Recreation Coordinator	\$22.36	\$27.40	\$32.45
<b>Salary Grade 600</b>	<b>\$51,200.00</b>	<b>\$64,000.00</b>	<b>\$76,800.00</b>
<i>Administrative Assistant III</i> Human Resources Generalist Planner I Planning Technician Public Works Foreman	\$24.62	\$30.77	\$36.92





**Town of Mead  
Job Titles Listed by Salary Grade  
April 2022**

<b>Job Title</b>	<b>Range Minimum</b>	<b>Range Midpoint</b>	<b>Range Maximum</b>
<b>Salary Grade 700</b>	<b>\$56,400.00</b>	<b>\$70,500.00</b>	<b>\$84,600.00</b>
Construction Inspector <i>Economic Development Specialist</i> Planner II	\$27.12	\$33.89	\$40.67
<b>Salary Grade 800</b>	<b>\$64,800.00</b>	<b>\$81,000.00</b>	<b>\$97,200.00</b>
Vacant	\$31.15	\$38.94	\$46.73
<b>Salary Grade 900</b>	<b>\$76,400.00</b>	<b>\$95,500.00</b>	<b>\$114,600.00</b>
<i>Construction Manager</i> Public Works Operations Manager Senior Construction Inspector	\$36.73	\$45.91	\$55.10
<b>Salary Grade 1000</b>	<b>\$88,000.00</b>	<b>\$110,000.00</b>	<b>\$132,000.00</b>
PIO/Director of Community Engagement <i>Town Clerk</i> <i>Human Resources Manager</i>	\$42.31	\$52.88	\$63.46
<b>Salary Grade 1100</b>	<b>\$103,800.00</b>	<b>\$129,750.00</b>	<b>\$155,700.00</b>
Deputy Town Engineer <i>Pavement Program Manager</i> Police Commander Town Clerk/Treasurer	\$49.90	\$62.38	\$74.86
<b>Salary Grade 1200</b>	<b>\$116,600.00</b>	<b>\$145,800.00</b>	<b>\$175,000.00</b>
Community Development Director <i>Finance Director</i> Police Chief Town Engineer/Public Works Director	\$56.06	\$70.10	\$84.13
<b>Salary Grade 1300</b>	<b>\$137,800.00</b>	<b>\$172,200.00</b>	<b>\$206,600.00</b>
<i>Deputy Town Manager</i>	\$66.25	\$82.79	\$99.33
<b>Salary Grade 1400</b>	<b>\$164,800.00</b>	<b>\$206,000.00</b>	<b>\$247,200.00</b>
Town Manager	\$79.23	\$99.04	\$118.85

**EXHIBIT B**  
**Mead Police Department Pay Rates**



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## MEAD POLICE DEPARTMENT

### PAY RATES

**Police Officer Level One** - \$70,000 / \$33.65 per hour (Officers done with FTO and new officers, not laterals)

**Police Officer Level Two** - \$72,100 / \$34.66 per hour

**Police Officer Level Three** - \$74,984 / \$36.05 per hour

**Police Officer Level Four** - \$77,983 / \$37.49 per hour (this has been identified as the **Lateral 1** entry point)

**Police Officer Level Five** - \$81,103 / \$38.99 per hour

**Police Officer Level Six** - \$84,347 / \$40.55 per hour (this has been identified as the **Lateral 2** entry point)

**Police Officer Level Seven** - \$87,721 / \$42.17 per hour

**Lateral 1** requires between 3 and 10 years of prior law enforcement experience

**Lateral 2** requires more than 10 years of prior law enforcement experience

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**Sergeant Level 1** - \$92,100 / \$44.28 per hour

**Sergeant Level 2** - \$96,705 / \$46.49 per hour

**Sergeant Level 3** - \$101,540 / \$48.82 per hour

**Sergeant Level 4** - \$106,617 / \$51.26 per hour

**Sergeant Level 5** - \$111,948 / \$53.82 per hour