

Gift to Agency Report

A Public Document

GIFT TO AGENCY REPORT

<b>1. Agency Name</b> San Francisco Film Commission		Date Stamp <i>Rec'd 5/14/17</i> <i>Anakel Simons - Supervisor</i>	<b>California Form 801</b> For Official Use Only
Division, Department, or Region (if applicable)			
Street Address City Hall, Room 473, San Francisco, CA 94102			
Area Code/Phone Number 415-554-6241	E-mail portia.fontes@sfgov.org	<input type="checkbox"/> Amendment (explain in comment section)	
Agency Contact (name and title) Portia Fontes		Date of Original Filing: _____ (month, day, year)	

2. Donor Name and Address

Individual \_\_\_\_\_  Other DTC Lighting & Grip

_____ Last Name	_____ First Name	_____ Name
1280 65th Street	Emeryville	CA 94608
Address	City	State Zip Code

Grip and Lighting Company

If "Other" is marked, describe the entity's business activity (if business) or its nature and interests.

If applicable, identify the name of each source and the amount(s) solicited or received by the donor for this gift:

_____ Name	\$ _____ Amount	_____ Name	\$ _____ Amount
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3. Payment Information

Date and Amount of Payment (other than travel) 5/18/2017 \$ 1,000.00  
(month, day, year) (Round to whole dollars)

Travel Payment Information (Round to whole dollars) Location of Travel \_\_\_\_\_

_____ Date(s) of Travel	\$ _____ Transportation Expenses	\$ _____ Lodging Expenses	\$ _____ Meal Expenses	\$ _____ Other Expenses	\$ _____ Total Expenses
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Provide a specific description of the nature and use of the payment for official agency business:  
Monetary donation for food at Film Mixer on 5/18/2017

Identify the officials for whom the payment was used:

_____ Last Name	_____ First Name	_____ Title	_____ Department/Division
_____ Last Name	_____ First Name	_____ Title	_____ Department/Division

4. Verification

I have determined that it is in the interests of the agency to accept this gift and use it for the official agency business described above.

	Susannah Greason-Robbins	Executive Director	<u>5/12/17</u>
Signature of Agency Head or Designee	Print Name	Title	(month, day, year)

Comment: (Use this space or an attachment for any additional information.)

# Gift to Agency Report Instructions

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California  
Form **801**

This form is for use by all state and local government agencies to disclose payments made to the agency when the payments provide a personal benefit to an official of the agency. Examples may include travel, meals or other benefits. Under certain circumstances, these payments will not result in a gift to the official, but will be considered a gift to the agency. The payments must be used for official agency business and must meet other requirements that are set out in FPPC Regulation 18944.2, which is available on the FPPC website [www.fppc.ca.gov](http://www.fppc.ca.gov).

## When to File

This form must be filed within 30 days of the use of the payment. Reports may be faxed, mailed, personally delivered or e-mailed.

## Where to File

**State Agencies:** File this form with the Fair Political Practices Commission ("FPPC"), 428 J Street, Suite 620, Sacramento, CA 95814. Fax: 916-322-0886  
E-mail: [Form801@fppc.ca.gov](mailto:Form801@fppc.ca.gov)

**Local Agencies:** File this form with the official that maintains the agency's statements of economic interests (Form 700).

**Website Posting:** Each agency that maintains a website must also post the form or the information contained on the form on its website within 30 days of the use of the payment. Local agencies that do not maintain a website must forward the form to the FPPC for posting on its website.

## Part 1. Agency Identification

List the agency's name and address and the name of an agency contact. Mark the amendment box if changing any information on a previously filed form and include the date of the original filing.

## Part 2. Donor Information

Disclose the name and address of the donor. If the donor is not an individual, identify the business activity or nature and interests of the entity.

If the donor received payments from other sources that were used in connection with the activity, disclose the name and payment information for each source.

## Part 3. Payment Information

Report the date and amount of each payment. For travel payments, also disclose the location(s), and a breakdown of the expenses. Provide a specific description of the use of the payment and the intended purpose. List each agency official for whom the payment was used.

Example: A business entity paid for an agency employee to travel to attend an informational seminar on solar energy projects in Washington D.C. The description should read: "Travel to attend an EPA co-sponsored solar energy seminar held in Washington, D.C."

## Part 4. Verification

The agency head or his or her designee must sign the form.

## General Information

Gifts to agencies must meet the following requirements:

- The agency head or designee must determine and control the agency's use of the payment.
- The payment must be used for official agency business.
- The donor may identify a purpose for the gift but may not designate by name, title, class or otherwise, an official who may use the payment.
- The agency official who determines who will use the payment may not select himself or herself.

Travel payments must also meet these requirements:

- A payment for travel may not be used by a state or local elected officer or by the state, county, and city officials who hold positions listed in Government Code Section 87200.
- A payment for travel may not exceed the agency's own reimbursement rates for travel, or the State per diem or IRS reimbursement rates if the agency has no policy.
- The agency head or designee must preapprove travel paid for by a third party before travel commences.

Travel payments made by a federal government agency in connection with education, training, or other inter-agency programs are not reportable.

For further information on filing this report or for general information, contact the FPPC.

DONOR DISCLOSURE/GIFT ACKNOWLEDGEMENT FORM

Thank you for your generous contribution to [San Francisco Film Commission]. In order to help the Film Commission comply with San Francisco's Sunshine Ordinance, \* we ask that you please complete this form and return it as soon as possible to: Susannah.Robbins@sfgov.org Attention: Donor Disclosure.

Thank you again for contributing to San Francisco Film Commission

Donor: DTC Lighting + Grip

Date: 5-10-2017

Gift: 1000.00

Estimated Value: \_\_\_\_\_  
(For gifts other than cash gifts)

Contact Information: Various

Name: Zach Keyworth

Address: 1280 65th St

Telephone: 510-595-0770

City: Emeryville, CA State: CA ZIP code: 94530

The above contact information is: \_\_\_\_\_ Business \_\_\_\_\_ Residence

Financial Interest: The Sunshine Ordinance requires that a department that receives a gift of money, goods or services worth \$100 or more report any financial interest that the donor has involving the San Francisco City government. Please check the appropriate box or boxes below that describe your financial interest(s) in the City.

- Contract with City (Please describe): \_\_\_\_\_
- Grant from the City (Please describe): \_\_\_\_\_
- Lease of Space to or from the City (Please describe): \_\_\_\_\_
- City License, Permit or Entitlement for Use (Please describe): \_\_\_\_\_
- Pending request for a City Contract, Grant, Lease, License, Permit or Other Entitlement for Use. (Please describe): \_\_\_\_\_
- Other Financial Interest (Please describe): \_\_\_\_\_
- No Financial Interest

\*The San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67), as approved by the San Francisco voters in 1999, provides that:

SEC. 67.29-6. Sources of Outside Funding  
No official or employee or agent of the city shall accept, allow to be collected, or direct or influence the spending of, any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.