



## ORDINANCE

### CHANGING THE NAME OF THE REVIEW AND COMMENT COMMISSION TO THE CITIZENS ADVISORY COMMISSION FOR COMMUNITY GRANTS

### *CITY OF NASHUA*

*In the Year Two Thousand and Sixteen*

*The City of Nashua ordains* that Part I “Administrative Legislation”, Chapter 5 “Administration of Government”, Part 3 “Administrative Code” of the Nashua Revised Ordinances as amended, is hereby further amended as follows:

1. Move Section 5-46 “Review and Comment Commission” in Article IX “Division of Public Health and Community Services” to new Section 5-42.1 “Citizens Advisory Commission for Community Grants” in Article VII “Community Development Division”.
2. Delete the struck-through language and add the new underlined language as shown:

**“§ 5-4642.1. ~~Review and Comment Commission~~ Citizens Advisory Commission for Community Grants.**

- A. Creation; appointment of members; term of office.
  - (1) There is hereby created a ~~Review and Comment Commission~~ Citizens Advisory Commission for Community Grants consisting of five Commissioners and not less than 20 nor more than 30 persons appointed by said Commissioners.
  - (2) Three Commissioners shall be Nashua citizens representing a cross section of the community. They shall be appointed by the Mayor and confirmed by the Board of Aldermen. The citizen Commissioners will serve three-year terms.
  - (3) One Commissioner shall be an Alderman appointed by the President of the Board of Aldermen. The aldermanic Commissioner will serve concomitantly with his or her term of office.

- (4) One Commissioner shall be a representative of the Mayor's office, who shall be appointed by the Mayor and confirmed by the Board of Aldermen. The term of the Mayor's representative Commissioner shall be at the pleasure of the Mayor.
  - (5) The terms of the ~~Commission members~~ volunteers who are appointed by the Commissioners shall be at the pleasure of the Commissioners but shall last for no longer than the end of the fiscal year in which they are appointed.
- B. Purpose. The ~~Review and Comment Commission~~ Citizens Advisory Commission for Community Grants shall consist of an appropriate number of subcommittees as determined by the ~~Review and Comment Commission~~ Citizens Advisory Commission for Community Grants Chairman, but no fewer than three subcommittees, which shall review the funding requests of local human services agencies and comment on those requests to the Mayor and Board of Aldermen. The purpose of each subcommittee is to review an agency's request proposal, meet with representatives of the agency, vote on a recommended funding level, suggest conditions to be met by the agency receiving the funds, and report its findings to the Commission as a whole. The ~~Review and Comment Commission~~ Citizens Advisory Commission for Community Grants will later forward its final recommendations to the Mayor and Board of Aldermen.
- C. Procedures.
- (1) Prior to December 1 of each budget year, the Chairman of the Commission shall provide a schedule to the Board of Aldermen. The schedule shall include at least:
    - (a) An initial meeting of the Commissioners at which meeting the Chairman of the Commission shall be elected;
    - (b) An orientation session for the Commissioners with the Mayor, Human Affairs Committee, Urban Programs Department, and volunteers invited to review the City's consolidated plan;
    - (c) Posting date of application;
    - (d) Submission deadline for application; and
    - (e) Final session of commissioners.

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- (2) The Commission shall use a City of Nashua ~~Review and Comment~~ Community Grants application and ~~Review and Comment~~ Community Grants commissioner worksheet ~~approved by the Human Affairs~~ Committee. If updates to the documents are deemed necessary by the Commissioners, the Chairman of the Commission shall provide updated documents to the Aldermanic Committee on Human Affairs prior to use.
- (3) Prior to May 15 of each budget year, the Chairman of the Commission shall provide to the Board of Aldermen:
  - (a) A schedule, which shall include all meetings held by the Commission and its subcommittees;
  - (b) Completed City of Nashua ~~Review and Comment~~ Citizens Advisory Committee for Community Grants applications;
  - (c) Completed ~~Review and Comment~~ Citizens Advisory for Community Grants commissioner worksheets; the completed worksheets will include recommendations based on consistent criteria and factual best practices;
  - (d) Meeting minutes; the meeting minutes shall include an audio recording, list of attendees, motions made, and voting results; and
  - (e) Chairman's recommended clerical support funding budget for the subsequent year.
- (4) The term of the Chairman of the Commission shall be for one year. The Chairman shall not be the Aldermanic Commissioner. A Chairman shall serve no more than three consecutive terms.
- (5) The Aldermanic Commissioner shall be a member of the Aldermanic Committee on Human Affairs.
- (6) The Chairman of the Commission shall assign volunteers to subcommittees and shall assign applications to subcommittees. The assignment will be via random selection. The Chairman shall provide copies of all applications to each volunteer.
- (7) At least once per Aldermanic term, the Chairman of the Aldermanic Committee on Human Affairs shall invite the ~~Review and Comment~~ Citizens Advisory Commission for Community Grants Commissioners to a joint meeting. The meeting will serve as a review of the procedures of the Commission.

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- (8) ~~A non-Commissioner representative of~~ volunteer from each subcommittee shall report its findings to the Commission as a whole. The whole Commission's final funding recommendations shall be determined by a vote of the five Commissioners."
- (9) The Urban Programs Department will provide administrative assistance to the Commission."

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

This legislation shall take effect upon passage.