

# Council Agenda Summary

September 20, 2022

## *Key Staff Contacts:*

Paul J. Fetherston, Deputy City Manager for Enterprise Resources

Noel Mink, Human Resources Director

John Karner, Finance Director

Levi Dyer, Purchasing Manager

## Title:

Consideration of a motion to approve a change order, in the amount of \$14,550.00, to the contract with hrQ for the Classification and Compensation Plan Study Project, bringing the revised contract amount from \$257,850.00 to \$272,400.00

## Summary:

In the Spring of 2021, the City Manager's Office sought proposals from qualified third-party vendors through a competitive Request for Proposals process to conduct a Classification and Compensation Plan Study (Study). The purpose of the study was to (1) ensure the City's market competitiveness for all non-union positions to maximize recruitment and retention efforts; and (2) ensure the City's compliance with the State of Colorado's recently passed pay equity law. As a result of that competitive process, the City executed a contract with hrQ, Inc in May 2021 for an original amount of \$199,555.

At the time, the Study's project management was under the direction of the then Assistant City Manager. Following that Assistant City Manager's resignation in July 2021, the City Manager's Office secured additional project and change management services from hrQ through a second change order in the amount of \$58,295. The additional services were required to help fill the gaps left by the Assistant City Manager's resignation.

As the Study was nearing completion, the City was able to welcome the new Human Resources Director Noel Mink in May 2022. Based on valuable feedback on the Study, the City has asked hrQ to adjust the draft Study which are not covered by the original contract. These changes are needed to present the recommended Pay Plan to the City Council on September 27 as a part of the annual budget process. This second change order is in an amount not to exceed \$14,550.00.

This change order is presented to City Council based on Greeley Municipal Code §4.20.160 which required change orders over 25% of the contract amount be referred to City Council for approval.

**Fiscal Impact:**

Does this item create a fiscal impact on the City of Greeley?	Yes
If yes, what is the initial, or, onetime impact?	One-time - \$14,550
What is the annual impact?	None
What fund of the City will provide Funding?	General
What is the source of revenue within the fund?	General
Is there grant funding for this item?	No
If yes, does this grant require a match?	N/A
Is this grant onetime or ongoing?	N/A
Additional Comments:	

**Legal Issues:**

None.

**Other Issues and Considerations:**

None.

**Strategic Work Program Item or Applicable Council Priority and Goal:**

High Performance Government

**Decision Options:**

- 1) Approve change order as recommended,
- 2) Amend the change order and approve as recommended,
- 3) Deny the change order, or
- 4) Continue item to a date certain.

**Council's Recommended Action:**

A motion to approve Change Order #2.

**Attachments:**

Change Order #2