




**OFFICE OF COUNCIL PRESIDENT TODD GLORIA
CITY OF SAN DIEGO**

M E M O R A N D U M

DATE: March 24, 2014
TO: Honorable City Councilmembers
FROM: Council President Todd Gloria 
SUBJECT: Procedure for Requesting City Tickets

Per Council Policy 700-22 Councilmembers may request tickets for individual events and ask for any number of tickets up to the total number available (26 at Petco Park, 52 at Qualcomm Stadium). Councilmembers may obtain a ticket for themselves and members of his or her immediate family if he/she reimburses the City upon receiving the ticket or declares the ticket as income.

Councilmembers may also request tickets for one or more of the public purposes set forth in Council Policy 700-22. All ticket requests will be processed by Ticket Coordinators representing offices of the Mayor and the Council President using the prescribed ranking system listed within Council Policy 700-22. If ticket requests for the same event exceed the number of tickets available and priority ranking is equal, tickets will be allocated based on time the completed request was emailed to tickets@sandiego.gov, with consideration accorded to City officials with the least amount of prior ticket requests and/or prior issuances.

Councilmembers requesting tickets to be treated as income or for a public purpose are required to complete Form 802, which is provided as an attachment to this memo with instructions for filling out the form. The form is also available on-line at <http://www.fppc.ca.gov/forms/802.pdf>.

To request tickets

- Ticket requests must be submitted **7 business days prior to the event** being held at Petco Park or Qualcomm Stadium (i.e. Padres game, Charger game, soccer game, SDSU game, etc)
- **Email requests to** tickets@sandiego.gov

Subject: Include the venue and event date in subject area of the email

Body: Information on number of tickets needed, proposed recipient(s), and ranking according to the categories described within Council Policy 700-22

Attach: Completed Form 802

(A Form 802 must be completed and attached for all ticket requests unless the Councilmember will be reimbursing the City for face value of the ticket.)

Please feel free to contact my office with any questions about the procedure for ticket requests per Council Policy 700-22. Thank you in advance for your continued cooperation.

Attachments: Council Policy 700-22
Instructions for completing Form 802
Form 802

cc: Honorable Mayor Kevin Faulconer, Mayor
Honorable City Attorney Jan Goldsmith, City Attorney
Liz Maland, City Clerk

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SUBJECT: TICKET POLICY FOR QUALCOMM STADIUM, PETCO PARK AND
OTHER TICKETS PROVIDED TO THE CITY FOR
ENTERTAINMENT PURPOSES
POLICY NO.: 700-22
EFFECTIVE DATE: July 21, 2009

PURPOSE:

To establish a policy in conformance with title 2, section 18944.1 of the California Code of Regulations, as amended by the Fair Political Practices Commission to guide the City of San Diego in the distribution of tickets provided to the City for entertainment purposes.

POLICY:

This policy applies to tickets which provide admission to a facility or event for an entertainment, amusement, recreational or similar purpose, and are either:

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 for the use of a City venue; or
4. acquired and distributed by the City in any other manner.

This policy does not apply to any other item of value provided to the City or any City Official, regardless of whether received gratuitously or for which consideration is provided.

This policy, together with the ticket procedures established herein, shall supersede and replace Council Policy 700-22 relating to tickets for Qualcomm Stadium and Council Policy 700-47 relating to Petco Park.

DEFINITIONS:

Unless otherwise expressly provided herein, 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 Sections 81000, *et seq.*, as the same may from time to time be amended) and the Fair Political Practices Commission [FPPC] Regulations (title 2, sections 18110 *et seq.*, of the California Code of Regulations, as the same may from time to time be amended).

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“City” or “City of San Diego” shall mean and include the City of San Diego, any other affiliated agency created or activated by the San Diego City Council, and any departments, boards and commissions thereof.

“City Official” means every member, officer, employee or consultant of the City of San Diego, as defined in Government Code Section 82048 and FPPC Regulation 18701. Such term shall include, without limitation, any City board or commission member or other appointed official or employee required to file an annual Statement of Economic Interests (FPPC Form 700).

“City Venue” means and includes Qualcomm Stadium, Petco Stadium, or any other facility owned, controlled or operated by the City of San Diego.

“Immediate family” means the spouse and dependent children.

“Ticket” means and includes any form of admission privilege to a facility, event, show or performance.

“Ticket Coordinator” means the individual(s) selected to coordinate requests for tickets.

GENERAL PROVISIONS:

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.

Tickets distributed to a City Official pursuant to this policy shall not be transferred to any other person, except to members of such City Official’s immediate family solely for their personal use.

No person who receives a ticket pursuant to this policy shall sell or receive reimbursement for the value of such ticket.

DISTRIBUTION OF TICKETS:

The Mayor shall select a Ticket Coordinator to coordinate the requests made by the Mayor and the Mayor’s designees. The Council President shall select a Ticket Coordinator to coordinate the requests made by Councilmembers. The City Attorney shall select a Ticket Coordinator to coordinate the requests made by the City Attorney and City Attorney’s designees. The Ticket Coordinator shall not be a new funded position.

Each Ticket Coordinator shall determine the face value of tickets distributed by the City for purposes of Sections I.A., I.B. and III.A., subparagraph 4., of this policy.

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Each Ticket Coordinator shall establish procedures governing the timing and form of the request for tickets consistent with this Policy. The Ticket Coordinators shall consult with each other to determine a mutually agreeable procedure for the consolidation of all requests and distribution of tickets.

Each Ticket Coordinator shall be responsible for completing FPPC Form 802 and complying with the posting requirement set forth in Section III A.

I. Conditions Under Which Tickets may be Distributed.

Subject to the provisions of this policy, tickets may be distributed to City Officials under the following conditions:

- A. The City Official reimburses the City for the face value of the ticket(s). Reimbursement shall be made at the time the ticket(s) is/are distributed to the City Official.
- B. The City Official treats the ticket(s) as income consistent with applicable federal and state income tax laws and makes disclosures pursuant to Section III below.
- C. The City Official uses, or behests, such ticket(s) for one or more of the following public purposes, within the following three (3) categories:

Category 1 – First Priority:

- 1. Performance of a ceremonial role or function representing the City at the event, for which the City Official may receive enough tickets for the City Official and each member of his or her immediate family.
- 2. The job duties of the City Official require his or her attendance at the event, for which the City Official may receive enough tickets for the City Official and each member of his or her immediate family.
- 3. Promotion of education and understanding of facility operations, capacities, and interactions between citizens, tenants and contractors for individuals who provide recommendations to the Mayor and City Council on stadium actions and policies.
- 4. Promotion of local and regional businesses, economic development and tourism activities within the City, including conventions and conferences.
- 5. Promotion of City-controlled or sponsored events, activities, or programs.

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6. Promotion of growth and development, including economic development and job creation opportunities.
7. Promotion of the City of San Diego on a local, state, national or worldwide scale.
8. Intergovernmental relations purposes, 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.

Category 2 – Second Priority:

1. Promotion of community programs and resources available to City residents, including nonprofit organizations and youth programs.
2. Marketing promotions highlighting the achievements of local residents and businesses.
3. Promotion and marketing of private facilities available for City resident use, including charitable and nonprofit facilities.
4. Promotion of public facilities available for City resident use.
5. Attracting or rewarding volunteer public service.
6. Supporting and/or showing appreciation for programs or services rendered by non-profit organizations benefiting San Diego residents.
7. Encouraging or rewarding significant academic, athletic, or public service achievements by San Diego students, residents or businesses.

Category 3 – Third Priority:

1. As special recognition or reward for special civic guests, such as Flag Officers, Members of Congress, State Senators, and Members of the State who perform exceptional service to the City.
2. Attracting and retaining highly qualified employees in City service, for which such employee may receive no more than four tickets per event.
3. As special recognition or reward for meritorious service by a City employee, for which such employee may receive no more than four tickets per event.

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4. For use in connection with a City employee competition or drawing, for which there shall be made available no more than four tickets per event.
5. Recognition of contributions made to the City by former City Council Members, Mayors, City Attorneys or City Managers, for which such former City Council Member, Mayor, City Attorney or City Manager may receive no more than four tickets per event.

II. Tickets Distributed at the Behest of a City Official.

The following City Officials shall have authority to behest tickets: City Council members, the Mayor and the Mayor's designees, the City Attorney and the City Attorney's designees.

Tickets shall be distributed at the behest of a City Official only for one or more public purposes set forth in Section I.C. above.

If tickets are distributed at the behest of a City Official, such City Official shall not use any of the tickets so distributed to attend the event.

The Ticket Coordinators shall consolidate their lists of ticket requests at a mutually agreeable time prior to the event. The Ticket Coordinators shall work together to distribute tickets based upon the following priorities:

1. Priority shall be given with the public purposes in Category 1 being first priority, Category 2 being second priority and Category 3 being third priority.
2. Requests shall next be considered based upon time the initial request was delivered to the Ticket Coordinator; and,
3. Requests shall also be considered based upon whether the City Official has made prior requests with priority given to those City Officials with the least amount of requests.

Where there are limited or no requests for tickets to an event, each Ticket Coordinator may request the extra tickets be distributed to a qualifying 501 (c)(3) charitable organization. Where more than one Ticket Coordinator requests the extra tickets be distributed to a qualifying organization, the extra tickets shall be divided as equally as possible between the requesting Ticket Coordinators for distribution to the qualifying organization.

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III. Disclosure Requirements.

- A. Tickets distributed by the City to any City Official either: (i) which the City Official treats as income pursuant to Section I.B. above; or (ii) for one or more public purposes described in Section I.C. above, shall be posted on a form provided by the FPPC in a prominent fashion on the City's website within thirty (30) days after distribution. Such posting shall include the following information:
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;
 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 City Official is treating the ticket as income.
- B. Tickets distributed by the City for which the City receives reimbursement from the City Official as provided under Section I.A. above shall not be subject to the disclosure provisions of Section III.A.

HISTORY:

"Qualcomm Stadium City Suite"

Adopted by Resolution R-191907 10/24/1967

Amended by Resolution R-209693 01/17/1974

Amended by Resolution R-211379 08/22/1974

Amended by Resolution R-289609 12/16/1997

Amended by Resolution R-289889 03/24/1998

Amended by Resolution R-302876 08/01/2007

"Ticket Policy for Qualcomm Stadium, Petco Park and Other Tickets Provided to the City for Entertainment Purposes"

Amended and Retitled by Resolution R-305031 07/21/2009



Tickets Provided by Agency Report

How to Complete California Form 802

A fully completed Form 802 should accompany every ticket request, with one exception:

Councilmember does not need to fill out Form 802 if he/she reimburses the City for the tickets' face value upon receipt.

Parts 1 and 2 should be filled out for all requests

- Part 1:
 - Agency Name: City of San Diego
 - Division: Leave blank
 - Street Address: 202 C Street, 10th floor, San Diego, CA 92101
 - Phone Number: 619-236-6633
 - Agency Contact: Adrian Granda, Legislative Ticket Coordinator
- Part 2:
 - Dates of Event: Two dates can be put on one form so long as the recipient is the same
 - Description of Event: Name of game/event
 - Face Value of Ticket: Padres games, \$87.69
 - Agency Event: No
 - Name of Outside Source of Tickets: San Diego Padres, San Diego Chargers, etc.
 - Number of Tickets Received: As accurate
 - Ticket(s) Provided to Agency: Pursuant to contract

Councilmember request for ticket(s) for a public purpose

- Part 3(C):
 - Name of Behesting Agency Official: Councilmember's name
 - Name of Individual or Organization: Intended ticket recipients
 - Description of Organization: Be specific
 - Address of Organization: As accurate
 - Purpose of Distribution: Identify applicable conditions under which tickets may be distributed, including Category 1, 2, or 3, and a numerical subcategory. Ex Council Policy 700-22; Category 2-6
- Leave Part 4 blank

Councilmember providing tickets to another Councilmember for a public purpose

- Behesting Councilmember needs to complete Form 802
- Part 3(B): Agency Official(s) receiving ticket
 - Name of Official(s): Councilmember receiving tickets
 - Number of Tickets: 1
 - State Whether Distribution is...: Specifically describe the public purpose, including appropriate Category 1, 2, or 3, and a numerical subcategory
- Leave Part 4 blank

Councilmember planning to claim face value of ticket as income

- Part 3(A): Agency Official(s) receiving ticket
 - Name of Official: Councilmember receiving tickets
 - Number of Tickets: Can request tickets for self and immediate family only
 - State Whether Distribution is Income: Income
- Leave Part 4 blank

A Public Document

Agency Name		Date Stamp	California Form 802 For Official Use Only
Division, Department, or Region <i>(If Applicable)</i>			
Designated Agency Contact <i>(Name, Title)</i>			
Area Code/Phone Number	E-mail	<input type="checkbox"/> Amendment <i>(Must provide explanation in Part 3.)</i> Date of Original Filing: _____ <i>(Month, Day, Year)</i>	

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? No ☐ Yes ☐ 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)/ Pass(es)	Describe the public purpose made pursuant to the agency's policy
B. Name of Individual <i>(Last, First)</i>	Number of Ticket(s)/ Pass(es)	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)/ Pass(es)	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:

