



# *CITY COUNCIL*

## **Committee of the Whole**

**Monday, October 11, 2021**

**5:00 pm**

**Virtual Meeting**

**Agenda**

*The City Council Committee of the Whole meetings are filmed and can be viewed LIVE while the meeting is taking place via the attached Zoom link and dial-in phone number, on Facebook and on BCTV MAC Channel 99 or at your convenience at <https://www.readingpa.gov/content/city-council-video>.*

*Due to COVID-19, the public is prohibited from physically attending the meeting. In person attendance to view the meeting is permitted in the Penn Room in City Hall – use the 8<sup>th</sup> Street doors. To attend the meeting via our virtual app, please log-in using the link or the dial-in phone number below.*

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://readingpa.zoom.us/j/89094596495?pwd=S3VRZXliY1RjdnVRa1UrWHZ2R3Q0QT09>

Passcode: 624971

Or One tap mobile:

+13126266799,,89094596495#,,,,\*624971# US (Chicago)

+16465588656,,89094596495#,,,,\*624971# US (New York)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 720 707 2699  
or +1 253 215 8782

Webinar ID: 890 9459 6495

Passcode: 624971

### **I. ARPA Funds**

**15 mins**

- **Timeline on presentation of draft plan and public meetings**
- **Review application process & limits on outside agency funding**
- **Review Application Rubric**

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|---|----------------|
| <b>II. Council Solicitor</b>  | <b>15 mins</b> |
| <ul style="list-style-type: none"> <li>• <b>Bethlehem</b> - \$26,000 plus healthcare coverage</li> <li>• <b>Scranton</b> - \$46,000</li> <li>• On average 4 quasi judicial hearings held per year that would require the Council Solicitor to attend – approximately 30 to 60 minutes each</li> </ul> |                |
| <b>III. Redistricting Committee</b>   | <b>5 mins</b>  |
| <b>IV. De-conversion Incentives</b>   | <b>20 mins</b> |
| <b>V. Agenda Review</b>   |                |

## **City Council Solicitor**

### **General Statement of Duties**

Council's Solicitor will perform professional legal services for City Council. The primary responsibility of the position is to advise City Council on questions of law and assist with legislative matters. Legal matters will be referred to the Council Solicitor by members of Council or the City Clerk. This position does not replace or usurp the City Solicitor and his role as the City's chief legal advisor and representative.

### **Specific Duties:**

#### **Meetings**

1. Provide legal services or assistance when requested at City Council meetings/hearings where City Council, as a body, are exercising legislative, adjudicative or quasi-judicial functions including, but not limited to, conditional use hearings.
2. Provide legal services or assistance when requested at Regular, Special and/or Committee meetings of City Council.
3. Provide legal services when requested at Executive Sessions.

#### **Legal Research / Opinions**

1. Conduct legal research and prepare legal opinions on all matters of law as requested by members of Council or the City Clerk from time to time.
  - The Council Solicitor shall forward a copy of all written opinions (hard copy and email) to the City Solicitor unless the opinion involves a matter of conflict with the Administration or is an otherwise confidential and/or privileged matter.
  - A copy of written legal opinions requested by a member of Council shall be forwarded to the President of Council, each of the members of City Council and

the City Clerk, unless a member of Council requests confidentiality as to the opinion, at which time the communication will be subject to attorney/client privilege.

### **General Matters**

1. When requested by Council, the Council Solicitor shall review resolutions, leases, contracts, agreements, bonds/obligations and other documents upon which Council action will be required and shall consult and discuss with the City Solicitor all issues related thereto.
2. The Council Solicitor shall prepare ordinances as directed by the President of Council or a majority of Council members and review proposed ordinances prepared by the City Clerk or Administration and provide input or clarifications as required.
3. Give advice on legal matters (including citizens' legal inquiries) to members of City Council or City Clerk, when requested or as necessary.

### **Administration matters / City Solicitor**

1. Consult with City Solicitor on City legal matters when either (i) requested by City Solicitor with approval of President of Council, or (ii) requested by the President of Council or a majority of Council members.
2. The Council Solicitor shall be available to Administration and/or the office of the City Solicitor for the following purposes:
  - (a) Consultation concerning pending or threatened litigation involving the City or ordinances or resolutions of the City that may be subject to challenge;
  - (b) Consultation concerning the drafting of proposed City ordinances;
  - (c) Consultation regarding any other matters relating to City business at the request of the City Solicitor as directed by the President of Council or a majority of Council members;
  - (d) To represent the City or other City departments where the City Solicitor and/or Assistant City Solicitors have a conflict of interest, subject to the approval of the President of Council and unless independent legal counsel is otherwise obtained under the Charter.
  - (e) Consultation concerning miscellaneous legal issues related to matters that may require future Council action.
3. The Council Solicitor shall be available to the City Clerk for the purpose of consultation and advice on issues related to the duties of the Clerk and Council business.
4. Provide primary legal advice and assistance to Council on matters where a conflict or dispute with the Administration exists or is likely to occur.

### **Required Knowledge, Skills and Abilities**

Shall be a member of the Bar of the Supreme Court of Pennsylvania and experienced in municipal law, and shall have knowledge about local, State and Federal laws and court decisions affecting municipalities. Must have his own legal assistant to assist in the preparation

of all opinions, memorandums, and whatever other correspondence is required in the performance of his duties.

### **Compensation and Benefits**

The City Council Solicitor shall be an employee of the City entitled to compensation on either an agreed upon hourly basis or monthly/annual retainer and such other benefits as approved from time to time by Council.

### **§ 5-214. Redistricting process; Redistricting Advisory Commission.**

[Added 5-28-2002 by Ord. No. 23-2002]

A. After each decennial census, Council shall, within 60 days after the receipt of the census information from the federal government, appoint a Redistricting Advisory Commission. Each Council member shall appoint one person from his/her respective district. The President of Council shall select one member to represent the at-large community. The Planning Commission will be asked to assign two current members to the Advisory Commission.

B. This Redistricting Advisory Commission shall review and compare the new and old census information with the current Council District configuration. This group shall prepare and present a redistricting proposal(s) to the full body of Council in no less than 120 days after their appointment.

C. The district proposals shall give strong consideration to the combination of neighborhoods that are continuous but that share similar quality-of-life issues. This configuration will support the principle of electing representatives that can easily represent the voice of the community they represent. The Advisory Commission shall also consider the federal redistricting laws.

D. Council shall hold a minimum of one public hearing to get public input on the redistricting proposal(s), within 45 days of their receipt of the proposals from the Redistricting Advisory Commission, and shall adopt by ordinance a redistricting plan, either new or status quo, at their next regular business meeting.