



ORDINANCE

RELATIVE TO THE ELECTRONIC SUBMISSION AND DISTRIBUTION OF MATERIALS TO THE BOARD OF ALDERMEN

CITY OF NASHUA

In the Year Two Thousand and Thirteen

The City of Nashua ordains that Part I "Administrative Legislation", Chapter 5 "Administration of Government", Part 2 "Board of Aldermen", Article II "General Provisions" of the Nashua Revised Ordinances, as amended, be and hereby is further amended by adding the following new section:

"5-10.1. Electronic submission and distribution of materials.

- A. Purpose and intent. It is the intent of this section to provide for electronic submission and access to the materials needed by the Board of Aldermen to perform its duties, and to promote the use of electronic distribution wherever possible, in order to reduce costs, and ensure the availability of the materials during meetings.
- B. Standards. The Information Technology Division Director, in coordination with the Legislative Manager, shall develop and publish applicable standards for the format of electronic dissemination of information to be sent to the Board of Aldermen. All correspondence from city departments shall adhere to these standards. The standards shall be established in such a way as to provide searchable individual copies, as well as to produce single document records of a complete meeting.
- C. Member choices for electronic devices. Members of the board may choose one of the following three methods of participating in electronic distribution of media.
 - (1) Use of a city-owned tablet device. The Information Technology Division Director shall select one or more options for devices provided by the city. A member of the board may choose to receive one of these devices. Such devices shall remain the property of the City of Nashua, and must be surrendered at the end of the individual's term of office, unless the individual elects to purchase the device at its current value at the time, as determined by the Information Technology Division Director.

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O-13-042

- (2) Use of a personally-owned device. A member may choose to purchase a device individually and use it for access. In such case the device must conform to any constraints the Information Technology Division Director may develop for such devices. In this case the member shall be entitled to a cost offset annually equivalent to the depreciation on city-provided devices as determined by the Information Technology Division Director.
- (3) Paper. A member may also request paper agendas, which will be available in their city hall mailbox on Fridays at 3:00 p.m.”

Initial funding for this legislation, at an approximate cost of \$7,500, is intended to come from anticipated surplus in the FY13 Department 102 “Board of Aldermen” operating budget.

LEGISLATIVE YEAR 2013

ORDINANCE: O-13-042

PURPOSE: Relative to the electronic submission and distribution of materials to the Board of Aldermen

ENDORSERS: Alderman-at-Large Brian S. McCarthy

**COMMITTEE
ASSIGNMENT:**

FISCAL NOTE: The fiscal impact of this legislation will depend on how many aldermen choose to use a city-owned tablet device and how many choose to use their personally-owned devices and receive an annual cost offset. Initial funding for this legislation, at an approximate cost of \$7,500, is intended to come from anticipated surplus in the FY13 Department 102 "Board of Aldermen" operating budget.

ANALYSIS

This legislation establishes a framework for setting up standards for electronic devices to be used by members of the board of aldermen and the submission and distribution of electronic information to the board.

Approved as to form: Office of Corporation Counsel

By: Howley Clarke

Date: May 24, 2013