



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE

PUBLIC MEETING NOTICE
MONDAY, JUNE 2, 2025 AT 11:00 A.M.
City Hall Complex, 1 Junkins Avenue
Conference Room A
Portsmouth, NH 03801

*Members of the public also have the option to join the meeting over Zoom.
(See below for more details)**

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1. Welcome and Call to Order
 2. Roll Call
 3. Approval of the minutes of the May 12, 2025 Governance Committee meeting
 4. Chapter 1, Administrative Code Updates
 - Updated IT and HR Language
 5. Update on Encumbrance Ordinance Drafting
 6. Other Business
 7. Public Comment
 8. Announcements
 9. Adjournment

***Join Zoom Meeting**

When: June 2, 2025 11:00 AM Eastern Time (US and Canada)

Register in advance for this meeting:

<https://us06web.zoom.us/meeting/register/bZUozalTRcmK-UvvQhnh5g>

After registering, you will receive a confirmation email containing information about joining the meeting.



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES

Monday, May 12, 2025
Conference Room A
City Hall Complex, 1 Junkins Avenue
Portsmouth, NH

1. **Welcome and Call to Order:** The meeting was called to order at 11:06 a.m.
2. **Roll Call:**
Councilor Katherine Cook; Councilor Vincent Lombardi; and Councilor John Tabor were present. Assistant Mayor Joanna Kelley was absent.

Staff: Suzanne Woodland, Deputy City Manager / Regulatory Counsel, (DCM); Susan Morrell, City Attorney (CA); Jane Ferrini, Senior Assistant City Attorney (SACA) were present.
3. **Review and Approval of the Minutes of the March 31, 2025 meeting:** Councilor Lombardi moved to accept the minutes of the March 31, 2025 meeting. Seconded by Councilor Tabor. All in favor. The motion was approved.
4. **Draft Encumbrance Ordinance:** SACA provided an overview of the draft encumbrance ordinance which authorizes the City Manager to oversee City property and publish rules, regulations and procedures, including general permit and license instructions, and would update the Council on a regular basis. CA stated that an intern will be working on related code enforcement ticketing project this summer. Discussion ensued regarding City Manager authority and what matters would be presented to the City Council along with what that process would be; i.e., consent agenda, omnibus, and keeping transparency a forefront. Councilor Cook spoke to abuse of policies and enforcement mechanisms, and that an appeals process for applicants and neighbors / business owners should be put in place. SACA will work to weave in permit information into Chapters 6 and 8, condense the wording in some of the existing ordinances and create a draft of the City Manager approval guidelines for encumbrances and permits.
5. **Follow-up from IT and HR Discussion – Draft Language:** Per feedback from the March 31, 2025 meeting, DCM reworked some of the language pertaining to the uniqueness of the departments through the City and their IT functions and needs, along with coordination and collaboration with the departments and the Chief Information Officer.
6. **Other Business:** None
7. **Public Comment:** None
8. **Announcements:** The next Governance Committee meeting will be scheduled for

Monday, June 2, 2025 at 11:00 a.m.

9. **Adjournment:** Motion by Councilor Lombardi to adjourn the meeting, seconded by Councilor Tabor All in favor. Motion was approved. Meeting adjourned at 1:21 p.m.

DRAFT Meeting Minutes prepared by:
Barbara Zulkiewicz

Minutes approved: _____

DRAFT

IT Department Language Options for Discussion

Existing

The Information Technology Department shall be responsible for acquisition, maintenance and coordination of all computer hardware, software and related information technology for all elements of the municipal government, including the Charter Departments, except that the Charter Departments shall retain those Information Technology functions which by law or practice are unique and specific to the particular Charter Department. In its exercise of this authority, the Information Technology Department, or a Charter Department as appropriate, shall secure prior approval from the Finance Department for all technology acquisitions.

Proposed (Feb/March meetings)

The Information Technology Department shall be responsible for the acquisition, maintenance, coordination, security and regulatory compliance of the City's information technology including devices, connectivity, computer and network hardware, software and related information technology for all elements of the municipal government including the Charter Departments. The Chief Information Officer is charged with fulfilling the priorities and vision of the leadership of the Charter Departments in order to ensure the specific needs of the Charter Departments are met.

Proposed (May 12)

The Information Technology Department shall be responsible for the acquisition, maintenance, coordination, security and regulatory compliance of the City's information technology including devices, connectivity, computer and network hardware, software and related information technology for all elements of the municipal government and the Fire Department. The Police Department and School Department information technology systems are unique to their environments. The Police and School Department shall coordinate and collaborate closely with the Information Technology Department to ensure that all IT functions align with best practices, take advantage of cross-training opportunities, leverage opportunities for greater efficiency and implement the deployment of software solutions across all departments when appropriate. Nothing in this section shall be deemed to limit any authority vested in the City Council and City Manager under the Charter. All technology acquisitions must receive prior approval from the Information Technology Department, in addition to the Finance Department.

Revisions Suggested by the Committee Members at the May 12 Committee Meeting

The Information Technology Department shall be responsible for the acquisition, maintenance, coordination, security and regulatory compliance of the City's information technology including devices, connectivity, computer and network hardware, software and related information technology for all elements of the municipal government ~~and the Fire Department. The Police Department and School Department information technology systems are. While some departments have technologies unique to their environments, they. The Police and School Department~~ shall coordinate and collaborate closely with the ~~Chief Information Officer Information Technology Department~~ to ensure that all IT functions align with best practices, take advantage of cross-training opportunities, leverage opportunities for greater efficiency and implement the deployment of software solutions across all departments when appropriate. Nothing in this section shall be deemed to limit any authority vested in the City Council and City Manager under the Charter. All technology acquisitions must receive prior approval from the Information Technology Department, in addition to the Finance Department.

Chief Information Officer's suggested language for consideration at the June 2, 2025 Committee Meeting

The Information Technology Department shall be responsible for the acquisition, maintenance, coordination, security and regulatory compliance of all City information technology for all elements of the municipal government. The CIO has authority to establish IT standards for cybersecurity, compliance, system resilience, and operational efficiency. All departments shall comply with these standards including those maintaining systems unique to their operational environments. In emergency situations, the CIO has the authority to take immediate protective action. Nothing in this section shall be deemed to limit any authority vested in the City Council and City Manager under the Charter. All technology acquisitions must receive prior approval from the Information Technology Department, in addition to the Finance Department.

HR Department Language Options for Discussion

Existing

The Human Resource Department shall be responsible for the development and administration of all programs and policies of the municipal government relating to the employment of the individuals who perform the work of the City. This responsibility shall extend to the Charter Departments with respect to those human resource functions common to all departments. The Charter Departments shall retain those human resource functions which by law or practice are unique and specific to the particular Charter Department. (Amended 3/19/2001)

Proposed (Feb/March)

The Human Resources and Negotiations Department shall be responsible for those functions that support the hiring, training, and retention of a skilled and effective workforce. Functions include recruitment and employee relations and records as well as benefits administration and compliance with labor laws and regulations. These human resource functions are common to all departments, including the Charter Departments. Additionally, the Department shall represent the City Manager, the School Board, the Fire Commission, or the Police Commission, as appropriate, in the negotiation and administration of all collective bargaining agreements to which the City of Portsmouth is a party.

Proposed for May 12 Meeting

The Human Resources and Negotiations Department is responsible for functions that support the hiring, training, and retention of a skilled and effective workforce. These functions include recruitment, employee relations and records, benefits administration, and compliance with labor laws and regulations. Some departments—such as the Police and School Departments—have unique environments and needs, requiring close cooperation and coordination to ensure both respect for those specific needs and adherence to best human resources practices and legal requirements. Additionally, the department represents the City Manager, School Board, Fire Commission, or Police Commission, as appropriate, in negotiating and administering all collective bargaining agreements involving the City of Portsmouth.

Revisions Suggested by the Committee Members at the May 12 Committee Meeting

The Human Resources and Negotiations Department is responsible for functions that support the hiring, training, and retention of a skilled and effective workforce. These

functions include recruitment, employee relations and records, benefits administration, and compliance with labor laws and regulations. Some departments—~~such as the Police and School Departments~~—have unique environments and needs, requiring close cooperation and coordination to ensure both respect for those specific needs and adherence to best human resources practices and legal requirements. Additionally, the department represents the City Manager, School Board, Fire Commission, ~~and~~ Police Commission, ~~as appropriate,~~ in negotiating and administering all collective bargaining agreements involving the City of Portsmouth. All technology acquisitions affecting human resources functions must receive prior approval from the Human Resources Department in addition to the Finance Department.

CHAPTER 1

ADMINISTRATIVE CODE

Article I	Administrative Code	1.101 - 1.107
Article II	<i>Reserved For Future Use</i>	
Article III	Boards	1.301 - 1. 312 309
Article IV	Commissions/Authorities	1.401 - 1.414
Article V	Purchasing Procedures	1.500 - 1. 505 504
Article VI	<i>Reserved For Future Use</i>	
Article VII	Validity/Adoption	1.701 - 1.702
Article VIII	Code of Ethics	1.801 - 1. 805 807
Article IX	Conflict of Interest/Mandatory Financial Disclosure	1.901 — 1.902
Article X	City Communications System	1.1001- 1.1002
Article XI	Budget Preparation Date	1.1101
Article XII	Prohibited Practices in Public Buildings	1.1201
Article XIII	Municipal Enforcement Procedures (Citation Ordinance)	1.1301- 1.1308
Article XIV	Municipal Fund Balance	1.1401- 1.1405
Article XV	Leave at Termination Fund	1.1501 - 1.1505
Article XVI	Adoption of Fees by Budget Resolution	1.1601 – 1.1604
Article XVII	Funding, <u>Review and</u> Acquisition of Public Art	1.1700- 1. 1707 1709
Article XVIII	Payment by Credit Card	1.1801-1.1802

ARTICLE I: ADMINISTRATIVE CODE

Section 1.101: PREAMBLE

This Administrative Code is adopted pursuant to Section 3.9 of the Revised Charter of the City of Portsmouth to outline the operation of the municipal government, exclusive of the School, Fire and Police departments. It shall be applied and interpreted to further the spirit and intent of the Council/Manager form of Government in general and as specifically created by the Charter.

Section 1.102 ADMINISTRATIVE ORGANIZATION

The administrative service of the City shall consist of a City Manager and the following subordinate departments, each of which shall be administered by a department administrator, also known as a department head, appointed by the City Manager.

City Clerk
Economic and Community Development
Emergency Management
Finance
Health
Human Resources and Negotiation
Information Technology
Inspection

Legal
Library
Negotiation
Planning and Sustainability
Public Works
Recreation
Welfare/Outside Social Services

Section 1.103: ORGANIZATIONAL CHART

The organizational relationship of the administrative departments of the City to each other and to the electorate, the Mayor and City Council, and the various municipal boards and commissions shall be included as ~~shown in part of~~ the ~~following chart:~~annually adopted budget.

Section 1.104: SELECTION, QUALIFICATION, AND TERMS OF OFFICE OF DEPARTMENT ADMINISTRATORS

A principal administrator of each municipal department shall be selected and appointed by the City Manager. All such individuals shall serve under such terms and conditions as deemed appropriate by the City Manager.

Section 1.105: GENERAL POWERS AND DUTIES OF DEPARTMENT ADMINISTRATORS

Each department administrator, also known as a department head, shall be responsible for ~~the~~:

- A. ~~The~~ efficient operation of ~~his/her department in a manner consistent with all applicable laws and municipal policies. Each the~~ department administrator shall bear the following responsibilities:
- B. ~~The department administrator shall be responsible for the~~ The preparation and submission of that portion of the annual municipal budget which relates to ~~his/her the~~ department ~~and for operating that;~~
- ~~B-C.~~ The operation of the department in compliance with the approved municipal budget;
- ~~C-D.~~ Each department administrator shall be responsible for the The oversight of all ~~human personnel~~ and property resources of the department to maintain the highest practical level of productivity;
- ~~D-E.~~ Each department administrator shall prepare, maintain The preparation, maintenance, and ~~preserve~~ preservation of all records required by law or otherwise for the operation of ~~his/her the~~ department;
- ~~E-F.~~ Each department administrator, with the approval of the City Manager, shall adopt The adoption of such rules, regulations, and policies as are necessary for the proper administration of ~~his/her the~~ department; and
- ~~F-G.~~ Each department administrator shall keep Keeping the City Manager informed of the operating status of ~~his/her the~~ department and of any matters requiring the involvement of the City Manager or the City Council for resolution.

Section 1.106: SPECIFIC DUTIES, FUNCTIONS AND RESPONSIBILITIES OF DEPARTMENTS

- A. **CITY MANAGER** – City Manager shall be the chief executive officer of the municipal government, with all the powers and duties inherent in that position and as further set forth in the Charter and these ordinances. The City Manager is responsible for ensuring effective communication between the City government and the public, and oversees the dissemination of information to ensure transparency and foster community engagement.
- B. **CITY CLERK** – The department administered by the City Clerk shall be responsible for all duties ~~mandated~~prescribed by ~~the~~ state law ~~or local~~ and municipal ordinance for that office, including the collection and maintenance of official City records and vital statistics; preparation and maintenance of records of the City Council; and the administration of any licenses or permits delegated to that office by the operation of law and elections.
- C. **ECONOMIC AND COMMUNITY DEVELOPMENT** – The Economic and Community Development Department shall be responsible for the complete administration of any municipal programs involving the receipt and expenditure of funds generated by the federal government for community or economic development purposes. Economic development purposes include promoting and maintaining high-quality commercial development, providing assistance services related to business expansion, retention and relocation, supporting the local creative economy and cultural community, and promoting public/private partnerships aimed at fostering economic development that compliments Portsmouth’s quality of life.

EMERGENCY MANAGEMENT

- ~~D.~~ **FINANCE** – The ~~Emergency Management~~Finance Department shall be responsible for all emergency management functions and responsibilities ~~mandated or authorized by State, Local or Federal law, including the New Hampshire Emergency Management Act, and other regulations as determined by the Director of Emergency Management. The Emergency Management Department shall consist of the City Manager who shall serve as the Emergency Management Director required by RSA 107-C:8, as it may be amended from time to time, and such other officials as may be appointed by the City Manager.~~
- ~~E.D.~~ **FINANCE** – The Department of Finance shall be responsible for the provision of all accounting, tax and revenue collection, assessment, procurement, payroll, debt service, water/sewer billing, audit, cash management, and budget services of the municipal government, and other related duties as may be assigned from time ~~to~~ time by the City Manager or allocated by the municipal budget. ~~(Amended 3/19/2001) To the extent the tax collector duties described by State statute remain under the oversight and control of the head of the Finance Department, no special audit shall be required as described in NH RSA 41:36 upon change in the tax collector.~~
- ~~F.E.~~ **HEALTH DEPARTMENT** – The Health Department shall be responsible for providing all public health services required by state law or municipal ordinance.
- ~~G.F.~~ **HUMAN RESOURCES AND NEGOTIATIONS** – The Human ~~Resource~~Resources and Negotiations Department shall be responsible for those functions that support the development and hiring, training, and retention of a skilled and effective workforce. Functions include recruitment and employee relations and records as well as benefits administration of all programs and policies of the municipal government relating to the employment of the individuals who perform the work of the City. This

~~responsibility shall extend to the Charter Departments and compliance with respect to those human resource functions common to all departments. The Charter Departments shall retain those labor laws and regulations. These human resource functions are common to all departments, including the Charter Departments. Additionally, the Department shall represent the City Manager, the School Board, the Fire Commission, or the Police Commission, as appropriate, in the negotiation and administration of all collective bargaining agreements to which by law or practice are unique and specific to the particular Charter Department. (Amended 3/19/2001) the City of Portsmouth is a party.~~

H.G. INFORMATION TECHNOLOGY – The Information Technology Department shall be responsible for the acquisition, maintenance and coordination of all, security and regulatory compliance of the City's information technology including devices, connectivity, computer and network hardware, software and related information technology for all elements of the municipal government, including the Charter Departments, except that. The Chief Information Officer is charged with fulfilling the priorities and vision of the leadership of the Charter Departments in order to ensure the specific needs of the Charter Departments ~~shall retain those Information Technology functions which by law or practice are unique and specific to the particular Charter Department. In its exercise of this authority, the Information Technology Department, or a Charter Department as appropriate, shall secure prior approval from the Finance Department for all technology acquisitions. (Adopted 3/19/2001) met.~~

H.H. INSPECTIONS~~INSPECTION~~ – The ~~Inspections~~**Inspection** Department shall be responsible for all matters related to adoption, application and enforcement of the ~~plumbing, electrical and building codes.~~New Hampshire State Building Code, including all codes adopted by reference, and all New Hampshire Building Code Amendments. The Inspection Department shall also be responsible for the administration and issuance of all permits related to these codes and any other permits assigned to the Inspection Department.

H.I. LEGAL – The Legal Department shall provide all necessary legal services to the municipal government, including those of an advisory as well as a representational nature.

K.J. LIBRARY – The Library Department shall be responsible for ~~every aspect of the operation and maintenance of providing library services, managing library resources, programming events, and operating~~ all public library facilities, including ~~technological~~technology services required to adequately provide information to and maintenance of the facilities in partnership with the public~~Information Technology Department and the Department of Public Works.~~

~~**L. NEGOTIATIONS** – The Negotiations Department shall represent the City Manager, the School Board, the Fire Commission or the Police Commission as appropriate with respect to the negotiation and administration of all collective bargaining agreements to which the City of Portsmouth is a party.~~

M.K. PLANNING AND SUSTAINABILITY – The Planning and Sustainability Department shall be responsible for all land use regulatory functions required by state law and ~~local~~municipal ordinance, including zoning, subdivision review, and site plan

review. The Planning and Sustainability Department also provides support to the planning board, zoning board of adjustment, historic district commission, conservation commission and technical advisory committee services and housing committee. The Planning and Sustainability Department also provides support to the Sustainability Committee and works to implement the City's sustainability goals. It also seeks to strengthen the City's resilience given climate change impacts and support the implementation of the Climate Action Plan.

N.L. **PUBLIC WORKS** – The Public Works Department shall be responsible for all engineering, sewer-highway, grounds, park and municipal cemetery maintenance, wastewater collection and treatment, water distribution, water metering and treatment, building and grounds maintenance, vehicle facility maintenance, highway-stormwater management and maintenance, wastewater treatment and water metering services of infrastructure, and parking and transportation services of the municipal government. These responsibilities include all engineering, permitting, budgeting and oversight necessary to accomplish the work and meet regulatory compliance.

O.M. **RECREATION** – The Recreation Department shall be responsible for developing and implementing recreational programs for the citizens of the city City including youth and seniors, and for operating the facilities in which those programs are provided in partnership with the Information Technology Department and the Department of Public Works.

P.N. **WELFARE/OUTSIDE SOCIAL SERVICES** – The Welfare Department shall be responsible for providing all welfare services mandated by the State of New Hampshire or otherwise provided by the municipal government. In addition to providing client services, the Welfare/Outside Social Services Department provides client referrals by maintaining relationships with community organizations, businesses and outside social service agencies.

Section 1.107 AUTHORITY OF THE CITY MANAGER

A. The City Manager, as Chief Executive and Administrative Officer of the City, shall have the authority, within the general perimeters parameters established by the Charter and this ordinance, to:

1. To assign and reassign areas of specific responsibility within the various municipal departments. (Adopted 12/20/1999);
2. To execute on behalf of the City Council all deeds, leases, indentures, declarations or conveyances of the City as may be authorized by the City Council. This grant of authority shall not diminish or restrict the power of the City Manager or designee to execute such licenses, agreements, contracts and other instruments as may authorized by the Charter, these ordinances and state law to properly administer and manage the organization and implement the policies of the City Council.

B. The City Manager shall serve as the local director for emergency management functions and have direct responsibility for the organization, administration and operation of the City's emergency management operation in accord with RSA 29-P:39. The City

Manager shall have all emergency management functions and responsibilities mandated or authorized by State, local or federal law and may appoint such other officials as may be required or appropriate to carry out the purpose of emergency management operations.

Delete ARTICLE II: Section 2.201: DEEDS EXECUTION All deeds, leases, indentures, or conveyances under seal, that may be given or required to be executed by authority of the City Council, shall be signed by the City Manager and sealed with the seal of the City.