

City of Citrus Heights  
Ticket Distribution Policy

A. PURPOSE OF POLICY

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.

B. APPLICATION OF POLICY

1. This Policy applies to tickets which provide admission to a facility or event for an entertainment, amusement, recreational or similar purpose, and are:
  - a. Gratuitously provided to the City by an outside source;
  - b. Acquired by the City by purchase; or
  - c. Acquired and distributed by the City in any other manner.
2. 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.
3. This Policy, together with the procedures established pursuant to Section D(4) below, shall supersede and replace any prior City policy governing the distribution of tickets to City Officials.
4. This Policy does not apply to tickets or passes provided to a City Official to carry out his/her job duties or where the City official will perform a ceremonial role or function on behalf of the City at the event. Such tickets are exempt from the disclosure and reporting requirements of this policy.

C. 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 *et seq.*, as amended from time to time).

1. "City" means the City of Citrus Heights.
2. "City Official" means 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).

3. "FPPC" means the California Fair Political Practices Commission.
4. "Immediate family" means an individual's spouse and dependent children.
5. "Policy" means this Ticket Distribution Policy.
6. "Ticket" means any form of admission privilege to a facility, event, show or performance.

#### D. GENERAL PROVISIONS

1. **No Right to Tickets:** The distribution of Tickets pursuant to this Policy is a privilege extended by the City and not the right of any person to whom the privilege may from time to time be extended.
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 the City Official's immediate family, or to no more than one guest, solely for their attendance at the event.
3. **Prohibition Against Sale of or Receiving Reimbursement for Tickets:** No person who receives a Ticket pursuant to this policy shall sell, receive reimbursement for, or receive any other consideration in exchange for the Ticket.
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. **Designation of Agency Head:** The City Manager or his or her designee shall be the "Agency Head" for purposes of implementing the provisions of this Policy and posting the disclosure forms required by the FPPC.
6. **No Earmarking of the 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 distribution to a particular City Official.
7. **Valuation of Tickets:** The City Manager shall determine the face value of all Tickets distributed by the City pursuant to this Policy.
8. **Revocation of Privileges:** The City Manager, 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 City Manger for distribution of Tickets in accordance with this Policy.

- E. Distribution of Tickets: Subject to the provisions of this Policy, complimentary Tickets may be distributed to City Officials under any of the following conditions:
1. The City Official reimburses the City for the face value of the Ticket(s).
  2. The City Official treats the Ticket(s) as income consistent with applicable federal and state income tax laws.
  3. The distribution of the Ticket(s) to, or at the behest of the City official accomplishes a governmental and/or public purpose, including but not limited to any of the following:
    - a. The performance of a ceremonial role or function by a City Official on behalf of the City at an event.
    - b. The official duties of the City Official require his or her attendance at the event.
    - c. Promotion of intergovernmental relations and/or cooperation 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 Citrus Heights residents.
    - e. Promotion of City initiated, sponsored or supported community programs or events.
    - f. Promoting, supporting and/or showing appreciation for programs or services rendered by charitable and non-profit organization benefitting Citrus Heights residents.
    - g. Promotion of business activity, development, and/or redevelopment within the City.
    - h. Promotion of City tourism.
    - i. Increasing public awareness of the various recreational, cultural, and educational venues and facilities available to the public within the City.
    - j. Attracting and/or rewarding volunteer public service.
    - k. Encouraging or rewarding significant academic, athletic, or public service achievements by Citrus Heights students, residents or businesses.
    - l. Attracting and retaining highly qualified employees in the City service.
    - m. Recognizing or rewarding meritorious service by a City employee.

- n. Promoting enhanced City employee performance or morale.
  - o. Recognizing contributions made to the City by former City Council Member or City employees.
- F. Disclosure Requirements.
1. This Policy shall be posted on the City's website in a prominent fashion.
  2. Tickets distributed pursuant to this Policy shall be disclosed on a form provided by the FPPC and posted on the City's website in a prominent fashion within thirty (30) days from the date the Tickets are received by, or distributed at the behest of, a City Official. The disclosure form 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 the organization and number of tickets provided to the organization in lieu of posting the names of each recipient;
    - b. A description of the event;
    - c. The date of the event;
    - d. The face value of the Ticket;
    - e. The number of Tickets provided to each person;
    - f. If the Ticket was distributed at the behest of a City Official, the name of the City Official who made the behest; and
    - g. A description of the public purpose(s) furthered by the Ticket distribution, or, alternatively, that the City Official is treating the Ticket as income.
  3. Tickets distributed by the City for which the City receives reimbursement from the City Official as provided under Section E(1) above shall not be subject to the disclosure provisions of Section F(2).

Adopted 7/11/2013