

**City of Lancaster**  
**Administrative Policies and Procedures Manual**

Subject		Effective Date	
<b>Ticket Distribution and Reporting Policy</b>		November 10, 2009 <b>Rev. August 12, 2014</b>	
Index: Administration	Supersedes	Staff Contact	Pages
Number: 100-03	N/A	M. Bozigian	4

1.0 Purpose

To establish a policy regarding distribution and reporting of tickets which provide admission to a facility or event for an entertainment, amusement, recreational or similar purpose.

1.1 It is important to the local economy and is in the public interest to promote, support, and encourage attendance at events held at various facilities in the City, including but not limited to City-owned venues such as the Lancaster Performing Arts Center and the Lancaster Municipal Stadium.

1.2 The following public purposes are furthered through distribution of tickets in accordance with this policy:

- a) Promoting and supporting City employee morale;
- b) Rewarding or recognizing meritorious service by a City employee;
- c) Attracting and retaining highly qualified City employees;
- d) Promoting and encouraging attendance at and use of City-owned facilities;
- e) Supporting City-sponsored or City-run events, activities and programs;
- f) Rewarding or recognizing the service of local members of the armed forces;
- g) Rewarding and promoting service to the community by local charitable, religious, educational, fraternal and civic organizations;
- h) Promoting and supporting local events by ensuring attendance by City representatives as well as local business owners, teachers, health care professionals and other community leaders;
- i) Rewarding and/or encouraging academic, athletic, artistic or public service achievements by City students, residents, and businesses;
- j) Encouraging and rewarding volunteerism;
- k) Promoting strong intergovernmental relations through attendance at local events by officials and staff of other jurisdictions;
- l) Promoting economic development;
- m) Attracting and retaining businesses in the City;
- n) Promoting City tourism;
- o) Promoting civic pride.

- 1.3 This policy applies to tickets which provide admission to a facility or event for entertainment, amusement, recreational or similar purpose and are:
  - a) For a City-controlled or sponsored event;
  - b) Gratuitously provided to the City by an outside source, and not earmarked by that source for a particular City Official;
  - c) Acquired by the City as consideration pursuant to the terms of a contract for the use of a City venue; or
  - d) Acquired by the City by purchase at fair market value.

## 2.0 Organizations Affected

Lancaster City Council  
Lancaster Successor Agency  
Lancaster Planning Commission  
Lancaster Housing Authority  
Lancaster Neighborhood Vitalization Commission  
Lancaster Criminal Justice Commission  
Lancaster Architectural and Design Commission  
Lancaster Human Relations Tapestry Commission  
All City Departments/Divisions

## 3.0 References

Cal. Government Code, Sections 82048 and 82019  
FPPC Regulations, Sections 18701, 18942, 18942.3, and 18944.1

## 4.0 Definition of Terms

- 4.1 "City" shall mean the City of Lancaster.
- 4.2 "City Official" shall mean and refer to the City's "public officials," meaning every member, officer, employee or consultant of the City of Lancaster, Lancaster Successor Agency, Lancaster Planning Commission, Lancaster Housing Authority, Lancaster Neighborhood Vitalization Commission, Lancaster Criminal Justice Commission, Lancaster Architectural and Design Commission, and Lancaster Human Relations Tapestry Commission, as defined by Government Code Sections 82048 and 82019 and FPPC Regulation Section 18701, as these sections are amended from time to time.
- 4.3 "FPPC" shall mean the California Fair Political Practices Commission.
- 4.4 "Ticket" shall mean 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 to a facility, event, show or performance for an entertainment, amusement, recreational, or similar purpose.

4.5 "Ticket Administrator" shall mean the City Manager or designee who shall be responsible for implementing the provisions of this policy.

## 5.0 Policy

### General Provisions:

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 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.

5.3 Prohibition against Transfer of Tickets: No official receiving Tickets in accordance with this policy shall transfer any Ticket or pass distributed pursuant to this policy to any other person, except to members of the official's immediate family solely for their personal use.

## 6.0 Procedure

6.1 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.

6.2 The Ticket Administrator may distribute Tickets to a City Official, for himself/herself and his/her family or one guest, under the following circumstances:

- a) The City Official reimburses the City for the face value of the Tickets;
- b) The City Official treats the Tickets as income consistent with applicable state and federal income tax laws and the City reports the distribution of the Tickets as income pursuant to Section 6.5 of this policy;
- c) The City Official will perform a ceremonial role on behalf of the City at the event;
- d) The City Official attends the event as part of his/her job duties to assist an Official who is performing a ceremonial role at the event;
- e) The distribution of the Tickets to a City Official furthers one of the public purposes set forth in Section 1.2 of this policy.

- 6.3 Tickets may be distributed at the behest of the following City Officials, provided that the distribution furthers one of the public purposes set forth in Section 1.2 of this policy and the behesting City Official does not use one of the Tickets so distributed:
- a) Mayor;
  - b) City Council members;
  - c) City Manager;
  - d) Deputy City Manager;
  - e) Department heads.
- 6.4 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.
- 6.5 Disclosure Requirements: Tickets distributed by the City to any City Official shall be reported on a form provided by the FPPC within thirty (30) days after distribution. Such reporting shall use FPPC California Form 802 or such alternate form as from time to time the FPPC may designate, and in accordance with the reporting requirements specified under FPPC Regulation Section 18944.1(d). The City shall maintain the form as a public record, and a copy shall be forwarded to the FPPC for posting on its website.

Such reporting 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.

If the Tickets are distributed to a Department for use by City employees, pursuant to one of the public purposes set forth in Section 1.2 of this policy, the City may report the name of the Department and the total number of Tickets provided to the Department in lieu of posting the name of the individual employee(s).

  
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Mark V. Bozigian, City Manager

August 12, 2014  
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Date