

IRVINE RANCH WATER DISTRICT

PERSONNEL POLICIES AND PROCEDURES MANUAL

POLICY NO. 45 - CONFLICT OF INTEREST

1. Purpose of Policy

The purpose of this Conflict of Interest Policy is to ensure that all District personnel comply with all applicable statutory and administrative requirements pertaining to their actions, duties and responsibilities on behalf of or in relation to the District. These matters are not limited to, but include, “conflicts of interests,” “potential conflicts of interest,” “incompatible offices” and other activities which might reflect adversely on the District or District personnel.

District personnel shall conduct themselves in a manner so as not to give rise to improprieties or situations inconsistent with this Policy. Procedures, policies and records shall be established and maintained to verify that the Policy has been adhered to by all District personnel. District personnel shall recognize that this Policy and applicable laws are concerned with not only actual conflict or wrongdoing but the potential or appearance of conflict. District employees shall not use the prestige or influence of their positions for personal gain or advantage.

Unless otherwise expressly defined, the terms used in this Policy shall have the same meanings as in the Political Reform Act (Title 9 of the California Government Code) and the regulations issued by the Fair Political Practices Commission (FPPC) pursuant to the Political Reform Act.

2. Employee Responsibility

A. Compliance with Applicable Laws and Regulations

All District personnel shall comply with all applicable provisions of the Political Reform Act, the FPPC Regulations issued under the Political Reform Act, Section 1090 *et seq.* of the California Government Code (prohibitions on self-interest in contracts), and all other laws and regulations pertaining to conflicts of interest and incompatible public offices. These include, but are not limited, to the following requirements:

- (1) **Reporting** of economic interests required annually, and upon assuming office and leaving office, by employees who are “Designated Persons” (as defined in the District’s Conflict of Interest Code, Appendix A-1) on FPPC Form 700];
- (2) Compliance with **prohibitions on acceptance of gifts and honoraria** above the dollar limit per source set pursuant to state law;
- (3) **Disqualification** from participation in District decisions in which the employee knows or has reason to know the employee has a financial interest.

NOTE: The following requirements established by the District in this Policy are *in addition to the requirements of state laws and regulations*:

B. Gifts to the District

Unless a gift qualifies as a gift to the District under this section, it will be treated as a gift to the employee. A gift of passes or tickets (not including travel or lodging) may be considered a gift to the District and not to an individual employee only under the following circumstances: (1) the General Manager receives and distributes the tickets or passes to employees, spouses and immediate families, and the donor does not earmark them for any specific employee(s), and the General Manager retains a record of the terms under which the tickets or passes were accepted by the District and the terms under which they were distributed and to whom they were distributed; (2) the tickets or passes are distributed in accordance with the written policy adopted by the District setting forth the District purpose in distributing passes and tickets and prohibiting the subsequent transfer except to the official's immediate family for their personal use (see Appendix "B-1"). .

A payment (a gift other than passes or tickets, including a monetary payment, loan, gift, and a payment for or provision of goods or services, as long as it is not in excess of an applicable District reimbursement rate for travel, meals, lodging or other expenses) may be considered a gift to the District and not to an individual employee only under the circumstances allowed in the FPPC regulations. These include the following: the General Manager or his/her designee receives and controls the payment, the payment is used only for official District business, the General Manager determines which employee(s) shall use the payment, the donor does not earmark them for any specific employee(s), and a record of all of the foregoing is filed and maintained with the District Secretary within 30 days of receipt of the payment and is posted by the District Secretary on the District's website. A payment to the District cannot include travel expenses for an elected official or any official who manages public investments (these officials are designated by the District in the District's Conflict of Interest Code), or any travel that the General Manager or his/her designee has not preapproved in writing before the date of the trip.

All gifts to the District must be submitted with either the "Gift of Tickets or Passes to Irvine Ranch Water District" or "Gift to Irvine Ranch Water District (Other Than Tickets or Passes)" form to the General Manager's Office for approval and distribution. These forms can be obtained from the District Secretary and must be approved by the General Manager or his/her designee.

C. Entertaining

District personnel who, for District business purposes, must dine and/or entertain vendors, contractors or consultants, shall do so at their own expense. Reimbursement of such expenses shall be subject to approval and shall be limited by the District's policy with respect to allowance of expenses. [Resolution No. 1993-35, as amended from time to time.]

D. Outside Consulting, Business Activity or Employment

All outside business, enterprise, consulting work or employment must be pre-approved by the General Manager or, in the case of the General Manager, by the President of the Board of Directors.

District personnel are prohibited from performing consulting work for or providing any other services or goods to any persons or firms doing business with the District.

District personnel shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible or in conflict with their duties as District employees or with the duties, functions, or responsibilities of the District. District personnel shall not perform any business, enterprise, work, service, or counsel outside of their District employment where any part of their efforts will be subject to approval by any other officer, employee or board of the District, unless otherwise approved in the manner prescribed by this Policy.

An employee's outside employment, activity, business or enterprise may be prohibited if it: (1) involves the use for private gain or advantage of his or her District time, facilities, equipment and supplies; or the badge, uniform, prestige, or influence of his or her District office or employment or, (2) involves receipt or acceptance by the employee of any money or other consideration from anyone other than the District for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of his or her District employment or as a part of his or her duties as a District employee or, (3) involves the performance of an act in other than his or her capacity as a District employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other District employee or the District, or (4) involves efforts or time demands as would render performance of his or her duties as a District employee less efficient. The General Manager (or the President, in the case of the General Manager) will notify the employee whether any outside employment, consulting work, activity, business or enterprise is approved or disapproved. Appeal from such determination may be made to the Board of Directors.

Nothing in this Section shall relieve employees from the requirement to report and other requirements applicable to outside employment, consulting work, activity, business or enterprise under Sections 2A of this Policy.

3. Disciplinary Actions for Non-Compliance

Non-compliance with this Policy shall subject the employee to disciplinary actions commensurate with the violation, up to and including termination.

4. Administration

The District Secretary shall be responsible for administration of this Policy, under the direction of the Board of Directors, the General Manager and, if necessary, the Director of Human Resources.

APPROVED:

Director of Human Resources

September 10, 2012
Date

General Manager

September 10, 2012
Date

NOTE: APPENDIX "A-1" set forth below is contained in the District's Conflict of Interest Code, as amended from time to time. Any amendment to APPENDIX "A-1" will automatically be included in this Policy No. 45.

Irvine Ranch Water District

APPENDIX “A-1”

DESIGNATED PERSONS FOR DISCLOSURE PURPOSES
PURSUANT TO CONFLICT OF INTEREST CODE ¹

The persons occupying the following positions are designated persons and must disclose the economic interests defined in the disclosure categories of Appendix “A-2,” using the Form 700 schedules listed in the table below:

<u>Designated Persons</u>	<u>Disclosure Categories</u>	<u>Schedules Associated</u>
<p style="text-align: center;"><u>Group I</u></p> Assistant Secretary of the District Director of Wastewater Operations District Secretary Executive Director of Engineering and Planning Executive Director of Operations Executive Director of Water Policy General Legal Counsel	1, 2 and 3	All
<p style="text-align: center;"><u>Group II</u></p> Assistant Director of Water Operations Assistant Director of Water Policy Customer Service Manager Director of Administrative Services Director of Human Resources Director of Public Affairs Director of Water Resources Electrical Maintenance Manager Facilities & Fleet Manager Manager of Contracts Administration and Risk Principal Engineer Purchasing Manager Senior Engineer Superintendent of Maintenance & Reliability Water Quality Manager	2 and 3	A-1, A-2, C, D and E
<u>Designated Persons</u>	<u>Disclosure Categories</u>	<u>Schedules Associated</u>
<p style="text-align: center;"><u>Group III</u></p> Accounting Manager Administrative Assistant Analyst Application & Support Manager Assistant Controller Assistant Engineer Associate Engineer Automation Programmer Business Analyst (Oracle) Buyer Chief Plant Operator Collection Systems Manager	6	D, E

¹ The persons holding the following positions are “public officials who manage public investments” within the meaning of that term as used in Government Code Section 87200 and are required to make full disclosure of all economic interests as required in Form 700: members of the Board of Directors, General Manager, Assistant General Manager, Executive Director of Finance, Controller, Treasurer, Assistant Treasurer and Treasury Manager.

Construction & Repair Manager Construction Inspection Manager Construction Inspector I, II, III Cross Connection Supervisor Customer Service Supervisor District Safety & Security Manager Electrical/Instrumentation Designer Electrical Supervisor Energy & Water Resource Planner Engineer Engineering Technician II, III Facilities Services Supervisor Fleet Supervisor GIS Supervisor Government Relations Manager Human Resources Manager Instrumentation Supervisor Laboratory Supervisor Landscape Contracts Administrator Material Control Clerk I/II Mechanical Maintenance Supervisor Operations Coordinator Operations Manager Operations Supervisor Principal Analyst Public Affairs Manager Purchasing Coordinator Recycled Water Development Manager Recycled Water Project Specialist Recycled Water Supervisor Recycled Water Systems Specialist Regulatory Compliance Manager Right-of-Way and Real Property Manager Safety & Security Manager Senior Analyst Senior Buyer Senior Water Use Efficiency Specialist Senior Network Administrator Senior Programmer/Analyst Senior Purchasing Coordinator Senior Recycled Water Systems Specialist Senior Vehicle/Equipment Maintenance Mechanic Senior Water Use Efficiency Specialist Supervising Wetlands/Wildlife Biologist Water Maintenance Supervisor Water Maintenance Manager Water Resources Manager Water Use Efficiency Analyst Water Use Efficiency Specialist		
<u>Designated Persons</u>	<u>Disclosure Categories</u>	<u>Schedules Associated</u>
<u>Group IV</u> Engineering Consultants ²	1, 4 and 5	All

² Consultants shall be included in the list of DESIGNATED PERSONS and shall disclose pursuant to the disclosure categories specified, subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a “designated person,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in the Code. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination

Special Legal Counsel ²		
Financial Consultants ²	<u>Group V</u>	4 and 5 A-1, A-2, C, D and E

NOTE: APPENDIX “A-2” set forth below is contained in the District’s Conflict of Interest Code, as amended from time to time. Any amendment to APPENDIX “A-2” will automatically be included in this Policy No. 45.

Irvine Ranch Water District

APPENDIX “A-2”

ECONOMIC INTERESTS THAT MUST BE REPORTED
PURSUANT TO CONFLICT OF INTEREST CODE

Category 1:

Interests in real property

Category 2:

Investments in or income (including loans, gifts and travel payments) from business entities which manufacture, distribute, lease, retail, or sell items which are, or which have been or foreseeably could be, utilized or procured by IRWD, including, but not limited to, any of the following:

1. Office equipment and supplies
2. Computer hardware and software
3. Printing, reproduction or photographic equipment and supplies
4. Periodicals, books, newspapers
5. Chemicals
6. Petroleum products
7. Motor vehicles and specialty vehicles, parts and supplies
8. Construction and maintenance equipment and supplies
9. Safety equipment and supplies
10. Food supplies
11. Water quality equipment and supplies
12. Cathodic protection equipment and supplies
13. Educational equipment and supplies
14. Medical supplies and informational materials
15. Landscape supplies
16. Pipes, valves, fittings, pumps, meters and similar items

Category 3:

Investments in or income (including loans, gifts and travel payments) from business entities which contract or subcontract for, or consult in, the performance of work or services which are, or which have been or foreseeably could be, utilized or procured by IRWD, including, but not limited to, any of the following:

1. Public utilities
2. Financial audit and accounting services
3. Insurance services
4. Construction and maintenance services
5. Transportation and lodging services
6. Security services
7. Banking, savings and loan services
8. Food services
9. Communication services
10. Water quality testing
11. Cathodic protection services
12. Engineering, architectural and construction inspection services
13. Employment and temporary help services

is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

14. Educational and medical services
15. Landscape and topographical services
16. Equipment rentals
17. Real estate, appraisal and investment services
18. Consulting services in: legal, energy and power, soils testing, water treatment, data processing, computers, labor relations, employee training, advertising, design, audio visual, movie production, planning, water pricing and demand, economics, desalting, environmental analysis
19. Printing and reproduction services

Category 4:

Investments in or income (including loans, gifts and travel payments) from business entities which manufacture, distribute, lease, retail, or sell items which are recommended or suggested by you in your capacity as a consultant to IRWD, including, but not limited to, the items listed under Category 2.

Category 5:

Investments in or income (including loans, gifts and travel payments) from business entities which contract or subcontract for, or consult in, the performance of work or services which are recommended or suggested by you in your capacity as a consultant to IRWD, including, but not limited to, the items listed under Category 3.

Category 6:

Gifts and travel payments from

(A) business entities which manufacture, distribute, lease, retail, or sell items which are, or which have been or foreseeably could be, utilized or procured by IRWD, including, but not limited to, the items listed under Category 2, and

(B) business entities which contract or subcontract for, or consult in, the performance of work or services which are, or which have been or foreseeably could be, utilized or procured by IRWD, including, but not limited to, the items listed under Category 3.

APPENDIX “B-1”

Policy for Distribution of Tickets or Passes in accordance with Fair Political Practices Commission (FPPC) Regulation 18944.1 of Title 2 of the California Code of Regulations

1. Purpose of Policy

To ensure that tickets provided to and distributed by the Irvine Ranch Water District (IRWD) are in furtherance of a governmental and/or public purpose as required under Regulation 18944.1 and this policy.

To ensure that tickets distributed by IRWD under Regulation 18944.1 and this policy are disclosed on FPPC Form 802 (see Appendix “B-2”) and posted to IRWD’s website within 30 days of distribution as required by Regulation 18944.1.

2. Application of Policy

A. Types of Tickets

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:

- (1) gratuitously provided to IRWD by an outside source;
- (2) acquired by IRWD by purchase;
- (3) acquired by IRWD as consideration pursuant to the terms of a contract for the use of an IRWD venue; or
- (4) acquired and distributed by IRWD in any other manner.

B. Policy Applicable to Tickets Only

This policy shall only apply to IRWD’s distribution of tickets to, or at the behest of, a District Official. This policy does not apply to other items of value provided to the District or any District Official, regardless of whether received gratuitously or for which consideration is provided. This includes food, beverage, or a gift provided to a District Official at an event that is not included in the fair market value of the ticket.

3. 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 California Political Reform Act of 1974 (Government Code Section 81000 et seq., as the same may from time to time be amended) and the FPPC Regulations (Title 2, Division 6 of the California Code of Regulation, Section 18110 et seq., as the same may from time to time be amended).

- A. “IRWD” or “District” shall mean and include the Irvine Ranch Water District and any other affiliated agency created or activated by the District, and any departments, boards, and commissions thereof.
- B. “District Official” shall mean and refer to every member, officer, employee, or consultant of the Irvine Ranch Water District, as defined by Government Code Section 82048 and FPPC Regulation 18701. Such terms shall include, without limitation, any District boardor committee member or other appointed official or employee required to file an annual Statement of Economic Interest (FPPC Form 700).
- C. “Immediate family” shall mean and refer to spouse and dependent children.

- D. "Policy" shall mean and refer to this Policy for Distribution of Tickets and/or Passes.
- E. "Ticket" shall mean and refer to a "ticket or pass" for admission privilege to a facility, event, show, or performance for an entertainment, amusement, recreational, or similar purpose.

4. General Provisions

A. No Right to Tickets

The use of tickets is a privilege extended by the District and not the right of any person to which the privilege may from time to time be extended.

B. Limitation on Transfer of Tickets

Tickets distributed to a District Official pursuant to this policy shall not be transferred to any other person except to members of such District Official's immediate family solely for their personal use.

C. Prohibition Against Sale of or Receiving Reimbursement for Tickets

No person who receives a ticket pursuant to this policy shall sell or receive reimbursement for the value of the ticket.

D. No Earmarking of Ticket Given to District

No ticket gratuitously provided to the District by an outside source and distributed by the District to, or at the behest of, a District Official pursuant to this policy shall be earmarked by the original source for provision to a particular District Official.

5. Ticket Administrator

- A. The General Manager or his/her designee shall be the ticket administrator for purposes of implementing the provisions of this policy.
- B. The General Manager or his/her designee shall have the authority, in his or her discretion, to establish procedures for the purchase and/or distribution of tickets in accordance with this policy. All requests for tickets that fall within the scope of this policy shall be made in accordance with the procedures established by the General Manager or his/her designee.
- C. The General Manager or his/her designee shall determine the face value of tickets distributed by the District for the purposes of sections 6.A., 6.B., and 8.D.(1) of this policy.
- D. The General Manager or his/her designee, in his or her discretion, may revoke or suspend the ticket privileges of any person who violates any provision of this policy.

6. Conditions Under Which Tickets May be Purchased and/or Distributed

Subject to the provisions of this policy, complimentary tickets may be distributed to District Officials under the following conditions:

- A. The District Official reimburses the District for the face value of the ticket(s).

1. Reimbursement shall be made at the time the ticket(s) is/are distributed to the District Official.
 2. The General Manager or his/her designee shall, in his or her discretion, determine which event tickets, if any, shall be available under this section.
- B. The District Official treats the ticket(s) as income consistent with applicable federal and state income tax laws.
- C. The District Official uses, or behests, such ticket(s) for one or more of the following governmental and/or public purposes:
- (1) Facilitating the attendance of a District Official at an event where the job duties of the District Official require his or her attendance at the event.
 - (2) 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 their guests.
 - (3) Promotion of District resources and/or facilities available to the public.
 - (4) Promotion of District-run, sponsored, or supported community programs or events.
 - (5) Promoting, supporting, and/or showing appreciation for programs or services rendered by charitable and non-profit organization benefiting District customers.
 - (6) Promotion of business or economic activity, development, and/or redevelopment within the District's service area.
 - (7) Exchange programs with foreign officials and dignitaries.
 - (8) Promotion of District recognition, visibility, and/or profile on a local, state, national, or international level.
 - (9) Promotion of open government by District Official appearances, participation, and/or availability at business and/or community events.
 - (10) Increasing public exposure to, and awareness of, the various educational venues and facilities available to the public through the District.
 - (11) Attracting or rewarding volunteer service.
 - (12) Encouraging or rewarding significant academic, athletic, or public service achievements by students, residents, or businesses within the District service area.
 - (13) Attracting and retaining highly qualified employees in District service; recognizing or rewarding meritorious service by a District employee; and/or promoting enhanced District employee performance or morale.
 - (14) Recognizing contributions made to the District by former District Board Members, District Employees, or other District Officials.

7. Tickets Distributed at the Behest of a District Officials

- A. Only the following District Officials shall have the authority to behest tickets: Elected or Appointed Board of Directors Members, the General Manager, and his/her designee.
- B. Tickets shall be distributed at the behest of a District Official only for one or more public purposes set forth in section 6.C.

8. Disclosure Requirements

- A. This policy shall be posted on the District website in a prominent manner.
- B. Tickets provided to District Officials as part of their official duties, or tickets provided so that the District Official may perform a ceremonial role or function on behalf of the District are not to be subject to this policy and are exempt from any disclosure requirements under section 8. A ceremonial role or function includes, but is not limited

to, making a speech, participating in a panel or seminar, presenting an award or proclamation, or cutting a ribbon.

- C. Tickets distributed by the District for which the District receives reimbursement from the District Official as provided under Section 6.A. shall not be subject to the disclosure provisions of Section 8.
- D. Tickets distributed by the District to any District Official either 1) which the District Official treats as income pursuant to Section 6.B. or 2) for one or more public purposes described in section 6.C., shall be disclosed on Form 802 provided by the FPPC in a prominent fashion on the District's website within 30 days after distribution. Such posting shall include the following information:
 - (1) The name of the recipient, except that if the recipient is an organization, the District may post the name, address, description of the organization, and number of tickets provided to the organization in lieu of posting the names of each recipient;
 - (2) a description of the event;
 - (3) the date of the event;
 - (4) the face value of the ticket;
 - (5) the number of tickets provided to each person;
 - (6) if the ticket is distributed at the behest of a District Official, the name of the District Official who made such behest; and
 - (7) a description of the public purpose(s) under which the distribution was made, or, alternatively, the District Official is treating the ticket as income.

Tickets Provided by Agency Report

California
Form **802**

A Public Document

This form is for use by all state and local government agencies to disclose the distribution of tickets or passes that allow admission to facilities, events, shows, or performances for entertainment, amusement, recreational, or similar purposes. The agency must complete Form 802 identifying agency officials who receive tickets or passes from the agency as well as other individuals and organizations that receive tickets or passes at the behest of agency officials. Form 802 must be posted in a prominent fashion on the agency's website.

Gifts of Tickets or Passes to Public Officials

FPPC Regulation 18944.1 sets out the circumstances under which an agency's distribution of tickets or passes to or at the behest of an official in the agency does not result in a gift to the official. (Regulation 18944.1 is available on the FPPC website at www.fppc.ca.gov.) Even though the distribution of tickets or passes to a public official under the regulation is not a gift to the official, the agency must disclose the distribution on Form 802. The official does not have to disclose tickets or passes received or distributed under the regulation on his or her Statement of Economic Interests (Form 700), but tickets or passes received or distributed by the official that do not fall under the regulation may be subject to disclosure on the official's Form 700 and subject to gift limits.

Posting Form 802

The Form 802 must be posted on the agency's website within 30 days after the distribution. If the agency does not maintain a website, the form must be maintained by the agency as a public record, be available for public inspection and copying, and be forwarded to the FPPC for posting on its website.

Part 1. Agency Identification

List the agency's name, address and the name of an agency contact. Mark the amendment box if changing any information on a previously filed form and include the date of the original filing.

Part 2. Event For Which Tickets Were Distributed

Provide the date(s) of the event, a description of the event, and the face value (i.e. the cost to the public) of the ticket or pass. Check the box indicating whether the event was an "agency event" (such as a county fair, or an event for which the agency purchased tickets). If the agency received the tickets from an outside source, identify the source, the number of tickets received, and check the box to identify whether the tickets or passes were provided to the agency:

- Gratabuously; or
- Pursuant to a contract

Part 3. Agency Official(s) Receiving Ticket(s)

Disclose the name of each agency official that received a ticket or pass and the number of tickets or passes the official received. Also state whether the distribution is income to the official or describe the public purpose for which the official received the tickets or passes.

Part 4. Individual or Organization Receiving Ticket(s)

If tickets or passes were distributed to an individual or organization outside the agency, at the behest of an official of the agency, provide the name of the official. Disclose the name(s) of the individual(s) who received the tickets or passes and the number of tickets or passes provided. If the tickets or passes were provided to an organization, the agency may post the name, address, a description of the organization, and the number of tickets or passes provided to the organization in lieu of posting the name of each individual that received a ticket or pass. Also, describe the public purpose for the distribution to the individual or organization.

Part 5. Verification

The agency head or his or her designee must sign the form.

Privacy Information Notice

Information requested on all FPPC forms is used by the FPPC to administer and enforce the Political Reform Act (Government Code Sections 81000-81014 and California Code of Regulations Sections 18109-18997). All information required by these forms is mandated by the Political Reform Act. Failure to provide all of the information required by the Act is a violation subject to administrative, criminal, or civil prosecution. All reports and statements provided are public records open for public inspection and reproduction.

If you have any questions regarding this Privacy Act Notice, please contact the FPPC.

General Counsel
Fair Political Practices Commission
428 J Street, Suite 620
Sacramento, CA 95814
(916) 322-6850

FPPC Form 802 (Feb 09)
FPPC Toll-Free Helpline: 888/ASK-FPPC (886/276-3773)

**Tickets Provided by
Agency Report**

A Public Document

TICKETS PROVIDED BY
AGENCY REPORT

1. Agency Name		Date Stamp	Official's Form 802 <small>For Official Use Only</small>
Division, Department, or Region (if applicable)			
Street Address			
Area Code/Phone Number	E-mail	<input type="checkbox"/> Amendment (Not applicable to Fed 47)	
Agency Contact (name and title)		Date of Original Filing: _____ <small>Month, Day, Year</small>	

2. Event For Which Tickets Were Distributed

Date(s) of Event: _____ Description of Event: _____
 _____ Face Value of Ticket: \$ _____

Agency Event? Yes No (Identify source of tickets below.)

Name of Outside Source of Ticket(s) Provided to Agency: _____

Number of Tickets Received: _____ Ticket(s) Provided to Agency: Gratuitously Pursuant to Contract

3. Agency Official(s) Receiving Ticket(s) (use a continuation sheet for additional names)

Name of Official (Last, First)	Number of Tickets	State Whether the Distribution is Income to the Official or Describe the Public Purpose for the Distribution

4. Individual or Organization Receiving Ticket(s) (Provided at the request of an agency official.)

Name of Behealing Agency Official: _____

Name of Individual or Organization: _____ Number of Tickets: _____

Description of Organization: _____

Address of Organization: _____
Number and Street City State Zip Code

Purpose for Distribution: (Describe the public purpose for the distribution to the organization.)

5. Verification

I have determined that the distribution of tickets set forth above is in accordance with the provisions of FPPC Regulation 18044.1

Signature of Agency Official or Designee _____ Print Name _____ Title _____ (month, day, year)
 Comment: (Use this space or an attachment for any additional information including amendment explanation.)

FPPC Form 802 (Feb 05)
 FPPC Toll-Free Helpline: 866.ASK.FPPC (689.276-6772)