

COUNTY OF VENTURA	2018 ADMINISTRATIVE POLICY MANUAL	GENERAL INFORMATION CHAPTER II-22
Originating Agency: BOS	Last Issued/Revised November 7, 2023	DISTRIBUTION OF TICKETS AND PASSES ACQUIRED OR RECEIVED BY COUNTY
Policy Change Requires: <input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval		

POLICY

This policy establishes procedures for the distribution, use and reporting of tickets and passes that are acquired or received by the County of Ventura or other local agency governed by the Ventura County Board of Supervisors (collectively “County”) to a facility, event, show or performance for an entertainment, amusement, recreational or similar public function in compliance with the regulations of the California Fair Political Practices Commission implementing the Political Reform Act (“FPPC Regulations”). Under FPPC Regulation 18944.1, the County’s distribution of tickets or passes to County officials in accordance with this policy does not result in a gift to the recipient officials and furthers a public purpose.

DEFINITIONS

1. “County official” means every elected and non-elected official, officer, employee and consultant of the County.
2. “Event” means a facility, event, show, or performance for an entertainment, amusement, recreational or similar public function.
3. “Face value” means the price indicated on the ticket or pass or, if no price is indicated, the price at which the ticket or pass would otherwise be offered for sale to the public by the operator of the venue or host of the event who offers the ticket or pass for public sale.

4. "Immediate family" means spouse, domestic partner and dependent children.
5. "Ticket" has the meaning defined in FPPC Regulation 18946, as may be amended, which currently defines "ticket" as "anything that provides access, entry, or admission to a specific future event or function and for which similar tickets are sold to the public to view, listen to, or otherwise take advantage of the attraction or activity for which the ticket is sold and includes any benefits that the ticket provides."
6. "Ticket administrator" means the County Executive Officer or designee.
7. "Pass" has the meaning defined in FPPC Regulation 18946, as may be amended, which currently defines "pass" as "a ticket that provides repeated access, entry, or admission to a facility or series of events and for which similar passes are sold to the public."

APPLICABILITY

1. **Tickets and Passes Subject to This Policy.** This policy applies to tickets and passes for events that are: (i) gratuitously provided to the County by an outside source; (ii) acquired by the County by purchase or sponsorship of an event; or (iii) received by the County as consideration pursuant to the terms of a contract or because the County owns or controls the facility or venue at which the event occurs.
2. **County Official Not Designated.** This policy does not apply to tickets and passes earmarked by an outside source for use by a specific County official which may need to be reported by the County official under applicable FPPC Regulations.
3. **Ceremonial Function.** This policy does not apply to tickets and passes provided to a County official and one guest of the official where the official will perform a ceremonial role (such as cutting a ribbon or presenting a proclamation), as defined in FPPC Regulation 18942.3, on behalf of the County at the event. Such tickets, which are not considered gifts to the official, must be reported by the County on FPPC Form 802 pursuant to Section (B) below.
4. **Reimbursement; Income.** This policy does not apply to tickets and passes

for which a County official reimburses the County the face value within 30 days of receipt, or to tickets and passes provided to a County official as income.

PUBLIC PURPOSE

Distribution of tickets and passes pursuant to this policy must be in furtherance of a public purpose and reported under this policy. Such public purposes include, but are not limited to, the following:

1. Facilitating the attendance of a County official at an event where the job duties of the County official require their attendance.
2. Conducting oversight of facilities or events that have received County funding or support.
3. Promotion of intergovernmental relations and/or cooperation and coordination of resources with other governmental agencies, 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. Official welcoming of visiting foreign officials and dignitaries.
5. Promotion of Ventura County resources and/or facilities available to the public.
6. Promotion of County-run, sponsored or supported community programs or events.
7. Increasing public exposure to, and awareness of, the various recreational, cultural, and educational venues and facilities available to the public within Ventura County.
8. Promoting, supporting and/or showing appreciation for programs or services rendered by charitable and non-profit organizations benefiting Ventura County residents.
9. Attracting or rewarding volunteer service in Ventura County.
10. Attracting and retaining highly qualified employees in County service;

recognizing or rewarding meritorious service by a County employee; and/or promoting enhanced County employee performance or morale.

PROCEDURES FOR DISTRIBUTING AND REPORTING

(A) Distribution.

1. Tickets and passes acquired or received by the County shall be forwarded to the ticket administrator. The ticket administrator shall: determine the face value of the tickets and passes; determine the agency, department, organization, or individual who may use them; and report their distribution pursuant to Section (B) below.
2. A County official may request that the ticket administrator distribute tickets or passes to a specific recipient including to the County official making the request.
3. Tickets and passes shall not be disproportionately used by a member of the Board of Supervisors, County Executive Officer, an appointee of a County elected official, or a County department head. Use of tickets and passes by a County official as part of their official job duties shall not constitute or count toward disproportionate use.

(B) Posting and Reporting Requirements.

1. This policy shall be posted on the County's website within 30 days after its adoption or amendment, and a link to the County's website shall be e-mailed to the FPPC.
2. The use of tickets and passes under this policy must be reported on a FPPC Form 802 completed in accordance with FPPC Regulation 18944.1, as may be amended, and posted on the County's website within 45 days of distribution.
3. This policy and forms completed hereunder are public records subject to inspection and copying pursuant to Government Code section 81008(a).

(C) Transfer Prohibition.

A County official who receives tickets and passes under this policy is prohibited

from transferring or giving the tickets and passes to any other person except to: (i) members of the County official's immediate family (spouse and dependent children) for their personal use; or (ii) one guest solely for their attendance at the event. No person receiving a ticket or pass pursuant to this policy shall sell or receive reimbursement or compensation for the value of the ticket or pass.

(D) Other Benefits.

If benefits such as food, beverages or other items are provided to the County official that are not provided to the general public as part of the same class of ticket or pass admission to the event, such additional benefits are not covered by this policy and may constitute personal gifts to the County official which may need to be reported by the County official under applicable FPPC Regulations.