

**CITY OF GRASS VALLEY ADMINISTRATIVE
POLICIES AND PROCEDURES**



Number: _____
Effective Date: 10/22/2024
Revised: _____
Authority: Council
City Administrator: City Manager

SUBJECT: Ticket and Pass Distribution Policy

- I. PURPOSE** To ensure all tickets and passes distributed by the City to an official of the City, or at the behest of an official of the City, are issued in furtherance of public purposes of the City as required under Section 18944.1 of the Regulations of the Fair Political Practices Commission (“FPPC”).

- II. POLICY:** The City’s distribution of any Ticket or Pass to a City Official, or at the request of a City Official, for which no consideration of equal value is provided by the City Official, must further or accomplish a public purpose set forth herein and be reported in accordance with the procedures set forth below.

- III. DEFINITIONS:**
 - A. City Official:** Every official, officer, agent and employee of the City who is obligated to file an annual Statement of Economic Interests (FPPC Form 700) under the Political Reform Act or the City’s current conflict of interest code.
 - B. FPPC Regulations:** The Fair Political Practices Commission regulations contained in Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as the same may be amended from time to time.
 - C. Ticket:** Anything that provides access, entry, or admission to a specific future event or function and for which similar Tickets are sold to the public to view, listen to, or otherwise take advantage of the attraction or activity for which the Ticket is sold and includes any benefits that the Ticket provides.
 - D. Pass:** A Ticket that provides repeated access, entry, or admission to a facility or series of events and for which similar Passes are sold to the public.

- IV. PUBLIC PURPOSES:** The City may provide a Ticket or Pass to a City Official for any of the following City purposes, provided the City Manager or designee thereof determines that providing the Ticket or Pass actually benefits the City by accomplishing one or more of the following:
 - A.** Promotion of City-controlled or sponsored events, activities, or programs, including conventions and conferences.
 - B.** Promotion of community programs and resources available to City employees, including nonprofit organizations and youth programs.
 - C.** Highlighting the achievements of City officials, employees, or stakeholders.
 - D.** Promotion of private facilities available to City residents, including charitable and nonprofit facilities.
 - E.** Promotion of public facilities available to City employees.
 - F.** Promotion of City growth and development, including economic development and job creation opportunities.

- G. Promotion of special events conducted pursuant to a contract to which the City is party.
- H. Promotion of the City on a local, regional, state, or national scale.
- I. Promotion of open government by participation of public officials at business or community events.
- J. Implementation of written contracts under which Tickets or Passes are required to be made available for City use.
- K. Furtherance of employment retention programs or to support general employee morale, retention, or to reward public service, provided the Ticket or Pass is not distributed to City Councilmembers, the City Manager, political appointees, or department heads for their personal use.
- L. Furtherance of special outreach programs for veterans, teachers, emergency services, and other civil service occupations.
- M. To reward a City staff member for contributions to the City or community.
- N. Any similar purpose stated in any City contract or by resolution of the City Council.

V. PROCEDURE:

- A. Within 30 days of adoption or amendment of this Policy, the Policy shall be posted on the City's website and a link to the website that displays City's Policy shall be e-mailed to the FPPC in order for the FPPC to post the link on its website.
- B. Within 45 days of distribution of a Ticket or Pass, the City must report the distribution on FPPC Form 802 containing the information required to be reported under Regulation 18944.1(d); post the Form 802 on the City's website; and e-mail a link to the website that displays the City's Form 802s to the FPPC in order for the FPPC to post the link on its website.

VI. GUIDELINES:

- A. This Policy and the City's Form 802s are public records and are subject to inspection and copying under Government Code section 81008.
- B. This Policy does not apply to the following:
 - i. *Other Items of Value.* Any other item of value provided to City or any City Official such as food, beverages, or other items, regardless of whether received gratuitously or for which consideration is provided.
 - ii. *Sources Other than City.* Tickets or Passes provided by sources other than the City.
 - iii. *Taxable Income.* A Ticket or Pass received by a City Official from the City where both the City Official and City treat and report the value of the Ticket or Pass as taxable income consistent with applicable state and federal income tax laws and the Ticket is reported as income.
 - iv. *Reimbursement.* A Ticket or Pass distributed by the City to a City Official if such City Official pays to City the fair value of the Ticket within 30 days of receipt.
 - v. *Ceremonial Roles.* A Ticket provided to a City Official so that the City Official may perform a ceremonial role on behalf of the City or as part of

their job duties to assist the official performing the ceremonial role as provided by Section 18942(a)(13) of the FPPC Regulations.

- C.** The distribution of Tickets or Passes pursuant to this Policy shall not constitute a “gift” to the City Official receiving the Ticket; however, other benefits, such as food or beverage or other gifts provided to the City Official that are not given to the general public as part of the Ticket or Pass admission, will need to be accounted for as gifts.
- D.** If the City receives complimentary Tickets or Passes that are earmarked for particular City Officials, then the Tickets or Passes are considered gifts to that particular City Official. If these Tickets or Passes are not returned unused to the provider within thirty (30) days of receipt, then the City Official must comply with the applicable FPPC gift limit regulations and reporting regulations.
- E.** Tickets or Passes distributed to a City Official pursuant to this Policy must not be transferred to any other person except to members of such City Official’s immediate family (spouse, registered domestic partner, or dependent children) solely for their personal use, which personal use may include no more than one guest accompanying the City Official or their immediate family member.
- F.** No person who receives a Ticket or Pass pursuant to this Policy may sell or receive reimbursement for the value of such Ticket or Pass. If a City Official transfers a Ticket or Pass received from the City to another person, as opposed to returning the ticket to the City for redistribution or as provided in subsection E above, then the value of the transferred Ticket(s) or Pass(es) shall constitute a gift and shall be reportable as provided by the regulations of the FPPC.
- G.** Any City official may refrain from using or return any Ticket or Pass to the City.
- H.** The City delegates the authority to distribute any Ticket and Pass under this Policy to the City Manager or their designee. Such authority includes the power to distribute a Ticket to the City Manager provided that doing so is otherwise consistent with this Policy. The City Manager shall have the authority, in their sole discretion, to establish procedures for the distribution of Tickets or Passes in accordance with this Policy. Tickets and Passes must not be distributed disproportionately to City Councilmembers, the City Manager, political appointees, or department heads.

VII. RESPONSIBILITY FOR REVIEW: The City Manager will review this policy at least every 5 years.