

OLIVENHAIN MUNICIPAL WATER DISTRICT ADMINISTRATIVE AND ETHICS CODE	Article No. 7	Page 1 of 1
	Title: WORK ORDERS FOR CAPITAL CONSTRUCTION PROJECTS	
	Latest Revision Date July 27, 2005	Ordinance No. 320

ARTICLE 7 GENERAL PROVISIONS

Sec. 7.1 **Procedure.** A work order number will be established for each capital construction project in order to accumulate the actual costs pertaining to the project. Any capital construction project to be financed by the District and not provided for in the regular budget of the District must be authorized by the Board of Directors, who will approve the project and appropriate the necessary funds.

Sec. 7.2. **Revision.** If, during the progress of the work authorized under a work order for capital construction projects, it becomes apparent that changes will be required or additional work needed, the General Manager shall request the Board of Directors to amend its previous authorization.

Sec. 7.3. revised by Ordinance 305 / October 10, 2003

Sec. 7.3. **Report on Completion.** In the monthly "Construction in Progress Report" to the Board of Directors for all work orders for capital construction projects, the General Manager shall make a regular report to the Board of Directors showing the difference between total actual costs incurred and the total appropriated cost, outlining the major reasons for significant differences.

Sec. 7.4. **Work Financed by Others.** Projects such as meter installations, financed in whole or in part by others, shall be in standard work order form and processed in accordance with procedures established by the General Manager.

Sec. 7.5. revised via Ordinance 320 / July 27, 2005

Sec. 7.5. **Notice of Completion.** The General Manager shall file a Notice of Completion for all work order projects involving independent contractors, excepting professional services.