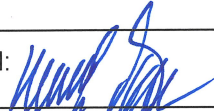


**CITY OF CHICO**  
**Administrative Procedure and Policy Manual**

Subject: CITY OF CHICO TICKETS AND PASSES DISTRIBUTION POLICY		Number: 10-47
		Effective Date:
Department(s) Affected: All Departments		Supersedes:
Authority: The Charter of the City of Chico, Article X. Council Motion: August 1, 2023	File Reference:	
	Approved: 	

**I. PURPOSE**

The purpose of this policy is to ensure that any ticket or pass provided to the City of Chico by any third party or purchased or obtained directly by the City shall be distributed to City Officials in a manner that serves or promotes a public purpose of the City in accordance with Section 18944.1 of the Fair Political Practices Commission (FPPC) Regulations.

**II. DEFINITIONS**

Unless otherwise expressly provided herein, the words and terms used in this Policy shall have the same meaning as that ascribed to such words and terms in the California Political Reform Act of 1974 (Government Code Section 81000 *et seq.*, as the same may from time to time be amended) and the FPPC Regulations (Title 2, Division 6 of the California Code of Regulations, Section 18110 *et seq.*, as the same may from time to time be needed).

1. "City" or "Agency" shall mean and include the City of Chico, and any departments, boards, and commissions thereof.
2. "Official" shall mean and refer to the City's "public officials," including every member, officer, employee, or consultant of the City, as that term is defined by Government Code section 82048 and FPPC Regulation 18701, as may from time to time be amended. Such term shall include, without limitation, any Chico City Council, commission, or committee member or other appointed official or employee required to file an annual Statement of Economic Interests (FPPC Form 700).
3. "Ticket" or "pass" shall mean any ticket or pass that provides admission to a facility, event, show, or performance for entertainment, amusement, recreational or similar purpose.

**III. APPLICATION OF POLICY**

1. This Policy applies to tickets or passes that are:
  - a. Gratuitously provided to the City by an outside source;
  - b. Acquired by the City by purchase;
  - c. Acquired by the City as consideration pursuant to the terms of a contract for the use of a City-owned venue; or
  - d. Acquired and distributed by the City in any other manner.

2. This Policy does not apply to:

- a. A ticket or pass provided to an Official for his or her admission to an event at which the official performs a ceremonial role or function on behalf of the City;
- b. A ticket or pass received by an Official where the official treats the ticket or pass as income inconsistent with the applicable state and federal income tax laws and the ticket is reported in accordance with the FPPC Regulations; or
- c. A ticket or pass for which the Official reimburses the City for the face value of the ticket.
- d. A free pass or discounted travel from transportation companies.

#### **IV. GENERAL PROVISIONS**

1. No Right to Tickets: The use of complementary 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.
2. Limitation on Transfer of Tickets: Tickets distributed to a Chico Official pursuant to this Policy shall not be transferred to any other person, except to members of such official's immediate family (i.e., spouse and dependent children) or no more than one guest solely for their attendance at the event.
3. Prohibition Against Sales 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 the ticket.
4. Implementation of Policy: The City Manager or her designee shall have the authority, in his or her sole discretion, to distribute tickets or passes in accordance with this Policy and to establish related procedures.
5. No Earmarking of Ticket: No ticket or pass gratuitously provided to the City by an outside source and distributed pursuant to this Policy shall be earmarked by the original source for use by a particular City Official.

#### **Ticket Distribution Must Accomplish Public Purpose**

1. The distribution of the tickets or passes to, or at the behest of, a City Official must accomplish a governmental and/or public purpose. The following list of government and/or public purposes the City may accomplish through the distribution of tickets is illustrative rather than exhaustive:
  - a. Facilitating public recognition, support, or award-giving on behalf of the City at an event.
  - b. Facilitating the attendance of a City Official at an event where the job duties of the official require his or her attendance at the event.
  - c. Promotion of intergovernmental relations and/or cooperation and coordination of resources with other governmental agencies, including, but not limited to, attendance at an event with or by elected or appointed public officials from other jurisdictions, their staff members, and their guests.
  - d. Promotion of City resources and/or facilities available to the public.
  - e. Promotion of City-run, sponsored, or supported community programs or events.
  - f. Promotion, supporting and/or showing appreciation for programs or services rendered by charitable and non-profit organizations benefiting the public.

## **Public Disclosure**

1. A record of any ticket or pass distributed pursuant to this Policy must be completed on FPPC Form 802, or such alternative form(s) as from time to time may be designated by the FPPC ("Form 802"). The completed Form 802 must be maintained by the City Clerk, or his or her designee, as a public record and is subject to inspection and copying under California Government Code Section 81008(a).
2. Within 30 days of distributing any ticket or pass pursuant to this Policy, the City Clerk, or his or her designee, shall complete and post the completed Form 802 to the City website or cause to be forwarded to the FPPC, for posting on the FPPC's website. The completed Form 802 must contain the following information:
  - a. The name of the person receiving the ticket or pass;
    1. If the tickets or passes are distributed to an outside organization, the City must post the name, address, description of the organization, and the number of tickets or passes provided to the organization in lieu of posting the names of each individual from the organization.
    2. If the tickets or passes are distributed to a Chico Official, other than an elected official or member of the legislative or governing body of the City, the Agency Head may post the name of the department or other unit of the City and the number of tickets or passes 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 or pass;
  - e. The number of tickets or passes provided to each person;
  - f. If the ticket or pass is behested, the name of the official who behested the ticket; and
  - g. A description of the public purpose under which the distributions were made or, alternative, that the ticket or pass was distributed as income to the official.

## **ENFORCEMENT**

A violation of this Policy may result in prosecution by the Fair Political Practices Enforcement Division for a penalty fine of up to \$5,000 for each violation (Government Code Section 83116). Additionally, any Chico Official who violates this Policy is subject to discipline, including dismissal consistent with the City's personnel rules and applicable civil service laws and regulations (Government Code Section 91003.5).