

# Ticket Distribution & Disclosure Policy

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Los Angeles Administrative Code §§ 24.51-24.55

*Effective August 4, 2015*



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**Ticket Distribution and Disclosure Policy**  
**Los Angeles Administrative Code Division 24, Chapter 5**  
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**Ticket Distribution and Disclosure Policy**  
Los Angeles Administrative Code, Division 24, Chapter 5  
*Added by Ordinance No. 183730, effective 8/4/15.*

**SEC. 24.51. AUTHORITY.**

This chapter is adopted pursuant to section 18944.1 of Title 2 of the California Code of Regulations as the written ticket distribution policy for every agency. This chapter governs the distribution of tickets and passes by all agencies and supersedes any ticket distribution policy or procedures adopted by any agency.

*History:  
Amended by Ord. 183730, effective 8/4/15.*

**SEC. 24.52. DEFINITIONS.**

The following terms have the meanings identified below. Other terms used in this Chapter have the meanings identified in the California Political Reform Act of 1974 and the related regulations of the California Fair Political Practices Commission.

- (a) **“Agency”** has the meaning in Municipal Code Section 49.5.2(A). For purposes of this Chapter, each City Council district is a separate agency.
- (b) **“City official”** has the meaning in Municipal Code Section 49.5.2(C).
- (c) **“Pass”** means a ticket that provides repeated access, entry, or admission to a facility or series of events and for which similar passes are sold or provided to the public.
- (d) **“Restricted source”** has the meaning in Municipal Code Section 49.5.2(J).

(e) **“Ticket”** means anything that provides access, entry, or admission to a specific facility or a specific future event, show, or performance for an entertainment, amusement, recreational, or similar purpose if similar tickets are sold or provided to the public to view, listen to, or otherwise take advantage of the attraction or activity. A ticket includes any benefits that the ticket provides. A ticket may be acquired pursuant to the terms of a contract, obtained because the City controls the event, purchased by the City, received from an agency, or received from an outside source.

(f) **“Ticket Administrator”** means an agency’s general manager or chief administrative officer, or that person’s designee. For elected offices, the chief administrative officer is the elected City official.

**SEC. 24.53. APPLICATION.**

A ticket or pass is not a gift to a City official, including an individual who accepts the ticket or pass on behalf of an agency, in either of the following scenarios:

- (a) The ticket or pass is income, consistent with federal and state income tax laws, and the agency reports the ticket or pass as income to the official in accordance with Section 24.54; or

(b) All of the following apply:

- (1) The distribution of the ticket or pass accomplishes one or more of the following public purposes:
  - (A) Promoting industry, employment, tourism, or economic development in the City.
  - (B) Furthering the agency's work, mission, or duties.
  - (C) Promoting cultural, artistic, educational, recreational, or community activities in the City.
  - (D) Encouraging or recognizing significant academic, athletic, or public achievements.
  - (E) Attracting or retaining highly qualified City employees, officials, or volunteers.
  - (F) Recognizing the meritorious service of current or former City employees, officials, or volunteers.
  - (G) Facilitating a City official's familiarity with or ability to carry out City duties related to the management, administration, or care of a City facility or event.

- (2) The Ticket Administrator distributes the ticket or pass to the City official for the official's use, for use by a member of the official's immediate family, or for use by no more than one guest.
- (3) The Ticket Administrator, in his or her sole discretion, determines

who will receive the ticket or pass.

- (4) An outside source has not earmarked the ticket or pass for a specific City official.
- (5) The distribution of the ticket or pass is disclosed in accordance with Section 24.54.

#### **SEC. 24.54. DISCLOSURE.**

The Ticket Administrator shall disclose the distribution in accordance with Section 18944.1(d) of Title 2 of the California Code of Regulations, on a form provided by the Fair Political Practices Commission.

- (a) The Ticket Administrator shall maintain the original form as a public record.
- (b) The Ticket Administrator shall file copies of the form with the Ethics Commission and the state's Fair Political Practices Commission within 30 days after the ticket or pass is distributed.
- (c) The Ticket Administrator shall file amendments to the form within 10 days after the issue that necessitates the amendment occurs.

#### **SEC. 24.55. GENERAL PROVISIONS.**

- (a) In addition to personally using one ticket or pass, a City official may transfer one ticket or pass to each member of the City official's immediate family or to one guest, solely for that individual's attendance at the event. A City official shall not sell or receive consideration for the value of a ticket or pass.

- (b) The Ticket Administrator may create ticket distribution procedures that are consistent with this Chapter.
- (c) A benefit that a City official receives from a ticket or pass may be a gift to the official if the benefit is not provided to all members of the public with the same class of ticket or pass.
- (d) A City official may not solicit or accept a ticket or pass in exchange for performing an official City act. A City official may not solicit a ticket or pass from a restricted source to that official. If an elected City official behests a ticket or pass, additional reporting may be required.
- (e) An agency may distribute an unlimited number of tickets or passes to non-City entities and to individuals who are not City officials, including City employees and volunteers. All tickets and passes that an agency distributes must comply with this Chapter and be disclosed under Section 24.54.
- (f) The receipt or use of a ticket or pass under this Chapter is a privilege extended by the City and is not the right of any person to whom the privilege is extended.
- (g) A violation of this Chapter is subject to the penalties and remedies in Charter Section 706 and Municipal Code Sections 49.5.16 and 49.5.17.