

City of Signal Hill Policy & Procedure

REVISION NO: 001

Ticket Distribution Policy

APPROVED: _____

DEPARTMENT: Administration

SECTION 1. Purpose of Policy.

The purpose of this policy is to establish a fair and equitable process for the distribution of complimentary tickets or passes by the City in compliance with the requirements of Section 18944.1 of the Fair Political Practices Commission Regulations. This Policy is subject to all applicable FPPC Regulations and the Political Reform Act, as now exist or may hereafter be added or amended, including, without limitation, definitions. (These regulations can be found at Title 2 of the California Code of Regulations and will be referred to as "FPPC Regulations").

SECTION 2. Definitions.

Unless otherwise expressly provided herein, words and terms used in this Policy shall have the same meaning as that ascribed to such words and terms in the California Political Reform Act of 1974 (Government Code Sections 81000, et seq., as the same may from time to time be amended) and the Fair Political Practices Commission ("FPPC") Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as the same may from time to time be amended).

- A. "City" or "City of Signal Hill" shall mean and include the City of Signal Hill, and any other affiliated agency created or activated by the Signal Hill City Council, and any departments, boards and commissions thereof.
- B. "City Official" shall mean every officer, agent and employee of the City who is obligated to file an Annual Statement of Economic Interests (FPPC Form 700) under state law or the City's current conflict of interest code.
- C. "City Venue" shall mean and refer to any facility owned, controlled or operated by the City.
- D. "FPPC" shall mean and refer to the California Fair Political Practices Commission.
- E. "Immediate family" shall mean and refer to the spouse and dependent children of the City Official. The term Spouse includes registered domestic partners recognized by state law, and dependent children shall mean a child, including an adoptive child or stepchild, of a City Official who is under 18 years old and who the City Official is entitled to claim as a dependent on his or her federal tax return.

- F. "Policy" shall mean and refer to this Policy Regarding the Distribution of Complimentary Tickets Pursuant to FPPC Regulation 18944.1.
- G. "Ticket" shall mean and refer to a "ticket or pass" as that term is defined in FPPC Regulation 18944.1, as amended from time to time, but which currently defines a "ticket or pass" as admission to a facility, event, show or performance for an entertainment, amusement, recreational, or similar purpose.

SECTION 3. Application of Policy.

- A. This policy shall be applicable to every officer, agent and employee of the City who is obligated to file an Annual Statement of Economic Interests (Form 700) under state law or the City's current Conflict of Interest Code.
- B. This Policy governs the distribution of complimentary Tickets received by the City that are either:
 - 1. Gratuitously provided to the City by an outside source;
 - 2. Acquired by the City by purchase;
 - 3. Acquired by the City as consideration pursuant to the terms of a contract for the use of a city venue; or
 - 4. Acquired and distributed by the City in any other manner.
- C. This Policy does not apply to:
 - 1. Any other item of value provided to the City or any City Official, regardless of whether received gratuitously or for which consideration is provided.
 - 2. Tickets directly provided to a City Official by a third party other than the City.

SECTION 4. General Provisions.

- A. No Right to Tickets: The use of complimentary Tickets is a privilege extended by the City and not the right of any person to which the privilege may from time to time be extended.
- B. Limitation on Transfer of Tickets: Tickets distributed to a City Official pursuant to this Policy shall not be transferred to any other person, except to members of such City Official's immediate family or no more than one guest solely for their attendance at the event. If a City Official transfers a Ticket he or she has received from the City to another person, as opposed to returning the ticket to the City for redistribution, then the value of the Ticket or Tickets he or she transfers shall constitute a gift to him or her and shall be reportable as provided by the regulations of the FPPC.

- C. Prohibition Against Sale of or Receiving Reimbursement for Tickets: No person who receives a Ticket pursuant to this policy shall sell or receive reimbursement for the value of such Ticket.

SECTION 5. Ticket Administrator

- A. The City Council delegates the authority to the City Manager or his/her designee to be the Ticket Administrator for purposes of implementing the provisions of this Policy.
- B. The Ticket Administrator shall have the authority, in his or her sole discretion, to establish procedures for the distribution of Tickets in accordance with this Policy. Such authority includes the power to distribute such a Ticket to the City Manager provided that doing so is otherwise consistent with this Policy. All requests for Tickets that fall within the scope of this Policy shall be made in accordance with the procedures established by the Ticket Administrator.
- C. The Ticket Administrator shall determine the face value of Tickets distributed by the City for purposes of Sections 6.A and 6.B of this Policy.
- D. The Ticket Administrator, in his or her sole discretion, may revoke or suspend the Ticket privileges of any person who violates any provision of this Policy or the procedures established by the Ticket Administrator for the distribution of Tickets.
- E. For the purpose of implementing this policy, and completing and posting the FPPC California Form 802, the Ticket Administrator shall be the "Agency Head."

SECTION 6. Conditions Under Which Tickets May be Distributed

The Ticket Administrator may distribute complimentary Tickets to City Officials under any one of the following conditions:

- A. The City Official reimburses the City for the face value of the Ticket(s).
- B. The City Official treats the Ticket(s) as income consistent with applicable federal and state income tax laws and the City reports the Ticket as income on FPPC Form 802 pursuant to Section 10 of this Policy.
- C. The Ticket is not earmarked by the outside source for a particular City Official, and the distribution of the Ticket to, or at the behest of, the City Official accomplishes or furthers one or more of the following public purposes:
 - 1. Performing a ceremonial role on behalf of the City at an event.
 - 2. Facilitating the performance of a ceremonial role by a City Official on behalf of the City at an event, as part of one's job duties.

3. Promotion of intergovernmental relations and/or cooperation and coordination of resources with other governmental agencies, including, but not limited to, attendance at an event with or by elected or appointed public official from other jurisdictions, their staff members and their guests.
4. Economic or business development purposes on behalf of the City.
5. Promotion of City resources and/or facilities available to Signal Hill residents.
6. Promotion of City-run, sponsored or supported community events, activities or programs.
7. To monitor and evaluate the value of City-run, sponsored or supported community events, activities or programs to the City including but not limited to evaluation of the venue, quality of performances and compliance with City policies, agreements and other requirements.
8. Promotion and evaluation of events, activities or programs at City venues, including but not limited to evaluation of the venue, quality of performances and compliance with City policies, agreements and other requirements.
9. Promoting, supporting and/or showing appreciation for programs or services rendered by charitable and non-profit organizations benefiting Signal Hill residents.
10. Promotion of City tourism on a local, state, national or worldwide scale.
11. Business retention or attracting on a local, state, national or worldwide scale.
12. Promotion of City recognition, visibility, and/or profile on a local, state, national or worldwide scale.
13. Encouraging Signal Hill resident and business support for and attendance at local events.
14. Encouraging participants in City sponsored programs to attend local events.
15. Attracting or rewarding volunteer public service.
16. Encouraging or rewarding significant academic, athletic, or public service achievements by Signal Hill students, residents or businesses.
17. Attracting and retaining highly qualified employees in the City service.
18. Recognizing or rewarding meritorious service by a City employee.
19. Promoting enhanced City employee performance or morale.
20. As an incident to the above public purposes, allowing for the Immediate Family of

the City Official to accompany the City Official to events to accomplish any of the purposes listed in this Policy.

SECTION 7. Tickets Distributed at the Behest of a City Official.

- A. Tickets shall be distributed at the behest of a City Official only for one or more public purposes set forth in Section 6.C. above.
- B. If tickets are distributed at the behest of a City Official, such City Official shall not use one of the Tickets so distributed to attend the event.

SECTION 8. Other Benefits.

The distribution of Tickets pursuant to this Policy shall not constitute a "gift" to the City Official receiving the Ticket; however, other benefits, such as food or beverages or other gifts provided to the City Official that are not part of the admission provided by the complimentary Ticket, will need to be accounted for as gifts if over the applicable dollar limit.

SECTION 9. Earmarked Tickets.

If the City receives Tickets that are earmarked by the outside source for a particular City Official, the Tickets are gifts to the City Official individually, unless:

- A. The City Official reimburses the City for the Tickets;
- B. The City Official treats the Tickets as income consistent with applicable federal and state income tax laws, and the City reports the Tickets as income on FPPC Form 802 pursuant to Section 10 of this policy; or
- C. The Tickets are returned unused to the outside source within 30 days of receipt.

SECTION 10. Posting and Disclosure Requirements.

- A. This Policy and Form 802 reports required by Section 18944.1 of the FPPC Regulations shall be posted on the City's website.
- B. The distribution of Tickets pursuant to this Policy shall be documented by the preparation and certification of FPPC Form 802. Within thirty (30) calendar days of the distribution of a Ticket, the Ticket Administrator shall prepare and certify a Form 802 and shall forward it to the FPPC for posting on the FPPC's website.
- C. Tickets distributed by the City for which the City receives reimbursement from the City Official shall not be subject to the disclosure provisions set forth herein.