

CITY OF LAGUNA WOODS

ADMINISTRATIVE POLICY 1.5 DISTRIBUTION OF TICKETS AND PASSES

1.5.01 PURPOSE

To ensure that tickets and passes provided to and distributed by the City meet the requirements of Fair Political Practices Commission (FPPC) Regulation 18944.1

1.5.02 DEFINITIONS

- a) "Agency Head" and "Ticket Administrator" for the purpose of this policy, shall mean and refer to the City Manager or his/her designee.
- b) "Behest of" shall mean tickets or passes solicited by City officials.
- c) "City" shall mean and refer to the City of Laguna Woods.
- d) "City Official" for the purpose of this Policy, shall mean and refer to the City's "public officials", as that term is defined by Government Code Section 82048 and Fair Political Practices Commission Regulation 18701, as well as any City employee, consultant, independent contractor, commissioner, board member or other person deemed by the Agency Head to act as the City's representative at an event for which a ticket is provided.
- e) "FPPC" shall mean and refer to the California Fair Political Practices Commission.
- f) "Policy" shall mean and refer to this Ticket Distribution Policy.
- g) "Ticket" or "ticket" shall mean and refer to a "ticket or pass" as that term is defined in FPPC Regulation 18944.1.

1.5.03 APPLICATION OF POLICY

This policy shall apply to tickets and passes that provide admission to a facility, event, show or performance for an entertainment, amusement, recreational or similar purpose, and are either:

- a) gratuitously provided to the City by an outside source;
- b) acquired by the City by purchase;

- c) acquired by the City as consideration pursuant to the terms of a contract for the use of a City venue; or
- d) acquired and distributed by the City in any other manner.

1.5.04 EXCEPTIONS

1.5.04.01 Tickets provided directly to City Officials are not subject to this policy, but instead are governed by acceptance and reporting requirements found in FPPC regulation 18941.

1.5.04.02 Tickets provided to City officials as part of their official duties, or Tickets provided so that the City Official may perform a ceremonial role or function on behalf of the City are not subject to this Policy and are exempt from any disclosure requirements. A ceremonial role or function includes, but is not limited to, making a speech, participating in a panel or seminar, presenting an award or proclamation, or cutting a ribbon.

1.5.05 GENERAL PROVISIONS

1.5.05.01 No Right to Tickets: The use of 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.

1.5.05.02 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 their personal use.

1.5.05.03 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 the Ticket.

1.5.05.04 No Earmarking of Ticket Given to City: No Ticket gratuitously provided to the City by an outside source and distributed by the City 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.

1.5.05.05 Tickets shall be distributed under one of the following conditions:

- a) The City official reimburses the City for the face value of the ticket(s) at the time of distribution.
- b) The City official treats the ticket(s) as income consistent with applicable federal and state income tax laws.
- c) The City official uses the ticket for a public purpose as defined in Section 1.5.07.

1.5.06 Ticket Administrator

1.5.06.1 The City Manager shall be the Ticket Administrator for purposes of implementing the provisions of this Policy and shall have the authority, in his or her sole discretion, to establish procedures for the purchase and or distribution of Tickets in accordance 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.

1.5.06.02 The Ticket Administrator shall determine the face value of Tickets distributed by the City for purposes of Sections 1.5.08.02 of this Policy.

1.5.07 PUBLIC PURPOSE

Generally, a public purpose is defined as an action by, or at the direction of government, for the benefit of the community as a whole. For the purpose of this policy, the following activities shall be defined as meeting a public purpose:

- a) 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.
- b) 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.
- c) Promotion of City resources and or facilities available to the public.
- d) Promotion of City-run, sponsored or supported community programs or events.

- e) Promoting, supporting and or showing appreciation for programs or services rendered by charitable and non-profit organizations benefiting Laguna Woods residents.
- f) Promotion of business or economic activity and development within the City.
- g) Exchange programs with foreign officials and dignitaries.
- h) Promotion of City tourism, recognition, visibility, and or profile on a local, state, national or international scale.
- i) Promotion of open government by City Official appearances, participation and or availability at business and or community events.
- j) Increasing public exposure to, and awareness of, the various recreational, cultural, and educational venues and facilities available to the public within the City.
- k) Attracting or rewarding volunteer service.
- l) Encouraging or rewarding significant academic, athletic or public service achievements by Laguna Woods' residents or businesses.
- m) Attracting and retaining highly qualified employees in City service; recognizing or rewarding meritorious service by a City employee; and or promoting enhanced City employee performance or morale.
- n) Recognizing contributions made to the City by former City Councilmembers, City Employees, Committee Members or other appointed officials

1.5.08 WEBSITE DISCLOSURE AND POSTING

1.5.08.01 In accordance with FPPC regulations, this Policy shall be posted on the home page of the City website.

1.5.08.02 Tickets distributed by the City to any City Official either 1) which the City official treats as income; or 2) for one or more public purposes described in Section 1.5.07, shall be disclosed on Form 802 provided by the FPPC in a prominent fashion on the City's website and provided to the FPPC for display on their website within 30 days after distribution. Such posting shall include the following information:

- a) The name of the recipient, except that if the recipient is an organization, the City may post the name, address, description of;

- b) The organization and number of Tickets provided to the organization in lieu of posting the names of each recipient;
- c) A description of the event;
- d) The date of the event;
- e) The face value of the Ticket;
- f) The number of Tickets provided to each person if the Ticket is distributed at the behest of a City Official, the name of the City Official who made such behest; and
- g) A description of the public purpose(s) under which the distribution was made, or, alternatively, the City Official is treating the Ticket as income.

Attachment: FPPC Form 802

Adopted by City Council: March 21, 2012