

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

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CHANGE ORDERS ON CAPITAL IMPROVEMENTS	700-1	Rev. 2-4-91	1 of 3

BACKGROUND

When unforeseen circumstances occur on Capital Improvement projects, Change Orders are required. These Change Orders can be the result of additions or deletions to the project, revisions to the project, and omissions or errors in the original project plans and/or specifications.

PURPOSE

The purpose of this Policy is to give staff necessary latitude in dealing with Capital Improvement Project Change Orders while, at the same time, maintaining accountability for expenditures associated with such Orders.

POLICY

The following Policy has been adopted by the City Council for the processing of Capital Improvement Project Change Orders:

1. Approval of all Change Orders is contingent upon funds being budgeted and available for the specific project. Where funds are not available, a Budget Adjustment will first be approved by City Council.
2. No Change Order can be processed without the written approval of the Department Head responsible for the project or his/her designee.
3. Department Head approval is required for any Change Order up to \$5,000 or 1% of the original contract price, whichever is greater. However, the sum of all Change Orders must not exceed 5% of the original contract amount (see No. 6 below).
4. City Manager approval is required for any Change Order up to \$50,000*, or 5% of the original contract price, whichever is greater. However, the sum of all Change Orders must not exceed 10% of the original contract amount (see No. 6 below).
5. City Council approval is required for any Change Order over \$50,000*, or 5% of the original contract price, whichever is greater. A request for approval of this Change Order will appear under the New Business item on the agenda.

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6. City Council shall approve all Change Orders, regardless of amount, when the sum of all Change Orders on the project exceeds 10% of the original award bid. All requests submitted to City Council for approval above 10% of original bid shall include findings that the proposed additions to the scope of the work are necessitated by public need, or that rebidding is unlikely to result in a lower unit price. Requests for approval of such Change Orders must include the following information: amount budgeted for the project, amount expended thus far, status of project, and previously approved Change Orders. In addition, the staff member responsible for the day-to-day oversight of the project, or his/her designee, shall be present at the Council meeting at which the request for Change Order approval is considered. A request for approval of this Change Order will appear under the New Business item on the agenda.
7. In addition to the above approvals, Council approval of Change Orders will be required when the scope of the project is materially changed. Requests for approval of such Change Orders must include the following information: amount budgeted for the project, amount expended thus far, status of project, and previously approved Change Orders. In addition, the staff member responsible for the day-to-day oversight of the project, or his/her designee, shall be present at the Council meeting in which the request for Change Order approval is considered. A request for approval of this Change Order will appear under the New Business item on the agenda.
8. The City Council shall be kept informed of all Change Orders, regardless of size, through periodic status reports. These reports shall be presented informally, and need not be agendized for a City Council meeting.
9. At the completion of all contracts exceeding \$100,000 in final cost, the City Manager shall submit a final report to the City Council detailing the contract amount and all approved Change Orders.

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10. In the event that during the course of a construction contract an emergency exists in which there is immediate danger to the health and/or safety of the public, the Public Services Director and City Manager are authorized to take immediate and appropriate action which is necessary to eliminate that danger, regardless of cost. If, in the event this Change Order exceeds the normal approval limits as specified in this Policy, staff will provide all backup information to the City Council at the next available meeting.

*Item No. 6 may govern depending on the amount of the original contract and the amount of previously approved Change Orders.

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BACKGROUND

1. There is an excessive number of traffic signals in Costa Mesa largely due to the distance between arterials, high traffic volumes, irregular road patterns, and past decisions.
2. There are some 30 locations where residents or traffic engineers have proposed new traffic signals. The locations are ranked annually in the Traffic Signal Priority List, but signals are rarely constructed from the list.
3. Traffic signals cost \$50 - \$100,000 each to construct, and require \$200/month to maintain.
4. Unwarranted traffic signals are a major cause of delay and congestion on arterials. Frequent or irregularly spaced signals compound this problem.
5. It is very difficult to provide non-stop traffic flow for all directions on Costa Mesa's irregular and interrupted grid pattern, especially through numerous unevenly spaced signals.
6. There is little hope for the removal of substantial numbers of existing traffic signals. Local opposition is likely unless a 4-way stop is substituted. Perhaps no more than five signals could realistically be removed without creating traffic problems after removal.
7. There are system implications from stop sign or signal controls. Traffic signals allow daily volumes of up to 8,000 vehicles per lane. Stop signs will allow daily volumes of 3,500 per lane.
8. Considerable delay occurs at signals where left-turn arrows exist but are not necessary because opposing traffic is light. Elimination of the left-turn signals can improve intersection operation substantially for both left turns and through traffic.

PURPOSE

The purpose of this policy is to control the proliferation of new traffic signal installations, and modification, removal or modernization of existing signals.

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POLICY

1. The number of new signals shall be minimized to the extent possible. New signals shall be limited to intersections between multi-lane streets, collector intersections with high accident problems where all other conceivable measures have failed, or as permitted by these policies.
2. New signals will be constructed only by direct authorization of the City Council, regardless of funding. New signals will not be required of new developments without overwhelming justification of certain need and specific Council direction. Signalization of 3-leg intersections shall be avoided through revision of access or planning for a 4-way intersection. If signal needs are only suspected, a refundable deposit will be taken in lieu of construction.
3. Left-turn restrictions, crossflow restrictions, or median refugees will be seriously considered to rectify or delay safety problems as an alternative to signals.
4. Existing 4-way stop intersections will not be signalized unless a system commitment is made to carry more traffic on specific streets to logical destinations, and the system is fully committed. Also, parking must be prohibited on all approaches to provide turn lanes for proper flow.
5. Improvements to existing signals will be considered a higher priority than constructing new signals, generally. Existing signals will be improved under the following priority:
 - a. Improve system capacity substantially.
 - b. Provide modern controls and central system control.
 - c. Provide safety improvements.
 - d. Provide cosmetic improvements.
6. A list of removable traffic signals will be prepared for the study and consideration for elimination. If considerable benefits are seen, the Traffic Commission will initiate hearings.
7. A list of removable left-turn signals will be prepared for study and consideration for elimination. The Traffic Commission will also be utilized for necessary hearings.