


POC: Brianne Young; [Brianne.Young@baltimorecity.gov](mailto:Brianne.Young@baltimorecity.gov) 443.257.7280

<b>FROM</b>	NAME & TITLE	Shantay Jackson, Director	CITY of <b>BALTIMORE</b> <b>MEMO</b>	
	AGENCY NAME & ADDRESS	Mayor's Office of Neighborhood Safety and Engagement 100 N. Holliday Street, Room 640		
	SUBJECT	Solicitation Waiver		

**TO** The Honorable President and Members of the Board of Estimates

DATE: July 13, 2022

Dear President and Members:

**ACTION REQUESTED OF B/E:**

The Board is requested to review and approve a governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City to allow MONSE staff to solicit donations from local individuals, business leaders, and the general public that will go towards B-360 and support their capital campaign to build Baltimore's first dirt bike park. The period of the campaign, pending Board approval, will be effective upon Board approval until June 30, 2023.

**AMOUNT AND ACCEPTANCE OF FUNDS:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Solicitation will be made through direct contact. Donations will vary between monetary and in-kind. There will be no direct exchange of funds, all payments will be made payable directly to the Job Opportunities Task Force on behalf of B-360. The following entities will be solicited: corporations and individuals.

A potential donor list will be comprised of individuals and corporate entities 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.

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.

**MBE/WBE PARTICIPATION:**

N/A

**BALTIMORE CITY RESIDENTS FIRST (BCRF):**

BCRF Applicable:  yes  no

APPROVED BY BOARD OF ESTIMATES



By Celeste Amato at 1:01:22 PM, 8/3/2022

CLERK

DATE



**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: B-360

**PART A. SPONSORING AGENCY**

Name Mayor's Office of Neighborhood Safety and Engagement (MONSE)

Address 201 N. Charles St. Suite 2404, Baltimore, MD 21201

Contact Person / Coordinator Stefanie Mavronis

Telephone 443-202-7051 Email stefanie.mavronis@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:**

The solicitation is for the purpose of requesting donations in-kind and monetary to B-360 to support their capital campaign fundraising money to build Baltimore's first dirt bike park.

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

All donations will be used to directly support building Baltimore's first dirt bike park.

**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:** 07/01/2022
- II. Proposed ending date of solicitation efforts:** 06/30/2023

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

Solicitation will be made through direct contact. Donations will vary between monetary and in-kind. There will be no direct exchange of funds, all payments will be made payable directly to Job Opportunites Task Force on behalf of B-360. The following entities will be solicited: corporations and individuals.

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

Shantay Jackson, Director, Mayor's Office of Neighborhood Safety and Engagement (MONSE)  
Mayor Brandon Scott  
Brianne Young, Finance Associate Director, MONSE  
Stefanie Mavronis, Chief of Staff, MONSE  
Wesley Dawson, Community Engagement and Opportunity Associate Director, MONSE  
Rashad Singletary, Gun Violence Prevention Associate Director, MONSE

**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*:**

The individuals identified in section IV will solicit corporate and individual donors through a direct ask process.

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**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:**

MONSE will ensure that messaging is made clear in all solicitation communications

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**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 Monique Boyd, Job Opportunities Task Force

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email monique@jotf.org

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

Monique Boyd, Job Opportunities Task Force

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**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 funds will be held in a dedicated account managed by the Job Opportunities Task Force and distributed directly to B-360.

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

Measures taken are as follows: reports/evaluations of use of funds, budget oversight and view, receipts and accounting.

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**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.**

JOTF and B-360 have accountants and use receipts to track funds. Organizations have internal and external audits, budgets reviews and board oversight.

Should donations exceed need, additional funds could be used for the following: trust/endowment toward campus, operations of B-360 and campus, funds to support grass root organizations to be housed at the campus, and/or funds to support mission driven organizations

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**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.**

JOTF has a governing body, ethics, and code that will not allow any preferential treatment especially with fund distribution. Additionally, The #Ride4change campaign compiled a group of supporters to help make sure various voices and perspectives were heard and understood which will also keep the campaign accountable and abide by moral code.

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**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: May 19, 2022

100 Holliday Street, Room 341,  
Baltimore, MD 21202

*{Type/Print Office Address}*

410-396-5537

*{Type/Print Office Telephone Number}*

shantay.jackson@baltimorecity.gov

*{Type/Print Email Address}*

Mayor's Office of Neighborhood Safety and  
Engagement

FOR: \_\_\_\_\_  
*{Type/Print Name of Sponsoring Agency}*

BY: \_\_\_\_\_  
*{Signature}*

Mayor's Office of Neighborhood Safety and  
Engagement

\_\_\_\_\_  
*{Type/Print Name of Sponsoring Agency}*

APPROVED BY THE BOARD OF ESTIMATES



By Celeste Amato at 1:01:42 PM, 8/3/2022

Clerk

Date