

RESOLUTION NO. SCV-137

**RESOLUTION OF THE
BOARD OF DIRECTORS OF THE SANTA CLARITA VALLEY WATER AGENCY
ADOPTING A TICKET DISTRIBUTION POLICY**

WHEREAS, the Fair Political Practices Commission (FPPC) adopted Section 18944.1, Title 2, California Code of Regulations (Regulation 18944.1) to regulate the distribution and disclosure by public agencies of certain tickets and passes to public officials and employees; and

WHEREAS, Regulation 18944.1 provides that a ticket and pass distributed pursuant to an adopted policy and properly disclosed by the agency is not a gift to the public official and does not trigger a disclosure requirement on the official's Statement of Economic Interests, Form 700; and

WHEREAS, the distribution to and use of such tickets and passes by officials frequently serve legitimate governmental and/or public purposes; and

WHEREAS, from time to time, the Santa Clarita Valley Water Agency (the Agency) may receive complimentary or discounted tickets or passes from third party sources, both public and private, for distribution to Agency officials; and

WHEREAS, based on such practice and the provisions of Regulation 18944.1 adopted and amended by the FPPC, the Agency desires to adopt a policy regarding the distribution of tickets and/or passes; and

WHEREAS, the Agency's proposed Ticket Distribution Policy incorporates the required provisions of Regulation 18944.1 to ensure that the policy establishes a fair and equitable process for the distribution to Agency officials of such tickets and passes by the Agency, in compliance with the requirements of FPPC Regulations.

NOW THEREFORE, the Board of Directors of the Santa Clarita Valley Water Agency hereby finds and resolves as follows:


Section 1. The foregoing recitals are true and correct.

Section 2. The Board of Directors of Santa Clarita Valley Water Agency hereby approves and adopts the Agency's Ticket Distribution Policy proposed in accordance with FPPC Regulation 18944.1, and attached hereto as Exhibit A.

Section 3. The General Manager is directed to implement this policy.

Section 4. The Resolution shall take effect immediately upon adoption.


Section 5. The Secretary of the Board shall certify the adoption of this Resolution.



President

I, the undersigned, hereby certify: That I am the duly appointed and acting Secretary of the Santa Clarita Valley Water Agency, and that at a regular meeting of the Board of Directors of said Agency held on February 4, 2020, the foregoing Resolution No. SCV-137 was duly and regularly adopted by said Board, and that said resolution has not been rescinded or amended since the date of its adoption, and that it is now in full force and effect.

DATED: February 4, 2020


Secretary

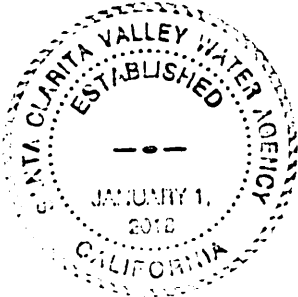


EXHIBIT A



POLICIES, RULES AND REGULATIONS	
Title: TICKET DISTRIBUTION POLICY	
Approval Date: February 2020	Effective Date: February 2020
Approved By: Board of Directors	DMS #

TICKET DISTRIBUTION POLICY

1.0 PURPOSE

The purpose of this policy is to ensure that all tickets and/or passes provided to the Agency are distributed in furtherance of governmental and/or public purposes as required under Section 18944.1, Title 2, California Code of Regulations (“Regulation 18944.1”).

In addition, the purpose of this policy is to ensure that tickets distributed by the Agency under this policy are disclosed on Form 802 and posted to the Agency’s website within forty-five days of distribution, as required by Regulation 18944.1.

2.0 APPLICATION

This policy applies to tickets that provide admission to a facility, event, show or performance for an entertainment, amusement, recreational or similar purpose, and are either:

- a. gratuitously provided to the Agency by an outside source;
- b. acquired by the Agency by purchase;
- c. acquired by the Agency as consideration pursuant to the terms of a contract for the use of an Agency venue; or
- d. acquired and distributed by the Agency in any other manner.

3.0 SCOPE

This policy applies to all Agency Officials, as defined in Section 4b, below.

4.0 DEFINITIONS

Unless otherwise expressly provided herein, words and terms used in this policy shall have the same meaning as that ascribed to such words and terms in the Political Reform Act of 1974 (Government Code section 81000 et seq., as the same may from time to time be amended) and the Fair Political Practices Commission (“FPPC”) Regulations (Title 2, California Code of Regulations, section 18110 et seq., as the same may from time to time be amended).

- a. “Agency” means the Santa Clarita Valley Water Agency.
- b. “Agency Official” means every member, officer, employee or consultant of the Agency, as defined by Government Code section 82048 and Regulation 18700.3. Such term shall include, without limitation, any Board member or other appointed



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official, employee or consultant required to file an annual Statement of Economic Interests (Form 700).

- c. "Immediate family" means the Agency Official's spouse and dependent children.
- d. "Policy" means this policy for the Distribution of Tickets and/or Passes.
- e. "Ticket" shall mean and refer to a "ticket" or "pass" as those terms are defined in Regulation 18946 and referenced in Regulation 18944.1, both Regulations as amended from time to time, but which currently define "ticket" or "pass" as anything that provides admission or access to a facility, event, show or performance for an entertainment, amusement, recreational or similar purpose.

5.0 GENERAL PROVISIONS

- a. The use of complimentary tickets is a privilege extended by the Agency and not the right of any person to which the privilege may from time to time be extended.
- b. Tickets distributed to an Agency Official pursuant to this policy shall not be transferred to any other person, except to members of such Agency Official's immediate family solely for their personal use or to no more than one guest solely for their attendance at the event.
- c. No person who receives a ticket pursuant to this policy shall resell or receive compensation for the value of such ticket.
- d. The General Manager shall have the authority, in his or her sole discretion, to establish procedures for the distribution of tickets in accordance with this policy. All requests for tickets which fall within the scope of this policy shall be made in accordance with the procedures established by the General Manager.
- e. The General Manager or his/her designee shall be the "agency head" for purposes of implementing the provisions of this policy and completing and posting the Form 802. In such case, where the General Manager desires to obtain a ticket, the Board members authorize the General Manager to exercise the Agency's sole discretion in determining whether the use or behest of tickets is in accordance with the terms of this policy.
- f. No ticket gratuitously provided to the Agency by an outside source and distributed to, or at the behest of, an Agency Official pursuant to this policy shall be earmarked by the original source for provision to a particular Agency Official.
- g. A ticket provided to a Public Official and one guest of the Official at which the Official performs a ceremonial role, as defined in Regulation 18942.3, on behalf of the Agency must be disclosed on Form 802 as set forth below. Any additional effort by the Agency to either limit or expand permissible ceremonial roles will require that the revised policy be forwarded to the FPPC.
- h. The disproportionate use of tickets and passes, distributed pursuant to this policy by a member of the governing body, political appointee, department head, or General Manager is prohibited.



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- i. The value of any ticket shall be the fair value of the ticket. The “fair value” is the face value of the ticket, or the price at which the ticket would otherwise be offered for sale to the general public by the operator or host. Where the ticket does not reflect the actual cost for a ticket in a luxury box or suite, the face value is determined by dividing the total cost of the box or suite by the number of tickets available for that box or suite.

6.0 PUBLIC PURPOSE FOR WHICH TICKETS MAY BE DISTRIBUTED

Subject to the provisions of this policy, the Agency shall only provide a ticket and/or pass to an Agency Official, or at the behest of an Agency Official, under one of the following public and governmental purposes:

- a. If the distribution is to an Agency Official and the Official reimburses the Agency for the fair value of the ticket(s) within 30 days of receipt.
- b. If the distribution is to an Agency Official, the Official treats the ticket(s) as income consistent with applicable federal and state income tax laws and the Agency complies with the reporting requirements of Section 7, below.
- c. If the distribution is to an Agency Official, or is at the behest of an Agency Official, such distribution must accomplish a governmental and/or public purpose. The following is a list of governmental and/or public purposes the Agency may accomplish through the distribution of tickets. The list is illustrative rather than exhaustive:
 1. Facilitating the performance of a ceremonial role or function by an Agency Official on behalf of the Agency at an event.
 2. Facilitating the attendance of an Agency Official at an event where the job duties of the Official require his or her attendance.
 3. Promotion of water conservation, water quality, water services and water supply within the Agency, regionally and statewide.
 4. Promotion of intergovernmental relations and/or cooperation and coordination of resources with other governmental agencies, including, but not limited to, attendance at an event with or by elected or appointed public officials from other jurisdictions, their staff members and guests.
 5. Promotion of local and regional businesses, economic development and tourism activities within the Agency that serve or may potentially serve the Agency’s residents, including conventions and conferences.
 6. Promotion of Agency-run, sponsored or supported events, activities, or programs.
 7. Promotion of community programs and resources available to Agency residents, including nonprofit organizations and youth programs.



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8. Marketing promotions highlighting the achievements of public agencies, local residents, nonprofits, community groups and businesses in the areas of water conservation, water services, water supply, or water quality.
9. Promotion and marketing of private facilities available for Agency resident use, including charitable and nonprofit facilities.
10. Promotion and marketing of public facilities and resources available for Agency resident use.
11. Promotion of Agency growth and development, including outreach efforts, economic development and job creation opportunities.
12. Promotion of specific Agency community events provided by or sponsored by the Agency.
13. Promotion of any Agency owned sites or facilities.
14. Exchange programs with foreign officials and dignitaries.
15. Promotion of Agency recognition, visibility, and/or profile on a local, state, national or worldwide scale.
16. Promotion of Agency services on a local, state, national or worldwide scale.
17. Promotion of open government and/or community relations by Agency official appearances, participation and/or availability at business or community events.
18. Sponsorship agreements involving private events where the Agency specifically seeks to enhance the Agency's reputation both locally and regionally by serving as hosts or sponsors providing the necessary opportunities to meet and greet visitors, dignitaries, and residents.
19. All written contracts where the Agency, as a form of consideration, has required that a certain number of tickets be made available for Agency use.
20. Employment retention and recognition programs.
21. Special outreach programs for veterans, teachers, emergency services, medical personnel and other civil service occupations.
22. Encouraging or rewarding significant academic, athletic, or public service achievements by residents or businesses of the Agency service area.
23. Charitable 501 (c)(3) fundraisers for the purpose of networking with other community and civic leaders.
24. Promotion of and participation in intergovernmental relations and activities.
25. Promoting, supporting and/or showing appreciation for programs or services rendered by charitable and non-profit organizations benefiting Agency residents.



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- 26. Increasing public exposure to, and awareness of, the various recreational, cultural, and educational venues and facilities available to the public within the Agency's service area.
 - 27. Attracting or rewarding volunteer public service.
 - 28. Attracting and retaining highly qualified employees in the Agency's service.
 - 29. Recognizing or rewarding meritorious service by an Agency employee.
 - 30. Promoting enhanced Agency employee performance or morale.
 - 31. Recognizing contributions made to the Agency by former Board members or Agency employees.
 - 32. Spouses of Agency officials in order to accompany him or her to any of the events listed above.
 - 33. Any purpose similar to above included in any Agency contract.
- d. When a public purpose involves the oversight or inspection of facilities by an Agency Official, the Agency Official is required to provide a written inspection report and/or recommendation.
 - e. If the distribution is to an organization outside of the Agency, such distribution is done pursuant to a public purpose outlined in Section 6c, above.
 - f. Subject to the provisions of this policy, tickets obtained by the Agency pursuant to terms of a contract for use of public property because the Agency controls the event, or, by purchase at fair market value, may be distributed to Agency Officials. Any distribution must accomplish a governmental and/or public purpose in accordance with Section 6c, above.
 - g. Any ticket obtained pursuant to Section 6f which is distributed to an Agency Official, other than an elected official or member of the governing body of the Agency, for the Official's personal use, to support general employee morale, retention, or to reward public service is also deemed to serve a public purpose. Such ticket distribution shall be disclosed pursuant to Section 7, below. For purposes of this subsection, "personal use" is defined as use by the Agency Official, his or her family, or no more than one guest.
 - h. Any Agency Official, any member of the Agency Official's immediate family, or guest of the Agency Official may return any unused ticket to the Agency for redistribution pursuant to this policy.
 - i. The provisions of this policy apply only to benefits the Agency Official receives that are provided to all members of the public with the same class of ticket.

7.0 DISCLOSURE REQUIREMENTS

- a. This policy shall be posted on the Agency's website in a prominent manner. The Agency shall, within 30 days of adoption or amendment, send to the FPPC by email a website link that displays the policy.



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- b. Tickets distributed by the Agency to any Agency Official which the Agency Official treats as income pursuant to Section 6b, above, or, which are distributed for one or more public purposes described in Section 6c, above, must be recorded on Form 802 or, on such alternative form(s) as may from time to time be designated by the FPPC. This form must be maintained as a public record, and be subject to inspection and copying as required under Government Code section 81008(a). Within 45 days after distribution the Agency must post these forms on its website and email a website link to the FPPC that displays the form.
- c. Tickets distributed by the Agency for which the Agency receives reimbursement from the Public Official as provided under Section 6a, above, shall not be subject to the disclosure provisions of Section 7b.
- d. For tickets distributed to a department or other unit of the Agency, and not used by a member of the Board, political appointee, a department head or the General Manager, the Agency may report the name of the department or other unit of the Agency and the number of tickets provided to the department or other unit in lieu of posting the name of the individual employee(s) as otherwise required.
- e. Tickets distributed to an organization outside of the Agency pursuant to Section 6e, above, shall be disclosed in accordance with Section 7b, above, but, may be done by reporting the name, address, description of the organization, and the number of tickets or passes provided to the organization in lieu of posting the names of each individual from the organization as otherwise required.

DRAFT



TICKET DISTRIBUTION FORM

COMPLETE THE INFORMATION BELOW

Employee Information:

Name	Department
Phone	Email
	Class Title

Event and Ticket Information:

Date(s) of Event	/	/	Description of Event
	/	/	Face Value of Ticket
			\$
Name of Outside Source of Ticket(s) Provided to Agency			
Number of Tickets Received			
Ticket(s) Provided to Agency: <input type="checkbox"/> Gratuitously <input type="checkbox"/> Pursuant to Contract			

Purpose for Ticket Distribution:

The purpose of the Ticket Distribution Policy is to ensure that tickets, which are resources of Santa Clarita Valley Water Agency (SCV Water), are distributed to further the public purposes of SCV Water.

- Representation of Santa Clarita Valley on federal, state and regional levels.
- Encouragement of, and education about, water conservation programs.
- Promotion of SCV Water sponsored or supported community events and programs.
- Promotion of specific programs sponsored or supported by SCV Water.
- Promotion of intergovernmental relations through activities and events involving other public entities.
- Promotion of special events sponsored in whole or part by SCV Water.
- Attraction and retention of highly qualified employees in SCV Water service.
- Promotion of SCV Water and the Santa Clarita Valley water community recognition, visibility, and/or profile on a local, state, national, or international scale.
- Promotion of open government by SCV Water official appearances, participation, and/or availability at business, local government and/or community events.
- Increasing public exposure to, and awareness of, the various educational programs available to the public through SCV Water and SCV Water sponsored programs.
- Recognizing or rewarding meritorious service by a SCV Water employee, promoting enhanced SCV Water employee performance or morale, and recognizing contributions made to SCV Water by former officials and employees.

Once completed by employee, route to: Supervisor _____ Board Secretary _____
Initial and Date Initial and Date

Approval of Ticket Distribution:

General Manager	Date	Ticket(s) can be raffled:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Additionally, the employee must also complete **Form 802 (DMS #12605)** and submit it to the Board Secretary along with this Form for posting on the Agency's website within 15 days of receiving the tickets.

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**Agency Report of:
Ceremonial Role Events and Ticket/Pass Distributions**

1. Agency Name Santa Clarita Water Agency		Date Stamp	California Form 802 For Official Use Only
Division, Department, or Region <i>(if applicable)</i>			
Designated Agency Contact <i>(Name, Title)</i>			
Area Code/Phone Number	E-mail	<input type="checkbox"/> Amendment <i>(Must Provide Explanation in Part 3.)</i> Date of Original Filing: _____ <i>(month, day, year)</i>	

2. Function or Event Information

Does the agency have a ticket policy? Yes No Face Value of Each Ticket/Pass \$ _____

Event Description: _____ Date(s) ____/____/____
Provide Title/Explanation

Ticket(s)/Pass(es) provided by agency? Yes No If no: _____
Name of Source

Was ticket distribution made at the behest of agency official? Yes No If yes: _____
Official's Name (Last, First)

3. Recipients

• Use Section A to identify the agency's department or unit. • Use Section B to identify an individual. • Use Section C to identify an outside organization.

A. Name of Agency, Department or Unit	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy
B. Name of Individual (Last, First)	Number of Ticket(s)/ Passes	Identify one of the following:
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
C. Name of Outside Organization (Include address and description)	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy

4. Verification

I have read and understand FPPC Regulations 18944.1 and 18942. I have verified that the distribution set forth above, is in accordance with the requirements.

 Signature of Agency Head or Designee Print Name Title *(month, day, year)*

Comment: _____

This form is for use by all state and local government agencies. The form identifies persons that receive admission tickets and passes and describes the public purpose for the distribution. This form was prepared by the Fair Political Practices Commission (FPPC) and is available at www.fppc.ca.gov.

General Information

FPPC Regulation 18944.1 sets out the circumstances under which an agency's distribution of tickets to entertainment events, sporting events, and like occasions would not result in a gift to individuals that attend the function. In general, the agency must adopt a policy which identifies the public purpose served in distributing the admissions. The Form 802 serves to detail each event and the public purpose of each ticket distribution. FPPC Regulation 18942 lists exceptions to reportable gifts, including ceremonial events, when listed on this form.

When the regulation procedures are followed, persons, organizations, or agencies who receive admissions are listed on a Form 802. Agency officials do not report the admissions on the official's Statement of Economic Interests, Form 700, and the value of the admission is not subject to the gift limit.

The Form 802 also informs the public as to whether the admissions were made at the behest of an agency official and whether the behested tickets were provided to an organization or to specific individuals.

Exception

FPPC This form is not required for admission provided to a school or university district official, coach, athletic director, or employee to attend an amateur event performed by students of that school or university.

Reporting and Public Posting

Ticket Distribution Policies: An agency must post its ticket policy on its website within 30 days of adoption or amendment and e-mail a link of the website location to FPPC at form802@fppc.ca.gov.

Form 802: The use of the ticket or pass under the policy must be reported on Form 802 and posted on the agency's website within 45 days of distribution. A link to the website location of the forms must be e-mailed to FPPC at form802@fppc.ca.gov.

The FPPC will post on its website the link to each agency's policy and completed forms. It is not necessary to send an e-mail each time a new Form 802 is posted. It is only necessary to submit the link if the posting location changes.

This form must be maintained as a public document.

Privacy Information Notice

Information requested by the FPPC is used to administer and enforce the Political Reform Act. Failure to provide information may be a violation subject to administrative, criminal, or civil penalties. All reports are public records available for inspection and reproduction. Direct questions to FPPC's General Counsel.

Instructions

Part 1. Agency Identification:

List the agency's name. Provide a designated agency contact person, their phone number, and e-mail address. Mark the amendment box if changing any information on a previously filed form and include the date of the original filing.

Part 2. Function or Event Information:

Confirm that your agency has a policy for ticket distribution. Unless the ceremonial role or income box in Part 3, Section B, is marked, this form is only applicable if your agency has a policy.

Complete all of the other required fields that identify the ticket value, description of event, date(s) and whether the ticket was provided by the agency or an outside source. If an agency official behests the tickets, the official's name is also required. Use the comment field or an attachment to explain in full.

Part 3. Ticket Recipients:

This part identifies who uses the tickets. The identification requirements vary depending upon who received the tickets and are categorized into three sections. Each section must list the number of tickets received. Use the comment field or an attachment to explain in full.

Section A. Report tickets distributed to agency staff, other than an elected official or governing board member, pursuant to the agency's policy. It is not necessary to list each employee's name, but identify the unit/department for which the employee works. The agency must describe the public purpose associated with the ticket distribution. A reference to the policy is permissible.

Section B. Report: 1) any agency official who performs a ceremonial role; 2) any agency official who reports the value as income; or 3) tickets used by elected officials and governing board members (including those distributed pursuant to the agency's policy).

Section C. Report tickets provided to an organization. The organization's name, an address (website url is permissible), and a brief description of the public purpose are required.

**Agency Report of:
Ceremonial Role Events and Ticket/Pass Distributions
Continuation Sheet**

Agency Name

Santa Clarita Water Agency

3. Recipients

• Use Section A to identify the agency's department or unit. • Use Section B to identify an individual. • Use Section C to identify an outside organization.

A. Name of Agency, Department or Unit	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy
B. Name of Individual (Last, First)	Number of Ticket(s)/ Passes	Identify one of the following:
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
		Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <i>If checking "Ceremonial Role" or "Other" describe below:</i>
C. Name of Outside Organization (Include address and description)	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy

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