

## **Fine Arts Museums Ticket Distribution Policy**

### 1. Public Purposes of Distribution of Tickets or Passes.

The distribution of any ticket or pass by the City agency known as the Fine Arts Museums of San Francisco ("Museum") to, or at the behest of, a public official may accomplish one or more specified public purposes. The Museum shall not distribute a ticket or pass under this policy, unless the distribution accomplishes at least one of the following public purposes:

- a. Furthering the charitable purposes of the Museum under the San Francisco Charter.
- b. Facilitating public officials' familiarity with, or ability to carry out their services or fiduciary duties with respect to, the management, administration, and/or care of the Museum.
- c. Increasing the understanding and appreciation of the offerings and operations of the Museum by City officers and employees involved in the governance, funding, advising, management or administration of the Museum.
- d. Information gathering and promotion of cultural, artistic, educational, recreational, and community activities and programs available at the Museum facilities.
- h. Monitoring and evaluation of operation and maintenance of public facilities available for City resident and visitor use.
- i. Promotion of economic development and employment in the City and surrounding areas, including, but not limited to: supporting local businesses, including charitable organizations; and increasing City tourism, including conferences, conventions, and special events.
- j. Increasing use or appreciation of City-run, sponsored or supported exhibitions, community programs or public programs or performances held in City facilities.  
including programs organized or supported by charitable and nonprofit organizations.
- k. Participation in exchange programs with foreign officials and representatives.
- l. Furthering any other public purpose that a department or commission is required or authorized by law to pursue.
- m. Any public purpose similar to those listed herein or any public purpose identified in any City contract or as may be determined by resolution of the Board of Trustees.

If the public purpose justifying the ticket 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.

A public official 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 public official's immediate family (spouse/partner and dependent children) or no more than one guest, solely for their personal use. But the public official must accompany any immediate family member or guest who received a ticket or pass through a transfer, to the event or exhibition.

## 3. Reporting.

As required by the FPPC Regulation 18944.1, the Museum shall post the following information regarding the distribution of any tickets or passes under this policy on the Museum'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 Museum's website link that displays the form so that the FPPC may post the website link:

- 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;
- A description of the event;
- The date of the event;
- The fair value of the ticket or pass as that term is defined in Regulation 18946, subdivision (d)(1);
- The number of tickets or passes provided to each person;
- 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;
- 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
- 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.

The Director of the Fine Arts Museums is the department official authorized to exercise discretion in the distribution of tickets and passes. The Director, or the 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 Trustee, member of the Board of Supervisors, City commissioners, City department heads, or City Administrator is prohibited.