

San Francisco Office of Economic & Workforce Development

Ticket Distribution Policy

Updated: December 1, 2024

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, 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 Office of Economic and Workforce Development staff and/or Workforce Investment San Francisco (WISF) Board (“Department”) to, or at the behest of, an employee or officer shall support one of the following public purposes:

- a. Promoting San Francisco as a great place to live work and play and facilitating economic and workforce development in the City.
- b. Increasing City tourism including conferences, conventions, and special events.
- c. Attracting, supporting and retaining businesses and key industry sectors in San Francisco, creating jobs, and fostering international trade and commerce, participating in exchange programs with foreign officials and representatives.
- d. Providing customized support to small businesses, nonprofits, and community organizations to strengthen San Francisco neighborhood business corridors, public spaces, and commercial centers.
- e. Coordinating the City’s workforce system, connecting employers to job seekers, creating and implementing job training programs.
- f. Facilitating and managing the development of major public-private development projects, including increasing the supply of housing, and creating and managing open space.
- g. Promoting prosperity for all residents of San Francisco, including the unemployed, underemployed, and hard-to-employ residents.
- h. Sharing information about OEWD services and programs to build and maintain relationships with existing or potential grant recipients and participants of OEWD programs and services, or to demonstrate departmental support for City-funded projects.
- i. Monitoring City-funded or permitted events, or assessing local events to inform future funding or permitting decisions for arts, recreational, and culture events and productions.
- j. Information gathering and education regarding matters of local, regional and state-wide, international concern that affect the City including, but not limited to, enhancing intergovernmental relations through attendance at events with or by elected and appointed officials from other jurisdictions.

- k. Attending a widely attended convention, conference, seminar, symposium, or ribbon-cutting or ceremony, where attendance is appropriate to the OEWD officer's or employee's duties.
- l. Attending an event where an OEWD official, officer or staff member makes a speech or speaks on a panel.
- m. Attending an art exhibit, performance, athletic, sporting, cultural, or other entertainment event or production at events necessary to carry out the OEWD official's City duties.
- n. Performing a Ceremonial Role at a facility, event, show, or performance for an entertainment, amusement, recreational, cultural, or similar purpose at which the OEWD official performs a ceremonial role on behalf of OEWD. Examples of a ceremonial role include: cutting a ribbon at an opening; making a presentation of a certificate, proclamation, award, or other item, such as the key to the City.
- o. Attending a Non-Profit Fundraiser event hosted by the non-profit organization if the ticket is used by an OEWD official for whom attendance at the event is necessary to carry out the official's City duties.
 - Furthering any other public purpose that the Department is required or authorized by law to pursue.
 - 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 WISF, Committee on Workforce Alliance, Film Commission, Small Business Commission.

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. There are limited circumstances under SF City and County Ethics Rules when an employee or officer who has received a ticket for admission to an event may accept a single additional ticket for one guest to accompany them to the event or production this includes arts, recreational, and culture events and productions and it includes ceremonial roles at a facility, event, show, or performance for an entertainment, amusement, recreational, cultural, or similar purpose at which the official, staff member or officer performs a ceremonial role on behalf of the official's agency.

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; 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 San Francisco Office of Economic & Workforce Development 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 the Department Head, is prohibited.

5. **Public Record**. The Department will post this policy on its website within 30 days of adoption or amendment 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.