

## CITY OF WEST SACRAMENTO

**ADMINISTRATIVE POLICY**

NUMBER: I-D-4

DATE: August 1, 2000  
Revised: August 1, 2005  
Revised: April 1, 2009  
Revised: January 1, 2013

**SUBJECT: EMPLOYEE USE OF PASSES OR TICKETS**

AUTHORITY: City Council

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### **PURPOSE**

The purpose of this policy is to specify the general conditions and procedure for distribution of passes and/or tickets to entertainment venues received by the City. This policy applies, but is not limited to, tickets to Sacramento River Cats home games provided pursuant to the City's Local Baseball Agreement (LBA) and other Raley Field events. Additionally, this policy ensures that all passes or tickets are distributed in furtherance of a governmental and/or public purpose, in compliance with FPPC Regulation 18944.1.

### **POLICY**

"City Manager" means City Manager or his/her designee.

"Public Official" means Mayor or member of the City Council, Mayoral appointed Board Member or Commissioner, Council appointed member to an ad hoc committee or advisory group and City employees.

"Ticket or Pass" means admission to a facility, event, show, or performance for an entertainment, amusement, recreational, or similar purpose.

This policy applies to tickets or passes that have been:

1. Gratuitously provided to the City by an outside source;
2. Acquired by the City by purchase;
3. Acquired by the City as consideration pursuant to the terms of a contract; or
4. Acquired by the City in any other manner; and
5. For which no consideration of equal or greater value is being provided by the City official. Consideration of equal or greater value is deemed to be the face value of the ticket or pass. If the ticket or pass does not have a face value stated or states something to the effect of "complimentary" or "promotional," then the City Manager or his/her designee shall set the value based on the reasonable cost for attendance at such an event for which the ticket or pass is being provided.

### **Exception to Policy**

Tickets or passes provided to public officials as part of their official duties, or tickets provided so that the City official may perform a ceremonial role or function on behalf of the City shall not be subject to this policy. This also applies to spouses, domestic partners or dependent children, including foster children who may be accompanying the public official to the event. These tickets or passes are exempt from any disclosure or reporting requirements.

Tickets provided directly to public officials shall be reported as a gift in compliance with FPPC regulations and Administrative Policy I-D-8.

Employees may also reimburse the City for the face value of the ticket. The City will still be subject to the reporting requirements noted below.

### **City Manager Authority**

The City Council has delegated authority to the City Manager or his/her designee to distribute any tickets or passes in accordance with this policy.

### **Public or Governmental Purpose**

City acquired ticket or passes that are distributed to, or at the request of a City official, must be in furtherance of one or more of the following governmental or public purposes:

- A. Promotion of local and regional businesses, economic development and tourism activities within the City, including conventions and conferences.
- B. Promotion of City sponsored and community programs and resources available to City residents, including non-profit organizations and youth programs.
- C. Marketing programs highlighting the achievements of local residents and businesses.
- D. Promotion of public facilities available for City resident use.
- E. Promotion of special events in accordance with any City contract.
- F. Exchange programs with foreign officials and dignitaries.
- G. Promotion of City recognition, visibility, and/or profile on a local, state, national, or worldwide scale.
- H. 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.
- I. Encouraging or rewarding significant academic, athletic, or public or volunteer service achievements by City students, residents or businesses.
- J. Attracting and retaining highly qualified employees in the City service.
- K. Recognizing or rewarding exemplary service by a City employee or retiree.

Spouses, domestic partners, dependent children, including foster children of City officials may also receive tickets in order to accompany the City official to an event that meets the criteria noted above.

### **Return of Tickets/Passes**

Any City official or spouse, registered domestic partner or dependent child of a City official may return an unused ticket or pass to the City for redistribution pursuant to this policy.

### **Prohibition**

Under no circumstances may either the public official or his/her spouse, domestic partner, or dependent child sell or further transfer any ticket or pass provided under this policy.

### **Website Posting**

This policy shall be posted on the City's website in a prominent fashion and a link to website shall be provided to FPPC.

### **Website Disclosure**

The distribution of tickets or passes pursuant to this policy shall be posted on the City website in a prominent fashion within 45 days after the ticket distribution and shall include all information required by FPPC Section 18944.1. All postings shall use FPPC Form 802 as amended. These

forms shall be posted for seven years and may be removed at the City's discretion anytime thereafter. Tickets or passes distributed during 2012-2015 were reported on Form 802 and forwarded to the FPPC for posting on their website.

## **PROCEDURE**

### **Tickets Received Pursuant to Local Baseball Agreement**

Pursuant to the Local Baseball Agreement (LBA) executed on April 13, 1999, between the City of West Sacramento (City), West Sacramento Redevelopment Agency (Agency) and Sacramento River Cats, the Sacramento River Cats agreed to provide to the City and Agency 750 tickets a year to promote economic development. The 750 economic development tickets are allocated evenly among all home games. A block of at least ten economic development seats per game is available.

The Sacramento River Cats also provide the City with 1500 ticket vouchers per year for honor underprivileged students in West Sacramento. The LBA provides that the distribution of said tickets shall be solely with the control and discretion of City and Agency.

**A. Economic Development Tickets:** As a general rule, economic development tickets are only to be used as a marketing tool. City and Agency staff and elected officials engaged in economic development work may make use of them to promote the city to their qualified guests. Priority for these tickets will be given to the business recruitment and retention effort. Qualified guests include, but are not limited to, the following groups of individuals:

1. Representatives of companies targeted for economic development recruitment.
2. Representatives of large and small companies targeted for retention in the City of West Sacramento.
3. Employees of companies or organizations involved in business recruitment, retention or economic development efforts.
4. Other individuals who directly or indirectly further the goals of the city's economic development program, including but not limited to, efforts and programs to encourage the patronage of local businesses.

The City Manager will develop an internal procedure to ensure that the tickets are used for their intended purpose.

The City Manager will maintain a database of available economic development tickets and their use. Departments requesting use of the economic development tickets for one of the purposes noted above will make a request to the City Manager by providing the information required by Parts 3 & 4 of FPPC Form 802.

In the event that the tickets are not being used for economic development purposes, they will be made available for use to further any of the public or governmental purposes specified in this policy. All distributed tickets will be recorded on FPPC Form 802 by City Manager's Office staff and posted to the City's website within 30 days of distribution.

**B. Student Tickets:** The 1500 student ticket vouchers are forwarded to the Washington Unified School District where they are managed and distributed to honor and underprivileged students based on the District's criteria. These tickets will be recorded on FPPC Form 802 by City Manager's Office staff and posted to the City's website within 30 days of distribution.

Every year, prior to the start of the season the District's criteria for distribution will be reviewed by the members of the City/School 2x2. In the event that the City appointees do not believe the criteria meets the intent of the Council for use of these tickets, the matter shall be discussed and hopefully resolved at the 2x2. If the parties are unable to reach resolution, the matter shall be returned to the City Council for further discussion.

**Other Tickets or Passes that May Be Received/Distributed**

Miscellaneous tickets that are determined to meet a defined government purpose will be distributed in a manner that pairs the specific event to an appropriate purpose.

**ATTACHMENT**  
FPPC Form 802

# Agency Report of: Ceremonial Role Events and Ticket/Pass Distributions

A Public Document

## 1. Agency Name

Date Stamp

California Form **802**

For Official Use Only

Division, Department, or Region (if applicable)

Designated Agency Contact (Name, Title)

Area Code/Phone Number

E-mail

Amendment (Must Provide Explanation in Part 3.)

Date of Original Filing: \_\_\_\_\_  
(month, day, year)

## 2. Function or Event Information

Does the agency have a ticket policy? Yes  No  Face Value of Each Ticket/Pass \$ \_\_\_\_\_

Event Description: \_\_\_\_\_ Date(s) \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Provide Title/ Explanation*

Ticket(s)/Pass(es) provided by agency? Yes  No  If no: \_\_\_\_\_  
*Name of Source*

Was ticket distribution made at the behest of agency official? Yes  No  If yes: \_\_\_\_\_  
*Official's Name (Last, First)*

## 3. Recipients

• Use Section A to identify the agency's department or unit. • Use Section B to identify an individual. • Use Section C to identify an outside organization.

A. Name of Agency, Department or Unit	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy
B. Name of Individual (Last, First)	Number of Ticket(s)/ Passes	Identify one of the following:
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
C. Name of Outside Organization (include address and description)	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy

## 4. Verification

I have read and understand FPPC Regulations 18944.1 and 18942. I have verified that the distribution set forth above, is in accordance with the requirements.

Signature of Agency Head or Designee

Print Name

Title

(month, day, year)

Comment: \_\_\_\_\_

This form is for use by all state and local government agencies. The form identifies persons that receive admission tickets and passes and describes the public purpose for the distribution. This form was prepared by the Fair Political Practices Commission (FPPC) and is available at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### General Information

FPPC Regulation 18944.1 sets out the circumstances under which an agency's distribution of tickets to entertainment events, sporting events, and like occasions would not result in a gift to individuals that attend the function. In general, the agency must adopt a policy which identifies the public purpose served in distributing the admissions. The Form 802 serves to detail each event and the public purpose of each ticket distribution. FPPC Regulation 18942 lists exceptions to reportable gifts, including ceremonial events, when listed on this form.

When the regulation procedures are followed, persons, organizations, or agencies who receive admissions are listed on a Form 802. Agency officials do not report the admissions on the official's Statement of Economic Interests, Form 700, and the value of the admission is not subject to the gift limit.

The Form 802 also informs the public as to whether the admissions were made at the behest of an agency official and whether the behested tickets were provided to an organization or to specific individuals.

### Exception

FPPC This form is not required for admission provided to a school or university district official, coach, athletic director, or employee to attend an amateur event performed by students of that school or university.

### Reporting and Public Posting

**Ticket Distribution Policies:** An agency must post its ticket policy on its website within 30 days of adoption or amendment and e-mail a link of the website location to FPPC at [form802@fppc.ca.gov](mailto:form802@fppc.ca.gov).

**Form 802:** The use of the ticket or pass under the policy must be reported on Form 802 and posted on the agency's website within 45 days of distribution. A link to the website location of the forms must be e-mailed to FPPC at [form802@fppc.ca.gov](mailto:form802@fppc.ca.gov).

The FPPC will post on its website the link to each agency's policy and completed forms. It is not necessary to send an e-mail each time a new Form 802 is posted. It is only necessary to submit the link if the posting location changes.

This form must be maintained as a public document.

### Privacy Information Notice

Information requested by the FPPC is used to administer and enforce the Political Reform Act. Failure to provide information may be a violation subject to administrative, criminal, or civil penalties. All reports are public records available for inspection and reproduction. Direct questions to FPPC's General Counsel.

### Instructions

#### Part 1. Agency Identification:

List the agency's name. Provide a designated agency contact person, their phone number, and e-mail address. Mark the amendment box if changing any information on a previously filed form and include the date of the original filing.

#### Part 2. Function or Event Information:

Confirm that your agency has a policy for ticket distribution. Unless the ceremonial role or income box in Part 3, Section B, is marked, this form is only applicable if your agency has a policy.

Complete all of the other required fields that identify the ticket value, description of event, date(s) and whether the ticket was provided by the agency or an outside source. If an agency official behests the tickets, the official's name is also required. Use the comment field or an attachment to explain in full.

#### Part 3. Ticket Recipients:

This part identifies who uses the tickets. The identification requirements vary depending upon who received the tickets and are categorized into three sections. Each section must list the number of tickets received. Use the comment field or an attachment to explain in full.

**Section A.** Report tickets distributed to agency staff, other than an elected official or governing board member, pursuant to the agency's policy. It is not necessary to list each employee's name, but identify the unit/department for which the employee works. The agency must describe the public purpose associated with the ticket distribution. A reference to the policy is permissible.

**Section B.** Report: 1) any agency official who performs a ceremonial role; 2) any agency official who reports the value as income; or 3) tickets used by elected officials and governing board members (including those distributed pursuant to the agency's policy).

**Section C.** Report tickets provided to an organization. The organization's name, an address (website url is permissible), and a brief description of the public purpose are required.

**Agency Report of:  
Ceremonial Role Events and Ticket/Pass Distributions  
Continuation Sheet**

Agency Name

**3. Recipients**

• Use Section A to identify the agency's department or unit. • Use Section B to identify an individual. • Use Section C to identify an outside organization.

A. Name of Agency, Department or Unit	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy
B. Name of Individual (Last, First)	Number of Ticket(s)/ Passes	Identify one of the following:
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
C. Name of Outside Organization (include address and description)	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy