

**CITY OF RANCHO CORDOVA
TICKETS AND PASSES DISTRIBUTION POLICY**

I. Purpose

This policy governs the distribution of tickets and passes donated or given to the City. This policy is established in accordance with Section 18944.1 of the Fair Political Practices Commission (FPPC) Regulations, which sets forth the circumstances under which the City's distribution of tickets or passes to a City official does not result in a gift to the individual official.

II. Application of Policy

This Policy applies to the distribution of all tickets or passes received by the City that provide admission to a facility, event, show, or performance for an entertainment, amusement, recreational or similar purpose.

III. Definitions

Unless otherwise expressly provided in this Policy, terms in this Policy shall have the same meaning as that ascribed to such terms in the Political Reform Act (Government Code Sections 81000 et seq., as it may be amended from time to time) and the FPPC Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as they may be amended from time to time.)

"City" shall mean the City of Rancho Cordova.

"City official" means every elected official or employee of the City of Rancho Cordova, as defined in Government Code Section 82048 and FPPC Regulation 18700.

"City venue" means any facility owned, controlled or operated by the City of Rancho Cordova.

"Immediate family" means spouse, registered domestic partner and dependent children.

"Ticket" means "ticket or pass" and includes anything that provides an admission privilege to an event or function and for which similar tickets or passes are offered for sale to the public. If other benefits, such as food, beverages or other items, are provided to the City official at the event and such benefits are not included as part of the admission to the event, those benefits are not covered by this Policy.

IV. Procedures for Distribution

A. Tickets received by the City from an outside source without designation as to the specific City official who may use the tickets shall be forwarded to the City Manager or designee. The City Manager or designee shall determine the face value of the tickets, the individuals who may use them, and report their distribution as provided in Section VII.

B. The City Manager shall have the authority, in his or her sole discretion, to establish procedures for the distribution of tickets and passes 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.

V. Public Purpose

The distribution of any ticket by the City to, or at the behest of, a City official must accomplish a "public purpose" of the City. The public purposes to be accomplished by the distribution of tickets or passes by the City include, but are not limited to:

- 1) To obtain oversight of facilities or events that have received City funding or support;
- 2) To review facilities or events that may require City funding or support in the near future or to gather information about the operation of a facility similar to one presently or potentially operated by the City;
- 3) To promote local and regional businesses, community programs, economic development and tourism within the City;
- 4) To attend a community event in which the City is a participant;
- 5) To attend an event, activity or program sponsored by the City;
- 6) To promote intergovernmental relations, including but not limited to, attendance at an event with, or by, elected or appointed public officials from other jurisdictions, their staff and their guests;
- 7) To promote public and private facilities available for City resident use;
- 8) To support and/or show appreciation for community and nonprofit programs or services that benefit City residents;
- 9) To encourage or recognize significant academic, athletic, or public achievements by City students, residents, or businesses;
- 10) To reward City employees and community members for his or her exemplary service to the public;
- 11) To promote City growth and development, including economic development and job creation opportunities;
- 12) To promote open and accessible government by appearances or participation of City Officials at business and community events;
- 13) To promote employment retention, including enhancement of employee morale;
- 14) To promote City recognition, visibility, and/or profile on a local, state, national or worldwide scale;
- 15) To comply with all written contracts where the City as a form of consideration has required that a certain number of tickets or suites be made available for City use.

VI. Prohibited Transfer of Ticket

A City Official may not transfer any ticket distributed to themselves pursuant to this Policy, to any other person, except to members of the City official's immediate family, which shall be solely for that immediate family member's personal use.

VII. Ticket Reporting and Disclosure Requirements

Tickets distributed by the City to a City official shall be documented in a completed FPPC Form 802. The completed Form 802 shall be filed with the City Clerk and posted on the City's website in a prominent fashion within 30 days after the distribution.

Such postings shall include the following information and any other information that may be required by the FPPC:

1. 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;
2. A description of the event;
3. The date of the event;
4. The face value of the ticket;
5. The number of tickets provided to each person or organization;
6. If the ticket was distributed at the behest of a City official, the name of the City official who made such behest; and
7. A description of the public purpose(s) under which the distribution was made, or, alternatively, that the City official is treating the ticket as income.

A Form 802 posted to the City's website shall be maintained on the City's website for a period of not less than four years.

VIII. Alternatives to Policy

As an alternative to complying with Sections III and IV of this Policy, a City official may treat the ticket or pass as income to the City official, consistent with applicable state and federal income tax laws, and the City reports the distribution of the ticket or pass as income to the City official in compliance with Section VII of this Policy.