



## Policies and Procedures for Participation in Events by City Officials

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The following policy is enacted to promote the fair and proper use of invitations, tickets, seats, tables, or other opportunities (henceforth referred to as “invitations”) received by the City through agreements, purchases or gratuitously provided by an outside source. The following guidelines are meant to comply with the City Council’s ordinance on Equitable Participation in Events.

This policy does not eliminate the obligation to comply with the Utah State Municipal Officers and Employees Ethics Act, where applicable.

This policy will ensure that any invitations to attend and/or participate in any event whether by invite, advanced agreement, or contract be divided equally between the executive and legislative branches of Sandy City Government.

When any contract is executed by the city that includes invitations or when either branch receives an advanced invitation to participate in an event as a representative of Sandy City, the invitee will contact the other branch as soon as is reasonably practicable and make them aware of said event. The Mayor’s Executive Assistant shall be the appropriate person for the executive branch and the City Council Office Manager and Events Coordinator shall be the appropriate contact person for the legislative branch.

In accordance with Title 3-1-9 of the Sandy Municipal Code, any contract or other written agreement that includes participation of city officers in events shall henceforth require equal division of all invitations between the executive and the legislative branches of Sandy City Government as described herein.

## **I. Applicability**

- A. This Section governs the distribution of complimentary tickets [including administrative passes] received by the City that are either:
  - 1. Gratuitously provided to the city by an outside source
  - 2. Acquired by the City as consideration pursuant to the terms of a contract for the use of a city venue.
  - 3. Acquired and distributed by the city in any other manner.
- B. This Policy does not apply to:
  - 1. Any other item of value provided to the city or any City Official, regardless of whether received gratuitously or for which consideration is provided.
  - 2. A ticket received by a City Official from the City where both the City Official and the City treat and report the value of the ticket as income consistent with applicable state and federal income tax laws and the ticket is reported as income pursuant to the provisions of this Policy.
  - 3. Non-complimentary tickets that are purchased by the City at market value.
  - ~~4. Administrative passes that are granted to an officer of the City allowing them to monitor events held at Sandy City owned facilities~~

## **II. Process for the division of invitations between the executive and the legislative branches of Sandy Government:**

- A. At least once per calendar year the Deputy Mayor (or their designee) and the City Council Executive Director (or their designee), shall meet to identify and equally divide invitations, tickets, events, and other opportunities between the executive and legislative branches.
  - 1. When there are an odd number of invitations to a single event that cannot be divided equally, the extra invitation(s) shall be allocated to the executive branch during even numbered calendar years and too the legislative branch during odd numbered calendar years.
- B. The executive and legislative branches may use and distribute their portion of invitations as each branch deems appropriate, so long as each branch complies with all requirements of this policy.

### **III. The following guidelines shall apply when the Executive and Legislative Branches distribute tickets to city guests:**

#### **A. Guidelines for Distinguishing Recipients:**

1. Complimentary tickets may be distributed to city guests by the executive or legislative branches from their allotment of invitations for the purposes described herein.
2. Complimentary tickets shall not be issued in lieu of or as a supplement to compensation.
3. One guest may be provided complimentary tickets to events upon the authorization of the Mayor or Council.

#### **B. General Provisions:**

1. No Right to complimentary tickets: The use of complimentary tickets is a privilege extended by the City to City Guests 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 City Official pursuant to this Policy shall not be transferred to any other person, except a city guest, and solely for their personal use.
3. Prohibition Against Sale of or Receiving Reimbursement for Tickets: No City Official nor City Guest who receives a ticket pursuant to this policy shall sell or receive reimbursement for the value of such ticket.

#### **C. The City Official may use, or behest, such ticket(s) for one or more of the following public purposes:**

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. Economic or business development purposes on behalf of the city.
3. 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.
4. Attracting or rewarding volunteer public service.
5. Supporting and/or showing appreciation for programs or services rendered by non-profit organizations benefiting Sandy residents.
6. Encouraging or rewarding significant academic, athletic, or public service achievements by Sandy students, residents, or businesses.
7. Attracting and retaining highly qualified employees in City service, ~~for which such employee may receive no more than one ticket for themselves and one guest ticket per event.~~
8. The job duties of the City Official require his or her attendance at the event, ~~for which the City Official may receive no more than one ticket for themselves and one guest ticket per event.~~

9. As special recognition or reward for meritorious service by a city employee, ~~for which such employee may receive no more than one ticket for themselves and one guest ticket per event.~~
10. For use in connection with a City employee competition or drawing, ~~for which there shall be made available no more than one ticket for themselves and one guest ticket per event.~~
11. Recognition of contributions made to the city by former City Council Members, Mayors, or City Executive Staff, ~~for which such former City Council Member, Mayors or Executive Staff may receive no more than one ticket for themselves and one guest ticket per event.~~