

**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
2	January 27, 2025	Administration	Revision

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 members of the City Commission for events sponsored by the City, held in City-owned venues, and/or attended by members of the City Commissioners. This policy does not apply to any other City officials, employees, volunteers, board members, or any other individuals conducting business on behalf of the City.

1.2 SCOPE

This policy applies exclusively to the members of the City Commission of the City of Lauderhill when attending City-sponsored events, or events held in City-owned venues or while conducting business on behalf of the City.

1.3 REFERENCES

1. Code of Ethics for Public Officers and Employees

1.4 DEFINITIONS

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

1. **City Commission:** Any person elected or appointed to serve as the Mayor or City Commissioner of the City of Lauderhill.. . This definition does not include any former members of the City Commission.
2. **Events:** A City planned, sponsored, or associated organized gathering, activity, or occasion that is held at City owned venues.t.

1.5 POLICY

The City of Lauderhill 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.

Members of the City Commission 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. A member of the City Commission will be issued a maximum of five (5) complimentary tickets to each City-sponsored event or events 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 member of the City Commission. If the value of the total number of event tickets granted exceeds \$100, the member of the City Commission is required to submit a Gift Disclosure Form (Form 9) as required by law.

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 member of the City Commission'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 members of the City Commission 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) ticketed guests.

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.

Member of the City Commission Signature

Member of the City Commission Printed Name

Date
