

**COUNCIL POLICY**

SUBJECT: MAINTENANCE OF PUBLIC FACILITIES - BUILDING  
POLICY NO.: 200-13  
EFFECTIVE DATE: August 10, 1977

**BACKGROUND:****General**

The City's practices regarding maintenance of public facilities has been based on funds available, type of construction, use of the facility and any operating and/or lease agreements. The Uniform Building Code requires all buildings or structures to be maintained in a safe and sanitary condition and all devices or safeguards required by the code in a building or structure when erected, altered or repaired shall be maintained in good working order. The maintenance program is intended to protect the public investment in City buildings and facilities and safeguard users of these facilities.

**Definitions****Maintenance:**

**Preventive Maintenance:** The routine recurring work required to keep a facility in a condition so it may be continuously utilized at its original or reconstructed capacity for its intended use.

**Repair:** The reconstruction, replacement or renewal of any part of an existing building or facility to enable continued normal maintenance.

**Minor Improvements (Not Exceeding \$1,000.00):** New construction which increases the usefulness, efficiency, or value of a facility.

**Facility:** A City-owned and/or City-operated structure with its related systems: gas, electric, mechanical, plumbing. All irrigation systems are included. Lighting not associated with a structure is excluded.

**Type of Facility:** Permanent or temporary construction.

**Use of Facility:** The primary purpose of the operations of the facility, such as:

1. Recreational - active or passive activities.
2. City operations - offices or shops, including Police, Fire, Water Utilities, etc.
3. Library
4. Cultural - museums, art galleries, theatres (non-City operated, e.g., Old Globe Theatre).
5. Commercial, Industrial - non-City operation, City-owned facilities leased to others, such as Brown Field Airport Incubator Industries.

6. Residential - Housing - City-owned property leased/rented to others - non-City operations.  
(Does not include reservoir keepers' residences.)

PURPOSE:

To establish guidelines for the maintenance of City-owned and/or City-operated public facilities.

POLICY:

It is the policy of the Council that City-owned and/or City-operated facilities shall be maintained in a safe and sanitary condition consistent with the original or designed use, purpose and type of construction. Accomplishment may be delegated to lessees or operating organizations consistent with present leases, use and occupancy permits. Permanent structures and facilities shall be maintained at a level to insure protection of the capital investment as well as public safety. Temporary facilities shall be maintained at a level of safety without necessarily prolonging or extending the life of the facility beyond that intended when originally constructed. Maintenance shall not be used as a means to convert a temporary facility to a permanent facility except by formal direction from the City Council.

POLICY IMPLEMENTATION:

The City Manager shall implement this policy through an Administrative Regulation which will provide for operational procedures.

HISTORY:

Adopted by Resolution R-219064 08/10/1977