



ORDINANCE

ESTABLISHING AN ADMINISTRATIVE SERVICES DIVISION AND DIRECTOR POSITION

CITY OF NASHUA

In the Year Two Thousand and Nineteen

The City of Nashua ordains that Part I “Administrative Legislation” of the Nashua Revised Ordinances, as amended, be hereby further amended by deleting the struck-through language and adding the new underlined language as follows:

1. In Chapter 5 “Administration of Government”, Part 3 “Administrative Code”, Article IV “Generally”, Section 5-33 “Administrative divisions; officers and employees”, subsection B:

“§ 5-33. Administrative divisions; officers and employees”

...

B. The administrative services of the City shall consist of the following divisions:

- (1) Administrative Services Division.
- (2) Financial Services Division.
- (43) Community Development Division.
- (24) Public Works Division.
- (35) Division of Public Health and Community Services.
- (4) ~~Information Technology Division.~~

2. In Chapter 5 “Administration of Government”, Part 3 “Administrative Code”, Article VI, which is entitled “Cable Television Advisory Board”, but contains no sections within it, delete the title “~~Cable Television Advisory Board~~” and instead entitle Article VI “Administrative Services Division”.

3. In Chapter 5 “Administration of Government”, Part 3 “Administrative Code”, Article VI “Administrative Services Division”, add the following new Section 5-39 “Director”:

“§ 5-39. Director.

- A. The mayor shall, with the consent of the board of aldermen, appoint a director of administrative services, who shall report to the mayor and who shall have overall responsibility for the conduct of the division.
- B. The director of the administrative services division shall have the responsibility to administer the programs and functions of the division. Specifically, the director shall assure that the functions delineated in section 5-40 are carried out efficiently and completely so that the fiscal responsibilities and the statistical responsibilities of the division are met. The director, in conjunction with the mayor and director of financial services, shall be responsible for short and long term budget planning, short and long term property tax rate planning, and shall have an integral role in the development of the city’s fiscal policy. The director shall also perform such other duties as assigned by the mayor.
- C. The director, in conjunction with the mayor and director of financial services, shall be responsible for liaising with autonomous / semiautonomous departments in the areas of short and long term budget planning. The director shall serve as a liaison with respect to the other functions of the administrative services division, i.e., purchasing, human resources, insurance and risk management, assessing, geographic information systems, and information technology. The director shall be responsible for the maintenance and repair of all city buildings, including the hiring of necessary personnel. This shall not include buildings under the control of the board of education, the board of public works, the board of police commissioners, and the board of fire commissioners. The director shall participate in making recommendations for and coordinating necessary capital improvements to all city buildings with the capital improvements committee and the board of aldermen.”

4. In Chapter 5 “Administration of Government”, Part 3 “Administrative Code”, Article VI “Administrative Services Division”, add the following new Section 5-40 “Departments”:

“§ 5-40. Departments. The administrative services division shall be comprised of the following departments:

- A. Purchasing department. The mayor, in consultation with the director of administrative services, shall appoint a purchasing manager. The purchasing manager shall be responsible for the satisfactory completion of the functions of the purchasing department as specified in article XVII (“Purchasing Manager”) of this chapter.

- (1) 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 administrative services, or the mayor.
- B. Human resources department. The mayor, in consultation with the director of administrative services, shall appoint a human resources director. The human resources director shall have the responsibility and duties described in Chapter 50, Personnel. In addition, the human resources director'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 or the director of administrative services.
- C. Insurance and risk management department. The mayor, in consultation with the director of administrative services, shall appoint an insurance and risk 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 administrative services.
- (1) Custodial services. The insurance and risk 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.
- D. Assessing department. The director of administrative 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 mayor or the director of administrative services.
- E. Geographic information systems. The director of administrative services shall be responsible for the city's geographic information systems.
- F. Information technology department. The mayor, in consultation with the director of administrative services, shall appoint an information technology director, who shall have overall responsibility for the satisfactory performance of providing information technology to the city and other functions and duties assigned to this department. The information technology department shall assess the city's data processing needs and shall develop and implement the data processing capabilities required."

5. In Chapter 5 “Administration of Government”, Part 3 “Administrative Code”, Article V “Office of the Mayor”, Section 5-38.1 “Direct reports to Mayor”:

“§ 5-38.1. Direct reports to Mayor.

- A. 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 10 days after assuming office, the City Clerk shall give bond as specified by state law.
- ~~B. 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 III, Employment of New Personnel, in Chapter 50, Personnel. 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.”~~

6. In Chapter 5 “Administration of Government”, Part 3 “Administrative Code”, Article XI “Financial Services Division”, Section 5-51 “Director”, subsection C:

“§ 5-51. Director.

...

- 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.”~~

7. In Chapter 5 “Administration of Government”, Part 3 “Administrative Code”, Article XI “Financial Services Division”, delete Section 5-53.1 “Additional departments” in its entirety:

~~“§ 5-53.1. Additional departments.~~

~~The Financial Services Division shall be comprised of the following additional departments:~~

- ~~A. — 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 Article XVII of Part 4 of this chapter.~~
- ~~(1) — 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.~~
- ~~(2) — 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.~~
- ~~B. — 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.~~
- ~~C. — 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 Chapter 5 “Administration of Government”, Part 3 “Administrative Code”, Article XII “Information Technology Division”, delete the Article in its entirety:

~~“ARTICLE XII
Information Technology Division~~

~~§ 5-54. Director.~~

~~The Mayor shall appoint an Information Technology Division Director, who shall have overall responsibility for the satisfactory performance of the functions and duties assigned to the Division. The Director shall be responsible to the Mayor.~~

~~§ 5-55. Duties.~~

~~The Information Technology Division shall assess the City’s data processing needs and shall develop and implement the data processing capabilities required.”~~

9. In Chapter 5 “Administration of Government”, Part 4 “Officers and Employees”, Article XVII “Purchasing Manager”, Section 5-92 “Information Technology Division participation in purchasing process”:

“§ 5-92. Information Technology Division participation in purchasing process.

For major purchases and contracts solicited in accordance with § 5-78 which include computers or communications equipment or related software, including but not limited to workstations, servers, surveillance equipment and wired and wireless transmission equipment, the Information Technology ~~Division~~ Department shall participate in the purchasing process, providing advice, input, and recommendations, which will be so noted on the purchasing memorandum.”

10. In Chapter 5 “Administration of Government”, Part 2 “Board of Aldermen”, Article II “General Provisions”, Section 5-10.1 “Electronic submission and distribution of materials”, subsections B and C:

“§ 5-10.1. Electronic submission and distribution of materials.

...

B. Standards. The Information Technology ~~Division Director~~ Department Manager, in coordination....”

C. Member choices for electronic devices....

(1) Use of a City-owned tablet device. The Information Technology ~~Division~~ Department Director shall select one or more options...., as determined by the Information Technology ~~Division~~ Department Director.

(2) Use of a personally-owned device. A member may choose....to any constraints the Information Technology ~~Division~~ Department Director may develop for such devices.”

11. In Chapter 12 “Boards, Committees and Commissions”, Article VI “Cable Television Advisory Board”, Section 12-20 “Membership”, subsection G:

“§ 12-20. Membership.

CTAB will consist of 15 members total....The members are as follows:

...

G. The Director of the Information Technology ~~Division~~ Department or his or her designee.”

12. In Chapter 5 “Administration of Government”, Part 4 “Officers and Employees”, Article XIII “Generally”, Section 5-59 “Joint Employee / Administration Health Insurance Advisory Committee”, subsection B:

“§ 5-59. Joint Employee / Administrative Health Insurance Advisory Committee.

...

B. The Committee shall consist of ~~21~~ 24 members as follows: Mayor or designee; Director of Administrative Services or designee; the Insurance and Risk Manager or designee; the City Solicitor / Corporation Counsel or designee; the Chief Financial Officer or designee; the Human Resources ~~Manager~~ Director or designee; the Superintendent of Schools or designee; and the presidents of each of the City’s collective bargaining units (~~15~~ 17 units) or designees.”

13. In Chapter 5 “Administration of Government”, Part 4 “Officers and Employees”, Article XVII “Purchasing Manager”, Section 5-69 “Position established; supervision”:

“§ 5-69. Position established; supervision.

The Purchasing Manager shall report to the Director of ~~the Financial~~ Administrative Services ~~Division~~.”

14. In Chapter 5 “Administration of Government”, Part 4 “Officers and Employees”, Article XVII “Purchasing Manager”, Section 5-70 “Duties”, subsection B:

“§ 5-70. Duties.

...

B. The Manager shall be appointed by the Mayor, in consultation with the Director of Administrative Services, according to § ~~5-53.140~~.”

ORDINANCE

AMENDED O-19-040

15. In Chapter 50 “Personnel”, Article I “General Provisions”, Section 50-3 “Amendments”, subsection B:

“§50-3. Amendments.

...

- B. The merit system may from time to time be amended or changed by ordinance....For all amendments or changes introduced by the Board of Aldermen, the views of the Director of Administrative Services, the Director of the Financial Services Division, the Human Resources Department and the Personnel Advisory Board with the Mayor shall be sought with respect to each amendment or change.”

16. In Chapter 50 “Personnel”, Article III “Employment of New Personnel”, Section 50-9 “Human Resources Department and Human Resources Manager”:

“§ 50-9. Human Resources Department and Human Resources ~~Manager~~ Director.

...

- C. The Human Resources ~~Manager~~ Director, with the approval of the Mayor and the Director of Administrative Services, shall issue policies needed to implement this chapter.”

This ordinance shall become effective upon passage.