



POLICY AND PROCEDURE

SCANNED

Subject: Parking Permits for City Employees	Index: Parking Permits Number: 204-2-1
Effective Date: Dec. 1, 2011	Prepared By: Finance & Administration Services
Supersedes: July 1, 2003	Approved By: <i>You Danchoak</i>

1.0 PURPOSE:

To establish guidelines for the distribution of parking permits to City employees.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions

3.0 REFERENCES:

San Clemente Municipal Ordinance No. 1083
Administrative Vehicle Use Policy 1002-1

4.0 POLICY:

4.1 Issue of Annual Parking Permits

4.1.1 Annual Parking Permits will be issued to employees based upon the following criteria:

4.1.1.1 Elected officials, Members of the Planning Commission, Beaches, Parks & Recreation Commission, and the Coastal Advisory Committee, the City Manager and Department Heads.

4.1.1.2 City "pool" cars and undesignated Orange County Sheriff's Department vehicles.

4.1.1.3 Employees who routinely use their personal vehicles while conducting City business **and** frequently park their personal vehicles in the City's metered parking lots while conducting City business.

5.0 DEFINITIONS:

5.1 Metered Parking - A parking stall or space which is regulated by a parking meter in a City owned parking facility or City street.

6.0 PROCEDURE:

- 6.1 The Finance Manager will submit to the City Manager for approval an annual list (December or January) of employees who are eligible for parking permits. The Finance Manager will ensure that all conditions outlined in this policy are met prior to the submittal of the annual list.
- 6.2 The Utility Billing & Cashiering office will issue parking permits immediately upon the receipt of the approved list and a completed application from the employee.