



DATE: May 11, 2026
TO: Ted Henry, City Manger
FROM: Bel Aire City Council
SUBJECT: Change Order Resolution

Background

The 2026 Street Maintenance Project includes pavement patching, curb and gutter replacement, milling, and asphalt overlay work on various streets throughout the City of Bel Aire. As with most roadway maintenance and reconstruction projects, unforeseen field conditions, quantity adjustments, and other necessary modifications may arise during construction.

Under the City’s current Purchasing Policy adopted July 11, 2024, change orders exceeding \$10,001 require formal City Council approval. Due to the time-sensitive nature of construction activities, waiting for council approval on routine field adjustments can result in project delays, increased costs, contractor downtime, and scheduling disruptions.

The proposed resolution would authorize a one-time modification to the Purchasing Policy specific to the 2026 Street Maintenance Project. The modification would allow the City Manager and Mayor to approve and execute project-related change orders up to \$150,000 without prior City Council approval.

Purpose of the Resolution

The intent of the resolution is to allow efficient project administration while maintaining appropriate oversight and accountability. This authority would apply only to change orders that:

- Result from unforeseen conditions discovered after bids are awarded; and
- Do not expand the original scope of work contained within the construction contract.

Any work that materially expands the scope of the original project would still require separate bidding and City Council approval.

Oversight and Transparency

Although formal council approval would not be required prior to execution, all approved change orders would still be presented to the City Council at the next regularly scheduled meeting for informational purposes.

The City believes this approach balances responsible project management with the need to minimize costly construction delays and maintain project schedules during the construction season.

Fiscal Impact

Any approved change orders would remain within available project funding sources and established project budgets. The current cost of the improvements is \$675,243 (see attached staff report). The current budget for the Street Improvement Program is \$950,000, leaving 274,757 funding available within the approved budget.