

## CHAPTER 2

### MUNICIPAL DEPARTMENTS

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#### **2.1 Administrative Department.**

(a) The City Manager shall be the administrative head of the City, and shall perform all the duties and have all the responsibilities prescribed by the City Charter. The City Manager shall be appointed in accordance with the provisions of Section 11 of the Rochester City Charter.

(b) The City Manager shall supervise the heads of all departments established by this code, and shall have the power to suspend and discipline, and to perform or delegate the duties and responsibilities of such department heads.

(c) The City Manager may prescribe such rules and regulations not inconsistent with the City Charter and City Ordinances as he may deem necessary for the conduct of the various departments, and he may investigate and inquire into the affairs of any department at any time.

#### **2.2 Assessing Department.**

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(a) The Assessing Department shall consist of one (1) Assessor, to be known as the City Assessor, and two (2) Deputy Assessors, who altogether shall be known as the Board of Assessors, and such personnel as may be provided for in the annual departmental budget appropriation. The City Assessor shall be appointed in the manner and for such term provided in Sections 15 and 18 of the Rochester City Charter. The Deputy Assessors to be appointed in accordance with provisions of Section 20 of the Rochester City Charter. The Assessing Department shall be under the immediate supervision of the City Assessor. 5/1/07

(b) The City Assessor, with the assistance of City personnel shall perform the following functions:

- (1) Carry out the duties relative to taking the inventory and appraisal of property for taxation.
- (2) Prepare all assessments and tax rolls and tax notices as required by law.
- (3) Check all property transfers and maintain all property records pertaining to the assessing function.
- (4) Perform other related functions as required.

(c) The Board of Assessors shall perform the following functions:

- (1) Review and sign all tax warrants to be committed to the Tax Collector.
- (2) Act as a Board of Tax Review on all appeals from assessments and sign all appeal forms, after their action.

### **2.3 Code Enforcement Department.**

(a) The Code Enforcement Department shall be under the immediate supervision of the Director of Code Enforcement and shall consist of such personnel as may be provided for in the annual departmental budget appropriation. The Director of Code Enforcement shall be appointed in the manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The Director of Code Enforcement shall perform the following functions:

- (1) Supervise the issuance of building, plumbing and housing permits.
- (2) Inspect existing housing, new constructions, remodeling, and land use for conformity with the building, plumbing and zoning codes.
- (3) Prepare and maintain all necessary records.
- (4) Issue all permits for the erection of signs.
- (5) Inspect existing housing, new construction and remodeling for conformity with the housing code.
- (6) Perform all other functions that may be required by law or ordinance.

### **2.4 Finance Department.**

(a) The Finance Department, under the general supervision of the Business Administrator, shall consist of the Divisions of Fiscal Control and Treasury. Each division shall consist of a

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division head and such other personnel as may be provided for in the annual departmental budget appropriation. The Business Administrator shall be appointed in the manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The Division of Fiscal Control shall be under the immediate supervision of the Business Administrator. It shall perform the following functions:

- (1) Maintain an encumbrance system of budget operation.
- (2) Pre-audit all claims and demands against the City prior to payment.
- (3) Maintain and supervise control of all payments from public funds by individual warrants for each payment to the official having custody thereof.
- (4) Post-audit all receipts by all departments.
- (5) Post-audit all disbursements by the City Treasurer.
- (6) Maintain the general financial accounts of the City.
- (7) Prepare financial reports as required by the City Manager.
- (8) Supervise all accounting operations of the City.
- (9) Perform all other related functions as required.

(c) The Treasury Division, under the immediate supervision of the City Treasurer, shall perform the following functions:

- (1) Maintain custody of all city funds, investments, and securities, except trust funds, including the deposit, withdrawal and recording thereof.
- (2) Maintain jointly with other trustees of trust funds custody of all trust fund assets.
- (3) Negotiate, upon the authorization of the City Manager and City Council, all loans to the City.
- (4) Sign all checks, notes and bonds of the City.
- (5) Perform all other related functions as required.

## **2.5 Fire Department.**

**[1][3]**

(a) The Fire Department, under the supervision of the Fire Chief, shall consist of such permanent officers and firefighters, and such other personnel as may be provided for in the annual departmental budget appropriation. In addition, there shall be a call force of not less

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than twenty-five (25) officers and firefighters provided for in the annual departmental budget appropriation. The Fire Chief shall be appointed in the manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The Fire Department shall perform the following functions:

- (1) Extinguish fires, and protect life and property against fire.
- (2) Enforce all laws regarding the inspection for and removal of fire hazards, and the prevention of fires.
- (3) Care for and maintain all property and equipment assigned to the Fire Department.
- (4) Care for and maintain the signal alarm system.
- (5) Prepare and maintain all fire department records as required.
- (6) Perform all other related functions as required.

## **2.6 Health Department.**

(a) The Health Department shall be under the immediate supervision of the City Health Officer and shall consist of such personnel as may be provided for in the annual departmental budget appropriation. The City Health Officer shall be appointed in the manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The City Health Officer shall perform the following functions:

- (1) Procure, study and analyze data concerning public health and take whatever action is necessary to protect and maintain the public health.
- (2) Investigate all sanitary hazards and enforce sanitary laws.
- (3) Investigate and render assistance in reference to private water supply and septic tanks.
- (4) Prepare and maintain all necessary records.
- (5) Perform all other related functions as required.

## **2.7 Legal Department.**

(a) The Legal Department under the supervision of the City Solicitor shall consist of such personnel as may be provided for in the annual departmental budget appropriation. The City Solicitor shall be appointed in the manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The City Solicitor shall perform the following functions:

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- (1) Represent the city in all matters in which the city has an interest coming before any court or tribunal, except in such cases as other arrangements may be specifically made by the City Manager.
- (2) Advise the City Manager, department heads and City Council in all cases when legal opinion is required or requested, if authorized by the City Manager.
- (3) Draft all deeds, leases, contracts and other legal instruments as required.
- (4) Perform all other related functions as required.
- (5) The City Solicitor shall be an attorney of the courts of New Hampshire.

## **2.8 Library Department.**

(a) The **Library Department**, under the supervision of the Library Director, shall consist of such personnel as may be provided for in the annual departmental budget appropriation. The Library Director shall be appointed in the manner provided in Section 22 of the Rochester City Charter.

(b) The **Library Department** shall perform the following functions:

- (1) Select and procure books, magazines, periodicals and other printed material for use by Rochester residents.
- (2) Catalog and classify all such printed material.
- (3) Circulate printed material for home use.
- (4) Provide a reference service for answering requests for specific information.
- (5) Distribute printed materials by the establishment and maintenance: of branch libraries.
- (6) Promote the availability of the library material to stimulate a wider general interest in its use.
- (7) Promote special reading services for children and young people to aid in the development of desirable reading habits.
- (8) Maintain and care for all property assigned to the Library.
- (9) Prepare and maintain all records pertaining to the Library Department.

## **2.9 Planning Department.**

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(a) The Planning Department shall be under the supervision of the Director of Planning and Development and shall consist of such personnel as may be provided for in the annual departmental budget appropriation. The Director of Planning and Development shall be appointed in such manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The Planning Department shall perform the following functions:

- (1) Investigate, study and report on matters relating to zoning, including the preparation, revision, and modifications of ordinances and maps.
- (2) Investigate, study and report on all phases of highway, layout, widening, abandonment and use, and traffic and parking problems.
- (3) Investigate, study and report on phases of subdivision control.
- (4) Investigate, study and report on all matters relating to construction and use of municipal structures, buildings, land (including tax title land), parks, playgrounds, and other municipal property.
- (5) Community development activities.

#### **2.10 Police Department.**

(a) The Police Department, subject to the provisions of Sections 23 through 25 of the Rochester City Charter, shall be under the immediate supervision of the Chief of Police and shall consist of such personnel as provided for in the annual departmental budget appropriation. The Chief of the Police shall be appointed by the Police Commissioners as provided in Section 24 of the Rochester City Charter.

(b) The Police Department shall perform the following functions:

- (1) Enforce the laws and ordinances.
- (2) Prevent crime and maintain peace and order.
- (3) Protect lives and property from malicious damage and injury.
- (4) Maintain and care for all property of the Police Department.
- (5) Prepare and maintain all necessary records pertaining to the Police Department.
- (6) Perform all related functions as required.

#### **2.11 Public Works Department.**

(a) The Public Works Department shall be under the supervision of the Commissioner of Public Works and shall consist of the division of public works division of Water Supply

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Works and division of Sewage and Waste Treatment Works. Each division shall consist of such personnel as may be provided for in the annual departmental budget appropriation. The Commissioner of Public Works shall be appointed in the manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The Division of Public Works shall perform the following functions:

- (1) Design, layout and map all municipal works projects as required.
- (2) Construct, maintain and repair all roads, bridges and sidewalks, except where specific projects may be let to contractors.
- (3) Remove snow and distribute salt and sand on all highways, streets, bridges and sidewalks, and other public ways.
- (4) Plant, maintain and remove trees and brush on affected city property.
- (5) Collect, remove and dispose of all refuse as required.
- (6) Repair and maintain all the motorized and other public works equipment.
- (7) Perform all other related functions as required.

(c) The Division of Water Supply Works shall perform the following functions:

- (1) Develop, maintain, and operate the water supply system of the city, including watershed areas, reservoirs, pumping stations, standpipes, mains, hydrants and services.
- (2) Prepare and distribute bills and charges to users of the water system.
- (3) Prepare and maintain all necessary records pertaining to the Water Supply Works.
- (4) Care for and maintain all property assigned to the Water Supply Works.
- (5) Perform all other related functions as may be required.

(d) The Division of Sewage and Waste Treatment Works shall perform the following functions:

- (1) Develop, maintain, and operate the sewage and waste treatment system of the city, including lagoons, treatment plans, pumping stations, pipes, and services.
- (2) Prepare and distribute bills and charges to users of the sewage and waste treatment system.
- (3) Prepare and maintain all necessary records pertaining to the Sewage and Waste Treatment Works.

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(4) Care for and maintain all property assigned to the Sewage and Waste Treatment System.

(5) Perform all other related functions as may be required.

### **2.12 Purchasing Department.**

(a) The Purchasing Department shall be under the supervision of the City Purchasing Agent and shall consist of such personnel as may be provided for in the annual departmental budget appropriation. The City Purchasing Agent shall be appointed in the manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The Purchasing Department shall perform the following functions:

(1) Receive and coordinate all requests, solicit, receive and tabulate all bids and contracts for the purchase of materials, supplies, equipment and services.

(2) Prepare and maintain all necessary purchasing records.

(3) Institute and insure that all departments are practicing conservation measures for all commodities.

(4) Administer the disposition of all surplus municipal property.

(5) Perform all other related functions.

### **2.13 Records Department.**

(a) The Records Department shall be under the supervision of the City Clerk and shall consist of such other personnel as may be provided for in the annual departmental budget appropriation. The City Clerk shall be appointed in the manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The Records Department shall perform the following functions:

(1) Prepare, maintain, publish and index all proceedings of the City Council including city ordinances.

(2) Arrange for all elections, and maintain all election records.

(3) Obtain and maintain all statistics on births, marriages and deaths as required by law.

(4) File and preserve, as required, all contracts, bonds, oaths of office and other documents.

(5) Collect all licenses and fees required by statute and ordinance unless otherwise provided, and deposit these collections with the City Treasurer.

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(6) Perform all other related functions as required.

**2.14 Recreation, Parks and Youth Services Department.**

(a) The Recreation, Parks and Youth Services Department shall be under the supervision of the Director of Recreation, Parks and Youth Services and shall consist of such other personnel as may be provided for in the annual departmental budget appropriation. The Director of Recreation, Parks and Youth Services shall be appointed in the manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The Recreation, Parks and Youth Services Department shall perform the following functions:

(1) Develop a general recreation program for the city.

(2) Operate the recreational activities on all city parks, playgrounds, swimming pools, tennis courts, and all other recreational facilities.

(3) Maintain and care for all property assigned to the Recreation, Parks and Youth Services Department.

(4) Prepare and maintain all records pertaining to the Recreation, Parks and Youth Services Department.

(5) Perform all other related functions as required.

**2.15 Tax Collection Department.**

(a) The Tax Collection Department shall be under the supervision of the Tax Collector and shall consist of such other personnel as may be provided for in the annual departmental budget appropriation. The Tax Collector shall be appointed in the manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The Tax Collection Department shall perform the following functions:

(1) Mail out tax notices.

(2) Collect all accounts due the city, including taxes, rentals, licenses, and fees, except where otherwise provided in this Administrative Code.

(3) Maintain proper records pertaining to the collection function.

(4) Register motor vehicles and collect the fees therefore.

(5) Turn over all receipts to the City Treasurer.

(6) Perform all other related functions as required.

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## **2.16 Welfare Department.**

(a) The Welfare Department shall be under the supervision of the Welfare' Director and shall consist of such other personnel as may be provided for in the annual departmental budget appropriation. The Welfare Director shall be appointed in the manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The Welfare Department shall perform the following functions:

- (1) Investigate all requests for relief.
- (2) Authorize such relief as may be deemed necessary.
- (3) Prepare and maintain all necessary relief records.
- (4) Maintain and care for all property and equipment assigned to the Welfare Department.
- (5) Perform all other related work as required.

## **2.17 Economic Development Department.**

(a) The Economic Development Department shall be under the immediate supervision of the Economic Development Director, and shall consist of such personnel as may be provided for in the annual departmental budget appropriation. The Economic Development Director shall be appointed in such manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The Economic Development Department shall perform the following functions:

- (1) Promote the City of Rochester, through advertising, prospect development, and other means, as an attractive location for industrial and commercial location and expansion.
- (2) Assist prospects interested in evaluating Rochester as a potential industrial or commercial location.
- (3) Undertake appropriate actions to encourage the continued availability of marketable industrial and commercial sites within the City.
- (4) Utilize available industrial and commercial development financing programs to provide a source of financing for local plant construction and/or expansion.
- (5) Act as the City's liaison with businesses and industries located in the greater Rochester area, to insure maintenance of good relations, encourage the City's responsiveness to industry needs, and to foster expansion of the City's established industrial and commercial base.
- (6) Formulate economic development policy for the City of Rochester, in conjunction with the Rochester Economic Development Commission, and implement the same.

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(7) Perform all other related functions as required.

**2.18 Arena Department.**

(a) The Arena Department shall be under the immediate supervision of the Arena Director and shall consist of such personnel as may be provided for in the annual departmental budget appropriation. The Arena Director shall be appointed in such manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.

(b) The Arena Department shall perform the following functions:

(1) Operate and maintain the Rochester Ice Arena facility leased by the City of Rochester from the Strafford County YMCA.

(2) Maintain and care for all property within said facility or which is assigned to said facility by the City.

(3) Prepare and maintain all books and records pertaining to the Rochester Arena Department.

(4) Cooperate with private groups, as well as with public officials, in the development, promotional and recreational activities within the City involving the Arena facility.

(5) Annually establish a fee schedule for the services provided by the Arena Department, said fee schedule to be subject to approval by the City Council.

(6) Perform all other related functions as required.

(c) All monies received by the Arena Department shall be held by the City of Rochester in a fund specifically established for the Rochester Arena Department and, if at the end of any fiscal year,

the monies received by the Rochester Arena Department shall exceed the monies expended for the benefit, maintenance and operation of the Rochester Arena Department, then said monies shall not revert to the general fund for the City of Rochester but shall be held in a separate fund exclusively for the future use and benefit of the Rochester Arena Department.

[1] Amended 8/1/95

[2] Amended 5/1/07

[3] Amended 6/3/08 – Call Force Reduction

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