

CITY & COUNTY OF SAN FRANCISCO

TREASURE ISLAND DEVELOPMENT AUTHORITY
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GAVIN NEWSOM, MAYOR

MIRIAN SAEZ

DIRECTOR OF THE ISLAND OPERATIONS

Treasure Island Development Authority
Policy for Distribution of Tickets and Passes
Standard Operating Procedure

The President and the Secretary of the Treasure Island Development Authority Board of Directors, as well as the Director of Island Operations, shall each have independent authority to determine whether a public purpose benefit exists by the distribution of the tickets and/or passes and to distribute the tickets and/or passes in accordance with this Policy. TIDA may not accept any tickets and/or passes that are earmarked for use by any particular City or TIDA official, employee or officer. The TIDA official distributing any tickets and/or passes in accordance with this Policy shall determine which City or TIDA official, employee or officer may use the tickets and/or passes. Under TIDA's Policy for Distribution of Tickets and Passes, a City or TIDA official, employee or officer who has received tickets and/or passes shall not transfer such tickets and/or passes to any other person, except to the official, employee or officer's spouse, domestic partner recognized by state law, or dependent children, solely for their personal use. Tickets and/or passes may also be distributed to persons who are not City officials, staff and TIDA Board Members if the President, Secretary of the Treasure Island Development Authority Board of Directors, or the Director of Island Operations, determine that a public purpose benefit exists.

Under the TIDA Policy for Distribution of Tickets and Passes, the distribution of any tickets and/or passes by TIDA to, or at the behest of, any TIDA official, employee or officer, including officials, employees and officers of the City who perform services for TIDA, shall accomplish one or more of the following public purposes.

- Promotion of economic development and employment in the City, including the City's mainland and the Base.
- Promotion of local businesses.
- Promotion of City tourism, including conferences, conventions, and special events on the City's mainland and on the Base.
- Promotion of public and private resources available to City residents, including charitable and nonprofit organization resources on the City's mainland and on the Base.
- Promotion of TIDA or City-run, sponsored or supported community programs.
- Promotion of community programs, including programs supported by charitable and nonprofit organizations on the City's mainland and on the Base.

- Promotion of public facilities available for City resident use, including facilities on the City's mainland and on the Base.
- Promotion of private facilities available for City resident use, including charitable and nonprofit organization facilities on the City's mainland and on the Base.
- Promotion of exchange programs with foreign officials and representatives.
- Increasing public exposure to, and awareness of, the recreational, cultural, and educational facilities available to the public within the City, including facilities on the City's mainland and on the Base.
- Promotion of the public trust for commerce, navigation and fisheries within the TIDA's jurisdiction as the Tidelands Trustee.
- Any purpose similar to the above identified in any City or TIDA contract.

Procedure for Acceptance and Distribution of Tickets and Passes

1. The Director of Island Operations receives the tickets and/or passes from the Event Producer.
2. The Director of Island Operations, the President or Secretary of the TIDA Board distribute the tickets and/or passes in a manner consistent with the Policy for Distribution of Tickets and Passes in consultation with the Project Administrator.
3. Questions regarding consistency with the TIDA Policy for Distribution of Tickets and Passes will be brought to the attention of the City Attorney's Office.
4. The Summary of the Policy for Distribution of Tickets and Passes is provided along with tickets and/or passes to recipients. **(Exhibit B)**
5. A list of names of all City or TIDA official, employee or officer who receive tickets and/or passes will be maintained by the Project Administrator for TIDA records.
6. A list of names of all persons who are not City officials, staff and TIDA Board members who receive tickets and/or passes will also be maintained separately by the Project Administrator for TIDA records
7. The Project Administrator downloads Form 802 from the FPPC's website. <http://www.fppc.ca.gov/forms/802.pdf> Sample Form **(Exhibit C)**.
8. The Project Administrator prepares Form 802 and Donor Gift Form **(Exhibit D)**.
9. City Attorney reviews completed Form 802 and Donor Gift Form.
10. The Director of Island Operations signs Form 802.
11. The Project Administrator provides the approved Form 802 to the Commission Secretary for posting on TIDA's website within 20 days after the date of the ticket/passes distribution.

12. The Project Administrator ensures the Form 802 are forwarded to FPPC at form802@fppc.ca.gov within 45 days after the ticket distribution.
13. Hard copies of the completed Form 802 and Donor Gift Form are maintained by the Project Administrator for TIDA records in the file Distribution of Tickets and Passes.
14. Forms 802 and Donor Gift Forms will remain on TIDA's website for a period of four (4) years after the distribution date.

**Treasure Island Development Authority
Policy for Distribution of Tickets and Passes SOP
Exhibits**

Exhibit A: Policy for Distribution of Tickets and Passes and Resolution

Exhibit B: TIDA Policy for Distribution of Tickets and Passes Summary of Rules and Regulations

Exhibit C: FPPC Form 802

Exhibit D: Donor Gift Form