

# GIFT ACCEPTANCE GUIDE

August 2024

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 guidance, please contact the Ethics Commission at (213) 978-1960 or [ethics.lacity.gov](https://ethics.lacity.gov).

## Start Here

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

A lobbying entity is a person or business that attempts to influence City action on behalf of others and meets thresholds regarding time and compensation.

Search for registered lobbyists at [ethics.lacity.gov/data/lobbying](https://ethics.lacity.gov/data/lobbying)

**Yes**

You **may not** accept a gift of any value from a lobbyist or lobbying firm.

**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>;
- 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 pending in the last year before you or a body of which you are a voting member.

Search for your agency's contracts at [ethics.lacity.gov/data/contracts](https://ethics.lacity.gov/data/contracts)

Search for restricted developers at [ethics.lacity.gov/data/developers](https://ethics.lacity.gov/data/developers)

**Yes**

You may accept 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.

You may be required to report<sup>3</sup> the gift if the gift(s).

**No**

**Is the gift giver a disclosable source?**

A disclosable source is a person described in your agency's *Conflict of Interests (COI) Code* as a source of income for your *disclosure category*.

View your agency's *COI Code* at [ethics.lacity.gov/coi](https://ethics.lacity.gov/coi)

**Yes**

You may accept gifts that are cumulatively valued at up to \$520 per calendar year from that gift giver.

You may be required to report<sup>3</sup> the gift(s).

**No**

You may accept the gift. Additional rules may apply.

## REMEMBER

You may never accept a gift when it is reasonably foreseeable that you 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**

<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 (SEI) if the total value of all the gifts you receive from a single disclosable source during the calendar year is at least \$50. SEI refers to CA Form 700 for all City officials, and CA Form 700 plus City Form 60 for high-level City officials. Exceptions may apply; please contact the Ethics Commission for advice.