

## **CITY OF CLEARWATER CITY COUNCIL POLICIES**

### **GENERAL ADMINISTRATION COUNCIL POLICY #5-8**

#### **Use of Admission Tickets and VIP passes for City-Sponsored Events, Co-Sponsored Events and Events at The Sound.**

##### **Policy**

It is a policy of the City Council to establish guidelines for distributing and reporting entrance tickets, VIP passes or parking passes for special events sponsored or co-sponsored by the City of Clearwater and events at the Sound.

##### **Procedure**

The Parks and Recreation Department receives entrance tickets and VIP Passes for Special Events as part of contract negotiations. These tickets are distributed to the Elected Officials in the City Manager's Office, employees, and volunteers to promote City representation or employee/volunteer appreciation. Every attempt will be made in each contract or agreement to specify not only the number of tickets to be distributed but also the people they are inviting to the event.

The Parks and Recreation Department will issue all special event tickets (i.e., VIP passes, parking tickets, entrances, etc.) and maintain a distribution log. The Department Director shall submit a copy of the reporting forms to the payroll department biweekly in accordance with the payroll department's payroll schedule to accommodate any applicable tax reporting.

#### **1. Distribution Process**

- A. When an agreement specifies the individuals, the tickets are designated for, every effort will be made to request the attendance of those people. If those individuals specified cannot attend, the sponsor and/or co-sponsor will specify if the tickets can be used by other city employees.

When an agreement does not specify how the tickets are to be distributed and are limited in number, but someone from the administration and/or elected officials are desired to be present, they will be offered in the following manner:

1. Elected Officials
2. City Manager, City Attorney, Assistant City Managers
3. Department Heads & Assistant Department Heads

When an agreement does not specify how the tickets are to be distributed and they are of such quantity that they can be offered to a large group of employees they will be distributed on a first come first served basis (i.e., Sugar Sand, Thresher Tickets).

For tax and reporting purposes the value of the tickets or passes must be determined prior to offering the invitation to attend.

**B. Tickets to the Sound – Section 5.3 City Ticket Allocation (i.e., Venue License Agreement)**

The City will receive 24 tickets for distribution. These tickets will not need to be purchased, however for tax and reporting purposes a value for the tickets will be declared and posted for city officials or city employees use.

- Six tickets in first five rows
- Six tickets in the highest price level
- 12 tickets in a section of Licensee's choosing

1. Ruth Eckerd Hall releases dates for entertainment coming to The Sound.
2. Ruth Eckerd Hall provides cost of the various tickets.
3. Once the event is released to the public, tickets are placed on a ticket roster managed by Parks and Recreation.

**1. Six tickets in First Five Rows**

- a. City Council members can reserve up to two tickets per event for themselves or for any person of their choosing.
- b. Order of distribution: Mayor; Council Member by seniority; Council Member starting by lowest seat number.
- c. Seniority shall be based on the total number of years serving regardless of whether such years are contiguous.
- d. Tickets will be capped at a maximum of two tickets for initial distribution.
- e. Mayor; City Council Members must reserve their tickets within two weeks after being posted.
- f. If tickets remain after initial distribution, then up to two tickets will be available to the City Manager.
- g. If tickets remain, then up to two tickets will be available to the City Attorney to use or give to staff.
- h. Any tickets remaining at that point will go to Assistant City Managers.

**2. Six tickets in the highest price level**

- a. The six tickets in the highest price level but not in the first five rows shall be available in pairs to any Councilmember(s) who did NOT receive tickets to the first five rows of the show.
- b. Remaining tickets will be offered in order as outlined above.
- c. For any remaining tickets up to two are available to City Manager, City Attorney, Assistant City Managers for their use or to donate to anyone of their choosing.
- d. City Council members, City Manager, Assistant City Managers and City Attorney must reserve their tickets within two weeks after being posted.
- e. Any unclaimed tickets will be available to all city employees.

**3. 12 tickets in a Section of the Licensee's Choosing**

- a. City employees desiring to attend one of the concerts must submit their names for the concert they want to attend, and a drawing will be held to choose the employee who can reserve a ticket. Details will be provided by the Parks and Recreation Department.
- b. In addition, extra tickets may be used as giveaways at other city events, special events, employee events, or part of an employee recognition program. Details will be provided by the Parks and Recreation and Human Resources Department.

### C. Ticket Purchase Availability

1. Subject to ticket availability, the Licensee shall afford the City Council Members and other City Officials an opportunity to purchase additional tickets beyond the 24 free tickets described above.
2. The timing of this opportunity shall coincide with a pre-sale period determined by the Licensee in the exercise of reasonable discretion.
3. Any additional tickets purchased by the City Council and other City Officials pursuant to this provision shall be paid by the City Council Member and/or City Official at full retail price, including any fees, surcharges, and taxes that would normally be assessed to any other retail purchaser.
4. Tickets purchased in this manner should be for the use of the City Council Members and/or City Officials and staff only.
5. Tickets will be available after donors but before the public can purchase tickets. Tickets will need to be purchased through online service provided by Ruth Eckerd Hall.
6. There is no guarantee that the additional seats purchased will be next to the city allotted ticketed seats.

**Note:** Any tickets distributed by the Parks and Recreation Department cannot be sold to another person or third-party entity. Persons issued the tickets are responsible for reporting who uses the tickets and for the behavior and comportment of the persons using the tickets.

## 2. Reporting Requirements

- A. For purposes of tracking the distribution of tickets, a representative from the Parks and Recreation Department shall be responsible for completing a report (see Exhibit "A") that identifies the individual whom the tickets are issued, individual who uses the tickets, purpose of use (i.e., whether attendance is within scope of employment, etc.) and the number/value of ticket(s) and/or amenities provided. The value of attendance, which includes the ticket(s) provided and food/beverage, is to be determined in accordance with Florida Statutes, Section 112.3148(7)(h): Entrance fees, admission fees, or tickets shall be valued on the face value of the ticket or fee, or on a daily or per event basis, whichever is greater.
- B. In addition, pursuant to Florida Statutes, certain "reporting individuals," "procurement employees" and others required to file public disclosure of financial interests, (as defined in §112.3148), must report gifts more than \$100.00. The law requires each government entity that has given a gift to a reporting individual or procurement employee to provide that individual with a statement of the gift (having a value more than \$100.00. The report shall contain a description of each gift, the date the gift was given and the value of the gift. In line with these requirements, the Parks & Recreation Department shall issue a statement to such individuals to whom issues a "gift" more than \$100.00 on the form attached as Exhibit "B". Public Officials such as city councilmembers and other employees of the city may be categorized as such and be required to report the tickets as gifts under Section 112.3148(8), Fla. Stat. It is the recipient's responsibility to determine his or her obligation to report as an individual under the statute.