

## **City of Pacific Grove Employee Parking Permit Policy**

### **Purpose**

This policy outlines the provisions for issuing parking permits for City of Pacific Grove (City) personnel who request to park in City employee parking areas pursuant to Pacific Grove Municipal Code 16.40.600.

### **Scope**

This policy applies to all City employees who are issued a City parking permit and includes temporary staff, interns, and contractors (personnel).

### **Policy**

While on official City business, personnel may park personal vehicles in the City's Employee Parking Areas, which include City Employee parking lots, the Public Works Corporate yard and timed City street parking spaces with a valid City Employee Parking Permit. City Employee parking lots include the parking lot directly behind the Fire station (600 Pine Avenue), the lot between the Police station (580 Pine Avenue) and City Hall (300 Forest Avenue), and the Public Works Corporate yard. A City Employee Parking Permit is not valid where parking is prohibited or restricted, including but not limited to red zones, loading zones and designated handicapped parking spaces.

Personal vehicles without a valid and clearly displayed City Employee Parking Permit may not park in City Employee Parking Areas and are not exempt from timed parking spaces. Vehicles in violation are subject to a parking citation per Pacific Grove Municipal Code Section 16.40.

In an effort to provide accessible parking to visitors and persons conducting business within the City, employees choosing not to park in the Employee Parking Areas shall not park within one block in all directions of any City-owned building.

### **Guidelines**

A City Employee Parking Permit will be issued for a personal vehicle when the requesting personnel comply with the following conditions:

- Confirm personal vehicle registration is current and valid.
- Confirm personal vehicle is free from any decals, stickers, license plate frame and any other displays that are derogatory or offensive in nature including but not limited to a person's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or any other basis protected by law, as well as any offensive car displays not mentioned above but deemed derogatory or offensive in nature by City management.

City Employee Parking Permits are time-limited, expire every five years, and may be revoked for failure to comply with the above conditions.

**Procedure**

All City Employee Parking Permits will be issued by the City Clerk's Office. Personnel requesting a City Employee Parking Permit must complete and submit a form to the City Clerk's Office for processing and issuance.

The City Employee Parking Permit shall be displayed from the rear-view mirror of the vehicle when parked in the Employee Parking Areas. Lost or damaged replacement Permits are available for \$3.00 each and are intended for personal vehicle use only when on official City business.

Except for on-duty Police and Fire personnel, personal vehicles are not to be left in Employee Parking Areas for more than 24 hours, unless approved by the Chief of Police or City Manager or designee. Permission will be granted if an employee is attending overnight training or otherwise on official City business.

City Employee Parking Permits will be revoked if any of the above is not in compliance. Permits are to be turned in upon separation with the City of Pacific Grove.

Approved by:  
City Manager

Draft Date: January 9, 2012  
Effective Date: March 1, 2012  
Updated: October 21, 2013  
Updated: March 8, 2018  
Updated: October 13, 2020  
Updated: December 3, 2020

### City Hall/Police Department

One block parking limitations: no parking in boxed area on either side of the street for Pine, 17<sup>th</sup>, Laurel, and Forest.

