



## Office of the Comptroller

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To: Members of the Board of Estimates  
Council President and Chair of Board of Estimates Nick Mosby  
Mayor Brandon Scott  
Acting Director of Public Works Matt Garbark  
Acting City Solicitor Jim Shea

From: Comptroller Bill Henry 

Date: February 22, 2021

Re: Board of Estimates Agenda  
Changes to Submission Deadline and Clarification of Procedures  
**WEEKLY BOE SUBMISSION DEADLINE IS NOW TUESDAY @ 11AM**

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The Office of the Comptroller is engaged in ongoing efforts to modernize and streamline procedures by which agencies and departments submit items to the Board of Estimates (BOE or “the Board”) for processing and inclusion in Board of Estimates agendas. Board meetings are currently scheduled weekly with occasional recesses throughout the year. Our aim is to eliminate obsolete practices as well as to facilitate substantive review of agenda items by Board Members, their offices and agency staff. This change in the weekly submission deadlines is one of a number of small steps we are taking in the near term to modernize Board processes. BOE submission process will always be communicated in advance to allow agency partners time to adjust and adapt their own internal processes and schedules.

Effective March 9, 2021, the Board submission deadline will be weekly on Tuesday at 11:00 a.m. With this submission deadline change:

- Board Members and persons on the internal distribution list will receive the DRAFT agenda Thursday afternoon each week
- Board Members, others on our distribution list, and the general public (via posting on our website) will receive the Final Agenda by Monday at noon each week

By the end of the fiscal year, the Comptroller will move the submission process a full two weeks ahead of each Board of Estimates meeting. This is a goal that will take into consideration the current review times of our partner agencies and offices as well as the challenges and capacities of our colleagues in various agencies. The Comptroller’s Office will work closely with the offices of the Council President and Mayor and city agencies to advance this goal and other changes leading to an automated, more efficient and more accessible Board process.

These immediate and longer-term changes will enhance the agenda development and review process by Members of the BOE and their staff, but most importantly, these changes will offer the public more time to access and understand business before the Board via agendas produced and made public a week in advance of each Board meeting.

We thank the Office of the Council President and Mayor and the agencies and offices we work with every day for their input and support of process enhancements and automation. We understand that even welcomed changes can be challenging and we are committed to listening to feedback from all of our partners and continuing to be supportive of agencies and time sensitive approvals as we evolve this process together.

Please see page three for an outline of these changes and clarifications.

## CHANGES AND CLARIFICATIONS TO BOE PROCESS 2/22/2021

1. **Effective March 9, 2021, the Board submission deadline will be weekly on Tuesday at 11:00 a.m.**  
The Tuesday submission deadline will replace the Thursday deadline and is a first step in process changes that will improve and support an efficient and thorough administrative process for agenda development.
2. **Board Submissions will now be electronically submitted only.**

ALL BOE submissions can already be submitted ELECTRONICALLY via email to [BOE.Submissions@baltimorecity.gov](mailto:BOE.Submissions@baltimorecity.gov), with cc to [james.knighton@baltimorecity.gov](mailto:james.knighton@baltimorecity.gov).

**Please DO NOT submit paper copies** - Paper submissions are not needed or required.

The submission email should include:

- Name, email address and phone number of an agency contact person able to answer questions from BOE staff about the agenda item.
- Name and email address of the agency staff member who will receive the electronic copies of the signed Board Memo and signature page following Board approval.
  - After BOE approval ONLY an electronic copy of the fully executed Board memo and a copy of the fully executed signature page of the document will be emailed to the designated agency staff member.
  - If an agency requires live signatures on one or more signature pages for a document, this must be specified in the submission email.

Documents must be attached to the submission email in the following format:

- **One copy of the Board Memo AND supporting documents in searchable .pdf format.** Include BBMR stamp if needed and signatures from all required parties.
- **One copy of the Board Memo in Microsoft Word format**
- **ALL documents MUST contain a footer identifying the name of the document on each page - INCLUDING the signature page.** This will ensure that the final executed signature page can be matched with the correct document when returned to the agency point of contact.

As always, all submissions for BOE must include all applicable required approvals (i.e. Department of Finance, Department of Law, Department of Audits) before they will be accepted by the Comptroller's Office for inclusion in the BOE agenda.

**Please note the Department of Audits will continue to require one hard copy submission of each Board Memo, associated documents AND any necessary supporting materials for its review. Audits requires ten days to complete its review.** Please factor this review time into your document processing schedule. Documents for Audits review should be delivered to Room 321, City Hall.