

TICKET DISTRIBUTION AND DISCLOSURE POLICY

This policy is adopted pursuant to section 18944.1 of the Title 2 of the California Code of Regulations as the written ticket distribution policy for every agency. This chapter governs the distribution of tickets and passes by all agencies and supersedes any ticket distribution policy of procedures adopted by any agency.

Application of Policy

This Policy applies to tickets which provide admission to a facility or event for an entertainment, amusement, recreational or similar purposes, 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.

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.

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).

“City” or “City of Hanford” shall mean and include the City of Hanford, the Hanford City Council, and any departments, boards and commissions thereof.

“City Official” means every member, officer, employee or consultant of the City of Hanford, as defined in Government Code Section 82048 and FPPC Regulation 18701. Such term shall include, without limitation, any City board or commission member or other appointed official or employee required to file an annual Statement of Economic Interests (FPPC Form 700).

“Immediate family” means the spouse and dependent children.

“Ticket” means anything that provides access, entry, or admission to a specific facility or a specific future event, show, or performance for an entertainment, amusement, recreational, or similar purpose if similar tickets are sold or provided to the public to view, listen to, or otherwise take advantage of the attraction or activity. A ticket includes any benefits that the ticket provides. A ticket may be acquired pursuant to the terms of a contract, obtained because the City controls the event, purchased by the City, received from an agency, or received from an outside source.

General Provisions

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.

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.

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.

Ticket Administrator.

The City Manager shall be the Ticket Administrator for purposes of implementing the provisions of this policy.

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. All requests for tickets which fall within the scope of this policy shall be made in accordance with the procedures established by the Ticket Administrator.

The Ticket Administrator shall determine the face value of tickets distributed by the City.

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 in accordance with this policy.

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:

- 1) The City Official Reimburses the City for the face value of the ticket(s).
 - (a) Reimbursement shall be made at the time the ticket(s) is/are distributed to the City Official.
 - (b) The Ticket Administrator shall, in his or her sole discretion, determine which event tickets, if any, shall be available under this section.
- 2) The City Official treats the ticket(s) as income consistent with applicable federal and state income tax laws.
- 3) The City Official uses, or behests, such ticket(s) for one or more of the following public purposes:
 - (a) Performance of a ceremonial role or function representing the City at the event, for which the City Official may receive enough tickets for the City Official and each member of his or her immediate family.

- (b) The job duties of the City Official require his or her attendance at the event, for which the City Official may receive enough tickets for the City Official and each member of his or her immediate family.
- (c) Economic or business development purposes on behalf of the City.
- (d) Intergovernmental relations purposes, 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.
- (e) Attracting or rewarding volunteer public service.
- (f) Supporting and/or showing appreciation for programs or services rendered by non-profit organizations benefiting Hanford residents.
- (g) Encouraging or rewarding significant academic, athletic, or public service achievements by Hanford students, residents or businesses.
- (h) Attracting and retaining highly qualified employees in City service, for which such employee may receive no more than four (4) tickets per event.
- (i) As special recognition or reward for meritorious service by a City employee, for which such employee may receive no more than four (4) tickets per event.
- (j) For use in connection with a City employee competition or drawing, for which there shall be made available no more than (4) tickets per event.
- (k) Recognition of contributions made to the City by former City Council

Members or City Executive Managers, for which such former City Council Member or Executive Manager may receive no more than (4) tickets per event.

Tickets Distributed at the Behest of a City Official

Only the following City Officials shall have authority to distribute tickets: City Council Members, the City Manager, and Department Heads.

Tickets shall be distributed at the behest of a City Official only for one or more public purposes set forth herein.

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.

Disclosure Requirements

Tickets distributed by the City to any City Official either i) which the City Official treats as income, or ii) for one or more public purposes described above, shall be posted on a form provided by the FPPC in a prominent fashion on the City's website within thirty (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 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 such behest; and
- (g) a description of the public purpose(s) under which the distribution was made, or, alternatively, that City Official is treating the ticket as income.

Tickets distributed by the City for which the City receives reimbursement from the City Official as provided under the section above shall not be subject to the disclosure provisions stated above.