

Gift Analysis Matrix

Section	Type of Gift	From	For	Prohibited if	Allowed if	Reportable	Other
The General Rule §12A-12(a)(1)	Any gift, favor, benefit, or service.	Anyone.	City officials and employees (see reportable notes in this row).	1. Reasonably tends to influence or reward official conduct; or 2. You know is intended to influence or reward the discharge of official duties.		1. Reportable if gifts valued at \$300 or more are received from a single source in one calendar year (excluding gifts of perishable food or beverages of an estimated value of \$100 or less.) 2. Reportable for gifts valued at \$300 or more on the financial disclosure report as well for the mayor, city council members, the city attorney, the city	1. The general rule does not apply to campaign contributions received and reported in compliance with the Texas Election Code. (§ 12A-12(f)). 2. Reports are made quarterly on a calendar year basis. 3. Gift reports are filed electronically with the city secretary. This is in addition to any reports required by
§12A-12(b)(7)	Items having a nominal value of less than \$50.	Resident or person or entity doing, or seeking to do, business with the city.	City officials and employees.			1. Not reportable if you do not receive cumulative items from a single source worth \$50 or more in one calendar year. 2. Not reportable if the item is a plaque, cap, key ring, mug, tee shirt, fresh cut flowers given at a public appearance, or perishable food and beverages	
§12A-12(a)(3)	Cash, gift card (including a Visa or Mastercard gift card), check, negotiable instrument.	Person, or representative of a person, or entity doing business or seeking to do business with the city.	City officials and employees.	Cash, gift card (including a Visa or Mastercard gift card), check, negotiable instrument are prohibited.			

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§12A-12(c)(1)	Honorarium (cash or in-kind gift except a plaque).	Anyone.	City officials and employees.	The honorarium is given in consideration for services provided because of an official's or employee's official position.			
§12A-12(b)(2)	Public award or recognition of public service or professional achievement.	Anyone.	City officials and employees.		Meet requirements of §12A-12(a)(1).	Not reportable if the award or reward is reasonable in light of the occasion.	
§12A-12(b)(8)	Ceremonial or protocol gift.	Anyone.	City official or employee on behalf of the city.		Received on behalf of the city.	<p>1. Not reportable for gifts valued over \$300 and given to a city official that are delivered to the city manager as a donation to the city, or</p> <p>2. Not reportable for gifts to an employee that are delivered to the city manager within 30 days after receipt as a donation</p>	

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§12A-12(c)(2)	Meals, travel, lodging, entertainment.	Anyone.	Officials.		<p>1. The city official is a guest; and</p> <p>2. The donor or host is present at the meal, travel, lodging, or entertainment.</p>	<p>1. Not reportable if the travel is made in accordance with the city's ordinances, administrative directives, and this section (§12A-12(b)(1)).</p> <p>2. Not reportable if meals, travel, lodging, and entertainment meets requirements of (c) and (d), (§12A-</p>	
§12A-12(c)(3)	Meals, travel, lodging, entertainment.	Anyone.	Employees.		It is related to a conference, seminar, trade show, or event that is related to the employee's job duties	<p>1. Not reportable if the travel is made in accordance with the city's ordinances, administrative directives, and this section (§12A-12(b)(1)).</p> <p>2. Not reportable if meals, travel, lodging, and entertainment meets requirements of (c) and (d), (§12A-12(b)(6)).</p>	<p>1. Attendance must be approved in accordance with travel AD; and,</p> <p>2. Costs must be reasonable.</p>

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§12A-12(d)(1)	All tickets.	Anyone.	City officials and employees.		Meet requirements of §12A-12(a)(1).	Not reportable if meals, travel, lodging, and entertainment meets requirements of (c) and (d), (§12A-12(b)(6)).	
§12A-12(d)(2)	Tickets for a fundraiser or charity event that benefits a city facility or program.	Anyone.	City officials and employees.		The event benefits a city facility or program.	Not reportable if tickets meet requirements of (c) and (d) (§12A-12(b)(6)).	1. Subject to availability and the sole discretion of an event sponsor. 2. These tickets cannot be sold or transferred, except to another city official or employee.
§12A-12(d)(3)	Tickets for annual memberships, individual or family, to city owned facilities that are operated or managed by a non-profit entity on behalf of the city.	City owned facility.	Councilmembers, board and commission members.		The facility is operated or managed by a non-profit entity on behalf of the city.	Not reportable if tickets meet requirements of (c) and (d) (§12A-12(b)(6)).	
§12A-12(d)(4)	Tickets to city owned facilities operated by a non-profit such as the State Fair and Arboretum.	City owned facility.	City officials.		Either the city official or his or her spouse, domestic partner, or significant other must be in attendance at the event.	Not reportable if tickets meet requirements of (c) and (d) (§12A-12(b)(6)).	1. Subject to availability and the sole discretion of the event sponsor. 2. These tickets may not be sold or transferred, except to the city official's spouse, domestic partner, or significant other to another or to another city official or employee.

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§12A-12(d)(5)	Tickets to city owned facilities operated by a for profit entity over which the city council does not have oversight responsibilities, such as the American Airlines Center.	City owned facility.	Councilmembers, board and commission members.		The facility is operated by a for profit entity over which the city council does not have oversight responsibilities, such as American Airlines Center.	Not reportable if tickets meet requirements of (c) and (d) (§12A-12(b)(6)).	May request tickets but tickets must be purchased at face value.
§12A-12(d)(6)	Tickets in blocks for promotion of events.	Anyone.	City officials and department directors.		The tickets are for distribution to the general public, including constituents, to encourage attendance of the general public at city facilities, programs and events.	Not reportable if tickets meet requirements of (c) and (d) (§12A-12(b)(6)).	
§12A-12(d)(7)	Tickets that are discounted.	Anyone.	City officials and employees.		Tickets are provided to all councilmembers, an entire department or office, or the entire city	Not reportable if tickets meet requirements of (c) and (d) (§12A-12(b)(6)).	
§12A-12(b)(5)	Admission to an event that is related to official duties or responsibilities.		City officials and employees.		The event is related to their official duties or responsibilities, including gathering information about a current or potential city supported program.	Not reportable, regardless of value, if the event is related to their official duties or responsibilities, including gathering information about a current or potential city supported program.	

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§12A-12(b)(3)	A loan from a lending institution.				The loan is made in the regular course of business on the same terms generally available to the public.	Not reportable if the loan is made in the regular course of business on the same terms generally available to the public.	
§12A-12(b)(4)	A scholarship or fellowship.				It is awarded on the same terms and based on the same criteria applied to other applicants.	Not reportable if it is awarded on the same terms and based on the same criteria applied to other applicants.	
§12A-12(b)(9) §12A-42(a)(4)	Gifts from relatives and friends unrelated to the persons work at the city.	Relative or a person with whom the city official or employee has a personal, professional, or business relationship independent of the city official or employee's status with the city.	City officials and employees.		From a relative or a person with whom the city official or employee has a personal, professional, or business relationship independent of the city official or employee's status with the city.	Not reportable unless the gift is accepted in the city official or employee's official capacity as described in §12A-2(24).	
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§12A-12(a)(3)	Any gift that you can't or do not wish to accept.	Anyone.	City officials and employees.				May donate the gift to the city, another government entity who can accept it, or a charity.
§12A-12(a)(4)	Any gift covered by a stricter departmental rule.		City officials and employees.	The gift is covered by a stricter departmental rule (e.g. a "no gift rule").			