

AGENDA

BOARD OF MAYOR AND ALDERMEN ORGANIZATIONAL MEETING

January 3, 2006

Upon Conclusion of Board of School Cmte. Mtg.
Aldermanic Chambers
City Hall (3rd Floor)

1. Mayor Guinta calls the meeting to order.
2. Mayor Guinta calls for the Pledge of Allegiance, requesting that an Alderman lead the Board in this function.
3. A moment of silent prayer is observed.
4. The Clerk calls the roll.
5. **Mayor Guinta advises that a motion is in order to adopt the same rules as the previous Board of Mayor and Aldermen.**
(Motion to be seconded by any Alderman.)

Mayor Guinta advises that amendments to the rules may now be considered:

A. Communication from Virginia Lamberton proposing that the Board change Rule 16A :

Previous language:

Ordinances providing for changes in class specifications which do not change the title of a position and do not provide for any change in the salary grade of such position shall be reviewed by the Committee on Human Resources. Upon approval by the Committee, the City Clerk shall submit such ordinance to the Board of Mayor and Aldermen where the question shall be on passing same to be Ordained without referral to committee or any other action by the Board.

Proposed language:

Ordinances providing for changes in class specifications, establishing positions, reclassifications and new class specifications, shall be reviewed by the Committee on Human Resources. Upon approval by the Committee, the City Clerk shall submit such ordinances to the Board of Mayor and Aldermen where the question shall be on passing same to be Ordained without referral to committee or any other action by the Board.

(If members so desire, a motion by any alderman is in order to amend the motion by replacing the proposed language referenced for Rule 16A.)

A second to this motion by any alderman would be in order.

Mayor Guinta calls for a vote on the motion to amend Rule 16A, those in favor signify by saying 'aye', those opposed 'nay'.

B. Proposal of Mayor Guinta to amend the rules by replacing language in Rule 11 referring to "Traffic and Public Safety" Committee to read "Public Safety and Traffic" Committee.

(If members so desire, a motion by any alderman is in order to amend the motion by replacing "Traffic and Public Safety" with "Public Safety and Traffic" in Rule 11.)

A second to this motion by any alderman would be in order.

Mayor Guinta calls for a vote on the motion to amend by replacing language in Rule 11, those in favor signify by saying 'aye', those opposed 'nay'.

Mayor Guinta advises all amendments having been considered, the question is on passing the main motion (as amended). All in favor of its adoption, please signify by saying 'aye, those opposed 'nay'.

- 6. Mayor Guinta entertains nominations for a Chairman of the Board, term expiring January 2008.**

(Nomination(s) to be followed by motion and second by any alderman to close nominations.)

Mayor Guinta requests the clerk to call the roll for voting.

- 7. Mayor Guinta – Committee Assignments**

- 8. Mayor Guinta advises that a motion is in order to appoint five members of the Board of Mayor and Aldermen to serve on the Committee on Joint School Buildings.**
(Motion to be made and seconded by any aldermen.)
Mayor Guinta calls for vote.

- 9. Mayor Guinta advises that unless there is any further business, the Chair will entertain a motion to adjourn.**
(Motion to be made and seconded by any aldermen.)
Mayor Guinta calls for vote.



CITY OF MANCHESTER

Human Resources Department

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December 29, 2005

Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Proposed Change to Rule 16 A

Dear Board of Mayor and Aldermen:

Two years ago, the Board revised Rule 16 in an effort to streamline and make revisions to class specifications more expedient. While this revision has been helpful to updating class specifications, the process for reclassification of positions, establishing positions and establishing new class specifications still takes an inordinate amount of time.

Currently, a Department Head will send the Human Resources Director a request to reclassify a position, establish a position or establish a new classification. The Human Resources Director will investigate this request, complete a analysis of the request and then make a recommendation to the Human Resources and Insurance Committee (HRIC). HRIC will meet and review the request. Testimony will also be heard from the Human Resources Director as well as the Department Head making the request. Upon an affirmative vote of the HRIC, the request will then be forwarded to the Board of Mayor and Aldermen. Upon approval of the request, the request will then be forwarded to the Bills on Second Reading Committee. Once the request is reviewed and approved by the Bills on Second Reading Committee, the request is then sent back to the full Board of Mayor and Aldermen. This process often takes several months to complete which is not efficient to keeping the classification system up to date.

During my tenure, the Bills on Second Reading Committee has not made any changes or recommendations to the requests. Unfortunately, the Bills on Second Reading Committee does not meet on any regular schedule and requests have been known to be pending for three and four months. This would not appear to be an efficient way of managing our position titles or compliment. It is also not consistent for ensuring that employees are paid properly for their duties and responsibilities. Therefore, in the interest of making our City government more efficient, I would propose that the requirement for reclassifications, establishment of positions and the creation of new class specifications be exempt from going to the Bills on Second Reading Committee.

Therefore, I am attaching a proposed amendment to Rule 16 A. As you will note, the proposal eliminates the requirement to have reclassifications, new positions and new class specifications go the Bills on Second Enrollment Committee. If approved, any such requests will continue to go to the Human Resources and Insurance Committee and the full Board of Mayor and Aldermen.

Your favorable approval of this request to change Rule 16 A would be greatly appreciated. I would be happy to answer any questions that the Board might have for this request.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachment

CHANGE TO RULE 16 A

Rule 16 A. (Ordinances Changing Job Classifications, establishing positions and new class specifications)

Ordinances providing for changes in class specifications, establishing positions, reclassifications and new class specifications, shall be reviewed by the Committee on Human Resources. Upon approval by the Committee, the City Clerk shall submit such ordinances to the Board of Mayor and Aldermen where the question shall be on passing same to be Ordained without referral to committee or any other action by the Board.