

CHAPTER 1

ADMINISTRATIVE CODE

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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 appointed by the City Manager.

City Clerk	Legal
Community Development	Library
Emergency Management	Negotiation
Finance	Planning
Health	Public Works
Human Resources	Recreation
Inspection	Welfare

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 as shown in the following chart:

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 shall be responsible for the efficient operation of his/her department in a manner consistent with all applicable laws and municipal policies. Each department administrator shall bear the following responsibilities:

- A. The department administrator shall be responsible for the preparation and submission of that portion of the annual municipal budget which relates to his/her department and for operating that department in compliance with the approved municipal budget.
- B. Each department administrator shall be responsible for the oversight of all human and property resources of the department to maintain the highest practical level productivity.
- C. Each department administrator shall prepare, maintain and preserve all records required by law or otherwise for the operation of his/her department.
- D. Each department administrator, with the approval of the City Manager, shall adopt such rules, regulations and policies as are necessary for the proper administration of his/her department.
- E. Each department administrator shall keep the City Manager informed of the operating status of his/her 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.

- B. **CITY CLERK** – The department administered by the City Clerk shall be responsible for all duties mandated by the state law or local 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.
- C. **COMMUNITY DEVELOPMENT** – The 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.
- D. **EMERGENCY MANAGEMENT** – The Emergency Management 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. **FINANCE** – The Department of Finance shall be responsible for the provision of all accounting, tax collection, assessment, water/sewer billing, audit, 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)
- F. **HEALTH DEPARTMENT** – The Health Department shall be responsible for providing all public health services required by state law or municipal ordinance.
- G. **HUMAN RESOURCES** – 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)
- H. **INFORMATION TECHNOLOGY** – 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. (Adopted 3/19/2001)

- I. **INSPECTIONS** – The Inspections Department shall be responsible for all matters related to adoption, application and enforcement of the plumbing, electrical and building codes.
- J. **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. **LIBRARY** – The Library Department shall be responsible for every aspect of the operation and maintenance of all public library facilities, including technological services required to adequately provide information to the public.
- 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. **PLANNING** – The Planning Department shall be responsible for all land use regulatory functions required by state law and local ordinance, including zoning, subdivision review, site plan review, historic district commission, conservation commission and technical advisory committee services.
- N. **PUBLIC WORKS** – The Public Works Department shall be responsible for all engineering, sewer collection, water distribution, water treatment, building and grounds maintenance, vehicle maintenance, highway maintenance, wastewater treatment and water metering services and parking and transportation services of the municipal government.
- O. **RECREATION** – The Recreation Department shall be responsible for developing and implementing recreational programs for the citizens of the city and for operating the facilities in which those programs are provided.
- P. **WELFARE** – 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.

Section 1.1.07 AUTHORITY OF THE CITY MANAGER

The City Manager shall have the authority, within the general perimeters established by this ordinance, to assign and reassign areas of specific responsibility within the various municipal departments. (Adopted 12/20/1999)

ARTICLE II: *(RESERVED FOR FUTURE USE)*

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ARTICLE III: BOARDS

Section 1.301: CREATION

There shall be established the following Boards in the City of Portsmouth:

- A. Planning Board
- B. Recreation Board
- C. Board of Health
- D. Board of Plumbing Examiners
- E. Board of Library Trustees
- F. Personnel Advisory Board
- G. Board of Trustees of the Trust Funds
- H. Zoning Board of Adjustment
- I. Building Code Board of Appeals
- J. Portsmouth Heritage Museum Board (Adopted 9/19/88)

Section 1.302: APPOINTMENTS, TENURE AND REMOVAL

- A. All appointees to Boards shall serve for the term appointed or until a successor shall have been appointed and qualified. Appointments for unexpired terms shall be for the remainder of that term or until a successor shall have been appointed and qualified.
- B. Records of attendance shall be kept by the Chairmen of Boards and Commissions appointed by the City Council. The attendance records of Boards and Commissions shall be reported to the City Council on an annual basis. If a member notifies the Chairman of the Board or Commission prior to a meeting that he will not be able to attend the meeting due to sickness, vacation or out of town business travel, such absence will be considered an excused absence and so noted in the minutes of the meeting and the attendance sent to the Council. The City Council shall declare vacant the office of any member who has unexcused absences from more than one-third of the regularly scheduled meetings of the board or commission in any calendar year.
- C. In the case of appointees who must be removed pursuant to State Statute, the Chairman of the Board or Commission shall notify the City Council in writing of any members in violation of the previous paragraph and such violation may be found by the City Council to be neglect of duty and may be grounds for dismissal.
- D. Every member of a board, commission or committee of the City, whose term is to expire, shall receive a notice from the City Clerk sixty (60) days prior to the expiration of his or her term. A copy of the notice shall be sent to the City Council. Public notice of the upcoming vacancy shall be advertised in the local newspaper.

- E. Eligibility for appointment to Municipal Boards shall be limited to residents of the City of Portsmouth. Any individual who is a resident of the City at the time of appointment to a Municipal Board shall become ineligible to remain on that Municipal Board in the event that the individual shall discontinue residency in the City. (Adopted 9/22/97)

Section 1.303: PLANNING BOARD

- A. Membership: The Planning Board of the City shall consist of nine (9) members and two (2) alternate members, specifically; (Adopted 1/23/95)
1. The City Manager, or the designee of the City Manager with the approval of the City Council, who shall be an ex-officio member;
 2. An administrative official of the City selected by the City Manager who shall be an ex-officio member;
 3. A member of the City Council selected by the Mayor with the approval of the Council, who shall be an ex-officio member;
 4. Six residents of the City appointed by the Mayor with the approval of the City Council.
 5. Two (2) alternates who shall be residents of the City appointed by the Mayor with the approval of the City Council. (Adopted 1/23/95)
- B. Term: All Planning Board members shall serve as such without compensation and the appointed members shall hold no other municipal office except ward official, election official and checklist supervisors. The term of each appointed member shall be three (3) years. The Mayor shall apportion appointments so that no more than three appointments occur annually. (Amended 6/3/2002)
- C. Powers: The Planning Board shall have those powers and perform those duties identified by State law and local ordinance. (Amended 3/22/93)

Section 1.304: RECREATION BOARD

- A. Membership: The Recreation Board shall consist of ten members, namely the City Manager as a member ex-officio and nine persons appointed by the Mayor.
- B. Term: All board members shall be residents of Portsmouth and shall serve for a three year term without compensation. Appointments will be apportioned and appointed members shall hold no other municipal office.

- C. Functions: The Recreation Board shall perform the following functions:
 - 1. Assist the Recreation Director in planning a city wide recreation program.
 - 2. Advise the City Manager in regard to recreational policy.

Section 1.305: BOARD OF HEALTH

The Board of Health shall consist of 5 voting members appointed by the Mayor and City Council. The Health Officer shall serve as an ex-officio member of the Board and shall vote only in the case of tie votes. (Amended 5/3/93)

- A. Term: The appointed members of the Board shall serve three year terms.
- B. Composition: The Board shall represent a cross section of the community health delivery system. One member shall be a physician, one member shall be a nurse with public health background, one member shall have a background in environmental sanitation and one member shall be consumer oriented.
- C. Meetings: The Board shall meet at least semi-annually. Additional meetings may be called by the Mayor, City Manager, City Attorney, or at the request of the three members of the Board on five days notice; which notice may be waived in an emergency. Minutes of all meetings shall be filed with the City Clerk.
- D. Functions: The Board shall perform the following functions:
 - 1. Formulate general policies regarding public health in the City.
 - 2. Act as an advisor to the Environmental Health Officer and the City Manager.
 - 3. Propose for adoption by the City Council ordinances pertaining to environmental health and/or health consistent with State and Federal law.
 - 4. Prepare an annual report concerning public health in Portsmouth and submit the same to the City Council at the end of each calendar year.
 - 5. Perform other health related duties which the City Council assigns to the Board from time to time.

(Section 1.305 amended 9/22/97 by deletion of Subsection C – Qualifications.)

Section 1.306: BOARD OF PLUMBING EXAMINERS

- A. Membership: The Board of Plumbing Examiners shall consist of three members, namely the Plumbing Inspector as Chairman, and two persons appointed by the City Manager.

- B. Term: One of the appointed members shall be a master plumber who has been engaged for at least five years in the plumbing business in New Hampshire and the other members shall be appointed from the Department of Health. Each member shall serve for a term of three years without compensation. All members of the Board shall be residents of Portsmouth.
- C. Functions: The Board of Plumbing Examiners shall perform the following functions:
1. Examine and pass upon all applicants, whether as masters, employing plumbers or journeymen plumbers in the City.
 2. Issue a license valid in the State to such person who shall successfully pass the required examination for plumbers.
 3. Maintain a register of the names and places of business of all persons to whom a plumber's license has been granted.
- D. Issuance of Licenses: The Board of Plumbing Examiners shall issue a license valid for one year, which license shall be renewed yearly upon proper application. The license shall not be transferable and examination shall not be required of the same person more than once in the City.

Section 1.307: BOARD OF LIBRARY TRUSTEES

- A. Membership and Term: The Board of Library Trustees shall consist of nine members and at least one of these members shall be a member of the Board of Education. All members shall be approved by the Mayor and shall be subject to the approval of the City Council. With the exception of the first appointments made under this authorization, all appointments shall be for a three year term and no member shall be eligible for more than two consecutive terms. First appointments made under this authorization shall be for such terms as will provide for three member's terms to expire each year.
- B. Powers and Duties of the Board of Library Trustees:
1. Adopt bylaws, rules and regulations for the conduct of its own business and choose its own officers.
 2. To determine objectives which will result in the continuing growth and improvement of library services and to establish policies necessary for the attainment of these objectives.
 3. Establish policies necessary for the operation of the library.
 4. Finances:
 - a. Prepare the annual budget for the Library in consultation with the librarian and present the same to the City Manager.

- b. Receive and expend the income from all trust funds, donations and bequests made to the City for the benefit of the Library in accordance with the wishes of the done.
 - c. Expend all monies received from fines, payments for lost or damaged books, fees for providing non-resident services and other miscellaneous income.
5. To recommend to the City Manager the appointment of the City Librarian and staff librarians.
 6. To prepare and present annual reports to the City covering all phases of the operation of the Library and to make an annual report to the N.H. State Library as may be required by the State Library Commission.
 7. Saving Clause: To perform all other acts necessary for the management and control of the Library.

Section 1.308: PERSONNEL ADVISORY BOARD

- A. Establishment: The Personnel Advisory Board shall be established in conformity with Section 49 of the Amended Charter of the City of Portsmouth, 1947, as amended.
- B. Functions: The Personnel Advisory Board shall perform the following functions:
 1. Exercise all power and perform all duties as stated in Section 49 of the Amended Charter of 1947, as amended.

Section 1.309: BOARD OF TRUSTEES OF TRUST FUND

- A. Establishment: The Board of Trustees of the Trust Funds shall be established in conformity with Section 67 of the amended charter of the City of Portsmouth, 1947.
- B. Functions: The Board of Trustees of Trust Funds shall perform the following functions:
 1. Exercise all power and perform all duties as stated in Section 67 of the amended Charter of 1947.
 2. Receive all trust funds which may donated or bequeathed to the City or any department thereof, unless otherwise provided or required.
 3. Distribute income and principle in accordance with the purpose for which the trusts were established.

Section 1.310: ZONING BOARD OF ADJUSTMENT

- A. Membership and Term: The Zoning Board of Adjustment shall consist of seven (7) members and two (2) alternates, all of whom shall be residents of Portsmouth, appointed for terms of five years by the City Council. Appointments shall be apportioned, and the Board shall annually elect a Chairman for its membership. Members and alternates shall serve without compensation and shall hold no other municipal office except ward official, election official and checklist supervisors. When making appointments to the Board of Adjustment, the Council shall consider as candidates the alternates to the Board as well as other nominations by the Mayor. The Mayor shall submit the names of alternates and nominations to the council within thirty days after a vacancy occurs. (Amended 6/3/2002)
- B. Functions: The Zoning Board of Adjustment shall perform the following functions:
1. Exercise all power and perform such duties as stated in Chapter 673:3 of New Hampshire Revised Statutes Annotated. In addition the Board shall have those powers as set forth in the Zoning Ordinance of the City of Portsmouth, Chapter 10, of this revised Code of Ordinances. (Amended 6/3/2002)

Section 1.311: BUILDING CODE BOARD OF APPEALS

It is the intent of the City of Portsmouth to establish a Building Code Board of Appeals. This ordinance authorizes the City Council to establish said Board and directs the reader to Chapter 12 of these Ordinances (City Building Code), for the specifics regarding the appeal process, membership, member qualifications, conflicts of interest, hearings, board decisions, and administration of the Building Code Board of Appeals. (Adopted 7/9/90)

Section 1.312: PORTSMOUTH HERITAGE MUSEUM BOARD (Adopted 9/19/88)

- A. Purpose: The Portsmouth Heritage Museum Board is hereby created to encourage the development of a facility which would provide the location for display, acquisition and safe-keeping of various items which in the opinion of the Board have special historical significance to the City of Portsmouth.
- B. Membership: The Portsmouth Heritage Museum Board shall consist of five members. One shall be the Mayor (ex-officio), one shall be the City Manager (ex-officio), one shall be the Director of the Library (ex-officio), and two citizens of Portsmouth, one shall be appointed by the Mayor and one person shall be appointed by the Trustees of Prescott Park.
- C. Term: Membership shall be for a term of two years. One appointment shall be made each year except at the initial organization of the Board.
- D. Duties and Powers of the Board:
1. Adopt bylaws, rules and regulations for the conduct of its own officers.

2. Determine objectives which will result in the continued growth and improvement of the Portsmouth Heritage Museum, subject to the approval of the City Council.
3. Recommend to the Library Director policies necessary for the operation of the Museum.
4. Recommend an annual budget to the Library Director.
5. Promote the acquisition through loan or gift of those articles of historical significance to the City presently in private ownership.
6. Develop and recommend to the City a long-range plan for the preservation and safe-keeping of historically significant artifacts.

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ARTICLE IV: COMMISSIONS AND AUTHORITIES

Section 1.401: RESIDENCY REQUIREMENT

Eligibility for appointment to Commissions and Authorities of the City of Portsmouth shall be limited to residents of the City of Portsmouth. Any individual who is a resident of the City at the time of appointment to a Commission or Authority shall become ineligible to remain on that Commission or Authority in the event that the individual shall discontinue residency in the City. (Adopted 9/22/97)

Section 1.402: BUILDING COMMISSION

- A. **Membership:** The Building Commission shall be a Board consisting of five members, who shall be the head of the Health Department, the head of the Fire Department, the head of the Planning Department, the Inspector of Wires and Poles and the Plumbing Inspector.
- B. **Powers and Duties:** The powers, duties and procedures of the Building Commission shall be those set forth in Chapter 14 of this Code, Sections 14:114 through 14:118.

Section 1.403: ECONOMIC DEVELOPMENT COMMISSION

- A. **Membership and Term:** The Economic Development Commission shall consist of nine (9) qualified regular members and one alternate member. They shall be appointed by the Mayor subject to the approval of the City Council for a term of four years. The Mayor and City Manager shall also serve as ex-officio members of the Economic Development Commission whose terms shall correspond to their respective tenure of office. (Amended 9/22/97)
- B. **Powers and Duties:** The Commission shall encourage the establishment of business and industry in Portsmouth and the surrounding area and promote the welfare of local industry and general business. (Adopted as amended 12/03/90)
- C.
 - 1. The Commission shall make recommendations to the City Council concerning the acquisition, bonding, developing, building, leasing and mortgaging of commercial and industrial land and buildings and other matters incidental to attracting business and industry to Portsmouth. (Adopted as amended 12/03/90)
 - 2. It shall be the general responsibility of the Economic Development Commission to increase and sustain the business and personal prosperity of all residents of this community while protecting and maintaining the quality of our natural environment and historic and cultural assets. This process should consist of the encouragement of a broad, productive community effort to coordinate and enhance the utilization of all community resources involved in any respect with economic development. The process should further ensure that adequate financing sources are available to those qualified enterprises, which desire to start up, expand, and/or locate in our Community. (Adopted as amended 12/03/90)

Section 1.404: HISTORIC DISTRICT COMMISSION

There is hereby established an Historic District Commission and it shall have the powers prescribed in RSA 31:89a - 31:89(l) together with any amendments hereinafter enacted by the General Court and as further defined in this Section and in Article X, Chapter 10 of the Zoning Ordinances of the City of Portsmouth.

A. Membership and Term

1. **Membership:** The Historic District Commission shall consist of seven members and two alternates appointed by the City Council. One of the members shall be a City Council member and another shall be a Planning Board member as provided by State Law. At least two members shall be residents of the Historic District and at least one member shall be a person owning or being employed in a business within the Historic District. All appointees must be residents of Portsmouth. All members are required to have demonstrated interest in and commitment to promote the purposes of historic districting as stated in this Ordinance. A member's term serving at the time of enactment of this Ordinance shall not be affected. Future appointments, however, shall be filled in accordance with the provision of this Section. (Amended 9/21/98)
2. **Term:** The members of the Commission shall be appointed for three-year terms. In the event a vacancy is created, an interim appointment shall be made in accordance with the procedures described above to complete the unexpired term. All members shall serve without compensation.
3. **Attendance:** Records of attendance shall be kept by the Commission. The attendance records shall be reported to the City Council on an annual basis. If a member notifies the Chairman of the Commission prior to a meeting that he will not be able to attend the meeting due to sickness, vacation, or business obligations such absence will be considered an excused absence and so noted in the minutes of the meeting. The appointed alternate shall serve in the absence of a member. The City Council shall declare vacant the office of any member who has unexcused absences from twenty-five percent or more of the regularly scheduled meetings of the Commission in any quarter.

B. Organization, Meetings and Rules

1. The Commission shall annually elect a Chairman, Vice-Chairman and Secretary from the appointed members and create and fill such other offices, as it may deem necessary to fulfill its work during the first meeting of July. The Commission shall meet at the call of the Chairman and at such other times as the majority of the Commission may determine, and shall adopt rules for the orderly conduct of meetings. Minutes of all meetings shall be kept and all records and meetings of the Commission shall be open to the public.

2. Quorum: In order for the Historic District Commission to issue a Certificate of Approval or Notice of Disapproval, at least five members must be present to constitute a quorum for the conduct of such business, and a majority of the members voting in the affirmative shall be required to issue a Certificate of Approval. (Adopted 9/25/89)

C. Powers and Duties

1. The Historic District Commission, consistent with the powers specified in the preamble of this Section, shall review and approve or disapprove all applications for construction, alteration, repair, moving and/or demolition of buildings or structures located within an historic district(s) before any building, demolition, or other permit may be issued by the Building Inspector, subject, however to the provision of the Scope of Review as specified in Article X, Section 10:1004. The review shall be limited to the exterior of the building(s) or structures and shall not apply to the interiors thereof.
2. The Building Inspector shall notify the Chairman of the Historic District Commission within seven working days after receipt of any application for permit, which is subject to the Scope of Review and conditions of this Ordinance.
3. It shall be the duty of the Commission to file with the Building Inspector or other duly delegated authority, either a Certificate of Approval or a Notice of Disapproval following the review and determination of the application. Said certificate shall be filed with the Building Inspector within thirty calendar days after the filing of the application for said certificate, unless the applicant shall agree in writing to a longer period of time. No building permit shall be issued until a Certificate of Approval signed by the Chairman or Vice-Chairman has been filed with the Building Inspector. In the case of disapproval, such notice shall be binding upon the Building Inspector and no permit shall be issued. Failure to file said certificates within the specified period of time shall be deemed to constitute approval of the Historic District Commission.
4. The Commission may request reports and recommendations regarding the feasibility of the applicant's proposal from the Planning Board, Fire Chief, Building Inspector, Health Officer and such other administrative officials who may possess information pertinent to the application. The Commission may request advice from such professional, educational, cultural or other groups as may be deemed necessary for the determination of a reasonable decision. The Historic District Commission may request the City Manager to have persons present whose input is deemed necessary.
5. The Commission may request such technical assistance and consultants as may be deemed necessary to carry out the purpose of this Ordinance subject to funding, if necessary, by the City Council.

6. The Historic District Commission shall have the power to adopt by-laws, rules and regulations necessary for the conduct of business providing the same have been approved by the City Council. The Commission also shall prepare and issue guidelines to assist the applicants in determining the appropriateness of the applicant's proposal.
- D. Appeal: Any person aggrieved by a final decision of the Historic District Commission shall have a right of appeal to the Board of Adjustment as provided by State Law. Any such appeal shall be filed with the Board of Adjustment within thirty days of the date of final decision of the Historic District Commission. Any person aggrieved may apply to the Commission for a rehearing. Upon the filing of application for rehearing, which must include a written statement with reasons for the request, the Commission shall either grant or deny the same. In the event such a rehearing is granted, the Commission shall schedule the rehearing for the next regularly scheduled Commission meeting, except at the request of the Petitioner. (Adopted 9/25/89)

Section 1.405: HOUSING AUTHORITY

- A. Membership, Qualifications, Tenure: The Housing Authority shall consist of five commissioners appointed by the Mayor to apportioned five year terms. The qualifications, tenure, and succession of the said commissioners shall be those set forth in Chapters 203-5 through 203-7 of the N.H. RSA.
- B. Power: The Housing Authority shall constitute a public body corporate and politic, exercising public and essential governmental functions within the provisions of Chapter 203-8 N.H. RSA, and all other provisions of the Housing Authority Law of N.H. as contained in said Chapter 203.

Section 1.406: PLANNING AND DEVELOPMENT COUNCIL

- A. Membership and Terms: The Planning and Development Council shall consist of nine members:
- Chairman and one member of the Planning Board;
 - Chairman and one member of the Economic Development Comm.;
 - Chairman and one member of the Portsmouth Housing Authority;
 - Chairman and one member of the Conservation Commission;
 - City Manager.

The City Manager shall be the Chairman of the Council. Members shall serve terms of four years with the exception of the first members appointed to this Commission:

- 2 shall be appointed for one year;
- 2 shall be appointed for two years;
- 2 shall be appointed for three years;
- 2 shall be appointed for four years.

B. Powers and Duties

1. The Council shall advise the City Council on such matters as it deems appropriate for the City Council to consider in the development of planning goals, objectives and programs for the City of Portsmouth in the several areas represented by the membership of the Council.
2. The Council shall act as coordinating and information exchanging agency for city planning and development.
3. The Council shall meet monthly and shall submit a semi-annual report of its activities including recommendations to the City Council to include record of the vote and any minority report, if the minority members wish to file such a report.
4. The Directors of the several departments and agencies represented by the members of the Council shall function as advisors to the Council.

Section 1.407: CONSERVATION COMMISSION

- A. Authority to Establish, Purpose: The City Council of the City of Portsmouth, New Hampshire, hereby does adopt the provisions of Chapter 36-A of the RSA of the State of New Hampshire which chapter authorizes the establishment of a conservation commission, for the promotion and development of the natural resources and for the protection of watershed resources of the City.
- B. Establishment, Duties and Powers: There hereby is established the Portsmouth Conservation Commission which shall consist of seven members and two alternates to be appointed by the Mayor with the approval of the Council. The duties and powers and terms of membership shall be set forth in said Chapter 36-A. (Amended 8/16/99)

Section 1.408: CABLE TELEVISION AND COMMUNICATIONS COMMISSION
(amended in its entirety 2/26/96)

- A. Membership, Qualifications, Tenure: The Cable Television and Communications Commission shall consist of five (5) commissioners and one alternate commissioner appointed by the Mayor subject to confirmation by the City Council. Of the initial appointments, three shall be of three (3) years and two shall be for two (2) years. Thereafter, all appointments including the alternate commissioner shall be for a term of three years. The alternate commissioner shall attend all Commission meetings and may vote at any time when there are less than five commissioners otherwise voting. (Amended 10/3/05)

Commissioners shall be residents of the City of Portsmouth at the time and during the terms of their appointments. Commissioners shall be familiar with the general concepts underlying the operation of cable television.

- B. The Commission shall have the authority to establish standing sub-committees on matters pertaining to the operation and performance of cable companies within the City.

Such subcommittees shall serve in an advisory capacity to the Cable Commission. In the first instance, the standing Sub-committees shall consist of:

Government/Education Access Channels, I-Net System and Customer Service. The Commission shall have the right to appoint non-Commission members to subcommittees; when possible, the Commission shall attempt to use Portsmouth residents for such appointments. If the Commission wishes to appoint a non-Portsmouth resident who has skills helpful to the Commission's work; the Commission shall have the authority to make such an appointment.

- C. Powers: In addition to establishing the standing Sub-Committees referenced above, the Commission shall have the authority to eliminate such Sub-Committees and create new ones as the Commission deems appropriate. The Commission shall oversee the operation of the existing Cable Television Franchise Agreement and any future agreements, which the City Council may approve.
- D. The Commission shall meet as often as deemed appropriate and necessary to insure the proper operation of the Franchise Agreement. The Commission shall, upon request of the City Council, submit written or verbal reports of its activities.

Section 1.409: PORTSMOUTH HOUSING ENDOWMENT FUND ADVISORY BOARD

- A. The PHEF Advisory Board shall consist of seven (7) voting members, specifically:
1. A realtor maintaining an office in the City of Portsmouth (residential real estate), who shall be a resident of Portsmouth;
 2. A residential real estate banker, who shall be a resident of Portsmouth;
 3. A local appraiser, who shall be resident of Portsmouth;
 4. A City resident;
 5. A representative of the Portsmouth Housing Corporation;
 6. An administrative official of the City from the Bureau of Community & Economic Development, who shall be an ex-officio member;
 7. An administrative official of the City from the Legal Department, who shall be an ex-officio member.

All members shall be appointed by the Mayor and Council with the exception of the City officials who shall be designated by the City Manager.

- B. Term: The appointed members of the Board shall serve a three-year term and shall serve without compensation.
- C. Powers:
1. Formulate general policies regarding the operation of the program including application criteria;
 2. Establish specific policies as the need may arise dictated by the program demands;
 3. Advise the City Manager and City staff with regard to the operation of the program;
 4. The Advisory Group shall not have the authority over the investment of the PHEF Trust, which function shall remain with the Trustees of the Trust Funds.
- D. Meetings: The Advisory Group shall meet at least semi-annually and may be called by the City Manager, the City staff representatives or upon the request of the Advisory Board on five (5) days notice, which notice may be waived in an emergency.

(Section 1.409 Adopted in its entirety 5/20/96)

Section 1.410: MICROENTERPRISE ADVISORY COMMITTEE

- A. The Microenterprise Advisory Committee shall consist of seven (7) voting members: (Amended 9/22/97)
1. An Attorney
 2. Two (2) Accountants or Commercial Loan Officers (Amended 9/22/97)
 3. Four (4) owners of small businesses, (businesses with ten (10) or fewer employees, including the owner) (Amended 9/22/97)

All members shall be appointed by the Mayor and City Council. Preference will always be given to Portsmouth residents unless there is an overriding reason for selecting an individual who is employed in Portsmouth, yet is not a resident.

- B. Term: The members of the Committee shall serve a three-year term and shall serve without compensation.
- C. Powers:
1. Formulate general policies regarding the operation of the program, including application selection criteria.
 2. Establish specific policies as the need may arise dictated by the program demands.

3. Advise the City Manager and staff with regard to the operation of the program.

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- D. Meetings: The advisory Committee shall meet at least semi-annually and may be called by the City Manager, the City staff or upon the request of the Committee on five (5) days notice, which notice may be waived in an emergency.

(Section 1.410 Adopted in its entirety 9/23/96)

Section 1.411: PEIRCE ISLAND COMMITTEE

- A. Membership and Term: The Peirce Island Committee shall consist of not less than twelve (12) or more than eighteen (18) regular members. The members shall be appointed by the Mayor subject to the approval of the City Council for a term of two (2) years, coterminous with the City Council term.
- B. Powers and Duties: The Committee shall provide advice and recommendations to the City Manager and the City Council with respect to all issues affecting the development and use of Peirce Island, including the solicitation and acceptance of grants; the expenditure of any funds for specific improvements; and any expenditures from the Peirce Island Trust Fund. Nothing herein shall limit the power of the City Council or City Manager to take immediate action in the event of exigent circumstances. (Amended 5/17/99)
- C. It shall be the responsibility of the Peirce Island Committee to encourage the use and enhancement of Peirce Island in the manner which maximizes the value and use of the island for the residents of the City of Portsmouth while minimizing the impact on the environmental condition and natural beauty of the island.

(Section 1.411 Adopted in its entirety 4/20/98)

ARTICLE V: PURCHASING PROCEDURES

Section 1.500: PURCHASING POLICY

The City Manager shall develop, implement and maintain a purchasing system which shall be contained in a printed purchasing manual consistent with the provisions of the City Code of Ordinances and which shall meet the following objectives:

- A. To procure materials, supplies, equipment and services other than professional, at the lowest cost consistent with the quality and service rendered.
- B. To establish clearly the responsibility for the purchasing functions as being vested in the Purchasing Agent only.
- C. To exercise positive financial control over purchases.
- D. To provide an efficient means for procurement of materials, supplies, or equipment which avoids duplication and overstocking.
- E. To establish and maintain standards of quality in materials, supplies, equipment and services other than professional, based on suitability for use.

Section 1.501: COMPETITIVE BIDS

Purchasing by the City of Portsmouth shall be made on the basis of competitive bids where practical. Competitive bidding is deemed generally impractical for the following sorts of purchases:

- A. Goods or services valued at less than \$10,000; this limit shall be adjusted annually effect July 1 by the Finance Director in accordance with the most recent available regionally adjusted Consumer Price Index (CPI) as published by the US Department of Labor, Bureau of Labor Statistics. The adjusted amount shall be kept on file in the office of the City Clerk. (Amended 5/4/98)
- B. Professional or other services involving special skills, training, experience, taste or discretion;
- C. Goods or services required in an emergency;
- D. Goods or services available from a single source.

Section 1.502: BIDDING PROCESS

- A. For purchases by competitive bidding, a notice inviting bids shall be published in a newspaper having general circulation in the City at least seven days preceding the last day set for the receipt of bids. Other forms of notice likely to come to the attention of prospective bidders may also be given.

- B. The notice shall generally describe the goods to be purchased and shall state how to obtain bid forms, specifications and other available information, the period for submitting bids, and the time and place for the opening of the bids.
- C. All bids shall be submitted to the City Purchasing Officer in writing, sealed and plainly marked as bids on the envelope.
- D. No bids shall be opened until the appointed time.
- E. At the time and place stated in the public notice all bids shall be opened by the City Purchasing Officer or his agent. All bid openings shall be open to the public and all bids shall be available for examination by any resident of Portsmouth.

Section 1.503: AWARDS

- A. Except in cases involving the purchase of real estate owned by the City of Portsmouth, the City Purchasing Officer shall award contracts by competitive bids to the lowest bidder who properly responds to the invitation to bid, unless the City Purchasing Officer shall deem said low bid unsatisfactory in the best interest of the City.

In the case of a response to an invitation to bid on real estate owned by the City of Portsmouth, the City Purchasing Officer shall accept the highest responsive bids unless he shall deem said bid unsatisfactory in the best interest of the City.

- B. In such cases, the bids shall be referred to the City Council, which may then either determine the lowest and best bidder and award the contract to such bidder or reject all bids.
- C. In determining the lowest and best bidder, the Council may consider:
 - 1. Price and quantity of the goods or services offered;
 - 2. The capacity, skill and financial resources of the bidder to perform fully and properly;
 - 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - 4. The quality of the bidder's performance on previous contracts;
 - 5. Any conditions attached to the bid.
- D. In cases where the City of Portsmouth owns a mobile home(s) with taxes owed on such property in the amount of \$10,000.00 or less, the Tax Collector shall be authorized to negotiate the sale of such mobile homes, with the intent to recoup as much of the taxes owed as possible as well as such additional monies that are negotiated.

If the Tax Collector can successfully negotiate a sale price for the mobile home, he/she shall then recommend that the City of Portsmouth sell such property, and the City Manager shall be authorized to transfer such property without any further authority of the City Council or Planning Board. Subject to the review of the internal Auditor before the sale can take place. (Subsection D Adopted in its entirety 1/9/95)

Section 1.504: PUBLIC AUCTION

- A. A public auction shall only be conducted by an auctioneer licensed by the State of New Hampshire.
- B. The Purchasing Agent shall prepare a notice identifying the particulars of the proposed public auction requesting proposals. Such notice shall be published in a newspaper having general circulation within the State of New Hampshire at least seven days preceding the last day set for receipt of proposals. Other forms of notice likely to come to the attention of prospective auctioneers may also be given.
- C. All proposals shall be submitted to the City Purchasing Officer in writing by the published deadline.
- D. The City Purchasing Officer shall forward all proposals to the City Council for final selection by the Council.

(Section 1.504 adopted 12/07/87)

Section 1.505: PURCHASING RECORDS

- A. Property Valued at Less than \$500 Other Than Real Estate:

Upon request of the proper department head and with the approval of the City Manager, the City Purchasing Officer shall conduct the sale of any municipal supplies, materials and equipment valued at less than \$500 and no longer required by the City.

- B. Property Valued at \$500 Or More and Real Estate:

- 1. No municipal supplies, materials and equipment valued at \$500 or more and no real estate whatsoever shall be offered for sale unless and until the City Council so orders.

- 2. Any such sale authorized by the City Council may be conducted by competitive bidding, public auction, or any other means authorized by the City Council as follows: (amended in its entirety 12/07/87)

- a. If the sale is authorized by competitive bidding, the sale shall be conducted in accordance with the procedures for purchasing by competitive bidding and shall be made to the highest bidder;

- b. If the sale is authorized by public auction, it shall be conducted in accordance with the procedures for public auction;
 - c. If the sale is authorized by any means other than competitive bidding or public auction, it must be by 2/3 vote of the City Council and in accordance with procedures established by the Council.
3. Property taken by tax lien may be deeded to the person from who it was taken or his heirs or devisees for a sum equal to the full amount of taxes, interest and penalties due thereon in accordance with Chapter 80 of the RSA's of the State of New Hampshire. (Adopted 12/07/87)

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ARTICLE VI: RESIDENCY REQUIREMENTS

Section 1.601:

- A. On and after the effective date of this Ordinance any person employed by the City of Portsmouth as a department head or any person promoted to department head shall become a resident of the City of Portsmouth within six months of the date his status as department head becomes permanent and shall remain a resident of the City during the period of his employment thereafter.
- B. Any person who, on the effective date of this Ordinance, is employed by the City of Portsmouth as a department head and is not a resident of the City of Portsmouth shall become a resident of the City of Portsmouth if he moves from his current address and shall remain a resident of the City during the period of his employment thereafter.

Section 1.602:

As used in this Ordinance, the term "resident" shall mean one maintaining within the City of Portsmouth a place where he normally eats, sleeps and keeps customary personal and household effects.

ARTICLE VII: VALIDITY AND ADOPTION

Section 1.701: VALIDITY

Separability: Should any section, clause, or provision of this Code be declared by the Court to be invalid, the same shall not affect the validity of the Code as a whole or any part thereof, other than the part so declared to be invalid.

Section 1.702: ADOPTION

- A. **Ordinances Repealed:** All ordinances or parts of ordinances in conflict with this "Administrative Code" are hereby repealed.
- B. **Short Title and Effective Date:** This Code, entitled "The Administrative Code" shall become effective upon its passage by the City Council.

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ARTICLE VIII: CODE OF ETHICS

Section 1.801: DEFINITIONS

For purpose of this Article, the following terms shall be defined in the following manner:

- A. **Officer:** The term "Officer" shall be defined to include every member of the City Council, School Board, Police Commission, Fire Commission, each member of every land use regulatory board, i.e. the Board of Adjustment, Planning Board, Historic District Commission, Conservation Commission, Technical Advisory Committee, Traffic Safety Committee, Building Code Board of Appeals, Recreation Board, Planning and Development Council, and Economic Development Commission, every department head as that term is used in the Administrative Code, Chief of Police, Fire Chief, Superintendent of Schools, the Trustees of the Trust Funds and members of the Housing Authority.
- B. **Employee:** The term "Employee" shall include all employees of the City including the Police, School and Fire Departments whose salary is paid in whole or in part from the City Treasury.
- C. **Governing Body:** The term "Governing Body" shall mean the City Council, School Board, Police Commission, and Fire Commission.
- D. **Official Duties:** The term "Official Duties" shall mean the following:
 - 1. In the case of members of the City Council, School Board, Fire Commission, Police Commission and the City Manager, those duties and responsibilities set forth in the City Charter and/or established by State law.
 - 2. In the case of members of Land Use Regulatory Boards, the Trustees of the Trust Fund and the Portsmouth Housing Authority, those duties and responsibilities set forth in the legislation that established each board and/or outlines the duties and responsibilities of each board.
 - 3. In the case of the Chief of Police, the Superintendent of Schools, the Fire Chief, and all employees, those duties and responsibilities set forth in the respective job description for each party or employee.

Section 1.802: CONFLICTS OF INTEREST

- A. No Officer or employee shall engage in any business or transaction or shall have a financial or other private interest, direct or indirect, which is in conflict with the proper discharge of his/or her official duties.

- B. **Representing Private Interests Before City Agencies:** No Officer or employee shall appear in behalf of private interests before any governing body or land use regulatory board of which the officer or employee is a member or membership on which is subject to approval by the officer or employee.
Officers and employees, however, may appear without compensation in behalf of constituents or in the performance of public or civic obligations. This section shall not prohibit appearances upon matters only incidentally requiring official action which do not develop into a substantial part of the employment, provided, that the retainer is not for the purpose of appearing before the governing body or land use regulatory board.
- C. **Representing Private Interests Before Courts:** No officer or employee shall represent private interests in any action or proceeding against the interests of the land use regulatory board or governing body of which the officer or employee is a member, or membership on which is subject to approval by the officer or employee in any litigation to which the City is a party.
- D. **Disclosures of Interest in Legislation:** A Councilor who has a direct or indirect financial or other private interest in any proposed legislation shall publicly disclose, on the official records of the Council, the nature and extent of such interest.
- E. **Disclosures by Officer or Employee of Interest in Legislation:** An officer or employee who has a direct or indirect financial interest or other private interest in any legislation and who participates in discussion before or gives official opinion to the Council, shall publicly disclose on the official record the nature and extent of such interest.
- F. **Gifts and Favors:** No officer or employee shall accept any gift, over \$100.00, whether in the form of service, loan, thing or promise, any other form from any person, firm or corporation which to his/or her knowledge is interested directly or indirectly in any manner whatsoever, in business dealings with the City. This provision shall not apply to campaign contributions of \$100.00 or less.
- G. **Disclosures of Confidential Information:** No officer or employee, who holds any investment direct or indirect in any financial, business, commercial or other private entity which creates a conflict with his/her official duties shall publicly disclose on the official record the nature and extent of such interest.
- H. **Investments in Conflict with Official Duties:** Any officer or employee, who holds any investment direct or indirect in any financial, business, commercial or other private entity which creates a conflict with his/her official duties shall publicly disclose on the official record the nature and extent of such interest.
- I. **Incompatible Employment:** No officer or employee shall engage in or accept private employment or render or seek services or goods for private interests when such employment or service creates a conflict with his/her official duties.

Section 1.803

Any violation of any provisions of this ordinance shall constitute cause for fine, suspension or removal from office or employment.

Section 1.804: BOARD OF ETHICS

- A. There is hereby created and established a method for appointing a Board of Ethics. This Board shall consist of five persons: one member each selected by lot from the City Council, School Board, Police Commission and Fire Commission and the City Attorney (ex officio) or such other legal counsel (ex officio) that the Board should decide. The Board member shall be drawn at the first meeting of the calendar year of each of the governing bodies.

The members of the Board shall elect a chairperson. They shall adopt such rules for the conduct of their business as they see fit and they shall have the power to draw upon the various City departments for reports and information and stenographic and clerical help. They shall have all subpoena powers as may be available to them under State law.

- B. **Advisory Opinions:** Upon the written request of the Officer or employee concerned, the Board shall render advisory opinions based upon the provisions of this Code. The Board shall file its advisory opinions with the City Clerk but may delete the name of the officer or employee involved.
- C. **Hearings and Determinations:** Any individual having information that an officer or employee as defined in Section 1:801, other than the City Manager or the City Attorney, is engaged in improper activities or has a conflict of interest may present his or her complaint to the City Attorney.
1. Said complaint shall be in writing, under oath, specific and to the point. The City Attorney shall review the written complaint with the Mayor and if either the Mayor or the City Attorney feels that the complaint is of substance, then the Mayor shall refer the matter to the Board.
 2. If both the Mayor and City Attorney believe that the complaint is without substance, the person making the complaint and the subject of the complaint shall be notified in writing of that fact.
 3. The Board shall hold a hearing which may be public or private at the discretion of the Board and at which the accused party shall be entitled to be represented by Counsel at his or her own expense to examine the party making the complaint, to summon witnesses and to present evidence on his or her behalf. If the Board finds that the individual is guilty as charged in the complaint, the whole matter shall be referred to the appropriate governing body for enforcement as set forth in Section 1:805.

4. Complaints against the City Manager and/or City Attorney for violations of this Ordinance shall be in writing, under oath, specific and to the point, and shall be referred directly to the Mayor or Assistant Mayor. If either the Mayor or Assistant Mayor believes that the complaint is of substance, then the complaint shall be referred to the Board for a hearing as set forth in paragraph C.3 above. If the City Attorney and the Assistant Mayor believe that the complaint is not of substance, then the person making the complaint and the Mayor shall be notified of that decision.
5. Complaints against the Mayor shall be filed with the City Attorney who shall review them with the Assistant Mayor. If either the City Attorney or the Assistant Mayor believes that the complaint is of substance, then the complaint shall be referred to the Board for a hearing as set forth in paragraph C.3 above. If the City Attorney and the Assistant Mayor believe that the complaint is not of substance then the person making the complaint and the Mayor shall be notified of that decision.
6. All members of the City Council (including the Mayor), School Board, Police Commission and Fire Commission are eligible to serve and must serve on the board when requested to do so except, however, that any person that has been charged in a complaint shall be barred from serving on that particular board.
7. All complaints shall be disposed of or forwarded to the Board by the City Attorney and/or the Mayor and/or the Assistant Mayor within thirty days after receipt.
8. The Board shall have thirty days to investigate and hold meetings and to report to the appropriate governing body as a whole if their findings warrant further action.
9. The statements of the findings of the Board shall be issued upon the request of any person charged.

Section 1.805: ENFORCEMENT

- A. Sanctions: In the event that the Board of Ethics determines that any officer or employee subject to its control, has engaged in any act prohibited by this ordinance or failed to make a mandated disclosure, the governing body shall take any one of the following steps:
 1. In the case of the Governing body members:
 - a. Vote for removal pursuant to the City Charter as amended
 - b. Vote to publicly censure the offending member
 - c. Vote to place the matter on file
 - d. Vote for innocence of any wrong doing

2. In the case of all officers and employees the governing body, consistent with the Merit System and any applicable bargaining agreements, shall:
 - a. Vote for removal
 - b. Vote for dismissal
 - c. Vote for suspension for a definite period
 - d. Vote for the censuring
 - e. Vote to place the matter on file
 - f. Vote for innocence of any wrongdoing.

B. Criminal Sanctions: In addition to the civil sanctions imposed by this ordinance, violation of any provision of this ordinance shall constitute a criminal offense and the City Council may authorize the City Attorney or any other attorney approved by it to prosecute such a violation in the Portsmouth District Court.

The penalty for violation of any provision of this Ordinance upon conviction in the Portsmouth District Court shall be \$1,000 for each offense.

(Adopted In Its Entirety 4/4/88)

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ARTICLE IX: CONFLICT OF INTEREST/MANDATORY FINANCIAL DISCLOSURE

Section 1.901: CITY COUNCIL AND SCHOOL BOARD DISCLOSURES

A. Preliminary: This ordinance is adopted by the City of Portsmouth in compliance with the mandate contained in the Charter Amendment entitled "CONFLICT OF INTEREST" which was adopted by referendum vote of the City of Portsmouth on November 3, 1987. This ordinance may be referred to as the Mandatory Disclosure Ordinance.

B. Definition: For purposes of this Article only, the following terms shall be defined in the following manner:

Municipal Official: For the purpose of mandatory financial disclosure, the term "Municipal Official" shall be defined to include City Council and School Board members.

Income: The term "income" shall be defined as a gain of recurrent benefit usually measured in money that derives from capital, labor, or investment.

Capital Assets: The term "capital assets" shall be defined to include all corporate stocks or bonds or any other business interest in any business entity which maintains a business location in the City of Portsmouth, owns property in the City of Portsmouth, transacts substantial business in the City of Portsmouth, or transacts business with the City of Portsmouth. The term "capital assets" shall also be defined to include all real estate holdings and interest in real estate located in the City of Portsmouth.

Financial Disclosure Statement: The term "financial disclosure statement" shall mean a written statement, given under oath, listing an individual's primary source of annual income and capital assets. However, in no instance shall disclosure be mandated of capital assets whose value at the time of disclosure is below Five Thousand (\$5,000) dollars nor shall the value of any source of income or the value of any capital asset be required for disclosure.

C. Obligation of All Municipal Officials: From and after June 30, 1988, all municipal officials will maintain an updated financial disclosure statement in the Office of the City Clerk. The Financial Disclosure Statement shall be updated annually as of June 30th. Forms shall be prepared by the City Clerk and made available to all municipal officials for this purpose, the form shall be substantially the form attached.

D. Determining Violations: For violation and enforcement purposes, complaints alleging violation of the mandatory disclosure ordinances shall be administered in accordance with the process and penalties available under the Municipal code of Ethics, Reference Chapter I, Article VIII.

E. Public Records: Financial Disclosure Statements shall be public records. (Amended 6/4/2007)

- F. Return of Records: Financial Disclosure Statements shall be returned to the public official six (6) months after leaving office.
(Adopted In Its Entirety 3/21/88, Amended 3/28/88)

Section 1.902: ELECTION CANDIDATE FINANCIAL DISCLOSURE

- A. Required Disclosure: Any candidate running for City Council, School Board, Police or Fire Commissions receiving a monetary contribution from any one person or entity in the amount of a cumulative total of \$100.00 or more in any calendar year must report the name of the individual, address, amount, and date of contribution. The report must be filed, or updated as appropriate, with the Office of the City Clerk seven (7) days prior to any election at which that person is a candidate for any of the foregoing offices. Any contributions which would otherwise require reporting under this ordinance received within the seven days prior to the election must be submitted in a final report to the Office of the City Clerk no later than two weeks following the election.
- B. Violations: For violation and enforcement purposes, complaints alleging violation of the mandatory disclosure ordinance shall be administered in accordance with the process and penalties available under the Municipal Code of Ethics, Reference Chapter 1, Article VIII.
- C. Public Records: All election candidate financial disclosures shall be public records.
(Adopted Section 1.902 In Its Entirety 6/4/2007)

FINANCIAL DISCLOSURE STATEMENT

Pursuant to the Charter and Ordinances of the City of Portsmouth (Chapter 1, Article IX) the undersigned makes the following financial disclosure:

A. Primary Source of Annual Income:

B. Capital Assets:

Date: _____ Name: _____

Signature: _____

Before me appeared the above named individual who stated under oath that the information supplied in this disclosure statement is a true and complete disclosure as required by the Charter and Ordinances of the City of Portsmouth.

Date: _____

Justice of the Peace/Notary Public

ARTICLE X: CITY COMMUNICATIONS SYSTEM

The City hereby approves the establishment of a consolidated City communications system; the purpose of which is to provide the most efficient and highest quality communications possible to serve the emergency, fire, and police needs of the City of Portsmouth. All emergency communications systems shall, in accordance with this ordinance, be located in the new Police Communications Facility, which shall be located at One Junkins Avenue in the Municipal Complex upon completion of construction.

Section 1.1001: OPERATION AND MANAGEMENT OF CONSOLIDATED CITY SERVICES COMMUNICATIONS SYSTEMS

- A. All policies, procedures, rules and regulations governing the City's emergency communications systems shall be developed and promulgated by the Portsmouth Police Chief, together with the Portsmouth Fire Chief, who shall have co-equal status with the Portsmouth Police Chief regarding the aforementioned policies and procedures.
- B. Dispatch personnel shall be comprised of Portsmouth Police Department employees, job descriptions for such personnel shall be developed by the Police Chief and by the Fire Chief. The hiring of dispatch personnel shall be conducted in accordance with normal hiring policies for the Portsmouth Police Department; however, the Fire Chief shall play an integral role in the hiring process for such dispatch personnel. The Police Chief and Fire Chief will develop a training curriculum for dispatchers, and all dispatchers will receive training before a consolidated City communication system is put into operation.
- C. The Fire Chief shall develop policies for fire and ambulance dispatching, including contractor ambulance services. Dispatchers will be cross-trained in fire and police functions, and specific questions that must be asked by a dispatcher will be developed by the Police Chief and Fire Chief for their respective services. Two dispatchers will be on duty 24-hours per day. Each dispatcher will have a primary function assignment on each watch, either police function or fire function; however, each dispatcher shall have the ability to provide support services for the other, unless two simultaneous emergencies occur. In the event of simultaneous emergencies, the police personnel shall provide the necessary backup until the emergency is completely disposed.
- D. A part-time dispatcher list will be established to provide trained personnel when City personnel cannot fill a vacancy.
- E. The emergency communications project will be submitted to the City Council through the Portsmouth Police Commission and will be part of the Portsmouth Police Department's budget.

Section 1.1002: COORDINATION OF RELATED COMMUNICATIONS SYSTEMS

- A. The Director of Public Works shall be responsible for the regular workday dispatching function for Public Works activities, and will continue to maintain a base station and separate frequency to handle this activity.

All Public Works emergency dispatching (nights, weekends, holidays) will be coordinated by the Fire Chief, unless the emergency is of such a nature that the Director of Public Works assigns a Public Works dispatcher to handle dispatching from the Public Works base during the course of the emergency response, i.e., snowstorm, flood, etc. In the event that a Public Works dispatcher is assigned to handle this dispatching function, then the Director of Public Works shall maintain responsibility of such dispatching.

- B. The Director of Emergency Management Services, in conjunction with the Fire Chief, the Police Chief and the Director of Public Works, shall develop policies to assure coordinated responses and communications during any unusual occurrences that entail the use of the City's emergency management ordinance.

(Adopted 1/15/90) (Effective 7/01/91)

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ARTICLE XI: BUDGET PREPARATION DATE

Section 1.1101:

Pursuant to Section 7.9 of the Charter of the City of Portsmouth, each officer or director of every municipal department, including the Charter departments, shall submit an itemized estimate of the expenditures for the next fiscal year for the department or activities under that individual's control to the City Manager no later than March 15 of each year.

(Adopted in its entirety 9/17/90)

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ARTICLE XII: PROHIBITED PRACTICES IN PUBLIC BUILDINGS

Section 1.1201:

A. FIREARMS PROHIBITED IN PUBLIC BUILDINGS

It shall be unlawful for any person to have a firearm in his or her possession at any time while within any public building.

B. EXCEPTIONS

1. The prohibitions established in Section 1.1201.A, shall not apply to bona fide federal, state or local law enforcement officials.
2. The Chief of Police is authorized to grant advance written permission to allow any individual or organization demonstrating good reason to possess a firearm within a public building with permission to do so under such terms and conditions as the Chief may establish.

C. PENALTY

The penalty for violation of this provision shall be \$500 per occurrence.

(Article XII adopted in its entirety, as amended, 2/4/91)

ARTICLE XIII: MUNICIPAL ENFORCEMENT PROCEDURES

Section 1.1301: CITATION AUTHORITY

- A. City departments or officials charged with the responsibility for enforcing the ordinances and codes of the City are hereby authorized to issue citations for any violation of the ordinances or codes that they are responsible for enforcing. The enforcement authority provided hereby is in addition to the authority for ordinance and code enforcement that currently exists.

Section 1.1302: DEPARTMENTS AUTHORIZED

- A. The heads of the Fire and Planning, Inspections and Environment Department and/or employees designated by the heads of those departments are hereby authorized to issue such citations.
- B. All proposed citations are to be reviewed with the Office of the City Attorney prior to issuance.

Section 1.1303: ORDINANCE VIOLATIONS FUNCTION ESTABLISHED

- A. An Ordinance violations function is hereby established for the purpose of processing citations issued by the department authorized to issue such citations. This function shall administratively be part of the Tax Collector's Office, and shall, in conjunction with the departments involved, be responsible for preparing citation forms, distributing these forms to the departments as needed and collecting, accounting for and depositing all monies received from citation penalties (including currently existing parking citation penalties) according to procedures established by the Finance Director. Additionally, this function shall be responsible for initiating the appropriate judicial proceedings with regard to citations that are not paid. It is the intent of this Section that parking violation citations become a part of Ordinance Violation Citations.

Section 1.1304: CITATION DEFINED: CONTENTS

- A. A citation is a written and/or printed notice describing a specific violation of a City ordinance or code which is served on the person responsible for the violation. Each day on which a violation exists or occurs is a separate offense and a citation may be issued for each offense. A citation shall be served in the manner described in this article and shall contain the following information.
1. A clear and concise description of the violation.
 2. The location of the violation and the date and time on which it was observed.
 3. The name and address of the person responsible for the violation.

4. The penalty for the violation as provided for by this article.
5. A statement or table describing the penalties for future occurrences of the same violation.
6. A statement as to whether the citation is being issued for a first, second or subsequent offense.
7. The name and address of the office to which payment of the penalty may be made.
8. The time period during which a reduced penalty may be paid in full satisfaction of the citation.
9. Notification that failure to pay the penalty will result in court action.
10. The signature and printed name and department of the individual issuing the citation.

Section 1.1305: SERVICE OF CITATION

- A. Any citation shall be served by the official issuing it in any one of the following ways.
 1. In hand to the person responsible for the violation.
 2. At the abode of the person responsible for the violation.
 3. By certified or registered mail, return receipt requested, to the last known address of the person responsible for the violation.
 4. In any other manner permitted by the laws of the State of New Hampshire.
- B. The official serving the citation shall maintain a record of the date, time and manner of service of the citation including the Post Office receipt and return receipt if service was accomplished by registered or certified mail.

Section 1.1306: CITATION PENALTIES

- A. Except for parking violations, the penalties for any offense for which a citation has been issued shall be as follows:

First offense	\$ 25.00 if paid within 7 days \$ 50.00 thereafter
Second offense	\$ 50.00 if paid within 7 days \$100.00 thereafter
Subsequent offense	\$100.00 if paid within 7 days \$200.00 thereafter

Penalties for parking violations shall be as established by the appropriate ordinance.

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Section 1.1307: GENERAL PENALTY: CONTINUING VIOLATIONS

- A. Unless otherwise specifically provided, any person who commits an act prohibited or made unlawful by this code or any other code or ordinance of the City or who fails to perform any act required by any such codes or ordinances shall be guilty of a violation and shall, upon conviction, be punished by a fine not to exceed five hundred dollars (\$500.00) for each offense. Each day any violation of any provision of any code or ordinance shall exist or continue shall constitute a separate offense.

Section 1.1308: PENALTY FOR FAILURE TO PAY CITATION: SEPARATE OFFENSE

- A. Whenever any person fails to pay any penalty imposed pursuant to a citation issued under the authority granted by this code, such person shall be guilty of a violation and shall, upon conviction, be punished by a fine not to exceed five hundred dollars (\$500.00) for each offense. Each citation penalty, which is not paid, shall constitute a separate offense.

(Article XIII adopted in its entirety, as amended, 5/4/92)

ARTICLE XIV: MUNICIPAL FUND BALANCE

Section 1.1401: MANDATED FUND BALANCE

The General Fund Balance of the City, at the end of any fiscal year as recorded in accordance with generally accepted accounting principles (GAAP) and excluding any and all reserves, and any dedicated fund balances of the General Fund (otherwise referred to as Undesignated Fund Balance of the General Fund) shall be maintained at the prescribed amount of not less than 7% of the actual Total General Fund appropriations for that fiscal year.

Section 1.1402: OPERATIONAL OBJECTIVE

Notwithstanding the provision of 1.1401, it is recognized that the financial management goal of the City of Portsmouth is to annually maintain an Undesignated Fund Balance of greater than 10% of total general fund appropriations.

Section 1.1403: USE OF UNDESIGNATED FUND BALANCE

In any subsequent fiscal year, the City Council may utilize the excess of actual Undesignated Fund Balance of the General Fund (as determined by the annual financial audit of the City) over the prescribed level in 1.1401 from the prior fiscal year for capital projects, transfers to capital reserve, or any other appropriation nonrecurring in nature.

Section 1.1404: EMERGENCY APPROPRIATIONS

At any time, in any budget year, the City Council may, after notice and public hearing, make emergency appropriations from Fund Balance to meet an essential need for public expenditure. Such appropriations shall be adopted by written resolution, after notice and public hearing by a favorable vote of a majority of the members of the City Council. If such appropriation reduces the Undesignated Fund Balance to a level below that prescribed by 1.1401 of this ordinance, the resolution authorizing such appropriation shall include a plan to restore the funds within a period not to exceed two (2) years to the prescribed level. The City Council may, by a two-thirds (2/3) majority vote appropriate from the Undesignated Fund Balance for non-emergency appropriations by following the foregoing procedure, provided that such appropriation does not reduce the Undesignated Fund Balance below the minimum balance required by 1.1401 of this ordinance.

Section 1.1405: RESTORATION PLAN

Whenever the Undesignated Fund Balance of the General Fund is less than the prescribed level, the City Council shall be required, within the fiscal year, to formulate and implement a plan to restore such prescribed amount to the General Fund, such plan shall not exceed a two (2) year period.

(Article XIV - Adopted in its entirety 8/18/97)

ARTICLE XV: LEAVE AT TERMINATION FUND

Section 1.1501:

The City of Portsmouth shall establish a special revenue fund from which payments for leave at termination shall be paid.

Section 1.1502:

The Leave at Termination Fund shall be created from leave at termination budgetary appropriations, which shall be made by the Municipal, Police, Fire and School Departments. The appropriation amount shall be determined by an actuarial study. The departments shall budget the required amount as determined in accordance with that study.

Section 1.1503:

The actuarial study shall be reviewed every three years.

Section 1.1504:

Each department, except for the School Department, shall transfer the entire appropriated amount from its termination line item to the special revenue fund on July 1, of each fiscal year starting with FY1999. The School Department shall contribute to the special revenue fund in FY2000.

Section 1.1505:

Each department shall maintain its own balance within the fund, from which payments for leave at termination shall be paid. In the event that any department incurs leave at termination liability in excess of its balance in the special revenue fund, that department shall borrow from the reserve for termination liability account. The debt created thereby shall be paid back through annual appropriation transfers.

(Article XV adopted in its entirety 8/3/98)

ARTICLE XVI: ADOPTION OF FEES BY BUDGET RESOLUTION

Section 1.1601: PURPOSE

This ordinance is adopted for the purpose of creating a more efficient system for the City to adopt and adjust municipal fees.

Section 1.1602: PROCEDURE

To the extent permitted by law and notwithstanding any ordinance previously adopted to the contrary, all municipal fees, whether established by ordinance or otherwise shall be adopted and may be amended by resolution during the annual budget adoption process.

Section 1.1603: EXCLUSION

This ordinance does not apply to penalties, fines or civil forfeitures or to fees established in Chapter 7, Article II – Taxi Cabs.

Section 1.1604: DEFAULT

Any municipal fee which is not listed in the fee resolution adopted during the annual budget process, or any municipal fee which is determined to require a process other than adoption by annual budget resolution, shall remain at the level at which it was last validly adopted by the City.

It is further ordained that the City Clerk is hereby authorized to replace the fee provision in any appropriate ordinance, with a provision reading “Fees to be determined in accordance with Chapter 1, Article XVI or similar wording. Such ordinances include, but are not limited to the following: (See list attached to ordinance as adopted).

(Article XVI adopted in its entirety 3/18/2002)

ARTICLE XVII: FUNDING OF PUBLIC ART

Section 1.1700: STATEMENT OF PURPOSE

It is hereby declared that it shall be the public policy of the City of Portsmouth to assist and encourage the participation of its citizens and visitors in the enjoyment of the many benefits which flow from the arts. Among other activities to this end, the City will allocate a portion of the expense of public building construction and significant building renovation projects to be spent on works of art which shall be available for the benefit of all without additional cost to those persons. Such works of art shall be called public art as defined in more detail herein.

Section 1.1701: DEFINITION OF PUBLIC ART

“Public Art” or “Public artworks” are meant to be enduring original artworks of the highest quality and craftsmanship. The artworks should be an integral part of the landscaping and/or architecture of a building or other site, considering the historical, geographical and social/cultural context of the site and constructed on a scale that is proportional to the scale of the development. “Artwork” – includes but is not limited to, painting, murals, inscriptions, stained glass, fiber work, statues, relief’s or other sculpture, monuments, fountains, arches, or other structures intended for ornament or commemoration. Also included in this definition are installations that are technological in nature, carvings, frescoes, mosaics, mobiles, photographs, drawings, collages, prints, crafts – both decorative and utilitarian in clay, fiber, wood, metal, glass, plastics and other materials. Landscape items include the artistic placement of natural materials and other functional art objects. Works of art may be portable as well as permanent.

This definition shall not include:

Objects that are mass-produced from a standard design or reproductions of original art works; decorative, ornamental or functional elements, which are designed by the building architect; landscape architecture and landscape gardening except where these elements are an integral part of the artwork by the artist; directional elements such as super graphics, signage, or color coding except where these elements are integral parts of the original work of art; logos or corporate identity.

Section 1.1702: PUBLIC ART COMMITMENT

One (1%) percent of the bid price or negotiated contract price for the construction of all new municipal buildings or for the renovation of existing municipal buildings, in which the bid price or negotiated price shall be in excess of Two Million (\$2,000,000.00) Dollars up to fifteen Million (\$15,000,000.00) Dollars (expressed in terms of actual construction costs exclusive of design and engineering fees), shall be contributed to the Public Art Trust for the purpose of funding public art. Thereafter, such funds shall be expended in accordance with the terms of this ordinance and the Public Art Trust.

Section 1.1703: PUBLIC ART TRUST

There shall be created a Public Art Trust to serve as a repository of all public art contributions generated by application of this ordinance. Such Trust shall be administered for the purpose of implementation of this ordinance. The terms of the Trust shall be consistent with this ordinance and shall be interpreted by reference to this ordinance.

Section 1.1704: EXEMPTION

By a two-thirds (2/3) vote, the City Council may exempt a municipal building, such as a water or sewer plant, from the Public Art Commitment described in Section 1.1702 if the purpose of this ordinance would not be fulfilled due to the building's inaccessibility to the public, location, use or other factors."

Section 1.1705: EXPENDITURE OF PUBLIC ART FUNDS

Expenditure of public arts funds shall be determined by the City Council. In authorizing such expenditures the Council shall apply the following protocol and criteria:

- A. No less than ninety (90%) percent of the principal amount of public art contribution generated by any particular building project shall be expended on the site of that project.
- B. In determining the selection of any public art project, the City Council may:
 - 1. Refer the question to any agency of a public, non-profit or private nature which might be selected by the City Council for an advisory report, or;
 - 2. Refer the question to a standing committee for public art which may be created by the City Council under such terms and conditions as it may establish, or;
 - 3. Create an ad hoc committee for any particular public art project under such terms as the Council may establish, or;
 - 4. Seek such other advisory recommendation as the City Council deems appropriate
- C. Upon the authorization by the City Council of a public arts project, the administrative and financial implementation of that authorization shall be performed by the administrative officials of the City.

Section 1.1706: MAINTENANCE AND REPAIR OF PUBLIC ART

Public art funds under this ordinance and the Public Art Trust to be created in conjunction herewith shall be available for repair and maintenance of public art, regardless of whether the public art work was initially funded by the Public Art Trust or otherwise.

Section 1.1707: FUNDING ACCEPTED

This ordinance authorizes and the Public Art Trust shall provide for the acceptance by the City of donations, grants or contributions to public art which might be approved from time to time by the City Council.

(Adopted 9/18/2006 to become effective August 21, 2007)

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ARTICLE XVIII: PAYMENT BY CREDIT CARD

Section 1.1801: AUTHORITY GRANTED TO THE OFFICE OF CITY MANAGER

Pursuant to the authority granted to the City by RSA 80:52-c the City Manager is hereby authorized to direct appropriate municipal officials to accept payment of local taxes, charges generated by the sale of utility services, or such other fees as the City Manager may determine by use of a credit card.

Section 1.1802: SCOPE OF AUTHORITY

Authority granted to the City Manager pursuant to this ordinance includes but is not limited to the following:

- A. To determine the types of payments that may be accepted by credit card.
- B. To determine the maximum or minimum amount of any individual credit card transaction which shall be allowable for any particular payment.
- C. Whether service charges shall be charged and the amount thereof.
- D. To negotiate and execute processing agreements with third party credit card processors governing the collection of credit card payments, including any terms relating to the applicability of processing fees, the amount of such fees, and the terms and remittance of funds to the City.
- E. To execute such other agreements and take any further actions necessary to implement and modify credit card payments in accordance with the terms of this ordinance and RSA 80:52-c.

(Adopted

07/21/2008)