

# GIFT GUIDE FOR CITY OFFICIALS

January 2017

This is a general overview of City and state laws that govern whether City officials may accept gifts from certain sources. Other restrictions or exceptions may apply, such as for travel or fundraisers. For additional guidance, please call the Ethics Commission at (213) 978-1960 or visit [ethics.lacity.org](http://ethics.lacity.org).

## CAN I ACCEPT THIS GIFT?

Start here.



Is the gift giver a registered lobbyist or lobbying firm that lobbies your agency?<sup>1</sup>

Yes

You may NOT accept a gift of any value from a lobbyist or lobbying firm.<sup>1</sup>

No

Is the gift giver a restricted source?

A restricted source is a person who:

- Has entered into, performs under, or seeks a contract with your agency<sup>2</sup>;
- Has attempted to influence you in the past year in a City matter that would have a direct financial effect on the gift giver; or
- Has had a license, permit, or other entitlement for use pending in the last year before you or a body of which you are a voting member.

Yes

You may accept a gift or combination of gifts that are cumulatively valued at up to \$100 per calendar year from that gift giver. However, you may never solicit a gift from a restricted source.

Do you have to report the gifts<sup>3</sup>?

Yes, if the gift giver is a disclosable source (a source of income for your disclosure category in your agency's [conflict of interests code](#)).

No

Is the gift giver a disclosable source (a person described in your agency's [conflict of interests code](#) as a source of income for your disclosure category)?

Yes

You may accept a gift or combination of gifts that are cumulatively valued at up to \$470 per calendar year from that gift giver.

Do you have to report the gifts<sup>3</sup>?  
Yes.

No

You may accept the gift.

Special rules may apply in certain situations. Please ask for advice.

Do you have to report the gift?

No.

Don't forget the fine print.

<sup>1</sup> For elected officials, this applies to a lobbyist or lobbying firm that lobbies any City agency.

<sup>2</sup> For elected officials, this definition applies to any City agency.

<sup>3</sup> Gifts must be reported on your statement of economic interests if the total value of all the gifts you receive from a single disclosable source during the calendar year is at least \$50. Exceptions may apply; please ask for advice.