



CHANGE ORDER FORM

Project Information

Change Order #:	2			Date:	September 7, 2022
Project Name:	Classification and Compensation				
Bid Number:	FL21-02-037			Dept/Division:	Human Resources
Original Budget Unit #:	100.1701.10000.7435.000.0000.000			PO #:	20210233
New Oracle Charge Number:		Project Number:		Oracle PO:	
Oracle Expenditure Type:				Expenditure Organization:	
Project Manager:	Paul Fetherston			Title:	

Contractor/Consultant Information

Contractor/Consultant:	HRQ Inc.	Email:	anne@hrqinc.com
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The CONTRACTOR/CONSULTANT is hereby directed to perform the WORK described in the CONTRACT for design/construction as amended by this CHANGE ORDER.

See attached **3** sheets with full explanation for the change order.

Compensation to Contractor/Consultant

The original contract sum was:	\$199,555.00
The net change by previous change order was:	\$58,295.00
The contract sum prior to this change order was:	\$257,850.00
The contract sum will be: (See List) Increased	\$14,550.00
The new contract sum, including this change order is:	\$272,400.00
The contract time will be: (See List) Increased	192 days
The new date for project completion is:	December 31, 2022

This CHANGE ORDER is intended to, and the OWNER agrees that it shall, fairly and adequately compensate the CONTRACTOR/CONSULTANT for the extra direct costs (time and materials, etc.) as well as all expenses and damages which may result from any delays, suspensions, stretch-outs, scheduling, inefficiencies and accelerations in the WORK associated with this CHANGE ORDER, and the CONTRACTOR/CONSULTANT releases the OWNER from any claims for such expenses and damages.

This CHANGE ORDER is intended to, and the CONTRACTOR/CONSULTANT agrees that it does, provide the CONTRACTOR/CONSULTANT a reasonable and adequate period of time in which to complete the WORK in accordance with the CONTRACT for establishment of policies, as amended by this CHANGE ORDER, and the CONTRACTOR/CONSULTANT releases the OWNER from any claims for additional time to perform the WORK associated with this CHANGE ORDER.

The Contract Documents may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document. The Contract Documents, including all component parts set forth above, may be executed and delivered by electronic signature by any of the parties and all parties consent to the use of electronic signatures.

Signatures for City Council

IN WITNESS WHEREOF, the parties have caused this instrument to be executed in two (2) original counterparts as of the day and year first above written.

Approved as to Substance	Reviewed as to Legal Form
City Manager	City Attorney
Certification of Contract Funds Availability	Departmental Certification
Director of Finance	Department Director
Purchasing Official	Project Manager

Certification of Content by Contractor/Consultant

DocuSigned by: B05F6DFD8067457...	Brian Wilkerson	Managing Partner	9/12/2022
	Representative of Contractor/Consultant	Title	

Additional Approval:

Budget **Supervisor** **CPC** **Finance**

Cumulative change orders totalling \$72,845 for a total of 36.5%.

CHANGE ORDER FORM



Project Information

Change Order #: **2**

Project Name: **Classification and Compensation**

Date: **9/7/2022**

Project Manager: **Paul Fetherston**

Change Order Justification

Why was this not in original contract?	Additional work has been identified since the original contract was executed. The City has identified the need to review and update the current compensation plan, as a result, more work is required.
Budget Impact/Funding	Approval from City Council Proceedings on April 19, 2022 approved an increase to the budget. Meeting minutes and approval are attached.
Impact to project schedule	No change
Detailed Explanation Of Change Order	<p>hrQ will help with adjustments to your compensation plan and supporting Council review and approval of Greeley's new compensation and classification plan. 56 hours have been estimated for hrQ to adjust the following activities.</p> <ul style="list-style-type: none"> • Move all mid-points to reflect the 50th of market • Create 5-7 job tables by job families per our discussion on August 23rd • Reevaluate criteria for equity • Prepare presentation deck for City Council consideration <p>o Draft/Final Presentation deck</p> <ul style="list-style-type: none"> • Participate in coordination/discussion meetings with Finance, City Attorney's Office and City Manager's Office as needed • Attend up to three coordination meetings with HR Director & Deputy City Manager as needed to support project



September 1, 2022

Ms. Noël Mink,
Human Resources Director and
Mr. Paul Fetherston
Deputy City Manager
City of Greeley
1000 10th Street
Greeley, CO 80631

Dear Noël and Paul,

Thank you for your interest in hrQ's partnership to help with adjustments to your compensation plan and supporting Council review and approval of Greeley's new compensation and classification plan. We have enjoyed working with your team to establish the program's foundation and appreciate the opportunity to provide continued support to ensure the program progresses successfully.

This statement of work provides the Human Resources Department and the City Manager's Office with targeted hourly support to make adjustments to the Compensation Plan and prepare for Council consideration starting September 5th, 2022 and continuing until October 1, 2022.

Table 1 below identifies the scope of activities you requested in your email dated August 29, 2022 and confirmed on August 31, 2022. The Statement of Work cost is based on an estimated number of hours required to address each of the agreed upon activities over the next month related to adjustments to the current Compensation Plan that hrQ delivered, and to help prepare the city for Council review and consideration of the Compensation Plan.

hrQ compensation consulting support will be provided by: Hanan Wakeem, Compensation Leader and project PM. Melissa Antol will provide limited support (4 hours) to attend coordination meetings and support preparation of the Council presentation. Consulting support will be billed on an hourly basis starting September 5, 2022, and ending on October 1, 2022 and will use the hourly rates defined in the existing contact:

Hanan Wakeem: \$275/hour
Melissa Antol: \$200/hour

Table 1: Scope of Work

Task	Compensation Plan Adjustment Activities	Hours
1	<ul style="list-style-type: none"> • Move all mid-points to reflect the 50th of market • Create 5-7 job tables by job families per our discussion on August 23rd • Reevaluate criteria for equity • Prepare presentation deck for City Council consideration <ul style="list-style-type: none"> ○ Draft/Final Presentation deck • Participate in coordination/discussion meetings with Finance, City Attorney's Office and City Manager's Office as needed • Attend up to three coordination meetings with HR Director & Deputy City Manager as needed to support project 	56
STATEMENT OF WORK TOTAL		\$14, 550.00

hrQ understands that scope of activities and level of work effort may vary throughout the project term. hrQ will reallocate hours as needed to meet client needs and objectives.

The total project investment required to provide adjustments to the current Compensation Plan and support preparation for Council review, starting September 5, 2022, and ending October 1, 2022 is: \$14,550.00.

Assumptions for client coordination and payment shall follow the terms set forth in the original contract agreed upon between the City of Greeley and hrQ, dated April 23, 2021.

We look forward to continuing our partnership with the City of Greeley.

Best regards,



Brian Wilkerson
 Corporate Vice President,
 hrQ, Incorporated
bwilkerson@hrqcinc.com | www.hrqcinc.com
 303.564.5686



City of Greeley

2022 Appropriation - April

City Council Meetings: April 5th & 19th

Fund	Funding Source	Description	Fund Balance	Revenue	Expenditures	Net Impact
100 - GENERAL FUND						
1	Grant	The Natural Areas & Trails (NAT) division within CPRD applied to Great Outdoors Colorado (GOCO) for a two-year fellowship contracted benefited position to assist with several priority initiatives within NAT's recently adopted strategic plan. The GOCO grant provides \$71,500 for 2022 and 2023, for a total of \$143,000 over the two-year term.	-	71,500	71,500	-
2	Grant	The Greeley Fire Department received grant funding from the Federal Emergency Management Agency (FEMA) for improving the Code Red emergency communications project. These funds will be used to improve participation in these important emergency communication tools.	-	5,000	5,000	-
3	Expense Reimbursement	Funding is being requested for new Firefighting foam as part of the new United States Environmental Protection Agency (EPA) restrictions. The Greeley Fire Department had two large totes of foam that are no longer allowed under current regulations. As part of the State of Colorado buy-back program, the City is being reimbursed for the replacement of foam.	-	21,200	21,200	-
4	Expense Reimbursement	The Fire Departments' new partnership with UCHealth ambulance requires UCHealth personnel and computers to have access to the Computer-Aided-dispatch (CAD) for emergency response. Until UCHealth has access to these services, this is a reimbursement for unexpected expenses to cover these items in the interim.	-	2,565	2,565	-
5	Expense Reimbursement	The Greeley Fire Department responded to a hazmat incident that included carbon-based product release into the Poudre River. Funding is being appropriated from the US Coast Guard for reimbursement of unexpected expenses associated with the call.	-	3,251	3,251	-
6	Expense Reimbursement	The Greeley Fire Department deployed apparatus and personnel to the Marshall fire in Superior. Funding is being appropriated for the reimbursement of these expenditures from the State of Colorado.	-	11,784	11,784	-
7	Expense Reimbursement	Funding is being appropriated for the Greeley Fire Departments' Hazmat response to the University of Northern Colorado (UNC) which required one-time use and disposal of supplies and equipment. These services will be reimbursed by UNC.	-	1,188	1,188	-
8	Expense Reimbursement	Funding is being appropriated for the purchase and installation of six Transit Bus Shelters. These expenses will be reimbursed by the 10th Street Tax Increment Financing (TIF). The installation of these six shelters will be along the 10th Street corridor between 23rd Avenue and 35th Avenue. These shelters will not only improve shelter from the elements for riders but also increase safety through shelter lighting. Additionally, as these shelters will be facilitate advertising opportunities, they will increase revenue received by the city through an established advertising contract for our bus benches and shelters.	-	153,659	153,659	-
9	Operating Transfer: CONVENTION AND VISITORS FUND	Funding is requested to support the Image Campaign. After evaluating the tactics at the end of what was essentially year one of the Image Campaign due to COVID, funds are being requested to increase the inclusive audience reach of campaign messaging through the production of commercials that will be broadcast with various inclusive networks and digitally connected devices (streaming). Additionally, funds are needed for two interns to provide support of campaign content and department assistance due to limited internal staff.	-	61,100	61,100	-
10	Fund Balance	Funding is requested for the continued staffing development and infrastructure of the Communications & Engagement department. Originally intended to conclude this work in 2020 efforts were sidelined as the pandemic set in and work shifted to urgent, critical needs. Contracting funds will be used for leadership support allowing organizational flexibility and execution.	50,000	-	50,000	-
11	Fund Balance	Funding is being appropriated to support the Bright Futures program. A program focused on creating a strong and sustainable Weld County workforce.	50,000	-	50,000	-
12	Fund Balance	Funding is being appropriated to cover associated costs regarding the City Council retreat.	35,760	-	35,760	-
13	Fund Balance	Funding is being appropriated to support the Downtown Development Authority (DDA) fostering economic development and revitalization within the Greeley downtown area.	15,000	-	15,000	-
14	Fund Balance	In response to strong population growth funding is being appropriated to support the Downtown Master Plan which is focused on the revitalization of the downtown.	150,000	-	150,000	-
15	Fund Balance	Funding is requested for developing and maintaining a market-based compensation system. Additionally, funding will support the implementation of an organizational development strategy to drive organizational change. This will provide a focus on supporting the management of the compensation and classification plan per the Colorado Pay Equity Law and the governmental performance of the organization.	410,928	-	410,928	-

City of Greeley, Colorado
CITY COUNCIL PROCEEDINGS
May 03, 2022

1. Call to Order

Mayor John Gates called the meeting to order at 6:00 p.m. in the City Council Chambers at 1001 11th Ave, Greeley, Colorado, with hybrid participation available via the City's Zoom platform.

2. Pledge of Allegiance

Mayor Gates led the Pledge of Allegiance to the American Flag.

3. Roll Call

Charity Campfield, Deputy City Clerk, called the roll.

PRESENT

Mayor John Gates

Council Member Tommy Butler

Council Member Deb DeBoutez

Council Member Dale Hall

Council Member Brett Payton arrived at 6:25 pm

Council Member Ed Clark

Council Member Johnny Olson

4. Approval of the Agenda

The agenda was approved as submitted.

5. Recognitions and Proclamations

Mayor Gates presented proclamations for Historic Preservation Month, Weld Women to Women Week and National Police Week.

Mayor Gates presented the *What's Great About Greeley* report.

6. Citizen Input

Steve Teets, Greeley, reported that he provided a regional transportation proposal and discussed the bus shelters and how the newer shelters are not as effective. He addressed his concerns with transit transportation.

7. Reports from Mayor and Councilmembers

Council Member Olson reported that he was on the special committee with the Public Works department, and they will be putting in a grant submittal for the IJJA. It is a \$110M dollar project. He addressed the issue of inflation of the construction costs but is excited about the project moving forward.

Mayor Gates reported that Council has been busy attending events. Mayor Gates went to an event a couple of weeks ago at the Community Grief Center and they are absolutely doing great things at no cost for the grieving members of the community. He also reported he enjoyed the Holocaust Memorial Interfaith Service. The arbor day event recognized Greeley as Tree City USA for the 42nd straight year. He attended the Greeley Children's Chorale concert and was impressed by the talent.

8. Initiatives from Mayor and Councilmembers

None

9. Greeley Area Chamber of Commerce update

Jamie Henning, Greeley Area Chamber of Commerce President, presented Council with an update.

Heather Anderson, Visit Greeley Director, gave an update on the Greeley tourism overview.

Consent Agenda

Council Member Butler moved, seconded by Council Member Payton, to approve the recommended actions on items 10-11.
The motion carried 7-0 (by roll call vote).

10. Approval of the City Council Proceedings of April 19, 2022

The Council action recommended and approved was to approve the City Council proceedings of April 19, 2022, as presented.

11. Acceptance of the Report of the City Council Work Session of April 26, 2022

The Council action recommended and approved was to accept the report of April 26, 2022, as presented.

12. Consideration of a resolution appointing Heidi Leatherwood to the position of City Clerk.

Pulled consent agenda item.

End of Consent Agenda

13. Pulled Consent Agenda Items

12. Consideration of a resolution appointing Heidi Leatherwood to the position of City Clerk.

Council Member Hall moved, seconded by Council Member Butler, to approve the resolution appointing Heidi Leatherwood to the position of City Clerk.
The motion carried 7-0 by roll call vote.

14. Public hearing and final reading of an Ordinance amending Title 20 of the Greeley Municipal Code concerning the use of non-potable water supplies for irrigation.

Sean Chambers, Water and Sewer Director, came forward to introduce and present the slide deck for this item.

Mayor Gates opened the public hearing at 6:46 p.m.

There being no one wishing to be heard in the Chambers or as part of the virtual audience, the public hearing was closed.

Council Member DeBoutez moved, seconded by Council Member Olson, to adopt the ordinance and publish with reference to title only.
The motion carried 7-0 by roll call vote.

15. Consideration of Metropolitan District Code Amendments and Options

Becky Safarik, Deputy City Manager and Interim Community Development Director came forward to introduce and present the slide deck for this item.

Council Member Olson moved, seconded by Council Member Payton, moved to direct the staff to proceed with the code amendments and additional research and community engagement on Metro Districts and code amendments as recommended from tonight's discussion.
The motion carried 7-0 by voice vote.

16. Scheduling of Meetings, Other Events

No other meetings or events were scheduled.

17. Consideration of a motion authorizing the City Attorney to prepare any required resolutions, agreements, and ordinances to reflect action taken by the City Council at this meeting and any previous meetings, and authorizing the Mayor and City Clerk to sign all such resolutions, agreements and ordinances

Council Member Payton moved, seconded by Council Member Clark, to approve the above authorizations.

The motion carried 7-0.

18. Adjournment

John D. Gates, Mayor

Charity Campfield, Deputy City Clerk

City of Greeley, Colorado
CITY COUNCIL PROCEEDINGS
April 19, 2022

1. Call to Order

Mayor John Gates called the meeting to order at 6:00 p.m. in the City Council Chambers at 1001 11th Ave, Greeley, Colorado, with hybrid participation available via the City's Zoom platform.

2. Pledge of Allegiance

Mayor Gates led the Pledge of Allegiance to the American Flag.

3. Roll Call

Charity Campfield, Deputy City Clerk, called the roll.

PRESENT

Mayor John Gates

Council Member Tommy Butler

Council Member Deb DeBoutez

Council Member Dale Hall

Council Member Brett Payton

Council Member Ed Clark

ABSENT

Council Member Johnny Olson

4. Approval of the Agenda

Item number nine was stricken from the agenda.

5. Recognitions and Proclamations

Mayor Gates presented proclamations for Greeley Children's Chorale Day, Arbor Day, Holocaust Memorial Observances, and National Youth Service Day.

Council Member Hall presented the *What's Great About Greeley* report.

6. Citizen Input

Steve Teets, Greeley, thanked the council for recognizing the members of the boards and commissions. He reported that council has been sponsoring meetings on Housing and Homelessness and appreciates the discussions.

7. Reports from Mayor and Councilmembers

None

8. Initiatives from Mayor and Councilmembers

Council Member Butler requested a baseline of Greeley's housing market, and a report for housing costs new vs. five years ago.

Council Member Butler requested a worksession to review the G-Hope program to help with home ownership in the community.

9. Greeley Area Chamber of Commerce Update

Stricken from the agenda.

Consent Agenda

Council Member Hall moved, seconded by Council Member Clark, to approve the recommended actions on items 10-15.

The motion carried 6-0 (by roll call vote).

10. Approval of the City Council Proceedings of April 5, 2022

The Council action recommended and approved was to approve the City Council proceedings of April 5, 2022, as presented.

11. Acceptance of the Report of the City Council Work Session of April 12, 2022

The Council action recommended and approved was to accept the report of March 22, 2022, as presented.

12. Consideration of a Resolution approving the name of new parkland dedicated in the Promontory Subdivision as Longview Park

The Council action recommended and adopted the resolution.

13. Consideration of a Resolution approving the name of new parkland dedicated in the Westgate Subdivision as Redtail Park

The Council action recommended and adopted the resolution.

14. Consideration of the City of Greeley's Consolidated Annual Performance and Evaluation Report (CAPER) for Program Year 2021 for Submission to the U. S. Department of Housing and Urban Development

The Council action recommended and approved the report.

15. Participation Agreement between Greeley and USFS - Cameron Peak Fire Recovery

The Council action recommended and approved the agreement.

End of Consent Agenda

16. Pulled Consent Agenda Items

None

17. PH - Update 2022 Action Plan (HUD)

Benjamin Snow, Economic Health and Housing Director, came forward to introduce and present the slide deck for this item.

Mayor Gates opened the public hearing at 6:36 p.m.

Steve Teets, Greeley, reported that the funds are being taking away from United Way and Connections for Independent Living.

Benjamin Snow reported that the Connections for Independent Living did not meet the qualifications of the environmental review. The United Way was money previously allocated for Bonell that was returned.

There being no one wishing to be heard in the virtual audience, the public hearing was closed.

Council Member Clark moved, seconded by Council Member Payton, to approve the update to the 2022 Action Plan (HUD).
The motion carried 6-0 by roll call vote.

18. Public hearing to consider a request to rezone from I-M (Industrial Medium Intensity) to R-E (Residential Estate) and I-M (Industrial Medium Intensity) for 82.62 acres of property located at 15756 County Road 66 (southwest corner of AA Street and North 47th Avenue), known as the Leffler Rezone, and final reading of an ordinance changing the official zoning map to reflect the same

Darrell Gesick, Planner III, came forward to introduce and present the slide deck for this item.

Mayor Gates opened the public hearing at 6:41 p.m.

There being no one wishing to be heard in the Chambers or as part of the virtual audience, the public hearing was closed.

Council Member Butler moved, seconded by Council Member DeBoutez, to adopt the ordinance and publish with reference to title only.
The motion carried 6-0 by roll call vote.

19. Public Hearing and second reading of an Ordinance amending and repealing portions of the City of Greeley Municipal Code, all correcting the codification of the entire permanent code to accurately reflect the intent of ordinances passed in the City of Greeley

Stacey Aurzada, Interim City Clerk, came forward to introduce and present the slide deck for this item.

Council Member DeBoutez asked about negotiating reimbursement for Ms. Cranston's time in reviewing the code deficiencies.

Ms. Aurzada reported that the city could look into pursuing reimbursement.

Mayor Gates opened the public hearing at 6:51 p.m.

There being no one wishing to be heard in the Chambers or as part of the virtual audience, the public hearing was closed.

Mayor Gates thanked Ms. Cranston and staff for their work on the code issues.

Council Member Payton moved, seconded by Council Member Butler, to adopt the ordinance and publish with reference to title only.
The motion carried 6-0 by roll call vote.

20. Public hearing and final reading of an Ordinance appropriating additional sums to defray the expenses and liabilities of the City of Greeley for the balance of the fiscal year of 2022 and for funds held in reserve for encumbrances at December 31, 2021

John Karner, Finance Director, came forward to introduce and present the slide deck for this item.

Council Member Clark asked about the \$50,000 to the Bright Futures Program.

Mr. Karner reported that these funds are dependent on other entities for additional funds.

Mr. Lee reported that if other entities are unable to raise those funds, then the City cannot provide these funds.

Council Member DeBoutez thanked staff for their work on writing grants and getting funding.

Council Member Butler asked for the timeline for the next appropriation.

Mr. Karner reported they are working on refinements in the budget process, 3 appropriations this year and 2 will be next year.

Mayor Gates opened the public hearing at 7:04 p.m.

Steve Teets, Greeley, reported that three appropriations provide transparency for the community and asked about the bus shelter funding.

Mr. Karner reported it is a new bus shelter. He also reported that fewer appropriations would be done through the budget process through supplementals.

There being no one wishing to be heard in the virtual audience, the public hearing was closed.

Council Member Payton moved, seconded by Council Member Clark, to adopt the ordinance and publish with reference to title only.
The motion carried 6-0 by roll call vote.

21. Appointment of applicants to the Human Relations Commission, Citizen Transportation Advisory Board, Historic Preservation Commission, Citizen Budget Advisory Committee, Youth Commission, and the Rodarte Community Center Advisory Board

Deputy City Clerk Charity Campfield reported the following appointments were made by the Council by written ballot:

- Human Relations Commission – Jeanne Lipman
- Citizen Transportation Advisory Board – Wendi Young
- Historic Preservation Commission – Melissa Sizemore
- Citizen Budget Advisory Committee – Jamie Wood
- Youth Commission – Isaac Bearden and Mackenzie Franks
- Rodarte Community Center Advisory Board – Darren Dunn and Daniel Reyez

22. Scheduling of Meetings, Other Events

No other meetings or events were scheduled.

23. Consideration of a motion authorizing the City Attorney to prepare any required resolutions, agreements, and ordinances to reflect action taken by the City Council at this meeting and any previous meetings, and authorizing the Mayor and City Clerk to sign all such resolutions, agreements and ordinances

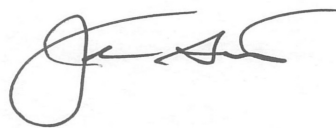
Council Member Payton moved, seconded by Council Member Hall, to approve the above authorizations.

The motion carried 6-0.

24. Adjournment



Charity Campfield, Deputy City Clerk



John D. Gates, Mayor