




# POLICY AND PROCEDURE

<b>Subject:</b> City-Issued Swim, Parking or Golf Pass for Designated Retirees and Councilmembers	<b>Index:</b> City Council  <b>Number:</b> 1203-1
<b>Effective Date:</b> April 2, 2019	<b>Prepared By:</b> Finance and Administrative Services Department
<b>Supersedes:</b> Policy 1203-1 (adopted 1988, amended 2015)	<b>Approved By:</b> 

## 1.0 PURPOSE:

To establish the procedure and guidelines that govern the issuance of a City-issued swim, parking, or golf pass for certain retiring City of San Clemente (City) employees and Councilmembers who leave City service.

To recognize public service and longevity in public service, to allow retirees more convenience to continue engaging in community events, to incentivize sustained service, and to attract qualified candidates for employment.

To conform the City's existing policy to State law regarding the provision of deferred compensation retirement benefits.

## 2.0 ORGANIZATIONS AFFECTED:

All senior (director level and above) benefited employees and City Councilmembers and all benefited employees who leave City Service with at least twenty-five (25) years of service. This policy applies to all current and future employees and Councilmembers.

## 3.0 REFERENCES:

Meyers-Miliias-Brown Act  
Government Code Section 36516

**4.0 POLICY:** As noted above, the following current San Clemente employees are eligible to receive one of the following City passes, subject to the defined conditions:

- All senior (director and above benefited employees) and City Councilmembers who take office prior to December 1, 2020 and who leave City service in good standing.
- All other City benefited employees (i.e., full-time and benefited part-time employees) who, at the time of retirement, retire from the City as current employees with at least twenty-five (250 years of benefited San Clemente service.

The pass remains the property of the City, is non-transferrable, and must be immediately surrendered upon request of the City Manager or his/her designee.

**4.1 PARKING PASS:** A City parking permit that allows the holder parking privileges at any City metered parking location that is legally accessible to the pass holder. Annually, the one eligible for this permit must fill out and submit the necessary paperwork to be issued the permit for one designated vehicle, in accordance with the City's parking permit program.

**4.2 SWIM PASS:** A City swim pass that allows the pass holder swimming privileges during normal operating hours that a City-run facility is open to members of the public in accordance with the conditions, rules and regulations established by the City.

**4.3 GOLF PASS:** A City golf pass that allows the holder golfing privileges (i.e., one green only) during normal operating hours that the City golf course is open to members of the public in accordance with the conditions, rules and regulations established by the City and/or course management.

**5.0 PROGRAM ADMINISTRATION:** Recipients of the passes are required to fill out and sign an acknowledgment form indicating their understanding of and agreement with the terms and conditions associated with a particular pass.

Administration of the program is under the direction of the City Manager or his/her designee, and authorization is given to the City Manager or designee to make all necessary changes or revisions to the program that are in keeping with the intent thereof.