



San Francisco Film Commission Ticket Distribution Policy

Policy Date: XXXXXXXX, 2022

Fair Political Practices Commission (FPPC) Regulation 18944.1, subsection (b), requires that distributions of tickets or passes under such regulation by a government agency to, or at the behest of, its employees and officers must be made pursuant to a duly adopted written policy.

Such policy shall, at a minimum, (1) set forth the public purposes of the agency for which tickets or passes may be distributed, (2) require that the distribution of any ticket or pass to, or at the behest of, an agency official accomplishes a stated public purpose of the agency, (3) prohibit the transfer of any ticket or pass received by an agency official pursuant to the distribution policy except to members of the official's immediate family or no more than one guest solely for their attendance at the event, and (4) prohibit the disproportionate use of tickets or passes by a member of the governing body, chief administrative officer of the agency, political appointee, or department head.

1. **Public Purposes of Distribution of Tickets or Passes.** The distribution of any ticket or pass by the San Francisco Film Commission and/or Commission Staff ("Department") to, or at the behest of, an employee or officer shall promote one of the following public purposes:
  - a. Promotion of economic development and employment in the City, including, but not limited to, developing, recognizing, and promoting film related activities in the City; supporting local businesses, increasing City tourism including conferences, conventions, and special events.
  - b. Highlighting, and increasing exposure to, productions filmed in the City or other film related programs and activities, including programs organized or supported by charitable and nonprofit organizations and cultural institutions.
  - c. Increasing public exposure to, and awareness of, the cultural and economic benefits of filmmaking in San Francisco and appreciation of, the artistic, recreational, cultural, and educational facilities and programs available to the public and/or filmmakers within the City.
  - d. Providing increased exposure to, or gathering public input on, City services, facilities and spaces and promoting the use of City sponsored programs and City facilities/property for film related activities.
  - e. Identifying or evaluating procedural and physical deficiencies in City programs and facilities used for film related activities.
  - f. Participation in exchange programs with foreign officials and representatives.
  - g. Facilitating increased direct contact, input from, and communication with, supporting businesses or organizations or services, film industry representatives, or other event representatives in order to encourage more film industry activity in San Francisco.
  - h. Increasing the understanding and appreciation of the offerings and operations of the film industry and Department by City officers and employees involved in the governance, advising, management or administration of film production.
  - i. Information gathering and education regarding matters of local, regional and state-wide concern that affect the City including, but not limited to, enhancing intergovernmental relations through





attendance at events with or by elected and appointed officials, and immediate family members (spouse/partner and dependent children) or no more than one guest, from other jurisdictions.

- j. Furthering any other public purpose that a City department or commission is required or authorized by law to pursue, including, but not limited to, the purposes specified under San Francisco Administrative Code Chapter 57 (Film Commission).
- k. Any public purpose similar to those listed herein or any public purpose identified in any City contract, Municipal Code, or as may be determined by resolution of the Film Commission.

If the public purpose justifying the ticket or pass distribution is for oversight or inspection of City facilities, then there must also be a written inspection report of findings and recommendations by the official receiving the ticket or pass.

- 2. **Prohibition on Transfer.** An employee or officer who has received a ticket or pass distributed under this policy shall not transfer such ticket or pass to any other person, except to the employee or officer's immediate family (spouse/partner or dependent children) or no more than one guest, solely for their personal use. The employee or officer must accompany any immediate family member or guest who received a ticket or pass through a transfer to the event.
- 3. **Reporting.** As required by the FPPC Regulation 18944.1, the Department shall post the following information regarding the distribution of any tickets or passes under this policy on the Department's website on a form provided by the FPPC within 45 days after the ticket/pass distribution and will send the FPPC an e-mail with the Department's website link that displays the form so that the FPPC may post the website link:
  - a. The name of the person receiving the ticket or pass, or if the ticket or pass is distributed to a department or other unit of the agency, and not used by a member of the governing body, political appointee, department head, or chief administrative officer of the agency, the name of the department or other unit of the agency receiving the ticket or pass and the number of tickets or passes provided to the Department. If the ticket or pass is distributed to a non-City organization, the name, address, description of the organization, and the number of tickets or passes provided to the organization;
  - b. A description of the event;
  - c. The fair value of the ticket or pass as that term is defined in Regulation 18946, subdivision (d)(1);
  - d. The number of tickets or passes provided to each person;
  - e. If the ticket or pass is distributed at the behest of a public official, the name of the official who requested the distribution of the ticket or pass;
  - f. A description of the public purpose under which the distribution was made or, alternatively, that the ticket or pass was distributed as income to the official; and
  - g. A written inspection report of findings and recommendations by the official receiving the ticket or pass if received for the oversight or inspection of City facilities.





4. **Distribution of Tickets and Passes.** The Executive Director of the Film Commission is the department official authorized to exercise discretion in the distribution of tickets and passes. The Executive Director, or the Executive Director's designee, shall have the authority to determine whether the distribution of tickets and/or passes to a particular recipient furthers one or more of the public purposes specified under this policy. Notwithstanding the above, the disproportionate use of tickets or passes by a member of the Board of Supervisors, City commissioners, City department heads, or City Administrator is prohibited.
5. **Public Record.** The Department will post this policy on its website within 30 days of adoption or amendment by the Commission and send to the FPPC by e-mail the Department's website link that displays the policy so that the FPPC may post the link.

