



Ethics Commission
200 N Spring Street
City Hall — 24th Floor
Los Angeles, CA 90012
(213) 978-1960
ethics.lacity.org

CEC Form 60 Instructions

Introduction

City law requires high ranking City officials to disclose personal interests associated with sources that are actively engaged in business with the City (“restricted sources”). This requirement applies to the City’s elected officials, general managers, chief administrative officers, members of boards and commissions, and individuals nominated to positions subject to City Council approval.

Form 60, which must be used for this purpose, is an important component of the City’s disclosure requirements. Identifying personal interests that have ties to restricted sources helps City officials comply with state and City conflict of interests laws and also helps to maximize the public’s confidence that the City’s top decision makers are taking steps to avoid possible conflicts. If anything that you disclose through Form 60 may be affected by an action that comes before you in your capacity as a City official, you must seek guidance from your agency’s City attorney regarding whether you may participate in that City action.

These instructions provide information about Form 60 and how to complete and file it. If you have questions, please contact the Ethics Commission at (213) 978-1960 or ethics.sei@lacity.org.

Restricted Sources

Restricted sources are persons, including both entities and individuals, who are actively engaged in business with the City. The specific definition depends on what type of City official you are.

If you are an **elected City official**, a restricted source is a person who:

1. Is required to register as a City lobbyist or lobbying firm;
2. Has entered into, performs under, or seeks a contract with a City agency;
3. Has attempted to influence you within the last year on any City action that would have a material financial effect on the person; or
4. Is or in the prior 12 months was a party to a proceeding involving a license, permit, or other entitlement for use that was pending before you or a board, commission, committee, or other similar body of which you are a voting member.

If you are **any other type of filer**, a restricted source is a person who:

1. Is required to register as a City lobbyist or lobbying firm and seeks to influence decisions in your agency;
2. Has entered into, performs under, or seeks a contract with your agency;
3. Has attempted to influence you within the last year on any City action that would have a material financial effect on the person; or
4. Is or in the prior 12 months was a party to a proceeding involving a license, permit, or other entitlement for use that was pending before you or a board, commission, committee, or other similar body of which you are a voting member.

Types of Statements

Form 60 must be filed in conjunction with state Form 700 filings. There are four specific types of Form 60 statements, with unique filing deadlines and reporting periods. Please identify on page 1 of your Form 60 which type of statement you are filing and the applicable date. Each type of statement is further discussed below.

Pre-confirmation Statement

A pre-confirmation statement must be filed **within 21 days of the date you were nominated** (the date the City Clerk received your appointment letter). The reporting period for investments, interests in real property, and board positions is the date you were nominated. The reporting period for income and gifts is the entire 12 months preceding the date you were nominated.



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Assuming Office Statement

An assuming office statement must be filed **within 30 days of starting your new position**, even though you may have just filed a pre-confirmation statement. The reporting period for investments, interests in real property, and board positions is the date you started in your position. The reporting period for income and gifts is the entire 12 months preceding the date you started in your position.

Annual Statement

Annual statements must be filed **by April 1 of every year**. Generally, the reporting period for all disclosable interests is January 1 through December 31 of the previous year. However, if you assumed office during the previous year, the reporting period is the date you assumed office through December 31.

Example

You began your tenure as a City commissioner on July 1 of last year. You are required to report on your annual statement interests held between July 1 and December 31 of last year.

Leaving Office Statement

A leaving office statement must be filed **within 30 days of the date you stopped serving in your position**. The reporting period for all disclosable interests is the last date covered by your most recent filing through the date you left your position. Generally, this will be January 1 through your last day in the position.

Example

Your last day as a City official will be November 15. The last statement you filed was an annual statement with a reporting period through December 31 of last year. You are required to report on your leaving office statement interests held between January 1 and November 15 of this year. The statement must be filed by December 15.

Disclosable Interests

The personal interests that must be disclosed on Form 60 include income, investments, gifts, interests in real property, and board positions. The sections below describe when each of those interests must be disclosed.

In addition, the basic definitions for doing business in the jurisdiction, real property, investments, income, and gifts are the same for both Form 60 and state Form 700. Therefore, the Form 700 instructions and reference pamphlet may also be helpful in completing your filing. Both are available through the "SEI Filers" link on the Ethics Commission's website.

Part 1: Real Property

You must report information regarding an interest in real property if, at any time during the reporting period, the interest met all of the following conditions:

- It was held by you, your spouse, your registered domestic partner, or your dependent child under 18;
- It had a fair market value of \$2,000 or more;
- It was leased from or to, co-owned by, purchased from, or sold to a restricted source; and
- It was located in or within two miles of the City or any land owned or operated by the City.

Example

You are an elected City official who owns an office building in the City. You lease office space in your building to a company that contracts with the City to provide training for emergency personnel. Because the company has a contract with the City, it is a restricted source to you, and you are required to disclose information about this interest, including its value and the company's name and address.

Example

You sit on the Employee Relations Board, and your registered domestic partner purchased a home in the City from a professional arbitrator who has a contract with your agency. Because the arbitrator has a contract with your agency, she is a restricted source to you, and you are required to disclose information about the property, including its value and the arbitrator's name and address.



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Part 2: Investments

You must report information regarding an investment in a business entity if, at any time during the reporting period, the investment met all of the following conditions:

- It had a value of \$2,000 or more;
- It was held in an entity that did one or more of the following:
 - ✦ Was located in the City during the reporting period;
 - ✦ Was planning to do business in the City during the reporting period; or
 - ✦ Did business in the City during the reporting period or the year prior to the reporting period; and
- It was either of the following:
 - ✦ Purchased from or sold to a restricted source by you, your spouse, your registered domestic partner, or your dependent child under 18; or
 - ✦ Co-owned by you, your spouse, your registered domestic partner, or your dependent child under 18 and a restricted source that held an ownership interest of at least 10 percent.

Example

You are the general manager of a City agency. Your spouse sold his recycling business to a company that has a contract with your agency. Because the company has a contract with your agency, it is a restricted source to you, and you are required to disclose information about the sold investment, including its value and the name and address of the company that purchased the investment.

Example

You are a member of the Board of Water and Power Commissioners. Your 15-year-old daughter purchased stock worth \$2,000 in a software company that has a contract with the Department of Water and Power. Because the company has a contract with your agency, it is a restricted source to you, and you are required to disclose information about the investment, including its value and the company's name and address.

Part 3: Income

You must report information regarding your or your dependent child's income and 50 percent of your spouse's or registered domestic partner's income if, at any time during the reporting period, the income met all of the following conditions:

- It was received by you, your spouse, your registered domestic partner, or your dependent child under 18;
- It was valued at \$500 or more (if received by you or your dependent child under 18) or at \$1,000 or more (if received by your spouse or registered domestic partner); and
- It was received from a restricted source that did one or more of the following:
 - ✦ Was located in the City during the reporting period;
 - ✦ Was planning to do business in the City during the reporting period; or
 - ✦ Did business in the City during the reporting period or the year prior to the reporting period.

Example

You are an elected official, and your spouse is a lawyer at a non-profit organization that has a contract with the City to provide youth services. Because the organization has a contract with a City agency, it is a restricted source to you, and you are required to disclose information about the income, including your community property share (50 percent) of the amount received by your spouse and the organization's name and address.

Example

You are an Area Planning Commissioner who also owns a consulting business. Your business has received income over \$500 in the past year from a client who sought a zone change from your commission. Because the client was a party to a proceeding before your commission, it is a restricted source to you, and you are required to disclose information about the income, including its value and the client's name and address.



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Part 4: Gifts

You must report information regarding gifts if, during the reporting period, they were received from a restricted source by you, your spouse, your registered domestic partner, or your dependent child under 18 and were cumulatively valued at \$50 or more per source. As a reminder, gifts from lobbyists and lobbying firms are prohibited, and gifts from other restricted sources are limited to \$100 per restricted source per calendar year.

Example

You are the chief administrative officer of a City agency. A company that submitted a bid for a contract with your agency sent you a \$75 gift certificate to a restaurant. Because the company is seeking a contract with your agency, it is a restricted source to you, and you are required to disclose information about the gift, including its value and the company's name and address.

Example

You are a Police Commissioner, and a company that contracts with the Police Department to provide security at sporting events sent you two tickets to attend a game. The tickets have a total value of \$80 (\$40 each). You and your son used the tickets to attend the game. Because the company has a contract with your agency, it is a restricted source to you, and you are required to disclose information about the tickets, including their value and the company's name and address.

Part 5: Board Positions

You must report a position on the board of an organization that is a restricted source if, at any time during the reporting period, the position was held by you, your spouse, your registered domestic partner, or your dependent child under 18. Reporting is required regardless of whether any compensation was received.

Example

You are an elected City official, and your spouse is an unpaid board member for a nonprofit organization that has a contract with the Department of Cultural Affairs to provide public arts programming. Because the organization has a contract with the City, it is a restricted source to you, and you must disclose your spouse's board position and the organization's name and address.

Example

You are a member of the Board of Building and Safety Commissioners, and your registered domestic partner is an unpaid board member for a hospital that sought an appeal before your commission. Because the hospital was a party to a proceeding before your commission, it is a restricted source to you, and you are required to disclose your spouse's board position and the hospital's name and address.

Part 6: No Interests

Check the box provided if you had no reportable interests in real property, investments, income, gifts, or board positions associated with restricted sources at any time during the reporting period.

Filing Form 60

Form 60 is filed when a completed, signed, and dated ORIGINAL is received by your agency's ethics liaison or the Ethics Commission. We recommend making a copy of the signed form for your records. Contact information for your agency's ethics liaison is available through the "SEI Filers" link on the Ethics Commission's website.

Late filing penalties of \$25 per day, up to \$500, apply to a Form 60 that is not filed by the applicable deadline.

If you have any questions about Form 60, please contact the Ethics Commission at (213) 978-1960 or ethics.sei@lacity.org.



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Form 60

Section 1 -- Real Property

Name:

(Last, First, Middle)

The following interests in real property were leased from or to, co-owned by, purchased from, or sold to a restricted source.

Name of restricted source: _____

Address of restricted source: _____

Address or assessor's parcel number of real property: _____

Interest co-owned/purchased/sold by/leased by or to:

Me My spouse/registered domestic partner My dependent child

Interest was: Leased Co-owned Purchased (date: ___ / ___ / 20___) Sold (date: ___ / ___ / 20___)

Nature of interest: Ownership/Deed or Trust Easement Leasehold (years remaining: _____)

Other: _____

Value of interest: \$2,000—\$10,000 \$10,001—\$100,000 \$100,001—\$1,000,000 Over \$1,000,000

Name of restricted source: _____

Address of restricted source: _____

Address or assessor's parcel number of real property: _____

Interest co-owned/purchased/sold by/leased by or to:

Me My spouse/registered domestic partner My dependent child

Interest was: Leased Co-owned Purchased (date: ___ / ___ / 20___) Sold (date: ___ / ___ / 20___)

Nature of interest: Ownership/Deed or Trust Easement Leasehold (years remaining: _____)

Other: _____

Value of interest: \$2,000—\$10,000 \$10,001—\$100,000 \$100,001—\$1,000,000 Over \$1,000,000

Name of restricted source: _____

Address of restricted source: _____

Address or assessor's parcel number of real property: _____

Interest co-owned/purchased/sold by/leased by or to:

Me My spouse/registered domestic partner My dependent child

Interest was: Leased Co-owned Purchased (date: ___ / ___ / 20___) Sold (date: ___ / ___ / 20___)

Nature of interest: Ownership/Deed or Trust Easement Leasehold (years remaining: _____)

Other: _____

Value of interest: \$2,000—\$10,000 \$10,001—\$100,000 \$100,001—\$1,000,000 Over \$1,000,000



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Section 2 -- Investments

Name:

(Last, First, Middle)

The following investments (other than real property) were co-owned by, purchased from, or sold to a restricted source.

Name of restricted source:

Address of restricted source:

Name of investment:

Nature of investment:

Stock Partnership

Other _____

Investment co-owned/purchased/sold by:

Me My spouse/registered domestic partner
 My dependent child

Investment was:

Co-owned Purchased (date: ___ / ___ / 20___)
 Sold (date: ___ / ___ / 20___)

Value of investment:

\$2,000—\$10,000 \$10,001—\$100,000
 \$100,001—\$1,000,000 Over \$1,000,000

Name of restricted source:

Address of restricted source:

Name of investment:

Nature of investment:

Stock Partnership

Other _____

Investment co-owned/purchased/sold by:

Me My spouse/registered domestic partner
 My dependent child

Investment was:

Co-owned Purchased (date: ___ / ___ / 20___)
 Sold (date: ___ / ___ / 20___)

Value of investment:

\$2,000—\$10,000 \$10,001—\$100,000
 \$100,001—\$1,000,000 Over \$1,000,000

Name of restricted source:

Address of restricted source:

Name of investment:

Nature of investment:

Stock Partnership

Other _____

Investment co-owned/purchased/sold by:

Me My spouse/registered domestic partner
 My dependent child

Investment was:

Co-owned Purchased (date: ___ / ___ / 20___)
 Sold (date: ___ / ___ / 20___)

Value of investment:

\$2,000—\$10,000 \$10,001—\$100,000
 \$100,001—\$1,000,000 Over \$1,000,000

Name of restricted source:

Address of restricted source:

Name of investment:

Nature of investment:

Stock Partnership

Other _____

Investment co-owned/purchased/sold by:

Me My spouse/registered domestic partner
 My dependent child

Investment was:

Co-owned Purchased (date: ___ / ___ / 20___)
 Sold (date: ___ / ___ / 20___)

Value of investment:

\$2,000—\$10,000 \$10,001—\$100,000
 \$100,001—\$1,000,000 Over \$1,000,000



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Form 60

Section 3 -- Income

Name:

(Last, First, Middle)

The following income was received from a restricted source.

Name of restricted source:

Address of restricted source:

Business activity of restricted source:

Position title:

Income received by:

- Me My spouse/registered domestic partner
 My dependent child

Value of income:

- \$500—\$1,000 \$1,001—\$10,000
 \$10,001—\$100,000 Over \$100,000

Income was:

- Salary/Commission Loan repayment
 Rental income Sale of _____
(e.g., car, boat, etc.)
 Other: _____

Name of restricted source:

Address of restricted source:

Business activity of restricted source:

Position title:

Income received by:

- Me My spouse/registered domestic partner
 My dependent child

Value of income:

- \$500—\$1,000 \$1,001—\$10,000
 \$10,001—\$100,000 Over \$100,000

Income was:

- Salary/Commission Loan repayment
 Rental income Sale of _____
(e.g., car, boat, etc.)
 Other: _____

Name of restricted source:

Address of restricted source:

Business activity of restricted source:

Position title:

Income received by:

- Me My spouse/registered domestic partner
 My dependent child

Value of income:

- \$500—\$1,000 \$1,001—\$10,000
 \$10,001—\$100,000 Over \$100,000

Income was:

- Salary/Commission Loan repayment
 Rental income Sale of _____
(e.g., car, boat, etc.)
 Other: _____

Name of restricted source:

Address of restricted source:

Business activity of restricted source:

Position title:

Income received by:

- Me My spouse/registered domestic partner
 My dependent child

Value of income:

- \$500—\$1,000 \$1,001—\$10,000
 \$10,001—\$100,000 Over \$100,000

Income was:

- Salary/Commission Loan repayment
 Rental income Sale of _____
(e.g., car, boat, etc.)
 Other: _____



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Section 4 -- Gifts

Name:

(Last, First, Middle)

The following gifts cumulatively valued at \$50 or more were received from a restricted source.

Name of restricted source:

Address of restricted source:

Business activity of restricted source:

Gift(s) received by:

- Me My spouse/registered domestic partner
 My dependent child

Date received: Value: Description of gift(s):

___/___/20___ \$___ _____

___/___/20___ \$___ _____

___/___/20___ \$___ _____

___/___/20___ \$___ _____

Name of restricted source:

Address of restricted source:

Business activity of restricted source:

Gift(s) received by:

- Me My spouse/registered domestic partner
 My dependent child

Date received: Value: Description of gift(s):

___/___/20___ \$___ _____

___/___/20___ \$___ _____

___/___/20___ \$___ _____

___/___/20___ \$___ _____

Name of restricted source:

Address of restricted source:

Business activity of restricted source:

Gift(s) received by:

- Me My spouse/registered domestic partner
 My dependent child

Date received: Value: Description of gift(s):

___/___/20___ \$___ _____

___/___/20___ \$___ _____

___/___/20___ \$___ _____

___/___/20___ \$___ _____

Name of restricted source:

Address of restricted source:

Business activity of restricted source:

Gift(s) received by:

- Me My spouse/registered domestic partner
 My dependent child

Date received: Value: Description of gift(s):

___/___/20___ \$___ _____

___/___/20___ \$___ _____

___/___/20___ \$___ _____

___/___/20___ \$___ _____



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Section 5 -- Board Positions

Name:

(Last, First, Middle)

The following positions were held on the board of a restricted source.

Name of restricted source:

Address of restricted source:

Position Title:

Position held by:

- Me My spouse/registered domestic partner
 My dependent child

Name of restricted source:

Address of restricted source:

Position Title:

Position held by:

- Me My spouse/registered domestic partner
 My dependent child

Name of restricted source:

Address of restricted source:

Position Title:

Position held by:

- Me My spouse/registered domestic partner
 My dependent child

Name of restricted source:

Address of restricted source:

Position Title:

Position held by:

- Me My spouse/registered domestic partner
 My dependent child

Name of restricted source:

Address of restricted source:

Position Title:

Position held by:

- Me My spouse/registered domestic partner
 My dependent child

Name of restricted source:

Address of restricted source:

Position Title:

Position held by:

- Me My spouse/registered domestic partner
 My dependent child