

**CITY OF LA PALMA**  
**COUNCIL POLICY**

**NUMBER: 6**

**DATE (Adopted/Amended): March 3, 2015**

**SUBJECT: Representation at Events**

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**POLICY:**

When the City of La Palma is invited to be represented at an event, it shall be the policy to authorize one or more members to represent the City at such events at City expense without prior approval of the Council, so long as the cost of attending the event does not exceed \$**150** per person. If the cost is more, attendance shall be placed on a City Council agenda and authorization given for one or more to attend on a case-by-case basis.

This policy is for social and charitable events. At no time shall City funds be used to attend an event which is associated with a political party, or to further the candidacy of a candidate for municipal, state or federal office.

In accordance with current statutes, the payment for authorized attendance will be for the Council Member only.

Ticket Distribution Policy

Distribution of tickets that have been received from public or private entities or individuals, purchased by the City, or for City events, to members of the City Council, City staff, or to City volunteers shall be subject to all California Fair Political Practices Commission (FPPC) regulations as may be set from time to time. **The terms "City Official", "FPPC", "Policy", and "Ticket" shall have the meanings set forth in law including Government Code Section 82048, FPPC Regulation 18701 and FPPC Regulation 18944.1.**

The purpose of this Policy is to ensure that all tickets the City receives from public and private entities and individuals, which the City purchases, or which the City owns because of its control of the event or facility, are distributed in furtherance of one or more public purposes of the City. The distribution of any ticket by the City to, or at the behest of, a City official shall accomplish one or more public purposes of the City. The following list is illustrative rather than exhaustive, of the public purposes of the City that may be served by City Officials attending events using tickets distributed to them by the City:

- a. Promotion of business activity and residential occupancy within, and business relocation to, the city.
- b. Promotion of the quality of life in the city.

- c. Promotion of community resources and programs available to city residents, including charitable and non-profit organization resources.
- d. Promotion of City resources available to city residents.
- e. Promotion of community programs available to city residents, including charitable and non-profit organization resources.
- f. Promotion of City-run, sponsored, or supported community programs.
- g. Promotion of City facilities available for City resident use.
- h. Promotion of City recognition, visibility, and/or profile on a local, state, national, or international scale.
- i. Recognition of City-sponsored community service organizations and programs that provide benefit to the City, its residents or businesses, including but not limited to Volunteers in Policing, SCORE, and Neighborhood Watch.
- j. Recognition of community service organizations and programs not sponsored by the City but which provide benefit to the City, its residents or businesses, including but not limited to American Cancer Society, Chamber of Commerce, and Kiwanis.
- k. Recognition of local governmental agencies and programs providing services within the city, or providing benefits to the City, its residents or businesses, including but not limited to local water and wastewater agencies, local school districts, Cypress College, the Orange County Library, Southeast Area Animal Control Authority, and the Orange County Fire Authority.
- l. Recognition of residents or businesses in La Palma honored for providing services to the City or benefits to the City, its residents or businesses.
- m. Promotion of City issues and interests at events sponsored by other governmental entities and government-related industry groups, and non-profit organizations, including but not limited to state of the city events sponsored by adjacent cities, League of California Cities events, Orange County Division of League of California City events, and Association of California Cities-Orange County events.
- n. Information-gathering and education regarding matters of local, regional and state-wide concern that affect the City.
- o. Attendance at events sponsored by other local governmental agencies, government-related industry groups, and non-profit organizations, for the purpose of meeting and conferring with other governmental officials or business representatives regarding issues of interest to or affecting the City.

#### Transfer Prohibition

The transfer by any City Official of any ticket distributed to such City Official pursuant to this policy to any other person, except to members of the City Official's immediate family for their personal use, is prohibited.

#### Website Posting

For the purpose of implementing this Policy, and completing and posting any required notice, including the FPPC California Form 802, the City Manager or her/his designee shall be the "Agency Head". The

Ticket Distribution Policy set forth above shall be posted on the City website in a prominent fashion and the distribution of a ticket or tickets pursuant to said policy shall be posted on the City website in a prominent fashion within thirty (30) days after the ticket distribution. Such posting shall use FPPC California form 802 or such alternative form as from time to time the FPPC may designate.

**BACKGROUND:**

Council Members representing the City of La Palma are occasionally invited to events that are social or charitable in nature. In order to exercise fiscal responsibility, Council Members requested guidance on deciding which events are beneficial to the City and should be attended by one or more members. The policy was later expanded to incorporate a ticket distribution policy in response to FPPC regulations. This policy was adopted on February 16, 1988 and was previously amended on September 15, 1988, August 16, 2005, and March 17, 2009.

**REVIEW:**

This policy is to be regularly reviewed every three years or more frequently as required.