



CITY COUNCIL

Open Government, Rules & Intergovernmental Relations

**Monday, January 7, 2013
5:00 pm
City Council Office**

The Open Government, Rules and Intergovernmental Relations Committee's responsibilities includes Permanent Rules of Council, City Charter, Administrative Code, Intergovernmental Relations, Act 47, Accuracy of Government Information and Communications, Efficiency and Effectiveness of Government Services.

Committee Members: Dennis Sterner (Chair), M. Donna Reed (Vice-Chair) and Stratton Marmarou

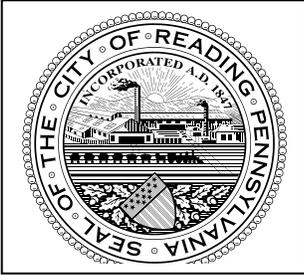
Although Council committee meetings are open to the public, public comment is not permitted at Council Committee meetings. However, citizens are encouraged to attend and observe the meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the Committee Chair.

All electronic recording devices must be located at the entry door in all meeting rooms and offices, as per Bill No. 7-2012

- I. Update Welcome to Reading Guidebook - C. Snyder**
 - a. Cost of printing and sponsorships**
- II. Citizens Advisory Board - Mission - C. Snyder**
Review ordinance and consider amendments
- III. Review Final Draft of Communication Policies**
- IV. Report on Charter Board Training**

V. Establishment of a Charter Review Board.

VI. Amendment to the Code of Ethics – M. Katzenmoyer



CITY COUNCIL

Open Government, Rules & Intergovernmental Relations Committee

Monday, December 3, 2012
Meeting Report

Attendance: D. Reed, S. Marmarou, D. Sterner Chair

Others Attending: S. Katzenmoyer, C. Snyder

The meeting was called to order at 6:48 pm by Mr. Sterner.

I. Update Welcome to Reading Guidebook

Ms. Katzenmoyer stated that Council staff has completed the update and forwarded the guidebook to Ms. Snyder.

Ms. Snyder thanked Council staff for their hard work on this project. She stated that Ms. Loaiza has been obtaining printing costs. She stated that the past edition did not contain ads but that this time they are considering full page, half page and business card sized ads to cover the cost of printing. She stated that the cost of the ads will be determined by the cost of the printing. Ms. Snyder stated that she has prepared a letter for businesses for placing ads.

Ms. Snyder stated that 15,000 copies were ordered in the past but that the material became quickly outdated. She commended Council staff for editing the guidebook in a way that information will not become dated quickly. She suggested ordering 5,000 – 10,000 copies. She stated that two of the printers are located in the City and that the Career and Technology Center was also contacted. She stated that thus far estimates range from \$4,300 - \$5,000 for 5,000 copies.

Ms. Snyder stated that a Spanish version would incur an additional cost for translation. She stated that Ms. Loaiza has suggested placing the guidebook on the website so that users can use Google Translate. She stated that additional sponsors can be sought for the Spanish version if it is decided to move it forward.

Ms. Reed suggested working with a local college for the translation. Mr. Marmarou agreed.

Mr. Sterner suggested reaching out to the Hispanic Center. Ms. Snyder noted her willingness to speak with Mr. Toledo and stated that he may also be able to guide her with the need for the translation.

Ms. Reed suggested that Councilors assist selling ads. Ms. Snyder expressed her thanks.

Mr. Marmarou suggested that Council sponsor a full page ad.

Mr. Sterner questioned when the project would be complete. Ms. Snyder stated that the project will move forward once the cost is known and the ads are complete.

Ms. Reed stated that this project does not need an RFP as it is under the spending ceiling.

II. Ethics Training & Review

Ms. Katzenmoyer reminded Council that Charter Trainings are scheduled for Tuesday, December 4 and Tuesday, December 11 at 5:30 pm.

Ms. Reed stated that she will be attending.

Ms. Snyder stated that she is unable to attend. Ms. Katzenmoyer stated that she will contact the Charter Board chair to determine if there will be make-up sessions or if Ms. Snyder can be given copies of materials.

III. Communications Policy

Ms. Snyder distributed an amended media policy. She stated that she has added the Managing Director who can permit employees to speak with the media. She questioned where Council staff falls. She suggested a Council policy to guide Council staff. She stated that the discipline statement has been changed to allow for a scale of violations.

Ms. Reed stated that the policy does not mention the Media Specialist.

Ms. Katzenmoyer stated that the Council policies are reviewed every two years. She stated that if a policy is not included, one will be drafted.

Ms. Snyder stated that new memos will be issued regarding communication with Council staff and agenda items. She stated that routine requests will be defined and examples included. She suggested that the Mayor's staff be contacted directly by Council staff for agenda items which affect their projects.

Mr. Sterner questioned communication between the Managing Director and the Mayor's staff. Ms. Snyder stated that it is fine but that she would prefer Council staff and the Mayor's staff work directly with each other.

Mr. Sterner questioned if the Mayor's staff is keeping the Managing Director informed of their projects. Ms. Snyder stated that they do when they need to implement change or spend funds.

Ms. Snyder noted her hope that these new policies will improve communication and keep employees out of delicate situations.

Mr. Sterner stated that generally Councilors make requests through Council staff and the Managing Director's office.

Ms. Reed explained that the communication policy began under Carl Geffken. She stated that new personalities and the lack of a Managing Director put a strain on the policy. Ms. Snyder agreed and stated that the memos put people on edge.

Ms. Katzenmoyer requested that Council staff review the updated memos before they are sent so that examples can be accurate. Ms. Snyder stated that she was planning to work with Council staff.

Mr. Sterner noted his hope that the new memos will alleviate employee fears. Ms. Snyder stated that the examples should be helpful and that she will lead by example.

IV. Citizens Advisory Board

Ms. Snyder stated that she has met with the remaining members of the Citizens Advisory Board (CAB). She stated that she indicated that she would address this issue at the

conclusion of the budget season. She stated that she is working on a new mission statement and direction for the CAB.

Ms. Snyder stated that the former purpose was very broad and that 21 members is cumbersome. She stated that the target audience is very broad as well. She noted the need to focus on residents.

Ms. Reed stated that Council needs a formal presentation on the Market Value Analysis (MVA). She noted her hope that this would occur before the public presentation. She expressed the belief that it is reprehensible that this is not yet scheduled on Council's calendar. Ms. Snyder suggested that it take place at the January work session.

Ms. Reed suggested that membership be 11. She stated that each Councilor would make one appointment and the Mayor four appointments. Ms. Snyder was agreeable to that number.

Ms. Snyder stated that the CAB only needs ad hoc committees as issues come forward. She stated that the CAB should always focus on communication. She noted the need to address the remaining members whose terms expire in December 2012. Ms. Katzenmoyer stated that she will send them letters and applications to begin the reappointment process.

Ms. Snyder noted the need for consistent attendance by staff and officials. Ms. Reed volunteered to continue attending.

Ms. Snyder stated that she will be drafting legislation to distribute to current members for their comment. Ms. Katzenmoyer requested that Council staff assist with drafting the legislation. Ms. Snyder agreed and stated that she would never draft legislation without working with Council staff.

V. Report on Formation of New Community Groups

Ms. Katzenmoyer stated that she will work with Ms. Torres on this issue.

The Open Government, Rules, and Intergovernmental Relations Committee adjourned at 7:59 pm.

Respectfully Submitted by,
Shelly Katzenmoyer,
Deputy City Clerk

RESOLUTION NO. _____ 2012

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

In accordance with Section 1203 of the City of Reading Home Rule Charter, the majority of Council authorizes the formation of a Charter Review Commission to be appointed. The Commission shall be made up of eleven (11) members, seven (7) members to be appointed by City Council and four (4) members to be appointed by the Mayor, with Council approval. Those appointed shall be current residents and voters of the City of Reading and the majority of the eleven (11) appointed shall not be City officials or employees.

Adopted by Council _____, 2012

Francis G. Acosta
President of Council

Attest:

Linda A. Kelleher CMC
City Clerk

BILL NO. _____ 2013

AN ORDINANCE

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF READING, BERKS COUNTY, PENNSYLVANIA, CHAPTER 1 ADMINISTRATIVE CODE PART J CODE OF ETHICS TO ADD PROVISIONS REGARDING THE AWARDING OF CONTRACTS AND CAMPAIGN CONTRIBUTIONS AND REPORTING REQUIREMENTS TO THE CODE OF ETHICS AS ATTACHED

THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1: The Code of Ordinances of the City of Reading, Berks County, Pennsylvania, Chapter 1 Administrative Code Part J Code of Ethics to add provisions regarding the Awarding of Contracts and Campaign Contributions and Reporting Requirements to the Code of Ethics as attached

SECTION 2: All other items, parts, sections, etc. of the Code of Ordinances of the City of Reading, Berks County, Pennsylvania, which are contrary to the schedule set forth above in Section 1 are hereby repealed; otherwise, all other items, parts, sections, etc. of said Code shall remain in effect unchanged and likewise are ratified.

SECTION 3: This ordinance shall be effective in 10 days in accordance with Section 219 of the City of Reading Home Rule Charter.

Enacted _____, 2013

President of Council

Attest:

City Clerk

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

Section 1-199.13 Definitions.

CANDIDATE. An individual who files nomination papers or petitions for City Elected Office or who publicly announces his or her candidacy for City Elected Office.

CITY. The City of Reading, Pennsylvania.

CITY ELECTED OFFICE. The offices of Mayor, City Council and City Auditor.

CONTRACT. An agreement or arrangement for the acquisition, use or disposal by the City or a City agency or instrumentality of consulting or other services or of supplies, materials, equipment, land or other personal or real property. This term shall not mean an agreement or arrangement between the City or City agency or instrumentality as one party and a City Official or City Employee as the other party, concerning his/her expense, reimbursement, salary, wage, retirement or other benefit, tenure or other matters in consideration of his/her current public employment with the City or a City agency or instrumentality.

CONTRIBUTION. Money, gifts, forgiveness of debts, loans or things having a monetary value incurred or received by a Candidate or his/her agent for use in advocating or influencing the election or candidacy of the Candidate.

GIFT.

- a. The term “Gift” for the purposes of this Code shall mean: any gratuity, benefit, or any other thing of value, which is accepted by, paid for, or given to a City Employee or City Official, or by another Individual or Organization on behalf of a City Employee or City Official, either directly or indirectly, without consideration of equal or greater value.

This definition may include, by way of illustration and without limitation to, the following: (i) preferential rate or terms on a debt, loan, goods, or services, which rate is below the customary rate and is not either a government rate available to all other similarly situated government employees or officials or a rate which is available to similarly situated members of the public by virtue of occupation, affiliation, age, religion, sex, or national origin; (ii) transportation, lodging, or parking; (iii) food or beverage, other than that consumed at a single sitting or event; (iv) membership dues or admissions to cultural or athletic events, which exceed \$250.00 per calendar year in the aggregate and \$100.00 per calendar year from any single person, agent or other interested party; and/or (v) political contributions in excess of those limitations set forth hereinafter or in any other applicable laws or regulations, including but not limited to, the City Codified Ordinances.

- b. The term “Gift” for purposes of this Code shall explicitly **exclude**: (i) gifts from direct family members; (ii) non-pecuniary awards publicly presented, in recognition of public service; (iii) an occasional non-pecuniary gift of nominal value; (iv) complimentary travel for official purposes; and/or (v) admissions to charitable, civic, political or other public events.

INDIVIDUAL. A person, including a married couple.

NO-BID CONTRACT. A Contract (as defined herein), which is not awarded or entered into pursuant to an open and public process, in accordance with Pennsylvania law, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded related thereto.

OFFICIAL. Any elected or appointed, paid or unpaid member of the government of the City of Reading, including without limitation members of any City boards, authorities and commissions.

ORGANIZATION. An individual, partnership, corporation, sole proprietorship, whether for-profit or not-for-profit, or any other form of business organization.

Section 1-199.16. Prohibited Behaviors.

2. Solicitation/Acceptance of Gifts; Rebuttable Presumption.
 - A. A City Employee, City Official, Immediate Family of a City Employee or Official or any for-profit entity in which the City Employee, City Official, or any Immediate Family has a Material Interest, **shall neither solicit nor accept** any Gift(s) from an offeror or donor based on the offeror's or donor's understanding that any vote, official action or judgment of the City official or City employee would be or could be influenced thereby. City Employees and City Officials are also subject to those related, applicable ordinances of the City Charter, City Codified Ordinances, and the Pennsylvania Public Official and Employee Ethics Act (65 Pa. C.S.A. §§1101.1, et seq.), as amended, and all related statutes and regulations, as applicable. The solicitation or acceptance of Gift(s) shall create a rebuttable presumption that the City Employee or City Official knew or should have known that such solicitation or acceptance was based on an understanding that his/her official actions or judgments would thereby be influenced.
 - B. In the event that a Candidate for City Elected Office, who is not a City Employee or City Official, solicits or accepts any Gift(s) from any offeror or donor based on the offeror's or donor's understanding that the vote, action or judgment of the Candidate, if and when elected, would be or could be influenced thereby, are subject to those related, applicable ordinances of the City Charter, City Codified Ordinances, and the Pennsylvania Public Official and Employee Ethics Act (65 Pa. C.S.A. §§1101.1, et seq.), as amended, and all related statutes and regulations, as applicable.
 - C. No person, firm, corporation or other business or professional organization shall offer, make or render any Gift(s) to any City Employee, City Official, Immediate Family or for-profit entity in which a City Employee or City Official has a Material Interest, which might reasonably be expected to influence such City Employee or City Official in the discharge of his/her official duties.
 - D. In all but *de minimis* cases, Gifts received must be publicly recorded and submitted to the City Clerk specifying: (i) the donor; (ii) the address of the donor; (iii) the date received; (iv) a concise description of the gift; and (v) the value of the gift. A gift having a value in excess of \$25.00 may not be considered *de minimis*.

8. Awarding Contracts
 - A. To the extent that it is not inconsistent with federal or state law: (i) a City Employee, (ii) a City Official, (iii) any Immediate Family of a City Employee or City Official; or (iv) any for-profit business entity in which the City Employee, City Official, or any Immediate Family has a Material Interest, **shall not** enter into any Contract valued at Five Hundred Dollars (\$500.00) or more with the City or any City agency or instrumentality, unless the Contract has been awarded through an open and public process, in accordance with Pennsylvania law, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the City Official or City Employee shall not have any supervisory or overall responsibility for the implementation or administration of the Contract. Any Contract or subcontract made in violation of this subsection may be subject to further penalties,

pursuant to the terms and provisions of the Pennsylvania Public Official and Employee Ethics Act (65 Pa. C.S.A. §1101.1, et. seq.).

- B. Prior to entering into or awarding any No-Bid Contract, the City Employee, Official, agent or instrumentality entering into such No-Bid Contract on behalf of the City, must immediately provide the Board of Ethics with the following information:
 - i. The name and address of all contracting parties;
 - ii. A draft copy of the contract to be entered into;
 - iii. A report, in compliance with 25 P.S. §3260a (Section 1641 of the Pennsylvania Election Code), as amended, which shall provide the following:
 - a. An itemized list of all political contributions known to each contracting party by virtue of the knowledge possessed by every officer, director, associate, partner, limited partner, or individual owner that has been made by:
 - 1. Any officer, director, associate, partner, limited partner, individual owner or members of the immediate family of the aforementioned parties when the contributions exceed an aggregate of One Thousand Dollars (\$1,000.00) by any individual during the preceding year; or
 - 2. Any employee or members of his or her immediate family whose political contribution exceeded One Thousand Dollars (\$1,000.00) during the preceding year.
 - iv. Any other information that the Board of Ethics may require.
- C. In the event that the intended recipient of a City No-Bid Contract or any officer, director, associate, partner, limited partner, individual owner, member, employee, or Immediate Family of any of the aforementioned parties has made a donation to a political committee of a City Employee, City Official, agent or instrumentality, in excess of the contribution limitations set forth in Section 1-199.22 during any of the preceding two (2) calendar years from the date the draft copy of the proposed contract is submitted to the Board of Ethics, then and in that event the City is prohibited from awarding that No-Bid Contract to that intended party.
- D. For purposes of this Section, the office that is considered to have ultimate responsibility for the award of the Contract shall be as provided for by the established purchasing policies of the City of Reading.

Section 1-199.22 Campaign Contributions and Reporting Requirements.

1. Definitions.

For purposes of this Section 1-199.22, the following terms shall have the following definitions:

CANDIDATE CAMPAIGN CONTRIBUTION. Money, gifts, forgiveness of debts, loans or things having a monetary value incurred or received by a candidate for his/her agent for use in advocating or influencing the election of the candidate.

CANDIDATE POLITICAL COMMITTEE. The one Political Committee used by a candidate to receive all contributions and make all expenditures.

COVERED ELECTION. Every primary, general, or special election for City Elected Office.

PRE-CANDIDACY CONTRIBUTION. A contribution made to a Political Committee that: (a) has been transferred to, or otherwise becomes available for expenditure by, a candidate for City Elective Office; and (b) was made before such candidate became a candidate.

POST-CANDIDACY CONTRIBUTION. A contribution made to a former Candidate or Political Committee for use in retiring debt that was incurred to influence the outcome of a covered election, or for the purpose of defraying the cost of transition or inauguration of a candidate elected to City Elected Office.

POLITICAL COMMITTEE. Any committee, club, association, political party, or other group of persons, which receives contributions or makes expenditures for the purpose of influencing the outcome of a Covered Election, including but not limited to: (a) political action committees recognized under Section 527 of the Internal Revenue Code, and (b) the Candidate Political Committee of a Candidate in a Covered Election.

2. Campaign Contribution Limitations.

A. During a Calendar Year in which a Covered Election is Held.

- i. To the extent that it is not inconsistent with federal or state law and except as provided in Subsection D, Pre-Candidacy Contributions, hereinafter, no Individual shall make, and no Candidate and/or no Candidate Political Committee shall accept, a Candidate Campaign Contribution, including those contributions made to or through one or more Political Committees by such Individual, in excess of Two Thousand Six Hundred Dollars (\$2,600.00).
- ii. To the extent that it is not inconsistent with federal or state law and except as provided in Subsection D, Pre-Candidacy Contributions, hereinafter, no Organization (excluding Individuals covered by Section 1-199.22(2)(A)(i)) shall make, and no Candidate and/or no Candidate Campaign Committee shall accept, a Candidate Campaign Contribution, including those contributions made to or through one or more Political Committees by such Organization, in excess of Ten Thousand Dollars (\$10,000.00).

- iii. To the extent that it is not inconsistent with federal or state law and except as provided in Subsection D hereinafter, no Political Committee (excluding Candidate Political Committees) shall make, and no Candidate and/or no Candidate Campaign Committee shall accept, a Candidate Campaign Contribution, in excess of Ten Thousand Dollars (\$10,000.00).
- B. During a Calendar Year in which a Covered Election is Not Held.
- i. Candidates for Mayor may receive Candidate Campaign Contributions totaling no more than Two Hundred and Fifty Thousand Dollars (\$250,000.00) per year.
 - ii. Candidates for City Auditor may receive Candidate Campaign Contributions totaling no more than One Hundred Thousand Dollars (\$100,000.00) per year.
 - iii. Candidates for City Council may receive Candidate Campaign Contributions totaling no more than One Hundred Thousand Dollars (\$100,000.00) per year.
- C. Post Election Intervals.
- i. During the interval between the general election (or primary/special election, with respect to Candidates who were not nominated) and the end of the calendar year in which the election occurred, and in each calendar year thereafter, no Individual shall make total Post-Candidacy Contributions, including those contributions made to or through one or more Political Committees by such Individual, of more than Two Thousand Six Hundred Dollars (\$2,600.00).
 - ii. During the interval between the general election (or primary/special election, with respect to Candidates who were not nominated) and the end of the calendar year in which the general election occurred, and in each calendar year thereafter, no Organization shall make total Post-Candidacy Contributions, including those contributions made to or through one or more Political Committees by such Organization, of more than Ten Thousand Six Hundred Dollars (\$10,600.00).
- D. Pre-Candidacy Contributions.
- i. No Candidate or Candidate Political Committee may spend any excess Pre-Candidacy Contributions for the purpose of influencing the outcome of a Covered Election in which he or she is a Candidate.
 - ii. No Candidate or Candidate Campaign Committee may spend any excess Pre-Candidacy Contributions or excess Post-Candidacy Contributions for the purposes of:
 - a. Transition or inauguration expenses; or
 - b. Retiring debt that was incurred to influence the outcome of an already completed Covered Election, or cover transition or inauguration expenses related to an already completed Covered Election.

- iii. A Pre-Candidacy Contribution made in the same calendar year that a person becomes a Candidate shall count toward those limitations on contributions set forth in Section 1-199.22(2)(A).

- E. Candidate's Personal Resources. The limitations imposed by this Section 1-199.22 shall not apply to contributions from a Candidate's personal resources to his or her Candidate Political Committee. However, if such contributions from a Candidate's personal resources shall exceed \$250,000.00 (regardless of the time period over which such contributions were made), then the contribution limits set forth in this Section 1-199.22 for that City Elected Office, other than those in Section 1-199.22(C) above, shall double.

- F. Volunteer Labor. The limitations imposed by this Section shall not apply to volunteer labor.

- G. Adjustments.
 - i. On January 1, 2016 and on every January 1 every four (4) years thereafter, the maximum contribution amounts set forth in this Section §1-199.22 shall be adjusted, as follows: on the December 15 immediately preceding the adjustment, the City Administrative Services Director shall calculate the "CPI Multiplier" by dividing the average consumer price index for Reading, Pennsylvania during the then-current calendar year by the average consumer price index for Reading, Pennsylvania during the calendar year of 2011. To determine the average consumer price index for Reading, Pennsylvania, the City Administrative Services Director shall use the latest available figures for the Consumer Price Index for all Urban Consumers (CPI-U), Reading, Pennsylvania, as measured by the United States Department of Labor, Bureau of Labor Statistics. After calculating the CPI Multiplier, the City Administrative Services Director shall calculate the new maximum amounts as follows:
 - a. The maximum amount for purposes of Section 1-199.22(2)(A) (i) shall equal \$2,500.00, multiplied by the CPI Multiplier, rounded to the nearest \$100.00.
 - b. The maximum amount for purposes of Section 1-199.22(2)(A)(ii) shall equal \$10,000.00, multiplied by the CPI Multiplier, rounded to the nearest \$100.00.
 - ii. The City Administrative Services Director shall certify the new maximum amounts in writing to the Mayor, the City Council President, the City Auditor and the City Clerk.

- H. Candidate Political Committees
 - i. A Candidate shall have no more than one (1) Candidate Political Committee and one (1) checking account for the City Elected Office sought, into which all Contributions and Post-Candidacy Contributions for that sought office shall be made, and out of which all expenditures for that sought office shall be made, including expenditures for retiring debt and for transition or inauguration to that office. If the Candidate maintains other political or non-political accounts for which contributions are solicited, such funds

collected in these accounts shall not be used for the purpose of influencing the outcome of a Covered Election, or to retire debt that was incurred to influence the outcome of that Covered Election, or to cover transition or inauguration expenses.

- ii. Upon the formation of a Candidate Political Committee, the Candidate shall immediately file with the Board of Ethics a statement identifying:
 - a. The name and address of the committee;
 - b. The bank account information of the committee;
 - c. The treasurer of the committee; and
 - d. Any other information that the Board of Ethics may require.

I. Enforcement; Injunctive Relief

- i. The provisions of this Section 1-199.22 shall be enforced by the City of Reading Board of Ethics, in accordance with the Code of Ethics (Article J of the City Administrative Code, §1-199.11, et seq.), including but not limited to the complaint, investigation, restitution and penalties provisions thereof.
- ii. In addition to the provisions of the Code of Ethics, any person residing in the City of Reading, including the City Solicitor, may bring an action for injunctive relief in any Court of competent jurisdiction to enjoin any violations of, or to compel compliance with, the provisions of this Section 1-199.22. The Court may award to a prevailing plaintiff in any such action his or her costs of litigation, including reasonable attorney's fees.

3. Reporting Requirements.

A. Statement of Financial Interests.

- i. Any City Employee or City Official must be in compliance with Section 1-199.14 ("Statement of Financial Interests") prior to filing any nomination papers or petitions for City Elected Office or publicly announcing his or her candidacy for City Elected Office.

B. Campaign Finance Disclosure

- i. Whenever a Candidate, treasurer of a Candidate Political Committee, or other representative of a Candidate Political Committee files a required report of receipts and expenditures with the Berks County Board of Elections and/or Secretary of the Commonwealth as required by the Pennsylvania Election Code (25 P.S. §§3241, et seq.), or other applicable laws or regulations, such person shall at the same time file with the City Clerk, a copy of all information set forth in such report(s), in that format mandated by the Board of Ethics. Such filing with the City Clerk shall be accompanied by a written statement, signed by the person making the filing that subscribes and swears to the information set forth in such filing.

4. Required Notice of Contribution Limits.

- A. The Board of Ethics shall, at least every six (6) months, arrange for publication in the newspaper with the largest circulation in the City and on the City website, a notice setting forth the contribution limits set forth in this Section 1-199.22 together with a plain English explanation of the provisions of this Section 1-199.22 and the penalties and remedies for violations thereof. Such notice shall remain posted and available for review on the City's website at all times.