

**LOS ANGELES OFFICE OF THE MAYOR
POLICY REGARDING DISTRIBUTION OF TICKETS AND PASSES**

The Office of the Mayor of Los Angeles ("Office") sets forth the following Policy on Tickets or Passes to Events pursuant to Fair Political Practices Commission Regulation in California Code of Regulations (CCR) Title 2, § 18944.1, subdivision (c).

Section 1 – Application. This Policy shall apply to tickets or passes for admission to a facility, event, show or performance for an entertainment, amusement, recreational, or similar purpose ("Event Tickets"), which are provided to the Office (i) pursuant to the terms of a contract for use of public property, (ii) because the City of Los Angeles sponsors and/or controls the event, (iii) that is purchased by the office at fair market value; or (iv) otherwise received from an outside source and which are provided without charge by the Office to Office/City staff, City Commissioners or City supported community partners and programs ("Recipient"). Tickets or passes purchased at full face value or fair market value of the ticket, as appropriate, by the official using the tickets are not covered by this policy.

Section 2 – Administration. Administration of this Policy, including determination of the public purpose for distribution of Event Tickets hereunder, shall be the responsibility of the Legal Counsel to the Mayor.

Section 3 – Public Purposes. The distribution of any Event Tickets by the Office to, or at the behest of, a Recipient shall promote one of the following public purposes:

- a) economic development or employment within the City of Los Angeles;
- b) events intended to promote or provide exposure to and awareness of business, tourism, recreational, cultural and educational facilities or attractions on City of Los Angeles properties or awareness of the City of Los Angeles as a regional destination, economic asset or business opportunity;
- c) community programs promoted by the Office, including programs supported by charitable and non-profit organizations;
- d) any purpose similar to the above.

All Event Tickets distributed pursuant to this Policy are required to further the accomplishment of these public purposes of the Office.

Section 4 – Distribution of Tickets or Passes. Distribution of Event Tickets by the Office to a Recipient shall be carried out by the Legal Counsel to the Mayor, in accordance to the following requirements:

- a) The Recipient and the Office treat the Event Ticket(s) as income consistent with applicable federal and state income tax laws; or
- b) Event Tickets are distributed in accordance with the public purposes stated in Section 3 above, and provided that:
 1. Such Event Tickets shall not be earmarked by the original source for use by the particular Recipient who uses such Event Tickets;
 2. The Office determines, in its sole discretion, which individual may use the Event Ticket;
 3. Recipients receiving Event Tickets pursuant to this Policy shall not transfer such Event Tickets to any other person, except to the recipient's spouse, domestic partner recognized by state law, dependent children, or one guest;
 4. No person receiving Event Tickets pursuant to this Policy shall sell or receive reimbursement for the value of any ticket.

Section 5 – Posting of Distribution of Tickets or Passes. Distribution of Event Tickets pursuant to this Policy shall be reported on state Form 802 in accordance with CCR Title 2 Section 18944.1 (d). Such reporting shall include:

- a) The name of the person receiving tickets or passes, except that if the tickets or passes are distributed to an organization outside the Office, the name, address and description of the organization may be posted in lieu of the names of individuals from the organization;
- b) a description of the event;
- c) the date of the event;
- d) the face value of the tickets or passes provided;
- e) if the tickets or passes are behested, the name of the person who behested the tickets or passes; and
- f) a description of the public purpose pursuant to this Policy under which distribution was made or, alternatively, that the tickets or passes were distributed as income to the recipient.