

CITY COUNCIL
Nominations and Appointments
Committee

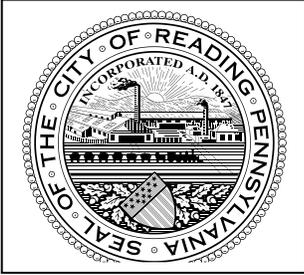
Monday, June 1, 2015
4:15 pm
City Council Office
Committee of the Whole

The Nominations and Appointments Committee will meet as needed to address nominations and appointments to the City's boards, authorities and commissions.

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 at the entry door in all meeting rooms and offices, as per Bill No. 27-2012

- I. Interview**
4:15 - Edwin Stock - reappointment - Police Civil Service Board
- II. Appointment Recommendations**
- III. Review Pending Applications Memo & BAC Openings**
- IV. Equal Business Opportunity Advisory Board - S. Katzenmoyer**



CITY COUNCIL

Nominations & Appointments Committee

**Monday, May 18, 2015
Meeting Report**

Attendance: D. Sterner, S. Marmarou

Others Attending: S. Katzenmoyer, F. Denbowski

The meeting was called to order at 4:10 pm by Mr. Marmarou.

I. Interviews

R. David Myers (appointment – CRIZ Authority)

Mr. Marmarou questioned what Mr. Myers felt the purpose of the CRIZ Authority is. Mr. Myers expressed the belief that CRIZ will help Reading prosper. He stated that it is a State program to promote economic development. He stated that the City will choose up to 162 acres as CRIZ zones and businesses that locate there will receive tax abatements.

Mr. Marmarou questioned why Mr. Myers was interested in serving on the CRIZ Authority. Mr. Myers stated that economic development is important to Reading and that the City has great bones to get this process started.

Mr. Marmarou questioned if Mr. Myers had any projects in mind. Mr. Myers explained that he is not a developer but that he has some experience with development. He explained that he has many connections at the State level if they are needed throughout the process.

Mr. Marmarou questioned if Mr. Myers would have a problem attending meetings. Mr. Myers stated that he would not.

Mr. Sterner questioned where Mr. Myers believes the CRIZ zones should be located. Mr. Myers stated that the Penn St corridor is an obvious place but that Schuylkill Ave, Morgantown Rd and Lancaster Ave would also be appropriate. He noted the need to revitalize downtown overall.

Mr. Marmarou questioned the number of members currently seated. Ms. Katzenmoyer stated that nine members are seated on the eleven member authority.

Mr. Marmarou questioned if they are currently meeting. Ms. Katzenmoyer stated that they are. Mr. Myers stated that he has attended meetings and the authority is very active.

The Nominations and Appointments Committee recommends the appointment of R. David Myers to the CRIZ Authority.

Mr. Marmarou initiated a discussion about trash complaints at Albright Court. Mr. Denbowski stated that he will follow up.

Elizabeth Stanley (reappointment – Charter Board)

Mr. Sterner questioned why Ms. Stanley was interested in continuing to serve on the Charter Board. Ms. Stanley stated that it is important for boards to have continuity and a full complement. She stated that staggered terms help so that all board members are not new at the same time. She noted the need for institutional knowledge. She stated that she was originally appointed in 2004 and that the Board has gone through many changes since that time. She stated that the Board is strong and does good work.

Mr. Marmarou stated that there has been much controversy around the Charter Board. He questioned if there was a better way to resolve complaints without spending high amounts of funding. Ms. Stanley stated that the best way is not to violate the Charter. She explained that many times the complainant and the subject are not willing or able to resolve the issue outside the investigation/hearing process. She explained that even if mediation could be successful, the Charter violation may remain. She also explained that once the complaint is filed, it is the Charter Board's responsibility to see that it is addressed.

Mr. Marmarou stated that a mediation process has been discussed in the past. He expressed the belief that the complaint process became personal between the parties. He stated that this was embarrassing and costly to the City. He noted that mediation and communication are better ways to resolve issues.

Mr. Sterner stated that the Charter has many vague areas. He noted the need for better clarity. Ms. Stanley stated that this is the role of the Charter Review Commission. She stated that they review the language and suggest changes. She stated that the only way the Charter can be changed is by the voters. She stated that the Charter Board must enforce the language the way it is written.

Mr. Marmarou questioned how many attorneys the Charter Board has. Ms. Stanley stated that it has one solicitor. *(Note: The Charter Board also has an attorney who acts as its investigative officer.)*

Ms. Stanley explained that most of the complaints that are filed go through the process and are not appealed. She stated that the Charter Board was formed so that Charter complaints did not go directly to the Court system in the hope that issues would be resolved without having to go to the Court of Common Pleas. She noted that the law requires an appeal process of decisions and again stated that the best way to avoid complaints is not to violate the Charter.

Mr. Sterner stated that there must be follow through once the complaint is filed. He stated that there are too many gray areas in the Charter. He noted how attorneys can argue that the same language means several different things. Ms. Stanley stated that the Board also looks at other laws and relevant court cases.

Mr. Sterner questioned mediation of complaints. Ms. Stanley stated that there are opportunities for resolution before litigation. She explained that once the investigative officer submits the findings report to the Board, the subject can accept the penalty and take corrective action. She stated that not all complaints are appealed to the Courts.

Ms. Stanley reviewed the Charter Board's annual report noting the number of complaints received and the number which went to hearing and appeal. She stated that most complaints are complete without appeal.

The Nominations and Appointments Committee recommends the reappointment of Elizabeth Stanley to the Charter Board.

David Farrar (appointment – Main Street Board)

Mr. Marmarou questioned the next big event at the arena. Mr. Farrar stated that it will be quiet for a time as there will be several graduations and the Jehovah's Witnesses will be back through the summer.

Mr. Marmarou questioned why Mr. Farrar was interested in serving on the Main Street Board. Mr. Farrar stated that Reading has a great opportunity to improve its downtown. He expressed the belief that the arena should be a partner in making improvements. He noted the need to improve County residents' perception of downtown Reading.

Mr. Marmarou expressed the belief that people who are invested in the downtown should serve in this capacity. He stated that they understand the issues first hand. Mr. Farrar stated that he is downtown often. He stated that he hears many times that people don't want to come into Reading.

Mr. Marmarou described the problem with patrons of the arena dropping off handicapped individuals on Penn St and receiving tickets. He stated that this is bad public relations.

Mr. Marmarou questioned if Mr. Farrar had any suggestions to improve Penn St. Mr. Farrar noted the need for additional lighting and for more businesses to open on weekends and stay open into the evening.

Mr. Sterner questioned the progress of the Penn St lighting project. Mr. Denbowski stated that it is being done in phases. Ms. Katzenmoyer stated that there was a bid opening for this project last week.

Ms. Goodman-Hinnershitz arrived at this time.

Mr. Sterner questioned if the opening of the hotel would affect the types of events at the arena. Mr. Farrar stated that he is working with Mr. Poole to determine the effect of the hotel on the arena.

Mr. Sterner questioned if the hotel would attract more people to arena events. Mr. Farrar stated that the hotel will bring more people downtown but stated that it is unknown at this time if more people will attend events.

Mr. Marmarou stated that this committee discussed traffic flow in the past. Mr. Farrar stated that he has not received any complaints about traffic flow. Ms. Goodman-

Hinnershitz expressed the belief that problems will begin once the Penn St Bridge is under construction.

There was a discussion about the need for people to have a place to go after events so that they do not have to fight congestion in the parking garages.

Mr. Marmarou stated that while he was at an event in the arena, a mouse scurried around people's food.

Ms. Goodman-Hinnershitz suggested that perhaps vendors could be outside the arena after events for people to spend some time before walking to the parking garages.

Mr. Marmarou stated that he has had people suggest that vendors set up along the outer wall of the arena on 7th St.

Mr. Sterner noted the importance of communication between the many parties working to improve the downtown.

Ms. Goodman-Hinnershitz noted the need for all City officials to patronize the new hotel.

Mr. Marmarou questioned if Mr. Farrar would be available to attend meetings. Mr. Farrar stated that he would.

The Nominations and Appointments Committee recommends the appointment of David Farrar to the Main Street Board.

Ms. Goodman-Hinnershitz stated that the greening of downtown needs to be better coordinated. She stated that the process is inconsistent and needs to be addressed. She stated that downtown needs to be visually attractive.

Mr. Farrar stated that the arena has a large staff and that he would be willing to have them work on this project.

The Nominations and Appointments Committee adjourned at 5:02 pm.

Respectfully Submitted by,
Shelly Katzenmoyer, CMC
Deputy City Clerk



CITY OF READING
BOARDS AUTHORITIES & COMMISSIONS
APPLICATION FORM

Article X of the City of Reading Home Rule Charter encourages the participation of citizens in their government through the establishment of Boards, Authorities and Commissions to carry out City business. Broad citizen participation is encouraged in the recruitment of appointees and in making appointments.

No appointee of any board, authority, or commission shall hold any other elected public office or any compensated position for the City. No person may serve concurrently on more than one board, authority or commission. The Charter requires all appointees to be residents of the City of Reading. At the discretion of Council, persons not residing in the City may be appointed if they have a significant property holding or business interest in the City.

Name: Edwin L Stock
 Address: 627 4th St PO Box 902 Reading PA 19603
 Years living at this address: 2
 Date of Birth: 10/29/60
 Occupation: LAWYER
 Place of Employment & Address: Roland Stock, LLC
627 4th St
PO Box 902 Reading PA 19603
 Telephone: Day 610-372-5588 Evening 610-780-1610
 E-mail: estock & rolandstock.com

If you need more space for any of the questions below, please use the back of this form.
 If you have a current resume, please attach it to this completed application.

1. What Board, Authority or Commission are you interested in serving on? Why?

Police Civil Service Board

RECEIVED
 MAR 27 2015
 BY: Mark
 1

2. In your opinion, what is the primary purpose of this board?

Regulate police civil service
systems for City of Reading

3. What skills, abilities or other characteristics do you have that will help the Board successfully achieve its purpose?

4. Have you had any previous experience with this particular board? If yes, please describe.

Currently a member of this Board

5. Have you served in any other volunteer roles in the community? (e.g. youth organizations, church, etc.) Please list.

RACC - Trustee - current Board Chairman
Boy Scouts - VP - past Exec Board
Boy Brothers of Jesus - current Board member
BAA Ann - president 2004

6. Have you ever been employed by the City of Reading? If so, please list.

NO

7. In a business relationship, have you ever provided goods or services for the City? If so, please describe?

Subcontractor - City of Reading Board of Ethics

8. Have you served previously on any other City of Reading Board, Authority, or Commission or in any other advisory capacity? If yes, please list the position and date(s) of service.

Police Civil Service Board - current member

9. Are you currently a registered voter? Yes No

10. Have you ever been convicted of a felony? Yes No

11. Do you own any properties or businesses in the City? If so, please list?

622 North St - Law Office

12. Do you have any water/sewer bills, property taxes, codes violations, or fines which are delinquent for 6 months or longer? If so, please list and provide explanation.

NO

I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to penalties of 18 PA.C.S. 4904, relating to unsworn falsification of authorities. I consent to and authorize, without reservation, the City of Reading to obtain information relating to my law enforcement record, convictions for other than Summary Offenses, my tax payment record (including all applicable taxes payable to the City of Reading), and my utility payment record. Convictions will not automatically disqualify the applicant. I authorize each applicable agency to which this form is presented to release any results, upon request of the City of Reading, as described above. Copies of this consent that show my signature are as valid as the original signed by me. This consent is valid until the termination of my application process or my affiliation with the City of Reading, whichever is later.

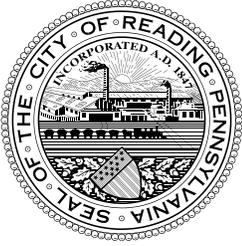
Edwin Stoch
Printed Name


Signature

3/24/15
Date

Please return the completed form to the

**City Clerk's Office
Office 2-24
815 Washington Street
Reading, PA 19601**



CITY OF READING,
PENNSYLVANIA

M E M O R A N D U M

TO: Nominations and Appointments Committee
FROM: Shelly Katzenmoyer, Deputy City Clerk
DATE: June 1, 2015
SUBJECT: Pending Applications

The following persons have applications for Boards, Authorities, and Commissions pending:

Stadium Commission - *1 opening*

- **Christopher Ninfo** - appointment - will need Mayoral approval
- **Frank Gromis** - appointment - sent to Mayor May 2015

Zoning Hearing Board - *1 opening and 1 alternate opening*

- **William Harst** - reappointment

Blighted Property Review Committee - *1 opening*

- **Heminton Urena** - reappointment - sent to Mayor May 2015

Police Civil Service Board - *2 openings*

- **Edwin Stock** - reappointment
- **Pamela Johnson** - appointment

Library Board - *1 opening*

- **Mario Richiez** - appointment

Board of Ethics - *3 openings*

- **Jonathan DelCollo** - reappointment - sent to Mayor May 2015
- **Joseph Amprey** - reappointment - sent to Mayor May 2015

Redevelopment Authority - *2 openings*

- **Roberto Campitelli** - appointment - sent to Mayor May 2015

BOARDS, AUTHORITIES & COMMISSIONS

OPEN SEATS

JUNE 1, 2015

Board, Authority & Commission	Mayor appointment w/ Council approval	Mayor appointment	Council appointment
BOARDS			
Electrician's Examining Board			
			Board full
Plumbing Board of Examiners	Board full		
Reading HVAC Board			5 openings
Zoning Hearing Board			1 opening
			1 alternate opening
			1 application pending
Police Civil Service Board			2 openings
			2 applications pending
Fire Civil Service Board			1 opening
Board of Historical Architectural Review			5 openings
Board of Trustees of the Reading Public Library			1 City opening
			1 application pending

Board of Health			1 opening
			1 alternate opening
Board of Ethics			
			3 openings
			2 applications pending
Building/Fire Code Board of Appeals			
			1 opening
			2 alternate openings
Animal Control Board			
			3 openings
Charter Board			
			2 openings
Code & License Appeals Board			
			3 alternate openings
Minority Bus. Board			
			7 openings
City-wide Diversity Board			
			Board full
Main St Board			
			Board full

AUTHORITIES			
Reading Area Water Authority			
			1 opening
Reading Redevelopment Authority			
	2 openings		
	1 application pending		
Reading Housing Authority			
	Board full		
Reading Parking Authority			
		Board full	
Convention Center Authority			
			Board full
Downtown Improvement District Authority			
	1 opening		
City Revitalization Improvement Zone Authority			
			2 openings
COMMISSIONS			
Planning Commission			
	2 openings		
Reading Shade Tree Commission			
	2 openings		
Stadium Commission			
	1 opening		
	2 applications pending		

Reading Human Relations Commission	3 openings		
Blighted Property Review Committee	1 opening		
	1 application pending		
Environmental Advisory Council			1 opening
Recreation Commission	Board full		
Audit Committee			Board Full

Drafted by	Legal Specialist & Deputy City Clerk
Sponsored by/Referred by	Mayor
Introduced on	
Advertised on	

**BILL NO. ____-2015
AN ORDINANCE
AMENDING CHAPTER 23, PART 7, OF THE CODE OF THE CITY OF READING,
BY REPEALING THE
MINORITY BUSINESS PROCUREMENT ADVISORY BOARD AND REPLACING IT WITH
THE EQUAL BUSINESS OPPORTUNITY ADVISORY BOARD**

The Council of the City of Reading hereby ordains as follows:

Section One: Chapter 23, Part 7, of the Code of the City of Reading is amended, by repealing the Minority Business Procurement Advisory Board and replacing it with the Equal Business Opportunity Advisory Board, as specified in Exhibit A hereof.

Section Two: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted _____, 2015

President of Council

Attest:

City Clerk

Sent to Mayor _____

Date: _____

Signed by Mayor _____

Date: _____

Vetoed by Mayor: _____

Date: _____

Over-riden by Council:

Date: _____

EXHIBIT A

**BOARDS, COMMISSIONS, COMMITTEES AND COUNCILS
PART 7**

Equal Business Opportunity Advisory Board

§ 23-701. Policy.

It is the policy of the City, state and federal governments to foster an environment of inclusion in which all businesses are free to participate in business opportunities and to flourish without the impediments of discrimination. Businesses participating in these contracts shall do so on a fair and equitable basis. Vendors on these contracts shall not discriminate against any business because of race, color, religion, national origin, sex, sexual orientation or disability.

There is hereby established an Equal Opportunity Business Advisory Board to advise the Administration City on policies, procedures and practices to enhance participation of MBEs, DBEs, WBEs, SBEs and the lower-to-moderate income residents in procurement of City contracts.

§ 23-702. Definitions.

For the purpose of this Part, the following terms shall have the following respective definitions:

AGE — — Includes any person 40 and above and shall also include any other person so protected by further amendment to the Federal Age Discrimination in Employment Act.

AGENCY—Any City office, department, board or commission, including but not limited to the Council of the City of Reading. It shall also mean all legal entities which either:

- A. Receive funds, directly or indirectly, from the City, state or federal governments.
- B. Have entered into continuing contractual or cooperative relationships with the City, including quasi-public agencies, hospitals, schools, etc.
- C. Operate under legal authority granted to them by City ordinance.

~~AGGRIEVED PERSON—Includes such person or persons who believe that they have been injured or will be injured by a discriminatory employment act or practice that has occurred or is about to occur.~~

CERTIFYING AGENCY – A private or public entity designated by the City procurement officers as an agency eligible to certify businesses as Certification Eligible Business.

CERTIFICATION ELIGIBLE BUSINESS OR CEB – *any one or more businesses in the group consisting of DBEs, MBEs, SBEs, WBEs and such other categories of business enterprises established by the City procurement officers, or his/her designee, from time to time as eligible for participation in a certification program, when in his/her judgment the best available evidence supports such establishment.*

CITY CONTRACTS — — ~~All City contracts,~~ **Any City contract, purchase order or agreement, not including lease of real property or collective bargaining agreement, awarded by any officer or agency of the City** whether competitively bid or negotiated, including but not limited to, any construction contract with a total value in excess of \$10,000 which:

- A. Is paid for in whole or in part with City, state or federal funds.
- B. Is financed either wholly or partially by state or federal funds which are administered by the City.
- C. Is funded in whole or in part by Financial Assistance (See § 23-706 below).

CONTRACTOR – *Any person or business entity that shall enter into a contract with the City and includes all partners and all joint ventures of such person.*

DISABLED PERSON — — A person who has a physical or mental impairment which substantially limits one or more of his or her major life activities or has a record of such impairment.

DISADVANTAGED BUSINESS ENTERPRISE or DBE — — ***When connected to a contract is funded in whole or in part from state or federal governmental sources, means a business entity designated pursuant to the rules and regulations of such governmental source, and includes a City designated certifying agency.*** ~~Any small business enterprise:~~

~~Which is at least 51% owned and controlled by one or more socially and economically disadvantaged individuals.~~

~~B. — In the case of any publicly owned business, one in which at least 51% of the stock is owned by one or more socially and economically disadvantaged individuals, associations or groups; provided, however, that a reputable presumption shall exist that any person that has received more than \$5,000,000 in three consecutive years of contract work from the City is not a DBE, and; provided further, that any previous certification of any such person as a DBE shall be re-evaluated pursuant to regulations to be promulgated by the MBEC.~~

DISCRIMINATE and DISCRIMINATION — — ***used to deny someone the equal protection of the laws and*** includes any difference in treatment based on race, color, religion, ancestry, national origin, age, sex, familial status, handicap or previous filing of a complaint of discrimination.

~~DISPARITY ANALYSIS— in the City of Reading, the level of DBEs are underutilized in the performance of various types of contracts.~~

~~FAMILIAL STATUS— One or more individuals, who have not obtained the age of 18 years being domiciled with:~~

- ~~A. A parent or another person having legal custody of such individual or individuals.~~
- ~~B. The designee of such parent having such custody, with the written permission of such parent or other person.~~
- ~~C. Any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years.~~

~~FINANCIAL ASSISTANCE— Any grant, loan, incentive or abatement provided by, or with the authority or approval of, the City or a City-related agency, including but not limited to bond financing subsidies, tax increment financing aid, industrial development bonds, use of the power of eminent domain, land or property acquisition, Community Development Block Grant loans or grant, airport revenue bonds, Enterprise Zone designations, and aid from any federal, state or City or other similar agencies.~~

~~INDIVIDUAL — — A natural person.~~

~~HANDICAP — — With respect to a person, a physical or mental impairment which substantially limits one or more major life activities; a record of having such an impairment; or being regarded as having such an impairment.~~

~~**MINORITY-OWNED BUSINESS or MBE — — Minority business enterprise *A local owned business which is at least 51 percent owned by one or more members of one or more minority groups, or, in the case of a publicly held corporation, at least 51 percent of the stock of which is owned by one or more members of one or more minority groups, whose management and daily business operations are controlled by one or more members of one or more minority groups, and which is not an established business.***~~

~~MAJOR LIFE ACTIVITIES - functions, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.~~

~~MINORITY PERSON — A person who is a citizen or lawful permanent resident of the United States and who is:~~

- ~~A. African American (a person having origins in any of the black racial groups in Africa).~~
- ~~B. Hispanic American (a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race).~~

- C. Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands).
- D. Native American (a person having origins in any of the original peoples of North America).
- E. For purposes of contracts funded by state or federal governmental sources, groups found to be eligible for the purposes of DBEs by such governmental sources.**

NON-JOB-RELATED HANDICAP OR DISABILITY — — Any handicap or disability which does not substantially interfere with the ability to perform the essential functions of the employment which a handicapped person applies for, is engaged in, or has been engaged in. Uninsurability or increased cost of insurance under a group or employee insurance plan does not render a handicap or disability job-related.

PERSON—A corporation, partnership or association, or any combination thereof, as well as a natural person.

PROCUREMENT - Includes buying, purchasing, renting, licensing, or acquisition of any supply, service, or product. Procurement also includes all functions that pertain to obtaining any supply, service, or product, including drafting the requirements, the selection and solicitation of sources, the preparation, review, and award of contract, and all phases of the contract administration.

SMALL BUSINESS ENTERPRISE or SBE — — A business which is independently owned and operated and which is not dominant in its field of operation as further defined in the Small Business Size Regulations, adopted by the U.S. Small Business Administration and published in the U.S. Code of Federal Regulations, including the industry size standards set forth in the table contained therein, which regulations are incorporated herein, and made a part hereof by reference.

SOCIALLY AND ECONOMICALLY DISADVANTAGED INDIVIDUALS — — Those who have either been subjected to racial, sexual or ethnic prejudice because of their identity as a member of a group or to differential treatment because of their disability without regard to their individual qualities, and whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business who are not socially disadvantaged

- A. In determining who socially and economically disadvantaged individuals are, ~~the Minority Business Procurement Advisory Board~~ **Equal Business Opportunity Advisory Board** may make a reputable presumption that all minority persons, all women and all disabled persons shall be so classified.

- B. The ~~Minority Business Procurement~~ **Equal Business Opportunity** Advisory Board, in determining whether an individual shall be classified as a socially and economically disadvantaged individual, shall also consider, among other things, the extent of the liquid assets and net worth of such socially disadvantaged individuals.

WOMEN BUSINESS ENTERPRISE or WBE — — Any Women Business Enterprise

- A. Which is at least 51% owned and controlled by one or more socially and economically disadvantaged women.
- B. In the case of any publicly owned business, one in which at least 51% of the stock is owned by one or more socially and economically disadvantaged women, associations or groups; provided, however, that a reputable presumption shall exist that any person that has received more than \$5,000,000 in three consecutive years of contract work from the City is not a WBE, and; provided further, that any previous certification of any such person as a WBE shall be reevaluated pursuant to regulations ~~to be promulgated by the MBEC.~~

§ 23-703. ~~Minority Business Procurement Advisory Board~~ Purpose

~~Stated Mission.~~ To advise the ~~Administration~~ **City** on issues and policies concerning enhanced participation, to the maximum extent feasible, ~~in employment practices~~ **third-party contractors** at all levels, including but not limited to apprenticeship programs, training programs, etc., for MBEs, DBEs, WBEs, and the lower-to-moderate income residents, etc. within the distressed areas as mandated by City, State and Federal government regulations.

§ 23-704. ~~Minority Business Procurement Advisory Board~~ Membership and Officers.

- A. The Board shall consist of ~~seven~~ **five** members, each to be appointed by the Mayor, ***with City Council approval***, for a ~~two~~ **three** year term. ***The terms shall be staggered so that no more than two member's terms expire in the same calendar year.***
- B. Membership will include ***a member who is a minority business owner, a member of the Building/Trades Council, a member of the Chamber of Commerce, a procurement professional, and a resident at large.***
- C. The members of the Board may be reappointed to successive terms of office. Each member of the Board shall continue to serve after their term until their successor has been qualified and appointed.
- D. The members of the Board shall serve without compensation but may be reimbursed for all necessary expenses incurred in the performance of their duties in accordance with appropriations made by Council.

- E. The Board shall elect one of its members as Chairman and may elect such other officers as it may deem necessary. The Chairman may, with the approval of the Board, appoint such committees as may be necessary to carry out the powers and duties of the Board, ~~and the members may authorize such committees to take any necessary action for the Board.~~
- F. In the event that a member wishes to resign, they must do so in writing to the Chairman and to the City Clerk. A copy of this letter should be provided to all members for information purposes only.
- G. The Board shall adopt such rules and regulations for its own organization, operations and procedures as the Board shall deem necessary to administer and implement this Part 7.
- H. The Administrative Services Director, ***or a designee, shall make reasonable effort to accommodate*** the monitoring of MBEs, DBEs, WBEs, SBEs and lower-to-moderate income businesses and subcontractors participating in City contracts and its procurement process.
- I. Removal of members. Any member may be removed for misconduct or neglect of duty or for other just cause by a majority vote of Council taken after the member has received 15 days' advance notice of the intent to take such vote. Failure of a member to attend three consecutive regular meetings of the Board will constitute grounds for immediate removal from the Board by City Council. Failure of a member to attend at least 50% of the regular meetings of the Board in a calendar year will constitute grounds for immediate removal from the Board by City Council. The Chairperson of the Board shall inform the City Clerk in writing when a member has failed to comply with this attendance policy. Following such notification, City Council may vote to remove the member and seek applicants to fill the vacant position.
[Amended 9-13-2010 by Ord. No. 66-2010]

§ 23-705. Meetings

The Board shall hold at least four quarterly public meetings during each calendar year.

Three members of the Board shall constitute a quorum for the transaction of business, and a majority vote of those present at any meeting shall be sufficient for any official action taken by the Board.

§ 23-706. Powers and duties of Board.

The Equal Business Opportunity Advisory Board shall advise the ~~Administration~~ **City** in accord with the policy set forth herein and in so doing may also:

1. Develop a procedure to advise the City in outreaching and encouraging MBEs, DBEs, WBEs, SBEs and lower-to-moderate income businesses to participate in procurement.
2. Develop a procedure to advise the City in outreaching and encouraging MBEs, DBEs, WBEs, SBEs and lower-to-moderate income businesses to participate in City contracts as subcontractors.
3. Advise the ~~Administration~~ **City** on the total number of MBEs, DBEs, WBEs, SBEs and lower-to-moderate income businesses in the Berks County Standard Statistical Area.
4. Maintain a listing of all ~~such residents~~ **eligible vendors** and make it available to all agencies.
5. Develop a process to ensure all majority contractors are aware of the existence and identity of MBEs, DBEs, WBEs, SBEs and lower-to-moderate income businesses in Reading and Berks County.
6. Provide an **annual** written report to the ~~City Administration and Council~~ **City** on the MBEs, DBEs, WBEs, SBEs and lower to-moderate income businesses participating in City contracts, including subcontractors, and its procurement process ~~annually~~.
7. Develop appropriate policies and procedures for monitoring the Board's mission and policy.

§ 23-707. City contracts.

All contracts of the City and its contracting agencies shall encourage the contractor to comply with the policy of this article to enhance the participation of MBEs, DBEs, WBEs, SBEs and the lower-to-moderate income residents, etc., therewith and to comply with any State or Federal law or laws or regulations relating to unlawful employment practices in connection with any work to be performed thereunder and shall require the contractor to include a similar provision in all subcontracts.