

Gift to Agency Report**A Public Document**

GIFT TO AGENCY REPORT

1. Agency Name

Open Space, Parks & Golf, Community Services Department

Division, Department, or Region (if applicable)

3201 East Bayshore Road, Palo Alto CA 94303

Street Address**Area Code/Phone Number**

650-496-5916

E-mail

Jeanette.Serna@paloalto.gov

Agency Contact (name and title)

Jeanette Serna, Coordinator of Public Works Projects

Date Stamp

California 801
Form

For Official Use Only

☐ **Amendment** (explain in comment section)**Date of Original Filing:** _____
(month, day, year)**2. Donor Name and Address**☐ **Individual**

Last Name

First Name

☒ **Other**

Friends of Palo Alto Parks

Name

Address

City

State

Zip Code

501 (c) non-profit organization

If "Other" is marked, describe the entity's business activity (if business) or its nature and interests.

If applicable, identify the name of each source and the amount(s) solicited or received by the donor for this gift:

Name

\$

Amount

Name

\$

Amount

3. Payment Information**Date and Amount of Payment** (other than travel)

04,24,2025

(month, day, year)

\$

7,775.00

(Round to whole dollars)

Travel Payment Information (Round to whole dollars)**Location of Travel**

Date(s) of Travel

\$

Transportation Expenses

\$

Lodging Expenses

\$

Meal Expenses

\$

Other Expenses

\$

Total Expenses

Provide a specific description of the nature and use of the payment for official agency business:

Open Space and Parks Adopt-a-Park donation for ADA Binoculars for Foothills Nature Preserve Improvements.

Identify the officials for whom the payment was used:

Last Name

First Name

Title

Open Space, Parks & Golf

Department/Division

Last Name

First Name

Title

Department/Division

4. Verification

I have determined that it is in the interests of the agency to accept this gift and use it for the official agency business described above.

DocuSigned by:

Ed Shikada

F2DCA19CCC8D4F9...

Signature of Agency Head or Designee

Ed Shikada

Print Name

City Manager

Title

5/19/2025

(month, day, year)

Comment: (Use this space or an attachment for any additional information.)