



ORDINANCE

PLACING THE RISK MANAGEMENT AND CODE ENFORCEMENT DEPARTMENTS UNDER THE LEGAL DEPARTMENT

CITY OF NASHUA

In the Year Two Thousand and Five

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

1. In Division 3 “Administrative Services Division”, Section 2-107 “Departments”, delete subsection (3) *Insurance department* in its entirety.
2. In Division 4 “Community Development Division”, Section 2-122 “Departments”, delete subsection (3) *Code enforcement department* in its entirety.
3. In Division 2 “Office of the Mayor”, Section 2-92 “Staff; powers and duties”, add the following new underlined language:

“Sec. 2-92. Staff; powers and duties.

The mayor’s staff shall consist of those individuals as he or she shall determine necessary to perform the following functions:

- (1) *Legal.* The city solicitor/corporation counsel shall be the same person and shall be chief legal officer of the city. The city solicitor shall be appointed as specified in the City Charter, section 42. The individual appointed shall have been admitted to, and be in good standing as an attorney and counsellor of all courts, both state and federal, sitting in the state. This individual shall be responsible for the satisfactory performance of all the legal work of the city. The city solicitor/corporation counsel is responsible for keeping current with respect to all laws and regulations affecting the city. There shall be a deputy corporation counsel, who shall assist the corporation counsel in the performance of his or her duties and perform such other duties as assigned by the corporation counsel or the mayor. The deputy

corporation counsel shall be appointed by the mayor, in consultation with the city solicitor/corporation counsel, and shall be confirmed by the board of aldermen. The city solicitor/corporation counsel may hire such other professional and administrative staff as deemed necessary, and the mayor shall have final approval on all personnel to be hired.

In addition, the city solicitor/corporation counsel shall be responsible for the following departments:

(A) Risk Management Department. The city solicitor/corporation counsel shall appoint a risk manager who shall be responsible for the daily operations of the city's commercial and self-insurance programs to include workers' compensation, unemployment, vehicle accident, and long term disability programs; management of the safety and loss prevention programs; health/dental benefits and life insurance programs; and property and personal liability insurance programs. The department head shall perform such other related duties as requested by the mayor or the city solicitor/corporation counsel.

(B) Code Enforcement Department. The mission of the code enforcement department is to assure compliance with zoning and housing codes. The mayor shall appoint a department head in consultation with the city solicitor/corporation counsel. The department head shall be responsible to the city solicitor/corporation counsel for the satisfactory performance of assigned duties, which shall include, but not be limited to enforcement of the zoning and housing codes adopted by the city; providing an efficient system to receive and respond to complaints; developing and implementing ongoing programs to encourage increased compliance. The department head shall perform such other duties as may be requested by the mayor and/or the city solicitor/corporation counsel.

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