

**City of Los Alamitos**  
**Administrative Regulation**

Regulation:	1.15	 Bret M. Plumlee, City Manager
Title:	Ticket Handling Policy	
Authority:	City Council Resolution 2018-30	
Date:	November 19, 2018	

**1. PURPOSE:** To ensure that Tickets provided to the City by any third party or purchased or obtained directly by the City are distributed to City Officials in furtherance of a governmental and/or public purpose as required under Fair Political Practice Commission (FPPC) Regulation 18944.1 and this Policy.

To ensure that Tickets distributed by the City under FPPC Regulation 18944.1 and this Policy are disclosed on FPPC Form 802 and posted to the City's website within thirty days of distribution.

**2. APPLICATION OF POLICY:** This Policy shall only apply to the City's distribution of Tickets to, or at the behest of, a City Official. The City will determine at its sole discretion who uses the Ticket.

**2.1 Types of Tickets**

Tickets covered by this Policy include those that are gratuitously provided to the City by an outside source; acquired by the City by purchase; or acquired by the City as consideration pursuant to the terms of a contract for the use of a City venue, or the use of a venue incorporating services provided by the City.

**2.2 Policy Applicable to Tickets Only**

This Policy shall only apply to the City's distribution of Tickets. 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. This includes food, beverage or a gift provided to a City Official at an event that is not included in the fair market value of the Ticket.

**3. EXEMPTIONS TO POLICY:** A Ticket is not subject to this Policy if: (1) the City Official reimburses the City for the full face value of the Ticket; (2) the City Official treats the Ticket as income consistent with applicable state and federal income tax laws, and the City reports the distribution of the Ticket as income to the official in compliance with the regulations set forth by the FPPC; or (3) the Ticket is provided to a City Official for his/her admission to an event at which the City Official performs a ceremonial role or function on behalf of the City. 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.

## **4. DEFINITIONS**

- 4.1 "City" shall mean and refer to the City of Los Alamitos, and any departments, legislative body, boards, commissions and committee thereof.
- 4.2 "City Official" 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 amended from time to time. Such term shall include, without limitation, any City Council, commission or committee 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 "Policy" shall mean and refer to this Ticket Handling Policy.
- 4.5 "Ticket" or "Tickets" shall mean and refer to a "ticket or pass" as those terms are defined in FPPC Regulation 18946, and which is used solely for admission to a facility, event, show or performance for an entertainment, amusement, recreational, or similar purpose provided by the City to, or at the behest of, a City Official.

## **5. GENERAL PROVISIONS**

### **5.1 Ticket Distribution Public Purposes**

The City may accomplish one or more of the following governmental and/or public purposes through the distribution of Tickets to, or at the behest of, a City Official. The following list is illustrative rather than exhaustive:

- Promotion of business activity within the City.
- Promotion of City-owned businesses.
- Promotion of community resources available to City residents, including charitable and non-profit organizations.
- Promotion of City resources available to City residents.
- Promotion of community programs available to City residents, including charitable and non-profit organization programs.
- Promotion of City-run, sponsored or supported community programs.
- Promotion of private facilities available for City resident use, including the facilities of charitable and non-profit organizations.
- Promotion of City growth and development.
- Promotion of City tourism on a local, state, national or worldwide scale.
- Promotion of City recognition, visibility, and/or profile on a local, state, national or worldwide scale.
- Promotion of open government by City Official appearances,

participation and/or availability at business and/or community events.

- Increasing public exposure to, and awareness of, the various public recreational, cultural, and education facilities available to the public within the City.
- Promoting the improvement of intergovernmental relations by encouraging the members of the City Council and City Staff to attend functions and events with the public officials of other entities, thereby fostering an open dialogue and better understanding of intergovernmental issues.

## **5.2 Public Purpose Requirement**

The distribution of any Ticket by the City to, or at the behest of, a City official shall accomplish a governmental and/or public purpose.

## **5.3 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.

## **5.4 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.

## **5.5 Transfer Prohibition**

The transfer by any City Official of any Ticket distributed to such City Official pursuant to this Policy to any other person, except to members of the City Official's immediate family, or no more than one guest solely for their attendance at the event, is prohibited.

- 6. TICKET ADMINISTRATOR:** For the purpose of implementing this policy, and completing and posting the FPPC California Form 802, the City Council delegates the authority to the City Manager or his/her designee.

## **7. DISCLOSURE REQUIREMENTS**

### **7.1 Website Posting**

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

### **7.2 FPPC Form 802**

Tickets distributed by the City to any City Official shall be disclosed on Form 802 provided by the FPPC in a prominent fashion on the City's website within thirty (30) days after distribution. The completed Form 802 must contain the following information:

- a) The name of the person receiving the Ticket;
  - i. If the Tickets are distributed to an outside organization, the City must post

the name, address, description of the organization, and the number of Tickets provided to the organization in lieu of posting the names of each individual from the organization.

- ii. If the Tickets are distributed to a City Official, other than a City Council, commission or committee member or other appointed official, the City Clerk may post the name of the department or other unit of the City and the number of Tickets provided to the department or other unit in lieu of posting the name(s) of the individual employee(s).
- 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 is behested, the name of the official who behested the Ticket; and
  - g) A description of the public purpose under which the distribution was made or, alternatively, that the Ticket was distributed as income to the official.

## **6. REFERENCE(S)**

### **6.1 FPPC Regulation 18944.1**

Gifts: Agency Provided Tickets or Passes

### **6.2 FPPC Form 802**

Agency Report of: Ceremonial Role Events and Ticket/Pass Distribution