Gift to Agency Report

1. Agency Name
   San Francisco Film Commission
   Division, Department, or Region (if applicable)

   Street Address
   City Hall, Room 473, San Francisco, CA 94102

   Area Code/Phone Number
   415-554-6241

   Agency Contact (name and title)
   Maggie Weiland, Film Coordinator

2. Donor Name and Address
   $$\square$$ Individual
   $$\square$$ Other
   Next Steps Marketing
   1 Polk Street
   San Francisco
   CA 94102

   Address
   City
   State
   Zip Code

   Marketing Pro-Bono
   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

3. Payment Information
   Date and Amount of Payment (other than travel)
   12/30/2014
   $$\$7,500$$

   Travel Payment Information
   (Round to whole dollars)
   Location of Travel
   N/A

   Date(s) of Travel
   Transportation Expenses
   Lodging Expenses
   Meal Expenses
   Other Expenses
   Total Expenses

   Provide a specific description of the nature and use of the payment for official agency business:

   Next Steps Marketing provided support for Film SF's community relations efforts, creating the 2014 San Francisco Residents Opinion Survey Creation and Follow Up Analysis.

   Identify the officials for whom the payment was used:

   see attached

   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
   5/8/2015

   Signature of Agency Head or Designee
   Print Name

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

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: Form 801@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 may 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.

FPPC Form 801 (June/08)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)
Form 801 – Gift to Agency Report Attachment

Susannah Robbins, Executive Director, San Francisco Film Commission
Maggie Weiland, Filming Coordinator, San Francisco Film Commission
Lauren Machado, Filming Coordinator, San Francisco Film Commission
May Liang, Filming Coordinator, San Francisco Film Commission
Denise Bradley Tyson, Film Commissioner
Villy Wang, Film Commissioner
Melanie Blum, Film Commissioner
Peter Bratt, Film Commissioner
Mark Fishkin, Film Commissioner
Matt Stiker, Film Commissioner
Jon Rubin, Film Commissioner
Marlene Sharon Saritzky, Film Commissioner