



CITY OF SAN RAMON

Policy for Distribution of Event Tickets

April 2012

CITY OF SAN RAMON



ADMINISTRATIVE POLICY

DATE: April 10, 2012
Effective: April 24, 2012

SUBJECT: POLICY FOR DISTRIBUTION OF EVENT TICKETS

PURPOSE:

The California Fair Political Practices Commission amended Section 18944.1 of the California Code of Regulations relating to tickets or passes to facilities or events for entertainment purposes distributed by the City to, or at the behest of, public officials to further restrict the use of event tickets and passes by City officials and employees. For such tickets, Regulation 18944.1 requires that, unless City officials or employees report the value of the tickets or passes they receive as income, the tickets will be treated as reportable "gifts" unless they are distributed in accordance with an officially adopted written policy.

The intent of this Policy is to outline the City of San Ramon Policy relating to tickets or passes to events, distributed to, or at the behest of, public officials.

The Policy is similar to the FPPC regulations but does not necessarily mirror the regulations. If there is a conflict, the more stringent control must be followed. This The Ticket Distribution Policy shall become effective upon the date of approval and signature by the City Manager.

Greg Rogers, City Manager

Date

INTRODUCTION AND OVERVIEW

1. Purpose

The purpose of this Policy is to ensure that all Tickets which the City receives from public and private entities and individuals are distributed in furtherance of governmental and/or public purposes.

2. Application of Policy

- 2.1 Types of Tickets – this Policy applies to Tickets which provide admission to a facility or event for an entertainment, amusement, recreational or similar purpose, and are either:
- Gratuitously provided to the city by an outside source;
 - Acquired by the City by purchase;
 - Acquired by the City as consideration pursuant to the terms of a contract for the use of a City venue; or
 - Acquired and distributed by the City in any other manner.
- 2.2 Policy Applicable to Tickets only – this Policy shall only apply to the City’s distribution of Tickets to, or at the behest of, a City Official. This Policy does not apply to any other item of value provided to the City or any City Official, regardless of whether received gratuitously or for which consideration is provided.
- 2.3 This Policy, together with the procedures established pursuant to Section 4.4 below, shall supersede and replace any prior city policy governing Tickets to which this Policy applies.

3. Definitions

- 3.1 “City” refers to the City of San Ramon, the San Ramon Redevelopment Agency, any other affiliated agency created or activated by the City of San Ramon City Council or the city Charter, and any departments, boards, commissions or committees
- 3.2 “City Official” refers to the City’s “public officials” as that term is defined by Government Code Section 82048 and FPPC Regulation 18701 and include any City board, commission or committee member or other appointed official or employee required to file and annual Statement of Economic Interests (FPPC Form 700).
- 3.3 “FPPC” refers to the Fair Political Practices Commission.
- 3.4 “Immediate family” refers to the spouse and dependent children.
- 3.5 “Policy” refers to this Ticket Distribution Policy.
- 3.6 “Ticket” refers to a “ticket or passes” as that term is defined in FPPC Regulation 18944.1 as amended but which currently defines a “ticket or pass” as admission privilege to a facility, event, show or

performance for an entertainment, amusement, recreation, or similar purpose.

4. General Provisions.

- 4.1 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.
- 4.2 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 solely for the personal use.
- 4.3 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
- 4.4 Implementation of Policy: The City Administrator shall have the authority, in his or her sole discretion, to establish procedures for the distribution of Tickets in accordance with this Policy. All requests for Tickets which fall within the scope of this Policy shall be made in accordance with the procedures established by the city Administrator.
- 4.5 Designation of Agency Head: The City Administrator or his/her designee shall be the "Agency Head" for purposes of implementing the provisions of this policy and completing and posting the FPPC California Form 802.
- 4.6 No Earmarking of Ticket to City: No Ticket gratuitously provided to the City by an outside source and distributed to, or at the behest of, a City Official pursuant to this Policy shall be earmarked by the original source for provision to a particular City Official.

5. Conditions Under Which Tickets May be Distributed: Subject to the provisions of this Policy, complimentary Tickets may be distributed to City Officials under the following conditions:

- 5.1 The City Official reimburses the City for the face value of the Tickets(s).
- 5.2 The City Official treats the Ticket(s) as income consistent with applicable federal and state income tax laws.
- 5.3 The distribution of the Ticket(s) to, or at the behest of, the City Official accomplishes a governmental and/or public purpose. The following list of governmental and/or public purposes the City may accomplish through the distribution of Tickets is illustrative rather than exhaustive:
 - a) Facilitating the performance of a ceremonial role or function by a City Official on behalf of the City at an event.

- b) Facilitating the attendance of a City Official at an event where the job duties of the City Official require his or her attendance at the event.
- c) 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 officials from other jurisdictions, their staff members and their guests.
- d) Promotion of City resources and/or facilities available to San Ramon residents.
- e) Promotion of City-run sponsored or supported community programs or events.
- f) Promoting, supporting and/or showing appreciation for programs or services rendered by charitable and non-profit organizations benefitting San Ramon residents.
- g) Promotion of business activity, development, and/or redevelopment within the City.
- h) Promotion of City-owned businesses.
- i) Promotion of City tourism on a local, state, national or worldwide scale.
- j) Promotion of City recognition, visibility, and/or profile on a local, state, national or worldwide scale.
- k) Promotion of open government by City Official appearances, participation and/or availability at business and/or community events.
- l) Increasing public exposure to, and awareness of, the various recreational, cultural, and educational venues and facilities available to the public within the City.
- m) Attracting or rewarding volunteer public service.
- n) Encouraging or rewarding significant academic, athletic, or public service achievements by San Ramon students, residents or businesses.
- o) Attracting and retaining highly qualified employees in the City service.
- p) Recognizing or rewarding meritorious service by a City employee.
- q) Promoting enhanced City employee performance or morale.
- r) Recognizing contributions made to the City by former City Council Members or City employees.

6. Disclosure Requirements.

- 6.1 This policy shall be posted on the City website in a prominent fashion.
- 6.2 Tickets Distributed by the City to any City Official which either: i) the City Official treats as income pursuant to Section 5.2 above; or ii) for one or more public purposes described in Section 5.3 above, shall

be posted on the City website in a prominent fashion, within thirty (30) days after distribution. Such posting shall incorporate the use of FPPC California Form 802, attached to and incorporated in this Policy as Exhibit A, or such alternative form(s) as may from time to time be designated by the FPPC.

- 6.3 Tickets distributed by the City for which the City receives reimbursement from the City Official as provided under Section 5.1 above shall not be subject to the disclosure provisions of Section 6.2.



CITY OF SAN RAMON

ACKNOWLEDGEMENT OF RECEIPT

POLICY FOR DISTRIBUTION OF EVENT TICKETS

Dated – April 10, 2012

My signature below is confirmation that I have received a copy of the City of San Ramon's POLICY FOR DISTRIBUTION OF EVENT TICKETS and that I understand that it sets forth the City's policy with respect to passes or tickets. The Policy outlines employee responsibilities regarding the acceptance of passes or tickets.

I understand that this Policy is intended to supplement other City personnel policies that govern rules of conduct and performance in the workplace. I further understand and agree that it is my responsibility to read and familiarize myself with the provisions of this Policy.

Employee's Signature

Print Employee's Name

Date of Receipt