



# *Memorandum*

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**TO:** ARTS COMMISSION

**FROM:** Mazyar Lotfalian

**SUBJECT:** GIFT AND TICKET POLICY

**DATE:** February 13, 2020

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## **RECOMMENDATION**

To review the City Attorney's presentation on the gift and ticket policy and suggest a process based on which the Arts Commission can uniformly and legally approach how to attend events.

## **BACKGROUND**

Part of the role of an Arts Commissioner is knowing about cultural events and their relevance to the city. By attending relevant arts and culture events, Commissioners gather information and contextual analysis, which in turn becomes the basis of the policy recommendation to the City Council.

## **ANALYSIS**

At the Arts Commission retreat on January 27, 2020, the City Attorney presented the policy on receiving gifts and tickets from the organizations. It was noted that when the value of the ticket exceeds fifty dollars, Commissioners must claim it on the Form 700. In addition, the total yearly amount on receiving tickets to events should not exceed fifty dollars. Although most tickets' costs are less than fifty dollars, a few high priced items remain.

One alternative way to avoid the illegal reception of tickets and gifts is to channel the process of receiving these items through the City's appropriate office. However, the Arts Commission should discuss the issue regarding to the gift and ticket policy and recommend a clear and unambiguous way to approach this issue onward.

/s/

Mayzar Lotfalian  
Arts Commissioner