

# **City of Annapolis**

*160 Duke Of Gloucester Street  
Annapolis, MD 21401*



## **Standing Committee Minutes**

**Monday, September 14, 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 4:13 p.m.

Roll Call

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

2. Business before Committee

**Approval of Minutes**

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

**Attachments:** [RCG072215.pdf](#)

Alderwoman Finlayson moved to approve. Seconded. CARRIED on voice vote.

**Aye:** 2 - Alderwoman Finlayson and Alderman Arnett

**Absent:** 1 - Alderwoman Pindell Charles

[RCG090815](#) Approval of Minutes for the Regular Meeting

**Attachments:** [RCG09.08.15](#)

Alderwoman Finlayson moved to approve. Seconded. CARRIED on voice vote.

**Aye:** 2 - Alderwoman Finlayson and Alderman Arnett

**Absent:** 1 - Alderwoman Pindell Charles

3. Legislation before Committee

[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](#)

[R-22-15 Signed.pdf](#)

Assistant City Attorney Leonard gave an overview of the legislation and answered questions from the committee. Public Works Director Jarrell and Chief of Current Planning Smith and were also present to address the legislation. Terry Shuman, 2661 Riva Road, Building 800, Annapolis, Maryland 21401 representing Bay Engineering Inc.

*and Mike Irons, Vice President Land Development, Landover, Maryland representing K. Hovnanian Homes LLC., spoke in favor of the resolution.*

**Alderwoman Finlayson moved to recommend favorably pending input from Alderman Littmann of Ward 5. Seconded. CARRIED on voice vote.**

**Aye:** 2 - Alderwoman Finlayson and Alderman Arnett

**Nay:** 1 - Alderwoman Pindell Charles

[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 and Training & Programs Administrator Kimbo gave in depth presentation on the legislation and answered questions from the committee.*

**Alderman Arnett moved to recommend favorably with the following amendments.**

**Amendment #1**

**On page 6, after Line 21, add a "new number 14" that define's what is a "Contractual Employee"**

**Amendment #2**

**On page 9, in lines 6 &10 under header labeled Personnel Records and Reports Delete "A, and B" and combine into "two paragraphs". Seconded. CARRIED on voice vote. (Review of Legislation is scheduled to continue in October)**

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

4. Adjournment

**Upon motion duly made, seconded and adopted, the meeting was adjourned at 6:41 p.m.**

**Cyndi Gaines  
City Council Associate**