

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

**POLICY NUMBER 300-01**  
**ADOPTED 8-10-83**  
**REVISED 11-28-01**

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It is the policy of the City Council that the City Engineer, or the Harbor Manager in the case of Harbor work projects, 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 \$25,000 total, whichever amount is smaller. Staff is required to maintain a running total regarding change orders by project, which shall be reported to the City Council at the time of the change order request.