

**121.4 SUBJECT: "LIFETIME PASSES" TO CITY FACILITIES**

- :1 OBJECTIVE:  
Provide policy relating to authorization for "lifetime passes" to City facilities.
- :2 AUTHORITY:  
This procedure adopted by City Council August 14, 1995, Item JJJ.
- :3 DIRECTION:  
Department Directors/Office Heads, Chief Administrative Officer, as appointed officials, serve at the pleasure of and receive direction from the Mayor.
- :4 METHOD OF OPERATION:
- A. Pursuant to Policy & Procedure Manual 101.6, "lifetime passes" to City facilities may be issued only with specific City Council approval.
- B. Criteria:
1. With a minimum of twenty (20) years' service, an employee must be retired or have submitted a notice of retirement.
  2. Employee must be recommended by appropriate Department Director, Chief Administrative Officer and Mayor.
  3. Employee must have rendered truly exceptional and meritorious service to the City, above and beyond what is normally expected of City employees which is deserving of special recognition.
- C. Authorization:  
By majority vote, City Council may authorize issuance of a pass to a specific City facility or all City facilities for the lifetime of the employee or for such shorter period of time as the Council may specify. Such pass shall be only for the use of the employee.
- :5 FORMS:  
Council Agenda Item form.
- :6 COMMITTEE RESPONSIBILITIES:  
None.
- :7 REFERENCE:  
This procedure adopted by City Council August 14, 1995, Item JJJ.
- :8 EFFECTIVE DATE:  
This procedure effective August 14, 1995.