





Administrative Rules Board  
 AGENDA  
 Thursday, December 17, 2015, 10:30 a.m.  
 Administrative Headquarters  
 2079 E. Ninth Street, 4<sup>th</sup> Floor – Committee Room B

1. CALL TO ORDER
2. ROLL CALL
3. REVIEW AND APPROVAL OF MEETING MINUTES – 12/10/15 meeting
4. PUBLIC COMMENT RELATED TO THE AGENDA
5. ITEMS FOR 1<sup>ST</sup> READING - none
6. ITEM FOR 2<sup>ND</sup> READING & APPROVAL

Resolution No.	Requesting Entity	Rule Title	Action
ARB2015-0018	Debarment Review Board	<b><i>Rules of Procedure</i></b>  DRB - Rules of Proc 121015_Agenda.pdf	Amend permanent rule
ARB2015-0019	Development	<b><i>Minimum Demolition and Maintenance Standards</i></b>  Demo Prog Standards Revised_2nd rdg_121715.pdf	Amend permanent rule

**7. MISCELLANEOUS BUSINESS**

- a. Rules Currently Posted for Public Comment – Demolition Program Minimum Standards – final version

**8. PUBLIC COMMENT UNRELATED TO THE AGENDA**

**9. ADJOURNMENT**

## **Minutes**

Administrative Rules Board

Thursday, December 10, 2015, 10:30 a.m.

Administrative Headquarters

2079 E. Ninth Street, 4<sup>th</sup> Floor – Committee Room B

### **1. CALL TO ORDER**

The meeting was called to order at 10:33 a.m.

### **2. ROLL CALL**

Attending:

Bob Triozzi, Law Director – Chairman

Ruchi Asher, Law Department (Alternate for Nora Hurley)

Maggie Keenan, Director, Office of Budget and Management

Mike King, Special Counsel, County Council

Absent:

Darlene White

### **3. REVIEW AND APPROVAL OF MEETING MINUTES – 11/12/15 meeting**

Mike King motioned to approve the minutes of the November 12, 2015 meeting, as written; Ruchi Asher seconded. The minutes were unanimously approved.

### **4. PUBLIC COMMENT RELATED TO THE AGENDA**

There was no public comment related to the agenda.

### **5. ITEMS FOR 1<sup>ST</sup> READING**

ARB2015-0018 Debarment Review Board, *Rules of Procedure*, request to amend permanent rule. Evan Byron, member of the Debarment Review Board, presented an overview of changes made in sections 2 (time computation), 18 and 19 (motion for reconsideration), and 21 (allocation of cost of transcript in the event of an appeal to the County Court of Appeals). Ruchi Asher referenced section 19, and asked why the Board prohibits the Inspector General from filing a Motion for Reconsideration. Discussion ensued regarding the Board's rationale for this rule. The Board referred Resolution ARB2015-0018 for second reading at the December 17, 2015 meeting.

ARB2015-0019 Department of Development, *Minimum Demolition and Maintenance Standards*, request to amend permanent rule. Paul announced that at this time, the Department only wants to implement the change highlighted under section 32; the changes in section 24 and 31 are being held at this time. Maggie Keenan asked for additional explanation on the change proposed under section 32, and on the estimated cost of demolition. Bob Triozzi requested explanation of the calculation used to determine the \$250 fine stated in section 32. He recommended that the department document this justification. The Board referred Resolution ARB2015-0019 for second reading at the December 17, 2015 meeting.

## 6. ITEM FOR 2nd READING & APPROVAL

ARB2015-0015        Fiscal Office, *Capital Assets Policy*, request for permanent adoption. Amy Himmelein, Controller, presented.

ARB2015-0016        Fiscal Office, *Inventory Policy*, request for permanent adoption. Amy Himmelein, Controller, presented.

Amy summarized and responded to comment submitted by Councilman Dale Miller. No substantive changes were made. IT equipment was added as an asset type category to the capitalization limits schedule, and other minor, technical corrections were made. Mike King motioned to approve Resolutions ARB2015-0015 and -0016; Ruchi Asher seconded. The Resolutions were unanimously approved.

ARB2015-0017        Office of Procurement & Diversity, various policies, request to extend temporary adoption of the rules through August 31, 2016. Mike King motioned to approve Resolution ARB2015-0017, consisting of extension of temporary approval of the rules through August 31, 2016; Ruchi Asher seconded. The Resolution was unanimously approved.

## 7. MISCELLANEOUS BUSINESS

- a. Rules Currently Posted for Public Comment – none

## 8. PUBLIC COMMENT UNRELATED TO THE AGENDA

There was no public comment unrelated to the agenda.

## 9. ADJOURNMENT

Ruchi Asher motioned to adjourn; Mike King seconded. The motion to adjourn was unanimously approved at 10:53 a.m.