

**LOS ANGELES HARBOR DEPARTMENT
POLICY REGARDING DISTRIBUTION OF TICKETS AND PASSES**

The City of Los Angeles Harbor Department (Harbor Department) 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), which requires that any distribution of gifted tickets or passes by a government agency to, or at the behest of, its employees and officials must be made pursuant to a duly adopted written policy. The Port shall post this Policy on its website in prominent fashion.

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 Harbor Department (i) pursuant to the terms of a contract for use of public property, (ii) because the Harbor Department controls the event, (iii) that is purchased by the Harbor Department at fair market value; or (iv) otherwise received from an outside source and which are provided without charge by the Los Angeles Harbor Department to members of the Los Angeles Board of Harbor Commissioners, Harbor Department or City staff ("Port 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 Executive Director of the Harbor Department.

Section 3 - Public Purposes. The Harbor Department is a self-supporting proprietary department of the City of Los Angeles, operating independently using its own revenues, and administering and controlling its fiscal activities under the Los Angeles City Charter. The Harbor Department holds its lands and assets in trust for the people of the State of California for purposes that include maritime commerce, navigation, fisheries, public recreation or other water-oriented activities. The distribution of any Event Tickets by the Harbor Department to, or at the behest of, a Port Recipient shall promote one of the following public purposes:

- (a) maritime commerce, navigation, fisheries, public recreation or other water-oriented activities within the Harbor Department's jurisdiction;
- (b) economic development or employment within the Port's jurisdiction, including Harbor Department officials hosting customers at events in which Port-related business may be discussed and furthered;
- (c) events intended to promote or provide exposure to and awareness of maritime business, tourism, recreational, cultural and educational facilities or attractions on Harbor Department properties or awareness of the Port of Los Angeles as a regional destination, economic asset or business opportunity;
- (d) community programs within the Harbor Department's jurisdiction, including programs supported by charitable and non-profit organizations;
- (e) any purpose similar to the above included in any Port contract.

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

Section 4 - Distribution of Tickets or Passes. Distribution of Event Tickets by the Harbor Department to a Port Recipient shall be carried out by the Executive Director, in accordance with the following requirements:

- (a) The Port Recipient and the Harbor Department treats 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 Port Recipient who uses such Event Tickets;
 - 2. The Harbor Department determines, in its sole discretion, which individual may use the Event Ticket;
 - 3. Port 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, or dependent children, solely for their personal use.
 - 4. No person receiving Event Tickets pursuant to this Policy shall sell or receive reimbursement for the value of any ticket.
- (c) Nothing in this Policy shall relieve individual members of the Los Angeles Board of Harbor Commissioners from their duty under Los Angeles Municipal Code Section 49.5.17 not to participate in or otherwise be involved in the Harbor Department's contracting process where they are not acting as a Board.

Section 5 - Posting of Distribution of Tickets or Passes. Distribution of Event Tickets pursuant to this Policy shall be reported on state form 802 and prominently posted on the Port of Los Angeles website (www.portoflosangeles.org) within 30 days in accordance with CCR Title 2 Section 18944.1 (d) on state Form 802. Such posting 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 Harbor Department, the name, address and description of the organization, and the number of tickets or passes provided to 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 Commissioner or Harbor Department official who behested the tickets or passes; and
- (f) a description of the public purpose pursuant to this Policy under which the distribution was made or, alternatively, that the tickets or passes were distributed as income to the recipient.