

## MEMORANDUM

To: Chair Ravel, Commissioners Garrett, Eskovitz, Montgomery and Rotunda

From: Lynda Cassady, Chief, Technical Assistance Division

Subject: Approval of Commission Form 802 Agency Report of Tickets/Passes and Ceremonial Roles.

Date: March 22, 2012

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Attached for your approval is Form 802. This form has been revised to conform to recent regulatory changes related to the reporting obligations of agencies when an agency distributes tickets to entertainment events or when a ticket(s) are provided to an official to perform a ceremonial role on behalf of the agency. One of the more significant changes is that the form will be posted on the FPPC website so that the public has one central location to review reports.

The Commission held an Interested Persons meeting and staff incorporated technical changes suggested during the public comment period. In addition, a fact sheet that includes FAQs and an example of reporting has been prepared.

Compliance Cost: The form revision may increase minimal costs to other state and local agencies.

I ask for your approval.