# Mayor's Office: Council Agenda Item Request Form

This form and supporting documents (if applicable) are due the Wednesday before the COW meeting by noon.

Date Received (office use)

Date of Request	July 10, 2017
Requesting Staff Member	Susan Hoepfner
Requested Council Date	Next Meeting
Topic/Discussion Title	Approval of 3 donations
Description	The three donation approvals are as follows:  1. Rocky Mountain Power for \$2011.00 Global Days of Service  2. Carol Varney for \$3000 in lapidary equipment West Jordan Senior Center  3. Fidelity Charitable for \$20,000 from the Stephen C. and Linda M. Jacobsen Gift Fund
Requested Action <sup>1</sup>	Approval of donation
Presenter(s)	
Time Needed <sup>2</sup>	10 minutes
Time Sensitive <sup>3</sup>	N/A
Specific Time(s)4	N/A
Contact Name & Phone	Susan Hoepfner 385-468-3191
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	Please see attached forms.

Mayor or Designee approval:

What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.
 Assumed to be 10 minutes unless otherwise specified.
 Urgency that the topic to scheduled on the requested date.

<sup>&</sup>lt;sup>4</sup> If important to schedule at a specific time, list a few preferred times.



Ben McAdams

Salt Lake County Mayor

**Karen Crompton** 

Human Services Department Director

AGING SERVICES

Paul Leggett

Aging and Adult Services Division Director

Information & Referral

385-468-3200

"Promoting independence through advocacy, engagement, and access to resources." July 10, 2017

Honorable Mayor Ben McAdams Salt Lake County Government 2001 South State Street, N2-100 Salt Lake City, Utah 84190

Through:

Karen Crompton, Director

Human Services - N3-200

Subject:

Declaration of Gift (Over \$1,000) from Rocky Mountain

Power

Dear Mayor McAdams:

Enclosed is a Declaration of Gift (Over \$1,000) for a donation check from Rocky Mountain Power in the amount of \$2011.00 to be use by Salt Lake County Meals on Wheels program. Funds donated by employees from Rocky Mountains Global Days of Service.

Please approve and forward the attached Declaration of Gift form to the County Council for acceptance. Upon notification from County Council the gift has been accepted, the funds will be transferred to the programs restricted account to be used for direct services. A thank you letter will be sent to the donor.

Sincerely,

Paul Leggett

Paul leux

Director

# DECLARATION OF GIFT (OVER \$1,000)

I, Gary Hoffman, Rocky Mountain P transfer, title to the property described below to Salt Lake County and to be administered in accordance wights, including any copyrights that I possess or restrictions or conditions except those noted below up	Lake County to become the Lake County to be convicted polynthese properties to the county to be convicted to the county to the county to be convicted to the county to the county to be convicted to the county to	me permanent property of Salt icies. I assign and transfer all Salt Lake County, without
Description of gift: Cash donation to the	Meals on Wh	eels Program
Value (estimated by the donor): \$2011		
Date of transfer of title and delivery: 6/23/2017	7	
Other provisions or restrictions:		
Department/Division Director or Elected Official  Date: 7/10/12	Gary L. Hot Donor Address: 1407 W. No Rocky Mountain Power	ffman orth Temple; Salt Lake City, UT 84116
Salt Lake County hereby accepts the above gift under Gift form, but makes no judgment as to the value of		fied within this Declaration of
	SALT LAKE COU	JNTY COUNCIL:
	Chair	Date
ATTEST:		
Sherrie Swensen, County Clerk		



1407 West North Temple, Suite 310
Salt Lake City, Utah 84116
Phone 503-813-7257
Fax 801-220-4725
www.rockymountainpower.net/foundation

June 28, 2017

Ms. Shauna Brock Volunteer Coordinator Salt Lake County Division of Aging 2001 South State Street, Suite 53-300 Salt Lake City UT 84190

Dear Ms. Kapp:

Rocky Mountain Power established the Global Days of Service program to support and encourage its employees to invest in our communities through volunteer activities. This program provides funds to match employee hours volunteered at nonprofit organizations in the communities where its employees live, work and serve.

For each hour of volunteer work employees performed between April 12, 2016, and April 11, 2017, the foundation contributes an hourly rate to the eligible organization on behalf of the volunteering employee.

Rocky Mountain Power Foundation is pleased to present Salt Lake County Division of Aging with a check for \$2,011 on behalf of the volunteer work provided by the employees listed on the enclosed sheet. We are proud that our employees have shared their volunteer time and talents with your organization, and we recognize their efforts through this donation.

Sincerely,

Gary W. Hoogeveen Senior Vice President



Organization Contact	Organization	Employee	Restrictions	Mat	ched Amt
Shauna Brock Volunteer Coordinator	Salt Lake County Division of Aging	Gary Hoffman		\$	198.00
"	"	Rachel matheson		\$	165.00
11	"	Marilyn Healy		\$	139.00
ıı .	11	Xanthi Athousakis	Landa Control	\$	172.00
"	"	Patrick Henderson		\$	145.00
п	"	Rikin Shah		\$	79.00
n n	"	Robyn Kara		\$	139.00
"	"	David Dunford		\$	89.00
"	"	William Hall		\$	152.00
n n	"	Rohit Nair		\$	66.00
"	"	Shilpa Toppo		\$	132.00
n	"	Trevor Stuart		\$	134.00
"	"	Margaret Reed		\$	53.00
n n	"	Scott Murdock		\$	165.00
"	"	Ken Clark		\$	79.00
n n	11	Daniel Boyd		\$	104.00

Total \$ 2,011.00



SECTION OF CASE BY THE PROPERTY OF THE CONTRACT OF THE SECTION OF



2001389

June 23, 2017

PAY TO THE ORDER OF

Salt Lake County

\$ 2,011.00

\* \* \* \* \* Two Thousand and Eleven and 0/100ths \* \* \* \* \*

\_\_ DOLLARS

MEMO \_\_\_\_ Grant no. 2017212

# 2001389# #121000248#

4159625565

**ROCKY MOUNTAIN POWER FOUNDATION** 

2001389

Grant no.:

2017212

Current payment amount:

\$2,011.00

Total grant amount:

\$2,011.00

**ROCKY MOUNTAIN POWER FOUNDATION** 

2001389



Ben McAdams

Salt Lake County Mayor

**Karen Crompton** 

Human Services Department Director

AGING SERVICES

Paul Leggett

Aging and Adult Services Division Director

Information & Referral

385-468-3200

"Promoting independence through advocacy, engagement, and access to resources." July 10, 2017

Honorable Mayor Ben McAdams Salt Lake County Government 2001 South State Street, N2-100 Salt Lake City, Utah 84190

Through:

Karen Crompton, Director

Human Services - N3-200

Subject:

Declaration of Gift (Over \$1,000) from Carol Varney

Dear Mayor McAdams:

Enclosed is a Declaration of Gift (Over \$1,000) for a donation of lapidary equipment received from Carol Varney in the amount of \$3000.00 to be use by Salt Lake County West Jordan Senior Center participants.

Please approve and forward the attached Declaration of Gift form to the County Council for acceptance.

A thank you letter will be sent to the donor.

Sincerely,

Paul Leggett Director

Paul leux

# DECLARATION OF GIFT (OVER \$1,000)

I, Varney transfer, title to the property described below to Salt Lake County and to be administered in accordance w rights, including any copyrights that I possess on	Lake County to become ith its established polici	es. I assign and transfer all
restrictions or conditions except those noted below un	der "Other provisions or	restrictions".
Description of gift: Lapiday Machie	<b>~</b>	
Value (estimated by the donor): 3,000		
Date of transfer of title and delivery: 7/5/17		
Other provisions or restrictions:		
To be used at West Jordan	n Senior Con	<i>lev</i>
Paul lun	Carol Kam	uj
Department/Division Director or Elected Official	Donor	1
Date: 7/5/17	Address: 6428	Cougar Lane UT 984081
Salt Lake County hereby accepts the above gift unde Gift form, but makes no judgment as to the value of the		d within this Declaration of
	SALT LAKE COUN	TY COUNCIL:
	Chair	Date
A COMPACTO	Chait	Date
ATTEST:		
Sherrie Swensen, County Clerk		







Ben McAdams

Salt Lake County Mayor

**Karen Crompton** 

Human Services Department Director

AGING SERVICES

Paul Leggett

Aging and Adult Services Division Director

Information & Referral

385-468-3200

"Promoting independence through advocacy, engagement, and access to resources." July 10, 2017

Honorable Mayor Ben McAdams Salt Lake County Government 2001 South State Street, N2-100 Salt Lake City, Utah 84190

Through: Karen Crompton, Director

Human Services - N3-200

Subject: Declaration of Gift (Over \$1,000) from Fidelity Charitable

on behalf of Stephen C. and Linda M. Jacobsen Gift Fund

Dear Mayor McAdams:

Enclosed please find the documentation showing the attempts to acquire a signed Declaration of Gifts form (Over \$1,000) for a donation in the amount of \$20,000 to be use by Salt Lake County Outreach Programs. Three attempts have been made after numerous conversations with Fidelity Charitable Foundation on behalf of the Stephen C. (deceased) and Linda M. Jacobsen Gift Fund. Two attempts to fax the request for the form and one via certified mail.

Please approve the donation and forward the request of acceptance to the County Council. Upon notification from County Council the gift has been accepted, the funds will be used for direct services. A thank you letter will be sent to the donor.

Sincerely,

Paul Leggett

Director



Ben McAdams
Salt Lake County Mayor

Karen Crompton Human Services Department Director

#### AGING SERVICES

Paul Leggett Aging and Adult Services Division Director

Information & Referral 385-468-3200

"Promoting independence through advocacy, engagement and access to resources" May 24, 2017

Dear Fidelity Grant Department,

Third Request!

We would like to thank you for the generous donation made on behalf of Stephen C. and Lynda M. Jacobsen to Salt Lake County Aging and Adult Services.

We have faxed two requests previously, April 13<sup>th</sup> and May 5<sup>th</sup>, for a Declaration of Gifts form to be filled out and signed by a representative of your company. It is imperative we receive a signed form for the generous gift that Stephen and Lynda Jacobsen have chosen to graciously donate to our organization.

Being a government entity we have a policy we need to follow to be able to accept donations of this size. Have attached a copy of the donation check and a copy of policy along with the Declaration of Gift I need completed and signed. Please feel free to email (below), fax (385-468-3186) or mail the completed signed document back to Susan Hoepfner at the address below.

Thank you again for the generous donation to our agency, we would hate to see the generous funds returned would go a long way to help us reach out to the frail and homebound seniors of Salt Lake County.

Sincerely,

Paul Leggett

Director

Salt Lake County Aging and Adult Services

2001 S. State Street, S1-600

Salt Lake City, UT 84190

385-468-3191

shoepfner@slco.org

Enclosed: Donation Check Copy Gift Policy

Declaration of Gift

U.S. Postal Service™ CERTIFIED MAIL, RECEIPT 2338 (Domestic Mail Only; No Insurance Coverage Provided) 4774 Postage Certified Fee 0007 Postmark Return Receipt Fee (Endorsement Required) Here Restricte (Endorser 2210 Fidelity Charitable Total Po 100 Crosby Parkway Sent To 7012 Mail Zone KC1D-FCS Street, Ap or PO Bo Covington, KY 41015-9325 City, State PS Form 3800, August 2006 See Reverse for Instructions

SENDER; COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul> <li>Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	A. Signature  X. Fidelity Investments
1. Article Addressed to:	If YES, enter delivery address below:
Fidelity Charitable 100 Crosby Parkway	
Mail Zone KC1D-FCS Covington, KY 41015-9325	3. Service Type  Certified Mail  Registered  Registered  Insured MeE  Chap I
	4. Restricted Delivery? (Extra Fee)
7012 2210 0001 4714 2338	BV.
tripool mustod discomed	102595-02-M-1540



Ben McAdams Salt Lake County Mayor

Karen Crompton Human Services Department Director

#### AGING SERVICES

Paul Leggett
Aging and Adult Services
Division Director

Information & Referral 385-468-3200

"Promoting independence through advocacy, engagement and access to resources" May 5, 2017

Dear Fidelity Grant Department,

Second Request!

We would like to thank you for the generous donation made on behalf of Stephen C. and Lynda M. Jacobsen to Salt Lake County Aging and Adult Services.

I spoke to a representative this morning. He stated I could fax the Declaration of Gift form that I need to process this donation to your department.

Being a government entity we have a policy we need to follow to be able to accept donations of this size. Have attached a copy of the donation check and a copy of policy along with the Declaration of Gift I need completed and signed. Please feel free to either fax (385-468-3186) to my attention or email the completed signed document back to me.

Thank you again for the generous donation to our agency, the fund will go a long way to help us reach out to the frail and homebound seniors of Salt Lake County.

Sincerely, Susan Happier

Susan Hoepfner Office Manager

Salt Lake County Aging and Adult Services

2001 S. State Street, S1-600 Salt Lake City, UT 84190

385-468-3191

shoepfner@slco.org

Enclosed:
Donation Check Copy
Gift Policy
Declaration of Gift



Ben McAdams Salt Lake County Mayor

Karen Crompton Human Services Department Director

#### AGING SERVICES

Paul Leggett Aging and Adult Services Division Director

Information & Referral 385-468-3200

"Promoting independence through advocacy, engagement and access to resources" April 13, 2017

Dear Fidelity Grant Department,

We would like to thank you for the generous donation made on behalf of Stephen C. and Lynda M. Jacobsen to Salt Lake County Aging and Adult Services.

I spoke to a representative this morning. He stated I could fax the Declaration of Gift form that I need to process this donation to your department.

Being a government entity we have a policy we need to follow to be able to accept donations of this size. Have attached a copy of the donation check and a copy of policy along with the Declaration of Gift I need completed and signed. Please feel free to either fax (385-468-3186) to my attention or email the completed signed document back to me.

Thank you again for the generous donation to our agency, the fund will go a long way to help us reach out to the frail and homebound seniors of Salt Lake County.

Sincerely, Susaw Hoeffner

Susan Hoepfner Office Manager

Salt Lake County Aging and Adult Services

2001 S. State Street, S1-600

Salt Lake City, UT 84190

385-468-3191

shoepfner@slco.org

Enclosed: Donation Check Copy Gift Policy Declaration of Gift



P.O. Box 770001 Cincinnati, OH 45277-0053



002034 FIEV8A01 100000 AT 02 **BCVTCRBBBBJLG** SALT LAKE COUNTY 2001 S STATE ST STE S1600 **SALT LAKE CITY, UT 84190-0001** 

April 05, 2017

Dear Colleague:

Enclosed is a check in the amount of \$20,000.00. This Fidelity Charitable grant is made possible through the generosity and recommendation of the Dr Stephen C Jacobsen, a donor-advised fund.

Designation: Where it's needed most Salt Lake County Outreach Programs - 51500 SMDS Box 144575 PO Box 31431 Salt Lake City, UT 84131

Grant Terms: No goods, services or more than incidental benefits may be provided in exchange for this grant. This grant may not satisfy a legally enforceable obligation/pledge. This grant may only support purposes deemed by you to be 100% tax deductible.

You may choose to thank the donor, but please do not issue a tax receipt to either Fidelity Charitable or the recommending donor(s) for this grant. The donor received a tax receipt at the time they contributed to Fidelity Charitable. You can send your acknowledgement to the recommending donor(s) named below.

> Stephen C. and Lynda M. Jacobsen 274 S 1200 E Salt Lake City, UT 84102

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Page 1 of 2

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AND DETACH AT PERFORATION BEFORE PRESENTING CHECK FOR PAYMENT

\*\$20,000,00 THE

> 0°0049360° m6354613m #011302920#

The Dr Stephen C Jacobsen is a donor-advised fund at Fidelity Charitable, a public charity. Donors make irrevocable and tax-deductible contributions to Fidelity Charitable, which are owned and controlled by Fidelity Charitable in a segregated account known as a "donor-advised fund." Our donors exercise the privilege of, among other things, recommending grants to qualified public charities.

By cashing this check, you certify to Fidelity Charitable that (i) your organization is formed under the laws of the US and its territories and is a public charity described in Internal Revenue Code sec. 509(a)(1), (2) or (3), or a private operating foundation described in IRC sec. 4942(j)(3); (ii) this grant will be used exclusively for your organization's exempt purposes; (iii) neither the recommending donor nor any other party will receive goods, services or impermissible benefits (e.g., tuition, memberships or dues with more than incidental benefits, admission to events or goods bought at auction) as a result of this grant; (iv) this grant does not satisfy any portion of a financial obligation (including an enforceable pledge) of any party; and (v) this grant will not be used for (A) political contributions or campaign activities, or (B) lobbying (or, if your organization has made an IRC section 501(h) election, excess lobbying expenditures described in sections 501(h) and 4911).

Please contact a Fidelity Charitable representative at 800-952-4438, Monday through Friday, between 8:30 a.m. and 8:00 p.m. Eastern time, with questions regarding this grant.

We wish you continued success in your charitable mission.

Sincerely,

Fidelity Charitable

Fidelity Charitable is the brand name for the Fidelity(R) Charitable Gift Fund, an independent public charity with a donor-advised fund program. Various Fidelity companies provide services to Fidelity Charitable. The Fidelity Charitable logo is a service mark, and Fidelity Charitable and Fidelity are registered service marks, of FMR LLC, used by Fidelity Charitable under license. Giving Account is a registered service mark of the Trustees of Fidelity Charitable.

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Page 2 of 2

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By cashing this check, you certify to Fidelty Charitable that (i) your organization is formed under the laws of the US and its territories and is a public charity described in Internal Revenue Code sec. 599(a)(1), (2) or (3), or a private operating foundation described in IRC sec. 4942(b)(3); (i) this grant will be used exclusively for your organization's exempt purposes; (in) neither the recommending donor nor any other party will receive goods, services or impermissible benefits (e.g., button, memberships or dues with more than incidental benefits, admission to events or goods bought at auction) as a result of this grant. (iv) this grant does not satisfy any portion of a financial obligation (including an enforceable pledge) of any party; and (v) this grant will not be used for (A) political contributions or campaign activities, or (B) lobbying (or, if your organization has made an IRC section 501(h) election, excess lobbying expenditures described in sections 501(h) and 4911).

X DO NOT WHITE SIGN STAMP BELLOW THE STAMP	4	DEPOSITORY BANK EMPORSEMENT	4
X		DO NOT WHITE/SIGN STAMP BELOW THIS LINE	
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## SALT LAKE COUNTY COUNTY-WIDE POLICY ON GIFTS

## Purpose -

To provide a method for the County to receive gifts of property, cash, or equivalent from various sources. To insure that donated gifts of property, cash or equivalent are properly recorded and accounted. To define the procedures by which gifts can be received.

### 1.0 Definitions

- 1.1. Property any tangible item having a value of \$500 or more and a useful life expectancy of one year or more and which is not real property. *Includes both real and personal property*.
- 1.2. Gift any item of property, cash or equivalent having a value of \$500 or more, which is not considered art and which is not intended to be an acquired or deaccessioned part of the Salt Lake County art collection (see P & P 1003 and 1004). Gift does not include grants received through normal business processes.
- 1.3 Devise a gift of real property made through a will.
- 1.4 Bequest a gift of personal property made through a will. "Personal Property" includes money.
- 1.5 Legacy a gift of personal property made through a will; interchangeable with "bequest".

### 2.0 Authority and Process

2.1

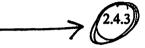
2.2 The final authority to accept individual gifts valued over \$1000 shall rest with the County Council.

The estimated value of the gift(s) shall be established by the donor and included on the "DECLARATION OF GIFT" form (see attached copy). The County Council shall make no judgment as to the value of the gift.

Acquisition must comply with all applicable County and State laws.

2.4 The process of acquiring gifts is to be initiated by the appropriate Elected Office, Department or Division to which the gift has been offered.

- 2.4.1 A full justification in writing shall be prepared and forwarded to the County Council.
- 2.4.2 The justification shall include a description of the gift(s), its value, life expectancy, and purpose for which it will be used.



A signed statement from the donor ("DECLARATION OF GIFT", see attached copy) indicating their willingness to donate the gift(s) and any restrictions for its use shall accompany the justification. Any financial restrictions identified by the donor shall be reviewed by the Auditor for establishment of appropriate accounting procedures to comply with the donor's restrictions.

- The donor shall be provided with a signed copy of the "DECLARATION OF GIFT" form.
  - 2.4.5 When a gift is a devise, bequest or legacy, the elected office, department or division to which the gift is made shall obtain from the probate court a certified copy of the will under which the gift is made and a certified copy of the letters testamentary issued to the personal representative of the estate. The copies shall be submitted to the County Council, along with a statement, signed by the personal representative to the estate, that the gift is tendered to the elected office, department or division of Salt Lake County according to the terms of the will.
  - 2.4.6 The head of the elected office, department or division that is the recipient of the devise, bequest or legacy shall complete the "Declaration of Devise, Bequest or Legacy" form and submit it to the County Council along with the documents listed in 2.4.5.
- 2.5 In the event the gift(s) is of a general nature, and not specifically identified to any individual Elected Official, Department or Division, the necessary paperwork outlined in 2.4, above, shall be completed by the Auditor's Office.
- 2.6 The County Council shall make a decision in an official meeting as to the acceptance or non-acceptance of the gift.
- 2.7 If accepted by the County Council the agency initiating the request to accept the gift(s) shall prepare the necessary property inventory forms, where applicable. Upon completion, such forms shall be forwarded to the County Auditor's Office for inclusion in the fixed asset account.

- 2.8 Where applicable, the elected official, department head or division director receiving the gift(s) shall be responsible for following the procedures outlined in the Salt Lake County Fixed Asset Policy and Procedures Manual relative to accounting for the property.
- 2.9 This policy applies only to gifts to Salt Lake County, not to officers or employees of Salt Lake County.

APPROVED and PASSED this 9 day of December, 2008.

	SALT LAKE COUNTY COUNCIL	
ATTEST:	Michael Jensen, Chair	
Sherrie Swensen, County Clerk	APPROVED AS TO FORM:	
	District Attorney's Office Date	

# DECLARATION OF GIFT (OVER \$1,000)

transfer, title to the property described below to Salt Lake County and to be administered in accordance v	Lake County to beco	me permanent property of Salt
rights, including any copyrights that I possess o	n these properties to	Salt Lake County, without
restrictions or conditions except those noted below u	nder "Other provision:	s or restrictions".
Description of gift:		
		_
Value (estimated by the donor):		
Date of transfer of title and delivery:		
Other provisions or restrictions:		
Department/Division Director or Elected Official	Donor	
Date:	Address:	
Salt Lake County hereby accepts the above gift und Gift form, but makes no judgment as to the value of	er the conditions speci the gift.	ified within this Declaration of
	SALT LAKE CO	UNTY COUNCIL:
	Chair	Date
ATTEST:		
Sherrie Swensen, County Clerk		

## DECLARATION OF DEVISE, BEQUEST OR LEGACY

Description of devise, bequest or legacy: _		
Value, in dollars (estimated by personal re		_
Date of transfer in title/delivery of gift: Any pertinent provisions or restrictions up		•
	Signed:Elected Official or Department	artment/Division Director
	Date:	
ACCEPTANO Salt Lake County hereby (accepts) (decline	CE/NON-ACCEPTANCE es) the above devise, beque	
made under the conditions specified within Salt Lake County makes no judgment as to	n the Declaration of Devise	e, Bequest or Legacy Form.
	SALT LAKE COUNTY	COUNCIL
	ByChair	Date
ATTEST:		
Sherrie Swensen, County Clerk or Deputy County Clerk		