

Gift to Agency Report Instructions

A Public Document

California
Form **801**

This form is for use by all state and local government agencies to disclose payments made to the agency when the payments provide a personal benefit to an official of the agency. Examples may include travel, meals or other benefits. Under certain circumstances, these payments will not result in a gift to the official, but will be considered a gift to the agency. The payments must be used for official agency business and must meet other requirements that are set out in FPPC Regulation 18944.2, which is available on the FPPC website www.fppc.ca.gov.

When to File

This form must be filed within 30 days of the use of the payment. Reports may be faxed, mailed, personally delivered or e-mailed.

Where to File

State Agencies: File this form with the Fair Political Practices Commission ("FPPC"), 428 J Street, Suite 620, Sacramento, CA 95814. Fax: 916-322-0886 E-mail: Form801@fppc.ca.gov

Local Agencies: File this form with the official that maintains the agency's statements of economic interests (Form 700).

Website Posting: Each agency that maintains a website must also post the form or the information contained on the form on its website within 30 days of the use of the payment. Local agencies that do not maintain a website must forward the form to the FPPC for posting on its website.

Part 1. Agency Identification

List the agency's name and address and the name of an agency contact. Mark the amendment box if changing any information on a previously filed form and include the date of the original filing.

Part 2. Donor Information

Disclose the name and address of the donor. If the donor is not an individual, identify the business activity or nature and interests of the entity.

If the donor received payments from other sources that were used in connection with the activity, disclose the name and payment information for each source.

Part 3. Payment Information

Report the date and amount of each payment. For travel payments, also disclose the location(s), and a breakdown of the expenses. Provide a specific description of the use of the payment and the intended purpose. List each agency official for whom the payment was used.

Example: A business entity paid for an agency employee to travel to attend an informational seminar on solar energy projects in Washington D.C. The description should read: "Travel to attend an EPA co-sponsored solar energy seminar held in Washington, D.C."

Part 4. Verification

The agency head or his or her designee must sign the form.

General Information

Gifts to agencies must meet the following requirements:

- The agency head or designee must determine and control the agency's use of the payment.
- The payment must be used for official agency business.
- The donor may identify a purpose for the gift but may not designate by name, title, class or otherwise, an official who may use the payment.
- The agency official who determines who will use the payment may not select himself or herself.

Travel payments must also meet these requirements:

- A payment for travel may not be used by a state or local elected officer or by the state, county, and city officials who hold positions listed in Government Code Section 87200.
- A payment for travel may not exceed the agency's own reimbursement rates for travel, or the State per diem or IRS reimbursement rates if the agency has no policy.
- The agency head or designee must preapprove travel paid for by a third party before travel commences.

Travel payments made by a federal government agency in connection with education, training, or other inter-agency programs are not reportable.

For further information on filing this report or for general information, contact the FPPC.

Certificate Of Completion

Envelope Id: 1DA7884FC61D4F4B86EA428183030C2B	Status: Completed
Subject: City of Palo Alto Adopt-a-park donation program.	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jeanette Serna
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	250 Hamilton Ave
	Palo Alto , CA 94301
	Jeanette.Serna@CityofPaloAlto.org
	IP Address: 199.33.32.254

Record Tracking

Status: Original	Holder: Jeanette Serna	Location: DocuSign
6/27/2023 2:11:18 PM	Jeanette.Serna@CityofPaloAlto.org	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Palo Alto	Location: DocuSign

Signer Events

Ed Shikada
 Ed.Shikada@CityofPaloAlto.org
 Ed Shikada, City Manager
 City of Palo Alto
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 F2DCA19CCC8D4F9...
 Signature Adoption: Pre-selected Style
 Using IP Address: 166.198.34.9
 Signed using mobile

Timestamp

Sent: 6/27/2023 2:21:10 PM
 Viewed: 6/27/2023 3:43:32 PM
 Signed: 6/27/2023 3:44:11 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Jeanette Serna
 jeanette.serna@cityofpaloalto.org
 Coord Pub Wks Proj
 City of Palo Alto
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 6/27/2023 2:21:11 PM
 Resent: 6/27/2023 3:44:14 PM

Electronic Record and Signature Disclosure:
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Vinhloc nguyen
 vinhloc.nguyen@cityofpaloalto.org
 Administrative Associate III
 City of Palo Alto
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 6/27/2023 2:21:10 PM
 Viewed: 7/19/2023 3:18:52 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	6/27/2023 2:21:11 PM
Certified Delivered	Security Checked	6/27/2023 3:43:32 PM
Signing Complete	Security Checked	6/27/2023 3:44:11 PM
Completed	Security Checked	6/27/2023 3:44:11 PM

Payment Events	Status	Timestamps
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