



AGENDA MEMO
9/4/2018 Agenda

TO: Honorable Mayor and City Council

FROM: Elizabeth Anderson, Purchasing Manager

SUBJECT: Consider Resolution Amending the City Manager's Change Order Authority

BACKGROUND:

On August 21, 2018, Council approved staff's request to adjust the City Manager's Change Order Authority.

- The current Administrative Order # FNC-1 states that the City Manager may approve Change Orders of up to \$30,000.00 or 25% of the original contract amount, whichever is lower.
- The newly approved policy states that "*The City Manager is granted general authority to approve a change order ... if the change order involves a decrease or an increase not exceeding the monetary limit set forth in Section 252.048 of the Local Government Code in effect at the time of the change order.*"

Section 252.048 of the current Local Government Code sets the maximum Change Order limit at \$50,000.00 or 25% of the original contract amount, whichever is lower.

A resolution with the newly approved language is attached. If Council approves this resolution, staff will update the City's Administrative Orders and purchasing policies to reflect this change.

RECOMMENDATION:

Staff recommends that Council approve the resolution to give the City Manager the Change Order authority matching Texas Local Government Code, Section 252.048.