

Adopt Event Ticket Distribution Policy

*JPB Finance Committee
February 24, 2025*



Caltrain's Need for a Ticket Policy

- Gifts, including gifts of tickets or passes, are governed by the Political Reform Act
 - Tickets are treated differently than other types of payments made by the agency
- FPPC Regulation 18944.1 requires “Any distribution of a ticket or pass . . . to, or at the behest of, an agency official must be made pursuant to a written agency ticket distribution policy, duly adopted by the legislative or governing body of the agency or, if none, the agency head . . .”
- A distribution of a ticket or pass must serve a public purpose defined in the ticket policy
 - FPPC advice letters confirm that the Political Reform Act does not regulate an agency's proper use of public funds
- Distributions of tickets must be reported on the FPPC Form 802
- Caltrain staff recently developed a sponsorship policy
 - Likely to result in receipt of event tickets for officials to promote Caltrain service

Proposed JPB Ticket Distribution Policy

- The Political Reform Act and Regulation 18944.1 requires Caltrain to adopt a written policy approved by the Board of Director before distribution of tickets may occur.
- Applicability: Only tickets that meet certain specified criteria are covered
- Agency officials: Every member, officer, employee, or consultant of Caltrain who is required to file a FPFC Statement of Economic Interests (Form 700) under state law or Caltrain's current conflict of interest code
- Tickets: anything that provides access, entry, or admission to a specific future event or function for which similar tickets are sold to the public to view, listen to, or otherwise take advantage of the attraction or activity for which the ticket is sold
 - Does not include Caltrain distributed Clipper passes to employees for purpose of riding Caltrain
 - A ticket not covered by this Policy may be subject to other requirements and the annual gift limit

Proposed JPB Ticket Distribution Policy

- May not solicit a ticket in exchange for an Agency act
- May not solicit from those doing business or seeking to do business with Caltrain
- Tickets may only be distributed for the following public purposes:
 - to promote public transit and the broader public transportation industry;
 - to promote equity and sustainable communities;
 - to further Caltrain's goals, allow the Agency to reach target markets, or foster long-term relationships with organizations in Caltrain's jurisdiction
- May also distribute to an Agency official (other than Board members or the Executive Director) to support morale, retention, collaboration or recruitment, or to reward significant public service.
 - This may include tickets for use by the Agency official and no more than one guest who attends with the Agency official

Proposed JPB Ticket Distribution Policy

- Delegates authority to the Executive Director or designee to receive and distribute tickets in accordance with Policy and determine whether the distribution furthers a public purpose
- When a ticket is distributed, the Executive Director or designee must disclose the distribution on Form 802, file a copy with FPCC in 30 days, and post Forms or a summary of information on the Forms online
- Executive Director or designee must determine the face value of tickets
- Tickets may not be transferred to anyone other than one guest attending with the official
- Tickets may be returned to the Executive Director and redistributed before the event or function



Thank you!

