



**CITY COUNCIL STAFF REPORT**

**ITEM NO. 6.4**

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**DATE:** April 27, 2026  
**TO:** Honorable Mayor and City Council  
**FROM:** Marianna A. Burch, City Manager  
**SUBJECT:** Resolution adopting an updated policy for distribution of Tickets, Passes, and Gifts.

**RECOMMENDED ACTION**

Staff recommends the City Council adopt a resolution approving an updated Policy for Distribution of Tickets, Passes, and Gifts to replace the policy previously adopted by Resolution No. 2010-056.

**DECISION TYPE**

Administrative

**SUMMARY**

The existing Tickets, Passes, and Gifts Policy was adopted in 2010. Since that time, applicable State laws and reporting requirements have changed. The proposed policy consolidates existing provisions, updates requirements to align with current law, and provides clearer guidance to staff regarding the acceptance and use of tickets, passes, and gifts.

**DISCUSSION**

In 2010, the City Council adopted Resolution No. 2010-056 (Attachment 1) establishing policies related to the acceptance and distribution of tickets, passes, and certain gifts. The policy provided direction consistent with applicable laws at that time.

Since adoption, State regulations, including those administered by the Fair Political Practices Commission (FPPC), have evolved. As a result, updates are necessary to ensure continued compliance and clarity. These updates are needed to conform with amendments in FPPC regulations, clarify definitions and treatment of tickets, passes, and gifts, ensure consistent administration of the policy, and provide clear guidance to city officials and staff.

The updated policy (Exhibit A) will:

- Update definitions consistent with State regulations
- Establish procedures for distribution and use of tickets and passes for public purpose

- Clarify how gifts to the City are handled and controlled
- Ensure compliance with FPPC reporting requirements

The updated policy replaces the prior policy adopted in 2010 and aligns with current law while maintaining appropriate use of tickets, passes, and gifts.

**FISCAL AND ADMINISTRATIVE IMPACTS**

None

**COMMUNITY PILLAR**

5: A City That Works

**GOAL**

16: Help preserve public resources and the community's confidence in the City's governance and operation by ensuring the City fulfills its legal obligations and makes well-informed policy decisions

**ATTACHMENTS**

1. 2010 Resolution and Policy
2. Resolution
3. Exhibit A - Policy and Forms

Prepared by: Deborah Davis  
Executive Assistant

Approved by:



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Marianna A. Burch  
City Manager

Fiscal Review by:



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Tina Olson  
Administrative Services Director