



TO: Board of Estimates, Office of Comptroller

FROM: AGC1000 - City Council

DATE: 06/21/2023

SUBJECT: LEE Public Policy Fellow Fall 2024

ACTION REQUESTED OF BOARD OF ESTIMATES:

The Board is requested to approve a Application .

PERIOD OF CONTRACT/AGREEMENT: Based on Board Approval

AMOUNT AND SOURCE OF FUNDS:

Transaction Amount: \$ 0.00

Project Fund	Amount
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BACKGROUND/EXPLANATION:

Donations will be solicited from Baltimore businesses, civic leaders, the foundation community, and the general population. A potential donor list will be composed of individuals, organizations, businesses, and foundations that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Councilmember Zeke Cohen and staff to solicit donations to support the placement of a Leadership for Educational Equity (LEE) Public Policy Fellow in the District 1 City Council Office. The period of the campaign, pending Board approval, will be effective upon Board approval to June 1, 2024.

Councilmember Cohen's office intends to place a Leadership for Educational Equity Public Policy Fellow in District 1 for September 2023 through May 2024. This fellow will be a former teacher who is passionate about advocating for educational equity and related issues in Baltimore City. This individual will be a much-needed addition to a dynamic but overstretched staff, which seeks to support hundreds of constituent issues per week, while also moving legislative duties forward. In this role, the fellow will have a front-row seat to how legislation is developed: from a constituent issue all the way through to a bill becoming law. They will support constituent requests, do policy research to better understand issues and study best practices in other exemplar cities, and write policy memos.

Councilmember Cohen and his staff intend to raise \$10,000 in this campaign. These funds will support the cost to the council office for partnering with the Leadership For Educational Equity, which recruits, trains, places and pays for the fellow's salary. The total cost of this fellow is \$25,000. The council office intends to cover \$15,000 of that total cost through the council budget. (The council budget does not have the full total of \$25,000, as such we need to augment with fundraising.)

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

COUNCIL DISTRICT: 1st District

EMPLOY BALTIMORE: LIVING WAGE: LOCAL HIRING:

N/A N/A N/A

1% FOR PUBLIC ART: N/A.

ENDORSEMENTS:


Clerk, Board of Estimates

7/12/2023



BALTIMORE CITY ETHICS BOARD

635 City Hall
100 N. Holliday Street
Baltimore, Maryland 21202
(410) 396-7986
ethics@baltimorecity.gov

**GOVERNMENTAL/CHARITABLE SOLICITATIONS –
APPLICATION FOR APPROVAL**

NAME OF BENEFITTED PROGRAM / CHARITY: LEE Public Policy Fellow

PART A. SPONSORING AGENCY

Name Office of Zeke Cohen, City Council - District 1

Address 1 N Charles St, Baltimore, MD 21202

Contact Person / Coordinator Maggie Master

Telephone _____ Email maggie.master@baltimorecity.gov

PART B. PURPOSE OF PROPOSED SOLICITATION:

I. Identify the specific governmental or charitable program, function, or activity for which solicitations will be made:

Councilmember Cohen's office seeks to fundraise \$10,000 to fund a 9-month Leadership for Educational Equity (LEE) Public Policy Fellow in the District 1 office. This Fellow will be a former teacher who is passionate about advocating for educational equity and related issues in Baltimore City.

II. Describe the specific purposes to which contributions and other receipts will be applied:

Contributions will be applied to fund the stipend for a LEE Fellow.

III. Select the appropriate range for the aggregate value of the contributions sought:

- \$500,000 or more
- between \$150,000 and \$500,000
- between \$50,000 and \$150,000
- between \$5,000 and \$50,000
- less than \$5,000

PART C. CITY ENDORSEMENT

By: ___ Board of Estimates ___ Designee of B/E: _____

Date and Manner of Endorsement: _____

Attach Copy of Written Endorsement

PART D. WHEN AND HOW SOLICITATION TO BE CONDUCTED

I. Proposed starting date of solicitation efforts: 07/12/2023

II. Proposed ending date of solicitation efforts: 06/01/2024

III. Describe the categories of persons to be solicited and by whom and how those solicitations will be made:

The campaign will target individuals, organizations, businesses, and foundations with a history of supporting educational equity in Baltimore City. They will be contacted by Councilmember Cohen and his staff through emails, calls, internet, and social media (Twitter, Facebook, Instagram, etc.)

IV. Identify all *public servants* who will be soliciting contributions

Zeke Cohen (City Council - District 1) and his staff will be directly soliciting contributions.

V. Describe measures to be taken to ensure that the solicitation (i) will be directed at a broad range of donors and (ii) will not specially target *controlled donors*:

Potential donors will be solicited based on their history of participating in initiatives supporting education in Baltimore. Most potential donors fitting this deescription are not controlled donors. However, those potential fonors who are controlled with respect to the City Council or Board of Estimates will not be targeted or singled out in any way and will be contacted, if at all, in the same manner as other.

VI. Describe measures to be taken to avoid any suggestion that contributors might receive special access or favored treatment from any *agency* or *public servant* of the City:

Donors will be made aware that their donation will be directed towards funding the position of a LEE Public Policy Fellow in the District 1 office. The focus of all solicitation requests and promotion of the programming will focus on the Leadership for Educational Equity mission within Baltimore City. The purpose of the funds will be made clear to all those donating, and donors will be informed they will not gain favors or special access with their contribution.

PART E. Fiscal Sponsor PERSON RESPONSIBLE FOR CUSTODY, ACCOUNTING, AND DISTRIBUTION OF DONATIONS)

Note: This individual may not be employed by the *Sponsoring Agency*.

Name HyeSook Chung

Address 1 N Charles St, Baltimore, MD 21202

Telephone (443) 278-9487

Email hyesook@baltimorecivicfund.org

I. Disclose the person or persons within the distributing entity who will be responsible for fund distribution and accounting.

The Baltimore Civic Fund's Chief Operations Officer is responsible for fund distribution and accounting, supported by the Civic Fund finance team and an outside CPA firm. The Civic Fund maintains a web-based accounting system which is accessible by the President, the COO, the finance team, and the CPA firm. The Partnership Managers are able to view the information, but not make edits. The Civic Fund's Partnership Managers are responsible for reviewing and approving all disbursements and providing reports and

II. Describe how the funds will be held pending distributions, e.g., held in a trust or other dedicated account, in a general account, co-mingled with other funds, etc.

The Baltimore Civic Fund keeps records of all supporting documentation related to a program's scope of work and funding sources. All disbursements are initiated by a payment request form completed by City agency staff and signed by the agency's authorized signatory (Agency Director or designated staff). Partnership Managers review

III. What measures will be taken by the distributing entity to ensure that the donations will actually be used for the intended purpose?

The Baltimore Civic Fund keeps records of all supporting documentation given for donations, including grants and other conditional funding. Grants are assigned transaction codes in our financial system. All disbursements from the accounts are initiated by a payment request form completed by the program and signed by the program's authorized signatory (agency director or designated staff), all payments must align to the stated scope of the program account.

IV. What measures are in place to account for the donations? In the event that donations exceed the charitable need, please state how the additional funds will be allocated or dispersed.

Donations are collected (1) by a web-based donation site and directly deposited into the general account; (2) by check received by mail and deposited into the general account; or (3) by ACH in the general account. All supporting documentation is uploaded into the web-based accounting system and saved with program files. Donors who use the web-based donation site receive an automated acknowledgement email. Donations by other means may be acknowledged by a gift letter from Civic Fund. Donations receive a

V. Please provide details about the measures that will be taken by the distributing entity to ensure to ensure that controlled donors will not receive preferential treatment.

~~All disbursements require approval by the City agency's authorized signatory, as well as the Civic Fund's Partnership Managers, financial team, COO, and outside accounting firm. Sufficient supporting documentation and alignment with the program's scope of work and donation's restrictions are required. All disbursements are made in accordance with the IRS guidelines for nonprofits.~~

PART F. SIGNATURE AND AFFIRMATION

I affirm under the penalties of perjury that the contents of this Application and of all accompanying attachments are true to the best of my knowledge, information, and belief.

Date: 06/15/2023

FOR: Maggie Master
{Type/Print Name of Sponsoring Agency}

BY: 
{Signature}



Office of Councilmember Zeke Cohen
{Type/Print Name of Sponsoring Agency}

100 N. Holliday Street, suite 513
{Type/Print Office Address}

410 396 4821
{Type/Print Office Telephone Number}

maggie.master@baltimorecity.gov
{Type/Print Email Address}

APPROVED BY THE BOARD OF ESTIMATES

 
Clerk Date