

m Request for Board of Estimates Approval**SCOPE**

This policy concerns all communications, documents, personnel matters and related actions which must be considered and approved by the Board of Estimates.

DOCUMENTS, COMMUNICATIONS, PERSONNEL MATTERS

Board Memo (see AM-101-1) and accompanying documents submitted via email to BOE.submissions@baltimorecity.gov

- One copy of the Board Memo formatted in Microsoft Word and one copy of the Board Memo formatted in portable document format (.pdf) file with electronic signatures.
- Accompanying documents (agreements, grant agreements, release of retainage, etc.) formatted in portable document format (.pdf) file with electronic signatures. The accompanying documents should be in a single .pdf with the Board Memo.

REQUEST FOR BOARD OF ESTIMATES' APPROVAL

All requests for approval by the Board of Estimates must be submitted on City memo paper and be formatted as in AM-101-1-1 except for Expenditure Authorization Request forms, Travel Request forms, and the Bureau of Purchases' list of informal awards.

The following are the areas to be discussed in the memo:

- Action Requested by Board of Estimates;
- Amount of Money and Source of Funds;
- Background/Explanation; and
- MBE/WBE Participation - if applicable.
- 1% for Public Art - if applicable.

PRIOR APPROVAL

Prior to submission to the Board of Estimates, the agency must receive approval from the Bureau of the Budget and Management Research (BBMR) regarding all matters that involve expenditure of funds. An agency shall not submit an item to the Board that commits the City to expend funds unless BBMR certifies that the entire amount of funds stated in the item has been appropriated or is otherwise available to be expended by the agency. An agency shall not submit an item for conditional approval upon the future receipt or appropriation of funds. In accordance with AM 303-3, any changes in the cost of an agreement, contract, or purchase require a change order or if applicable an amendment.

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All third-party contracts and/or legal documents which bind the City must be reviewed by the Department of Law for form and legal sufficiency. Agency heads must receive approval from the Department of Law prior to submission to BBMR for funding approval.

The Department of Audits reviews grant awards to the City, subgrantee awards made by City agencies, consultant contracts, change orders, on-call contracts and medical payments. After review and approval by the Department of Audits, the request is placed on the Board of Estimates' agenda. Other areas may be reviewed at the discretion of the auditors or upon request by the Board of Estimates.

LATE APPROVAL

Submissions to the Board of Estimates should be made in a timely manner, i.e. prior to the execution of or effective date of the requested action. In those cases where it is not possible to obtain prior approval, a full explanation of the reason must be included in the letter or other request to the Board of Estimates with a copy forwarded to the Mayor's Office, attention of the Chief of Staff.

APPROVAL/DISAPPROVAL

Agencies may not act upon their request to the Board of Estimates until the approved copy is received back from the Office of Comptroller's Office, normally within five (5) work days of the Board meeting. If the request has been disapproved, it is returned to the agency indicating disapproval.

PREPARATION OF THE BOARD OF ESTIMATES AGENDA

The Office of the Comptroller prepares the agenda for the Board of Estimates. The Comptroller's office issues regulations regarding the deadline for submissions for the agenda, the manner in which items must be submitted, and the dates of Board meetings.

The general rules are:

1. The Board of Estimates meets twice a month on Wednesdays at 9:00 a.m. in City Hall, Room 215, unless otherwise modified.
2. The deadline for submissions of items is Tuesday by 12:00 p.m. for meetings on the following Wednesday, unless notified otherwise.
3. The original request (and required copies) to the Board and/or related document must be submitted in order for an item to be placed on the agenda. A fax, photocopy, paper copy or an

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incomplete document will not be accepted for the agenda.

- 4. Prior to the submission of an item for the agenda, the requesting agency is responsible for confirming dates, amounts, and securing the required approvals.
- 5. A request to withdraw an item must be received no later than 2:00 p.m. on the Friday preceding the Board meeting that is scheduled for the following Wednesday.

"WALK-ONS"

Items added to the published agenda of the Board of Estimates ("walk-ons") should be limited to emergencies where life or property is in jeopardy, confidential settlements of civil lawsuits, matters requiring immediate action to preclude loss of Federal or State funding, items requiring immediate subsequent approval of the Maryland Board of Public Works and matters of a similar nature. "Walk-ons" should not include routine items which are not on the agenda due to delays in the agency's administrative review and approval process. All requested "walk-ons" for the Administration must be submitted first to the Mayor's Office for review.

CERTIFIED EMERGENCY

In the event of an emergency of such a nature that the public welfare would be adversely affected by awaiting the approval of the Board of Estimates, the Director of Finance, upon request by the head of the municipal agency involved, may proceed to obtain the supplies, materials, equipment, services or public works required without reference to the procurement procedures outlined in the City Charter. A full report of any such action shall be promptly submitted to the Board of Estimates.

RELATED STATIONERY

Agencies should not use letterhead when corresponding with the Board of Estimates. The official City MEMORANDUM (26-1418-5007) must be used.

RELATED POLICIES

- AM-230-1 PERSONNEL REQUEST
- AM-508-1 LETTERHEAD