

Gift to Agency Report

A Public Document

GIFT TO AGENCY REPORT

1. Agency Name Open Space, Parks & Golf, Community Services Department		Date Stamp	California Form 801 For Official Use Only
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@CityofPaloAlto.Org	<input type="checkbox"/> Amendment (explain in comment section)	
Agency Contact (name and title) Jeanette Serna, Coordinator of Public Works Projects		Date of Original Filing: _____ (month, day, year)	

2. Donor Name and Address

Individual Reiss Jonathan Other _____
Last Name First Name Name

148 South Carmelina Avenue Los Angeles CA 90049
Address City State Zip Code

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:

_____	\$ _____	_____	\$ _____
<small>Name</small>	<small>Amount</small>	<small>Name</small>	<small>Amount</small>

3. Payment Information

Date and Amount of Payment (other than travel) 4,13,2018 \$ 5,000.00
(month, day, year) (Round to whole dollars)

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

_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<small>Date(s) of Travel</small>	<small>Transportation Expenses</small>	<small>Lodging Expenses</small>	<small>Meal Expenses</small>	<small>Other Expenses</small>	<small>Total Expenses</small>

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

Open Space Adopt-a-Park donation for two memorial benches at the Palo Alto Baylands.

Identify the officials for whom the payment was used:

<u>Anderson</u>	<u>Daren</u>	<u>Division Manager</u>	<u>Open Space, Parks & Golf</u>
<small>Last Name</small>	<small>First Name</small>	<small>Title</small>	<small>Department/Division</small>
_____	_____	_____	_____
<small>Last Name</small>	<small>First Name</small>	<small>Title</small>	<small>Department/Division</small>

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: 

<u>James Keene</u>	<u>City Manager</u>	<u>5/29/2018</u>
<small>Signature of Agency Head or Designee</small>	<small>Print Name</small>	<small>Title</small>
_____	_____	_____
<small>Signature of Agency Head or Designee</small>	<small>Print Name</small>	<small>Title</small>

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