

**CITY OF LAUDERHILL
GENERAL ADMINISTRATION POLICY**



ISSUANCE OF COMPLIMENTARY TICKETS POLICY

SUMMARY OF REVISED, DELETED, OR ADDED CONTENT

Revision	Date	Responsible Department	Description of Change
1	January 13, 2025	Administration	Initial Release

APPROVAL

City Manager Signature

Date

ISSUANCE OF COMPLIMENTARY TICKETS

1.1 PURPOSE

The purpose of this policy is to establish clear, transparent, and fair guidelines for the issuance and distribution of complimentary tickets to events sponsored by the City, held in City-owned venues, and/or attended by public officers, employees, volunteers, and persons associated with the City.

1.2 SCOPE

This policy applies to all City of Lauderhill public officers, employees, volunteers, and persons associated with the City while on City property, attending City-sponsored events, or while conducting business on behalf of the City. All public officers, employees, volunteers, and persons associated with the City and extends to individuals involved in the issuance or receipt of complimentary tickets for sponsored, hosted, or supported by the City of Lauderhill.

1.3 REFERENCES

1. Code of Conduct for Public Officers, Code Section 2-166
2. Conflicts of Interest/Ethics Policy
3. Special Events or City Events Policy

1.4 DEFINITIONS

For the purposes of this policy, understanding the following concepts is important:

1. **Board Member**: Any individual serving on any City board, committee or advisory board.
 2. **Charter Officer**: A position created and defined through the City Charter, In the City of Lauderhill Charter, the following positions are defined as charter officers: City Attorney, City Clerk, and City Manager. The City Clerk and City Manager are all to be included in the definition of “employee”.
 3. **City Attorney and Assistant City Attorney**: Although the City Attorney is a Charter Officer as defined by the City Charter, the City Attorney and Assistant City Attorney are contractors of the City and not considered City employees, but shall abide by this City policy.
 4. **City Commission**: Any person elected or appointed to serve as the Mayor or City Commissioner of the City of Lauderhill, also defined as a Public Officer. City Commissioners are not included in the definition of “employee”.
 5. **Employee**: Individuals employed by the City of Lauderhill in a full-time, part-time, temporary, or seasonal status, including the City Clerk, City Manager, and interns solely for the application of this policy.
 6. **Events**: A City planned, sponsored, or associated organized gathering, activity, or occasion that typically involves the coordination of resources and may require special permits, services, or logistical support.
 7. **Public Officer**: Any person elected or appointed to hold office in any agency, including any person serving on any city board, committee or advisory body, pursuant to Florida State Statute
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112.313(1). The City Commission and all members of any City or CRA board(s) are included in the definition of “public officer”. Public officers are not included in the definition of “employee”.

1.5 POLICY

The City of Lauderdale recognizes that complimentary tickets to City-sponsored events may serve a public purpose, including promoting community engagement, acknowledging service, and fostering goodwill. Complimentary tickets must be distributed in a manner that ensures accountability and prevents misuse.

Public Officers will be granted complimentary tickets to City-sponsored events held in City-owned venues for ceremonial purposes and/or representation of the City at such events. Public Officers will be issued a maximum of five (5) complimentary tickets to each City-sponsored event held in City-owned venues. Additional tickets may be provided based on availability; however, no more than five (5) additional tickets will be provided to each Public Officer. If the value of the total number of event tickets granted exceeds \$100, the elected official is required to submit a Gift Disclosure Form with the City Clerk’s Office.

Complimentary tickets shall not be used for personal gain or resale. The distribution of the complimentary tickets must comply with all applicable city, local, state, and federal laws, including gift and ethics regulations, as well as the City’s Conflict of Interest/Ethics policy.

1.6 PROCEDURE

All requests for complimentary tickets must be submitted to the City Manager’s Office at least one (1) day before the scheduled event. All complimentary ticket approvals must be granted by the City Manager or designee, and a record of distribution must be maintained and available for public inspection in accordance with the City’s public records laws.

A section of the City venue will be reserved for each public officer’s complimentary five (5) tickets. If a public officer does not confirm their intent to utilize all five (5) of their complimentary tickets at least one (1) day before the event, the non-requested tickets will be released for sale. Only the first five (5) requested seats will be seated together. Any additionally requested tickets may be seated in other sections according to seating availability.

If a show has multiple performances (i.e., Broadway, etc.) the complimentary tickets for public officers will only be available for one (1) performance, based on availability.

When available, backstage and VIP reception admission will be limited to the public officer and two (2) guests.

Disciplinary Action

Failure to comply with the requirements of this policy may result in disciplinary action, up to and including termination.

Public officers who violate this policy and/or retaliate against an employee who files, assists, supports, or cooperates in the investigation of violations of this policy are subject to disciplinary action in accordance with the Code of Conduct for Public Officers, Code Section 2-166.

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have read and understood the foregoing policy, rules and conditions governing the use of the City of Lauderhill's General Administration Policies & Procedures. I understand that a violation of this Policy or any City policy may result in disciplinary action, including possible termination, and/or legal action.

Employee Signature

Employee Name

Date

Witness/HR Representative Signature

Witness/HR Representative Name

Date
