

# County of Yolo Administrative Policies and Procedures Manual

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**TITLE:** Ticket Distribution and Disclosure Policy

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**Department:** Office of the County Counsel

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**TYPE:** Policy

**DATE:** July 26, 2022

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## **Policy**

This policy applies to tickets that are (a) gratuitously provided to the County by an outside source; (b) purchased by the County; (c) received by the County pursuant to the terms of a contract for use of public property or because the County controls the event; or (d) received and distributed by the County in any other manner.

This policy is adopted in accordance with section 18944.1 of Title 2 of the California Code of Regulations (promulgated by the Fair Political Practices Commission (“FPPC”) and establishes a protocol for the distribution, use, and disclosure of tickets to events, shows, facilities, or performances for the purpose of entertainment, amusement, or any other recreational enjoyment. The receipt or distribution of tickets to any event will not be a gift if it occurs in compliance with this policy. Except as otherwise stated herein, this policy shall supersede any prior guidelines or policies regarding distribution or use of tickets to events, shows, facilities, or performances for entertainment, amusement, or recreational enjoyment.

## **Definitions**

**“Ticket”** means anything that provides access to a show, event, performance, sports game, or facility for the purpose of entertainment, amusement, or enjoyment.

**“County Official”** means every member, officer, employee or consultant of the County of Yolo, as defined in Government Code Section 82048 and Section 18701 of Title 2 of the California Code of Regulations. This includes any County board or commission member or other appointed or elected official or employee required to file an annual Statement of Economic Interests (FPPC Form 700).

**“Ticket Administrator”** means the County Administrative Officer “CAO” or his or her designee(s) and each Supervisor or his or her designee(s). The Ticket Administrator distributes tickets at his or her sole discretion.

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“Face value” means the price indicated on the ticket, or if no price is indicated, the price at which a similar ticket may be purchased by the general public from the host or operator of the event, performance, show, or facility.

### Application

A ticket is not a gift to a County Official, or to an individual or organization outside of the County at the behest of a County Official in any of the following scenarios:

- (1) Income – If the County Official intends the ticket as income consistent with federal and state income tax laws and the County reports distribution of the tickets as income to the County Official on FPPC Form 802.
- (2) Reimbursement – If the County Official reimburses the County for the face value of the ticket within thirty (30) days of receipt or acceptance of the tickets as defined in Section 18942 of Title 2 of the California Code of Regulations.
- (3) Public Purpose – If distribution to a County Official or to an individual or organization outside of the County at the behest of a County Official is in furtherance of a public purpose. A public purpose includes, but is not limited to, the following:
  - a. Promoting, supporting and/or showing appreciation for programs or services rendered by charitable and non-profit organizations benefiting County residents.
  - b. Attracting or rewarding volunteer service.
  - c. Recognizing the meritorious service of current or former County employees, officials, or volunteers.
  - d. Attracting or retaining highly qualified county employees, officials, or volunteers.
  - e. Encouraging or recognizing significant academic, athletic, or public achievements.
  - f. Promotion of County resources, organizations and/or facilities available to the public.
  - g. Promoting industry, employment, tourism, or economic development in the County.
  - h. Increasing public exposure to, and awareness of, the various recreational, cultural, and educational venues and facilities available to the public within the County.
  - i. Facilitating the attendance of a County Official at an event where the job duties of the official require their attendance, including but not limited to situations where the official is invited to perform a ceremonial role.

### Transfer Prohibition

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Any County Official may receive tickets from a Ticket Administrator for a public purpose pursuant to this policy may not later transfer or give the tickets to any other person except to members of the County Official's immediate family or no more than one guest solely for the attendance at the event. The ticket is not to be sold or exchanged with any individual or organization.

### **Disclosure Requirement**

The Ticket Administrator shall document distribution of tickets on FPPC Form 802. The completed FPPC Form 802 shall be maintained as a public record and posted on the County's website within 45 days of distribution and remain available thereon for a period of at least one year.

### **Sacramento River Cats Vouchers**

Consistent with stadium financing documents and a related County policy adopted on June 27, 2000, each Supervisor and CAO shall annually have 125 vouchers for tickets to Sacramento River Cats games. Those vouchers must be distributed consistent with this policy and the additional limitations set forth in the June 27, 2000 policy, specifically that such vouchers may be distributed only to "...deserving participants in Yolo County's Community Service and Educational Programs, as well as Yolo County's public and private Charitable Organizations."

### **General**

A ticket is a gift, and must be reported as such, if the ticket is earmarked by an outside source for use by a specific County official unless it is treated as income or the face value of the ticket is reimbursed.

The disproportionate distribution of tickets for use to a specific Supervisor, political appointee, or department head is prohibited.

This policy will be maintained as a public record and is subject to inspection and copying.