



County of Humboldt

25-936 - 2025-08 Humboldt County Distribution of Tickets and Passes.docx

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SECTION I – PURPOSE

The purpose of this policy is to ensure all tickets and/or passes provided to the County are distributed in furtherance of governmental and/or public purposes as required under Title 2, Section 18944.1 of the California Code of Regulations as the written ticket distribution policy for the County of Humboldt that governs the distribution and disclosure of complimentary tickets or passes. Any distribution of a ticket or a pass under this regulation to, or at the behest of, a County Official must be made pursuant to this Policy.

The public and governmental purpose in distributing tickets and passes to events is to enable county officials and employees to promote the county's mission; resources; programs; achievements; growth and development; events; departments, boards, and agencies; services and programs available to the public pursuant to county initiatives; and to enhance employee morale.

SECTION II – APPLICATION

A. County Employees

This Policy applies to any elected County officer or board member, commissioner, consultant, officer, agent, and employee of the County who is obligated to file an Annual Statement of Economic Interests (FPPC Form 700) pursuant to the Political Reform Act.

B. This Policy does not apply to the following:

- i. An admission identified in Regulation 18942(a)(13) relating to an official performing a ceremonial role;
- ii. If it is taxable income to the official; or
- iii. The official reimburses the Agency for the ticket within 30 days of receipt.

SECTION III – DEFINITIONS

1. CCR: California Code of Regulations
2. County: County of Humboldt.

3. County Official or official: An elected County officer or board member, commissioner, consultant, officer, agent, and employee of the County who is obligated to file an Annual Statement of Economic Interests (FPPC Form 700) pursuant to the Political Reform Act.
4. County Venue: Any facility owned, controlled, or operated by the County.
5. FPPC: Fair Political Practices Commission.
6. Immediate family: Spouse or dependent children as defined in Section 18943 of Title 2, Division 6, of the California Code of Regulations.
7. Ticket or pass: has the same meaning as it is defined in FPPC Regulation 18946, subdivisions (d)(2) and (d)(3),

SECTION IV – POLICY

A. Tickets and/or Passes Covered by this Policy

- a. Tickets and/or Passes cover by this policy include:
 - i. Gratuitously provided to the County by an outside source;
 - ii. Acquired by the County by purchase; or
 - iii. Acquired by the County as consideration to the terms of a contract for the use of a County venue, or the use of a venue incorporating services provided by the County.

B. Limitations

- a. This Policy shall apply only to the County's distribution of tickets and/or passes to, or at the behest of, a public official for which equal or greater value is provided by the public official. Consideration of equal or greater value shall be presumed if the tickets or passes are distributed pursuant to this policy.
- b. This Policy shall apply only if the tickets and/or passes are:
 - i. Not earmarked by the original source for use by the specific county official who uses the tickets and/or passes; and
 - ii. The County Administrative Officer or authorized designee determines in his/her sole discretion which official may use the tickets and/or passes.
- c. This Policy shall not apply to any other item of value provided to the County or County Official regardless of whether received gratuitously or for which consideration is provided as part of admission, such as food and beverages. Any such item other than tickets and/or passes may be reportable on the County Official's Form 700 and be subject to state law and FPPC regulations

related to gifts to public officials.

- d. This Policy does not apply to any tickets and/or passes received by a County Official that:
 - i. The County Official treats as income consistent with applicable state and federal income tax laws and regulations and the County reports the distribution of the Ticket as income to the County Official; or
 - ii. For which the County Official pays the fair market value, or for which the County Official reimburses the original source of the Ticket in accordance with FPPC Regulations, or for which the County Official pays or reimburses the County for the fair market value; or
 - iii. Is a "gift" to the County Official in accordance with FPPC Regulations whether or not the County Official reports the gift on the FPPC Form 700.

SECTION V – OFFICIAL DUTIES; CEREMONIAL ROLES

Tickets provided to public officials as part of their official duties, or so that the public official may perform a ceremonial role or function on behalf of the County, shall not be subject to this Policy, as these tickets are exempt from any disclosure or reporting requirements.

SECTION VI – PUBLIC PURPOSE

The County shall only provide a ticket and/or pass to a public official, or at the behest of a public official, when an event meets one of the following public or governmental purposes:

- a. Promotion of local and regional businesses, or economic development and tourism activities within the County, including conventions and conferences.
- b. Promotion of County-controlled or sponsored events, activities, or programs.
- c. Promotion of community programs and resources available to County residents, including nonprofit organizations and youth programs.
- d. Marketing promotions highlighting the achievements of local residents and businesses.
- e. Promotion and marketing of private facilities available for County resident use, including charitable and nonprofit facilities.

- f. Promotion of public facilities available for County resident use.
- g. Promotion of County growth and development, including economic development and job creation opportunities.
- h. Promotion of specific County community events provided by or sponsored by the County.
- i. Promotion of any County owned sites such as parks, soccer fields, and golf courses.
- j. County recognition, visibility, and/or profile on a local, state, or national scale.
- k. Promotion of open government through public official appearances, participation and/or availability at business or community events.
- l. Sponsorship agreements involving private events where the County specifically seeks to enhance the County's reputation both locally and regionally by serving as host or sponsor, providing the necessary opportunities to meet and greet visitors, dignitaries, and residents.
- m. When the County, as a form of consideration, has required by written contract that a certain number of tickets or suites be made available for County use.
- n. Employee retention programs.
- o. Special outreach programs for veterans, teachers, emergency and medical personnel, and other civil service occupations.
- p. Charitable 501(c)(3) fundraisers for the purpose of networking with other community and civic leaders.
- q. Promotion of and participation in intergovernmental relations and activities.
- r. In order for a spouse of a public official to accompany him or her to any qualifying event.
- s. Any purpose similar to the above included in any contract.

SECTION VII – RETURN OF TICKETS

Prior to the event taking place, any public official or any member of the public official's immediate family may return any unused ticket to the County for redistribution pursuant to this policy and is not required to report the returned ticket or pass on the Form 802. 2 CCR 18943 (b) For purposes of this regulation, the term "family member" means any of the following individuals:

- (1) The official's spouse as defined in Section 82048.8.
- (2) A "dependent child" of the official as defined in Regulation 18229.1.
- (3) The official's child (including an adoptive child or stepchild) who meets all of the following criteria:
 - (A) Is at least 18 but no more than 23 years old and is a full-time or part-time student.
 - (B) Has the same principal place of residence as the official. For purposes of this provision, a place, located away from the official's residence, at which the child

resides for the purpose of attending school, is not the child's "principal place of residence."

(C) Does not provide over one-half of the individual's own support.

Neither public officials nor members of their immediate families may sell or further transfer any ticket and/or pass provided under this policy.

SECTION VIII – COUNTY ADMINISTRATIVE OFFICER

The Board of Supervisors has delegated the authority to distribute any tickets and/or passes in accordance with this policy to the County Administrative Officer or their designee. In any circumstance where the County Administrative Officer desires to obtain a ticket or pass for themselves, the Chairperson of the Board of Supervisors will exercise the County's sole discretion in determining whether the County Administrative Officer's use or behest of tickets and/or passes is in accordance with the terms of this policy.

SECTION IX – TRANSFER PROHIBITION

County Administrative Officer or their designee determines, in their sole discretion, who uses any ticket or pass using the below mentioned criteria:

- Any ticket or pass distributed to, or at the behest of, a County executive or employee must accomplish one or more of the stated public purposes of Ticket Policy.
- No ticket or pass received by a County executive or employee pursuant to this Policy may be transferred to another individual or entity, unless it is transferred to the executive's or employee's immediate family member or to no more than one guest solely for their attendance at the event.
- The disproportionate use of tickets or passes by the governing body, county administrative officer of the agency, political appointee, or department head is prohibited.
- No ticket or pass may be earmarked by an outside source for use by a specific official.

SECTION X – DISCLOSURE

- A. The County Administrative Officer or designee shall disclose the distribution of tickets and passes in accordance with Section 18944.1(d) of Title 2 of the California Code of Regulations, on a form provided by the Fair Political Practices Commission (currently, Form 802).
- B. The following information shall be reported on such form:
 - a. The name of the official receiving the ticket or pass. If the ticket or pass is distributed to a department or other unit of the County, and not used by a member of a governing body, County Administrator, board, or commission member, or elected or appointed department head, the County may report the name of the department or other unit of the County receiving the ticket or pass, and the number of tickets or passes provided to the department or unit, in lieu of reporting the name of the individual employee. For those officials listed above, the name of the official receiving the ticket must be disclosed.
 - b. A description of the event.
 - c. The date of the event.
 - d. The fair value of the ticket or pass as that term is defined in Section 18946(d)(1).
 - e. The number of tickets or passes provided to each person.
 - f. If the ticket or pass is behested, the name of the individual who behested the ticket.
 - g. If the ticket was transferred to a member of the official's immediate family or one guest, or to no more than one guest solely for their attendance at the event.
 - h. A description of the public purpose under which the distribution was made.
 - i. A written inspection report of findings and recommendations by the official receiving the ticket or pass if received for the oversight or inspection of facilities. A copy of the report shall be maintained with the completed Form 802.
- C. The Ticket Administrator shall maintain the original form as a public record as set forth in Government Code Section 81008.
- D. The Ticket Administrator shall within 30 calendar days of the distribution of a ticket or pass (or within such other interval as guidelines issued by the CAO, or the CAO's designee may state) prepare and certify a Form 802. The form shall be forwarded to the CAO, or the CAO's designee, to be posted to the County's website and the website link that displays the form shall be sent to the FPPC via e-mail, so that the FPPC may post the website link. Any guidelines issued shall state a timeline for posting that facilitates the posting of Form 802 on the County website within 45 days of the distribution of the ticket or pass as required by FPPC Regulation 18944.1.

F. The County Administrative Officer or designee shall file amendments to the form within 10 days after the issue that necessitates any amendment occur.

SECTION XI – WEBSITE DISCLOSURE

Notice of the distribution of tickets or passes pursuant to this policy shall be posted on the County's website in a prominent fashion within 30 days after the ticket distribution and shall include all the information as required under Section 18944.1. Any such posting shall use FPPC Form 802 or such alternative form as may be approved or amended from time to time of procedure. This policy shall be posted on the County's website in a prominent fashion.

SECTION XII – WEBSITE POSTING

The Form 802 shall be posted indefinitely to the County's website..

Board Approved

[Board Chair Name], Board Chairperson

Date

Pursuant to Board Order Resolution Number Dated August 12, 2025