



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 07-21

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EFFECTIVE DATE April 20, 2021

**POLICY: DISTRIBUTION OF TICKETS/PASSES
PROVIDED TO THE COUNTY**

APPROVED
CURT HAGMAN
Chairman, Board of Supervisors

POLICY STATEMENT AND PURPOSE

To establish guidelines for the distribution of tickets or passes which are provided to the County.

DEPARTMENTS AFFECTED

All County agencies, departments, separated entities and Board-governed Special Districts.

POLICY AMPLIFICATION

1. A ticket or pass provided to a County official for his or her admission to an event at which the official performs a ceremonial role or function on behalf of the County is not a gift to the official.
2. When the County provides a ticket or pass to a County official, the ticket or pass is not subject to this policy, provided that the official treats the ticket or pass as income consistent with applicable federal and state income tax laws and the County reports the distribution of the ticket or pass as income to the official pursuant to subdivision 10 below.
3. When the County provides a ticket or pass to a County official, the ticket or pass is not a gift if the official reimburses the County for the ticket within 30 days of receipt.
4. When the County provides a ticket or pass to a County official, and such ticket or pass otherwise meets the definition of a gift under Government Code section 82028 and is not exempt under applicable FPPC regulations, the ticket or pass will not be a gift to the County official provided that the following requirements in subdivisions 5 through 10 are met.
5. With respect to a ticket or pass from an outside source provided to an official by the County:
 - (a) The ticket or pass is not earmarked by the original source for use by the official who uses the ticket or pass;
 - (b) The County determines, in its sole discretion, which official may use the ticket or pass;
 - (c) The distribution of the ticket or pass by the County is made in accordance with subdivision 9 below.
6. With respect to a ticket or pass provided by the County to an official, which ticket or pass the County obtains pursuant to the terms of a contract for use of public property, the distribution of the ticket or pass is made in accordance with subdivision 9 below.
7. With respect to a ticket or pass provided by the County to an official, which ticket or pass the County obtains because the County controls the event, the distribution of the ticket or pass is made in accordance with subdivision 9 below.
8. With respect to a ticket or pass provided by the County to an official, which ticket or pass the County purchases at fair market value, the distribution of the ticket or pass is made in accordance with subdivision 9 below.
9. Public Purpose and Other Requirements
 - (a) The County Administrative Office determines and controls the distribution of tickets and passes.

(b) The distribution of any ticket or pass by the County to, or at the behest of, a County official must accomplish a public purpose of the County.

(c) Public purposes of the County include but are not limited to the following:

(1) promotes local and regional businesses, economic development and tourism activities in the County;

(2) promotes County-controlled or sponsored events;

(3) promotes community programs and resources available to County residents, including non-profit organizations;

(4) marketing promotions highlighting the achievements of local residents, organizations, and businesses;

(5) promotes and markets private facilities available for County resident use, including charitable and non-profit facilities;

(6) promotes public facilities available for County resident use;

(7) promotes County growth and development, including economic development and job creation opportunities;

(8) promotes County landmarks and or community events;

(9) exchange programs with foreign officials and dignitaries;

(10) promotes County recognition, visibility, and/or profile on a local, state, national, or worldwide scale;

(11) promotes or rewards volunteer public service;

(12) sponsorship agreements involving private events where the County specifically seeks to enhance the County's reputation both locally and regionally by serving as hosts providing the necessary opportunities to meet and greet visitors, dignitaries, and residents;

(13) all written contracts where the County as a form of consideration has required that a certain number of tickets or suites be made available for County use;

(14) promotes the attraction and retention of employees in County service or provides special recognition or reward for meritorious service by a County employee;

(15) special outreach programs for veterans, teachers, emergency services, medical personnel, and other civil service occupations;

(16) spouses, domestic partners, or immediate dependants of County officials in order so that they may accompany the officials to any of the activities or events listed herein as a public purpose;

(17) use in a County employee competition or drawing.

(18) any purpose similar to the items listed herein and included in any County contract.

(d) An official is prohibited from transferring any ticket or pass, distributed to such official pursuant to this policy, to any other person, except to members of the official's immediate family solely for their personal use.

(e) Tickets and passes distributed pursuant to this policy shall not be disproportionately used by a member of the governing body, chief administrative officer, political appointee, or department head.

10. The distribution of a ticket or pass pursuant to this policy shall be reported on FPPC Form 802 and submitted by the County Administrative Office to the Clerk of the Board within 30 days of the distribution and in accordance with FPPC Regulation 18944.1. Each submitted form shall be posted on the County's website within 45 days after the distribution of the ticket or pass. This policy shall be posted on the County's website.

LEAD DEPARTMENT

County Administrative Office

APPROVAL HISTORY

Adopted October 6, 2009, Item Number 34 ; Amended April 20, 2021

REVIEW DATES

April 2026