

**Town of Lyons, Colorado
Board of Trustees
BOT Agenda Cover Sheet
Agenda Item No: X.5
Meeting Date: January 16, 2018**

TO: Mayor Sullivan and Members of the Board of Trustees

FROM: Ana Canada/Jim Murry

DATE: January 16, 2018

ITEM: Resolution 2018 – 2 Adopting a Classification and Pay Plan for the Employees of the Town of Lyons, Colorado.

ORDINANCE
 MOTION / RESOLUTION
 INFORMATION

- I. REQUEST OR ISSUE:** Lyons Municipal Code 2-3-60 requires the Board of Trustees review and approve a salary schedule or classification plan annually for town employees.
- II. RECOMMENDED ACTION / NEXT STEPS:** It is recommended that the Board consider the information presented to them and adopt the 2018 schedule. Staff will present this information during the budgeting session in 2018; to allow for adoption prior to the start of the fiscal year.
- III. FISCAL IMPACTS:** The salary ranges presented are recommended for adoption. Specific employee salaries will fall within these ranges and combined will not exceed the approved budget for 2018.
- IV. BACKGROUND INFORMATION**
Finance staff conducted the updated salary survey. They used the CML data map of towns similar to Lyons in population, economics, and geography. The data selected included comparables for towns/cities with populations less than 6,500 that were along the I-25 corridor from Fort Collins to Colorado Springs, and included towns west of I-25 similar in population and economy (i.e., heavy tourist activity, but not tied to casinos or skiing).
- The towns selected were:
- Nederland, Idaho Springs, Estes Park, Granby, and Telluride
 - Berthoud, Mead, and Dacono
 - Manitou Springs, Palmer Lake, and Monument

Staff then gathered data supplied by CML (dated 04/15/2017) titled Advanced Comparison Detailed Report of Salaries by CML job number for the towns mentioned above. If data was not available, staff contacted the towns and requested salary information from their Human Resource staff. The data was then compiled and summarized by job title and duties.

For positions that did not have comparables in the CML small town data base, last year's data was reviewed and increased by the Denver/Boulder CPI of 2.2%. Staff will conduct additional research regarding the pay for Main Street Managers in communities of similar size and budget to recommend for the next pay schedule.

The town administrator will determine the pay within each range based on experience, years of service and performance.

V. LEGAL ISSUES: None.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES: N/A

VII. SUMMARY AND ALTERNATIVES: Adopt the plan as presented, or direct staff to do additional research.

- a. **PROPOSED MOTION:** "I move the BOT approve Resolution 2018-02, Adopting the 2018 Classification and Pay Plan for the Employees of the Town of Lyons, Colorado.

Attachments:

1. Resolution 2018 - 2
2. Town of Lyons Compensation Scale 2018