

**Town of Lyons, Colorado  
Board of Trustees  
BOT Agenda Cover Sheet  
Agenda Item No: IX.4.  
Meeting Date: November 6, 2023**

**TO:** Mayor Rogin and Members of the Board of Trustees

**FROM:** Town Administrator, Victoria Simonsen

**DATE:** November 1, 2023

**ITEM:** Resolution 2023-70, a Resolution of the Town of Lyons Adopting the 2024 Classification and Pay Plan for the Employees of the Town of Lyons, Colorado

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<input type="checkbox"/>	ORDINANCE
<input checked="" type="checkbox"/>	MOTION / RESOLUTION
<input type="checkbox"/>	INFORMATION

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**BACKGROUND INFORMATION:**

In accordance with Section 2-3-60 of the Lyons Municipal Code of the Town of Lyons, Colorado, the Board of Trustees periodically reviews the compensation and benefits paid to appointed officers and regular employees of the Town to determine the appropriate compensation for those positions going forward.

In preparing the 2024 Budget, each position was reviewed to ensure it was properly classified and pay levels for each class of jobs were reviewed. A comprehensive survey and analysis of the pay and benefits paid to individuals in similar positions in other local communities was conducted in 2023.

The 2023 review culminated in a final spreadsheet containing recommendations for the classification of each position and a recommended salary schedule for Town employees. This data was shared and discussed with the Board of Trustees during the budget workshop on October 21, 2023. The plan is reviewed annually to ensure that the range is still appropriate for each position. Every few years, the entire range is reviewed and updated. This would occur again in 2025 unless market conditions warrant another schedule.

**SUMMARY AND ALTERNATIVES:** The Town Staff recommends approval of the Resolution and acceptance of the 2024 Compensation Schedule as presented. The Board could choose not to accept the scale and continue with the 2023 scale or hire an outside consultant to conduct the survey.

**PROPOSED MOTION:** "I move to approve Resolution 2023-71, a Resolution of the Town of Lyons Adopting the 2024 Classification and Pay Plan for the Employees of the Town of Lyons, Colorado

Attachments: Resolution 2023-70  
Compensation Schedule for 2024