

# CITY OF SUISUN CITY

## ADMINISTRATIVE DIRECTIVE –AD 22 TICKET DISTRIBUTION POLICY

Adopted: April 6, 2010

Amended:

Distribution: All Departments

/s/: Suzanne Bragdon, City Manager

### **PURPOSE**

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

### **POLICY**

1. This Policy applies to Tickets which provide admission to a facility or event for an entertainment, amusement, recreation or similar purpose, and are:
  - 1.1. A gratuitously provided to the City by an outside source.
  - 1.2. Acquired by the City by purchase.
  - 1.3. Acquired and distributed by the City in any other manner.
2. This Policy shall only apply to the City's distribution 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.
3. This Policy, together with the procedures established pursuant to Section 5.4 below, shall supersede and replace any prior City policy governing the distribution of Tickets to which this Policy applies.
4. **DEFINITIONS:** Unless otherwise expressly provided herein, words and terms used in the Policy shall have the same meaning as in the California Political Reform Act of 1974 (Government Code Sections 81000 et seq., as amended from time to time) and the related Fair Political Practices Commission ("FPPC") Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 3et seq., as amended from time to time).
  - 4.1. "City" or "City of Suisun City" means and includes the City of Suisun City, the Redevelopment Agency of the City of Suisun City, the Suisun City Housing Authority and any other affiliated agency created or activated by the Suisun City Council, and any departments, boards and commissions thereof.
  - 4.2. "City Official" shall mean and refer to the City's "public officials," as that term is defined by the California Political Reform Act, and shall include, without limitation, any

City board, commission member or other appointed official or employee required to file an annual Statement of Economic Interests (FPPC Form 700).

- 4.3. "FPPC" shall mean and refer to the California Fair Political Practices Commission.
- 4.4. "Immediate family" shall mean and refer to the spouse and dependent children.
- 4.5. "Policy" shall mean and refer to this Ticket Distribution Policy.
- 4.6. "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 privilege to a facility, event, show or performance for an entertainment, amusement, recreation, or similar purpose.
5. GENERAL PROVISIONS: The following General Provision shall apply to this policy:
  - 5.1. 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.
  - 5.2. 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 their personal use.
  - 5.3. 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.
  - 5.4. Implementation of Policy: The City Manager 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 Manager.
  - 5.5. Designation of Agency Head: The City Manager 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.
  - 5.6. 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.
  - 5.7. Valuation of Tickets: The City Manager shall determine the face value of all Tickets distributed by the City pursuant to this Policy.
  - 5.8. Revocation of Privileges: The City Manager, in his or 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 City Manager for distribution of Tickets in accordance with the Policy.
6. DISTRIBUTION OF TICKETS: Subject to the provisions of this Policy, complimentary Tickets may be distributed to City Officials under the following conditions:

- 6.1. The City Official reimburses the City for the face value of the Ticket(s).
- 6.2. The City Official treats the Ticket(s) as income consistent with applicable federal and state income tax laws.
- 6.3. 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:
  - 6.3.1. Facilitating the performance of a ceremonial role or function by a City Official on behalf of the City at an event.
  - 6.3.2. 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.
  - 6.3.3. 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 officials from other jurisdictions, their staff members and their guests.
  - 6.3.4. Promotion of City resources and/or facilities available to Suisun City residents.
  - 6.3.5. Promotion of City-run sponsored or supported community programs or events.
  - 6.3.6. Promoting, supporting and/or showing appreciation for programs or services rendered by charitable and non-profit organizations benefiting Suisun City residents.
  - 6.3.7. Promotion of business activity, development, and/or redevelopment within the City.
  - 6.3.8. Promotion of City-owned businesses.
  - 6.3.9. Promotion of City tourism on a local, state; national or worldwide scale.
  - 6.3.10. Promotion of City recognition, visibility, and/or profile on a local, state, national or worldwide scale.
  - 6.3.11. Promotion of open government by City official appearances, participation and/or availability at business and/or community events.
  - 6.3.12. Increasing public exposure to, and awareness of, the various recreational, cultural, and educational venues and facilities available to the public within the City.
  - 6.3.13. Attracting or rewarding volunteer public service.

6.3.14. Encouraging or rewarding significant academic, athletic, or public service achievements by Suisun City students, residents or businesses.

6.3.15. Attracting and retaining highly qualified employees in the City service.

6.3.16. Recognizing or rewarding meritorious service by a City employee.

6.3.17. Promoting enhanced City employee performance or morale.

6.3.18. Recognizing contributions made to the City by former City Council Members or City employees.

7. DISCLOSURE REQUIREMENTS: The following disclosure requirements shall apply to this Policy:

7.1. This Policy shall be posted on the City website in a prominent fashion.

7.2. Tickets distributed by the City to any City Official either i) which 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.

7.3. Tickets distributed by the City for which the City received reimbursement from the City Official as provided in Section 5.1 above shall not be subject to the disclosure provisions of Section 6.2.

8. CONFLICTS WITH OTHER ADMINISTRATIVE DIRECTIVES: Should any provision of this Administrative Directive be in conflict with a provision of any other Administrative Directive, this Administrative Directive shall take precedence.