GIFT GIVING GUIDE

To help ensure that City decisions are (and are perceived to be) fair and impartial, state and City laws regulate gifts to City officials. A gift is anything that provides a personal benefit to an official when the official does not provide consideration of equal or greater value in return. This is an overview of the laws that limit gifts to City officials; other restrictions or exceptions may apply. For guidance, please call the Ethics Commission at (213) 978-1960 or visit ethics.lacity.org.

Are you a lobbyist or lobbying firm?

Yes

If you are seeking to influence a City agency, you **may not** give a gift of any value to an elected City official or to an official in the agency you are seeking to influence. You also may not act as an *intermediary* in the making of a prohibited gift to an official.

No

Have you engaged in any of the following City related activities?

- Entered into, performed under, or tried to get a contract with the official’s agency (or for elected officials, any agency);
- Attempted to influence the official in the past year in a City matter that would have a direct financial effect on you; or
- Had a license, permit, or other entitlement for use pending in the last year before the official or a body of which the official is a voting member.

Are you listed on the official’s Conflict of Interests Code?

No

No

Yes

You are a *restricted source* to the official and **may give** gifts to the official that are cumulatively valued at up to $100 per calendar year.

As a restricted source, you also may not act as an agent or *intermediary* in a gift that exceeds a gift limit.

Yes

1. Review the official’s *Conflict of Interests Code*.
   - Go to [ethics.lacity.org/coi](http://ethics.lacity.org/coi)
   - Download the official’s *Conflict of Interests Code*.
   - Identify the official’s position (Schedule A) and *disclosure category* (Schedule B).

2. Determine whether you engage in activity described on the official’s *disclosure category*.
   - If so, you are a *disclosable source* and may give the official gifts that are cumulatively valued at up to $520 per calendar year.
   - If not, you are not a *disclosable source* and may give the official gifts of any value.

**REMEMBER**

You may never offer or make a gift when it is reasonably foreseeable that a City official could be influenced (or perceived to be influenced) by the gift or when it is given in exchange for an official action.

Los Angeles City ETHICS COMMISSION

City officials are required to report gifts and the sources of those gifts on their statements of economic interests if the total value of all the gifts they receive from a single disclosable source during a calendar year is $50 or more.