

City of Annapolis

*160 Duke Of Gloucester Street
Annapolis, MD 21401*



Standing Committee Minutes

Tuesday, September 8, 2015

4:00 PM

**Mayor John T. Chambers, Jr.
City Council Chambers**

Rules & City Government Committee

1. Call To Order

Chairman Arnett called the meeting to order at 4:14 p.m.

Roll Call

Present: 3 - Alderwoman Pindell Charles, Alderwoman Finlayson and Alderman Arnett

2. Business before Committee

a. Approval of Minutes

[RCG072215](#) Approval of Minutes for the Regular Meeting

Attachments: [RCG072215.pdf](#)

Alderwoman Finlayson moved to postpone Approval of the minutes until the next meeting. **Seconded. CARRIED on voice vote.**

Aye: 3 - Alderwoman Pindell Charles, Alderwoman Finlayson and Alderman Arnett

b. Appointments and reappointments to Committees

[AP-34-15](#) The Appointment of George N. Matthews to the Planning Commission

Attachments: [Appointment Letter/ Resume](#)

George N. Matthew, 306 State Street, Annapolis, Maryland 21403 spoke on behalf of his appointment to the Planning Commission and answered questions from the committee.

Alderwoman Pindell Charles moved to recommend favorably. **Seconded. CARRIED on voice vote.**

Aye: 2 - Alderwoman Pindell Charles and Alderman Arnett

Abstain: 1 - Alderwoman Finlayson

3. Legislation before Committee

[R-17-15](#) Personnel Rules and Regulations - For the purpose of approving updated and modified Rules and Regulations of the Personnel System.

Attachments: [R-17-15 Resolution.docx](#)

[R-17-15 Personnel Rules and Regs Clean Revised Version.pdf](#)

[R-17-15 List of Appendices.docx](#)

[R-17-15 Staff Report.docx](#)

[R-17-15 Appendix-A Transit Drug Alcohol Policy.docx](#)

[R-17-15 Appendix-B FMCSA Drug and Alcohol Testing Policy.docx](#)

[R-17-15 Appendix-C Non DOT Drug and Alcohol Testing Policy.docx](#)

[R-17-15 Appendix-D Drug Alcohol Policy Assignment by
Classification.xls](#)

[R-17-15 Appendix-E Employee Benefits Center.pdf](#)

[R-17-15 Appendix-F Employee Recognition and Reward
Program.docx](#)

[R-17-15 Appendix-G Employment Non-Discrimination Policy.docx](#)

[R-17-15 Appendix-H Equal Employment Opportunity.pdf](#)

[R-17-15 Appendix-I FMLA - Certification of Health Care Provider for
Ee's Serious Hlth Condition.pdf](#)

[R-17-15 Appendix-I FMLA - Certification of Health Care Provider for
Family Member's Serious Hlth Condition.pdf](#)

[R-17-15 Appendix-I FMLA - Designation Notice.pdf](#)

[R-17-15 Appendix-I FMLA -Employee Rights & Repsonsibilities.pdf](#)

[R-17-15 Appendix-J Fact Sheet The Health Insurance Portability and
Accountability Act \(HIPAA\).mht](#)

[R-17-15 Appendix-K MIT - Electronic Mail Policy.docx](#)

[R-17-15 Appendix-L MIT - Electronic Use Policy.docx](#)

[R-17-15 Appendix-M MIT - Social Media Policy.docx](#)

[R-17-15 Appendix-N MIT - Software and Data Code of Ethics.docx](#)

[R-17-15 Appendix-O Notice to Employees Regarding Rules and
Regulations.docx](#)

[R-17-15 Appendix-P Safety Manual.docx](#)

[R-17-15 Appendix-Q WC BROCHURE \(2012-10-23\).xls](#)

[R-17-15 Appendix-R Workplace Violence Policy.docx](#)

[Strikeout Version Rules and Regulations1992.doc](#)

[Appendix-A.Transit Drug Alcohol Policy \(Amended\).doc](#)

[Appendix-M.MIT - Social Media Policy\(Amended\).doc](#)

Acting Human Resources Director Hopkins gave a brief overview of the legislation and answered questions from the committee.

Alderwoman Finlayson moved to postpone until the 9/14/15 meeting. Seconded. CARRIED on voice vote.

Aye: 3 - Alderwoman Pindell Charles, Alderwoman Finlayson and Alderman Arnett

R-21-15

Amending 2015 Dates of First Sundays Festivals - For the purpose of amending the dates on which the First Sundays Festivals are authorized to

sell merchandise in the Historic District by adding the first Sunday in November and removing the first Sunday in December of year 2015.

Attachments: [R-21-15 Amending First Sundays Dates.docx](#)

Alderman Finlayson moved to recommend favorably. Seconded. CARRIED on voice vote.

Aye: 3 - Alderman Pindell Charles, Alderman Finlayson and Alderman Arnett

[R-22-15](#)

Street Rights-of-Way at the Enclave at Spa - For the purpose of privatizing the street rights-of-way in the Enclave at Spa residential planned development in accordance with Section 20.20.01.A of the Code of the City of Annapolis.

Attachments: [R-22-15 Enclave at Spa Ordinance and Agreement.doc](#)

[R-22-15 Attachment A Site Plan.pdf](#)

[R-22-15 Staff Report.docx](#)

[R-22-15 Fiscal Impact.pdf](#)

Planning and Zoning Director Gutwald briefly addressed the committee regarding the legislation.

Alderman Finlayson moved to postpone. Seconded. CARRIED on voice vote.

Aye: 3 - Alderman Pindell Charles, Alderman Finlayson and Alderman Arnett

[O-35-15](#)

CITY OF ANNAPOLIS POLICE AND FIRE RETIREMENT PLAN - For the purpose of adopting the City of Annapolis Police and Fire Retirement Plan Amendment and Restatement, effective July 1, 2015.

Attachments: [O-35-15 Police Fire Retirement Plan Ord.docx](#)

[O-35-15 Police and Fire Retirement Plan.docx](#)

[O-35-15 Staff Report.pdf](#)

[O-35-15 Fiscal Impact.doc](#)

Acting Human Resources Director Hopkins gave an overview of the legislation and answered questions from the committee.

Alderman Finlayson moved to recommend favorably. Seconded. CARRIED on voice vote.

Aye: 3 - Alderman Pindell Charles, Alderman Finlayson and Alderman Arnett

4. Adjournment

Upon motion duly made, seconded and adopted, the meeting was adjourned at 5:13 p.m.

Cyndi Gaines

City Council Associate