

**SUBJECT:**  
**Approval of Change Orders**

<b>POLICY NUMBER</b>	<b>300-01</b>
<b>ADOPTED</b>	<b>8-10-83</b>
<b>REVISED</b>	<b>11-28-01</b>
<b>REVISED</b>	<b>10-23-19</b>
<b>REVISED</b>	<b>4-24-24</b>

It is the policy of the City Council that the City Engineer be directed to authorize and execute required change orders for authorized public works projects, when the change order is required to accomplish the initially approved scope of the project and where the requested change does not exceed 10 percent of the initially contracted amount or up to \$200,000 total, whichever amount is smaller, unless another contingency amount is approved by City Council at the time of contract approval. Staff is required to maintain a running total regarding change orders by project.