



ORDINANCE

REASSIGNING THE DUTIES OF THE ADMINISTRATIVE SERVICES DIVISION DIRECTOR

CITY OF NASHUA

In the Year Two Thousand and Eight

The City of Nashua ordains that Chapter 2 “Administration”, of the Nashua Revised Ordinances, as amended, is hereby further amended by:

1. In Article III, “Administrative Code”, Division 1, “Generally”, Sec. 2-72. “Administrative divisions; officers and employees”. Subsection (a), delete the phrase “administrative services,” in the third sentence.
2. In Article III, “Administrative Code”, Division 1, “Generally”, Sec. 2-72. “Administrative divisions; officers and employees”. Subsection (b), delete subsection (1) in its entirety and renumber the remaining subsections in appropriate numerical order.
3. In Article III, “Administrative Code”, Division 3 “Administrative Services Division”, delete Sec. 2-106 “Director” in its entirety.
4. In Article III, “Administrative Code”, Division 3 “Administrative Services Division”, delete Sec. 2-107 “Departments” in its entirety.
5. In Article III, “Administrative Code”, Division 3 “Administrative Services Division”, delete the heading “Administrative Services Division” and replace it with “Cable Television Advisory Board”
6. In Article III, “Administrative Code”, Division 8 “Financial Services Division”, delete Sec 2-170 “Director” in its entirety and replace it with the following new section:

“Sec. 2-170. Director.

(a) The mayor shall appoint a chief financial officer to be director of the financial services division. The chief financial officer shall report directly to the

mayor. The chief financial officer shall oversee all the operations, management and functions of the comptroller and treasurer/tax collector as prescribed in the City

(b) Charter. The chief financial officer may hold either the office of comptroller or that of treasurer/tax collector, but not both.

(c) The director of the financial services division shall have the responsibility to administer the programs and functions of the division and ensure that the functions delineated in this division are carried out efficiently and completely so that the fiscal responsibilities and the statistical responsibilities of the division are met. The director shall also perform such other duties as assigned by the mayor. The director shall also be responsible for the maintenance and repair of all city buildings, other than schools, not accomplished by the custodial staffs of the respective departments, including the hiring of necessary personnel, and shall make recommendations for and coordinate all necessary capital improvements to those buildings with the capital improvements committee and the board of aldermen.

(d) The chief financial officer shall also be responsible for:

- (1) Reviews and investigations of financial activities of all departments and evaluation of related internal controls.
- (2) Long-range financial planning.
- (3) Advice to elected officials concerning status of city debt.
- (4) Analysis, coordination, and negotiation of all new debt instruments.
- (5) Development of fiscal performance measurements.
- (6) Performance of other tasks as may be assigned by the mayor.”

7. In Article III, “Administrative Code”, Division 8 “Financial Services Division”, add the following new section:

“Sec. 2-173. Additional Departments.

The financial services division shall be comprised of the following additional departments:

- (1) *Purchasing department.* The mayor shall appoint a purchasing manager in consultation with the director of financial services. The purchasing manager shall be responsible for the satisfactory completion of the functions of the purchasing department and shall be the head of this department. The purchasing manager shall report directly to the director of financial services. The functions of the purchasing manager and the purchasing department shall be as specified in division 5 of article IV of this chapter.
 - a. *City messenger.* The purchasing manager shall also be responsible for the city messenger, who shall perform the following duties: deliver and execute messages, summonses and notices from the mayor and the board of aldermen; and other duties as prescribed by the purchasing manager, the director of financial services and/or the mayor.
 - b. *Custodial services.* The purchasing manager shall also be responsible for the custodial staff, whose duties include the repair, heating,

maintenance and upkeep of the city hall, its grounds, and the comfort stations located thereon.

- (2) Insurance department. The director of financial services shall appoint an insurance manager who shall be responsible for the daily operations of the city's commercial and self-insurance programs to include workers' compensation, long term disability, and vehicle accident; management of the safety and loss prevention programs; and property and personal liability insurance programs. The department head shall perform such other related duties as requested by the mayor or the director of the financial services division.
- (3) Assessors department. The director of financial services shall be responsible for the assessing duties as delegated by the board of assessors (see City Charter, section 42 and sections 69 through 71), which duties shall be performed by the first assistant assessor who shall perform such other related duties as requested by the director of the financial services division and/or the mayor."

8. In Article III, "Administrative Code", Division 2, "Office of the Mayor", add the following new section:

"Sec. 2-93. Direct Reports to the Mayor.

- (1) *City Clerk.* The mayor shall appoint a city clerk in accordance with section 42 of the City Charter. The city clerk shall report directly to the mayor and shall perform those duties prescribed by law, the City Charter and ordinances, to include the proper maintenance of voter registration files and voter registration procedures (as delegated by the board of registrars), the recording and maintenance of vital statistics which the city is responsible for maintaining, the maintenance of city ordinances and resolutions, and the preparation of agendas and minutes of the board of aldermen as the board may direct. The city clerk shall perform such other duties as may be directed by the mayor. Within ten (10) days after assuming office, the city clerk shall give bond as specified by state law.
- (2) *Human resources department.* The mayor shall appoint a human resources manager who shall be the head of this department and who shall report to the mayor. The human resources manager shall have the responsibility and duties described in Article V of this chapter. In addition, the human resources manager's duties shall include the maintenance of the city's self-insurance programs for unemployment, health/dental benefits and life insurance programs. The department head shall perform such other related duties as requested by the mayor."

9. In Article IV, "Officers and Employees", Division 5, "Purchasing Manager", Sec. 2-236, "Position established; supervision", delete the phrase "director of the administrative services division" and replace it with "director of the financial services division".

10. In Article IV, "Officers and Employees", Division 5, "Purchasing Manager", Sec. 2-237, "Duties", subsection (b) delete the phrase "section 2-107" and replace it with "section 2-173".
11. In Article V, "Personnel and Administration Merit System", Division 1, "Generally", Sec. 2-303, "Amendments", subsection (b) delete the phrase "director, administrative services division" in the third sentence and replace it with "director of the financial services division".
12. In Article V, "Personnel and Administration Merit System", Division 3, "Employment of New Personnel", Sec. 2-336, "Human resources department and human resources manager", subsection (c) delete the phrase "and the director of administrative services,".
13. In Article V, "Personnel and Administration Merit System", Division 8, "Workers' Compensation" Sec. 2-518, "Self-insurance fund", subsection (c) delete the subsection in its entirety and replace it with the following new subsection:

“(c) The employee benefits fund shall be managed by the human resources department and the property and casualty fund shall be managed by the risk management office. The financial affairs division shall provide audit and financial services to both funds. Administration of the funds shall be based upon actuarial determinations of the amounts needed for self-insurance purposes to include a financial reserve for outstanding claims, contingencies, unforeseen expenses and random claim fluctuation and shall also include a sufficient appropriation to provide payments for self-funded or commercially contracted programs, as the insurance needs of the city may be met from time to time. Retained earnings, under generally accepted accounting principles, will be reviewed annually by the human resource manager, risk manager and chief financial officer. The risk manager shall be authorized to settle claims for liability against the city, its officers, employees or agents, either before litigation or while litigation is pending, by payment of sums not exceeding fifteen thousand dollars (\$15,000.00) per occurrence. The authorization of the finance committee shall be required for settlement of any such claim by payment of a sum in excess of fifteen thousand dollars (\$15,000.00) per occurrence.”
14. In Article XII, "Statement of Policy and Strategic Plan", "Process for adoption of the plan", Sec. 2-1001, subsection (a), delete subsection (6) in its entirety and renumber the remaining subsections in appropriate numerical order.