



CITY COUNCIL
Nominations and Appointments
Committee

Monday, June 15, 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 - Joseph Amprey - reappointment - Board of Ethics
- II. Appointment Recommendations**
- III. Review Pending Applications Memo & BAC Openings**
- IV. Equal Business Opportunity Advisory Board - S. Katzenmoyer**



CITY COUNCIL

Nominations & Appointments Committee

**Monday, June 1, 2015
Meeting Report**

Attendance: D. Sterner, S. Marmarou, M. Goodman-Hinnershitz

Others Attending: S. Katzenmoyer

The meeting was called to order at 4:15 pm by Mr. Marmarou.

I. Interviews

Edwin Stock (reappointment – Police Civil Service Board)

Ms. Goodman-Hinnershitz questioned how Council can assist the Police Civil Service Board. Mr. Stock stated that a third member is needed. He stated that the Board receives good administrative and legal support and runs very efficiently. He stated that they also work well with the Police Department.

Mr. Marmarou noted the need for diversity on the police force. He questioned what is being done to increase diversity and requested the number of diverse applicants who pass the initial test. Mr. Stock stated that he did not have this information. He stated that the force has made progress in becoming more diverse.

Mr. Marmarou expressed the belief that some current officers would not have been admitted in the past. Ms. Goodman-Hinnershitz stated that they must pass the same tests and prove that they can perform. Mr. Stock reminded the Committee that the Board oversees the selection of candidates but has no oversight once they are hired.

Ms. Goodman-Hinnershitz stated that both police and fire should begin wellness initiatives for officers and fire fighters.

Mr. Stock stated that the diversity issue is complicated and stated that he will discuss this with the Board.

Ms. Goodman-Hinnershitz stated that she has mentored several youth who recently returned from military service and stated that they have applied to the police academy. She stated that they have expressed that they are not interested in the fire service.

Mr. Stock stated that the Board has been advised that there will be patrol vacancies. He noted the need to test in the near future to establish a new list.

Mr. Sterner stated that the Board does not control who takes the test. Mr. Stock agreed and stated that he does not know what more the Board can do to bring more diversity to applicants.

Ms. Goodman-Hinnershitz stated that the process has been changed to encourage diversity.

Mr. Marmarou stated that bilingual does not specify which language is preferred. He stated that the City needs Spanish speakers.

Ms. Goodman-Hinnershitz stated that “culture” can have inconsistent meanings even between the same ethnicity.

Mr. Marmarou described the hiring process when he became an officer. He stated that he was initially rejected because he was Greek and a Democrat. Ms. Goodman-Hinnershitz noted the need to focus on the interview and not on personal issues. She stated that the appointment process should not be political. Mr. Stock stated that the current hiring process is objective and transparent. He stated that the promotion process includes testing and oral interviews.

Mr. Stock noted the importance of having a third member of this Board. Ms. Katzenmoyer stated that there is an applicant in the process.

The Nominations and Appointments Committee recommends the reappointment of Edwin Stock to the Police Civil Service Board.

Ms. Goodman-Hinnershitz suggested that all BAC legislation be reviewed. She suggested that this be discussed at a future Strategic Planning Committee meeting.

II. Equal Business Opportunity Advisory Board

Ms. Katzenmoyer explained that she and Mr. Coleman believe that there should be a way for the recommendations of this Board to be thoroughly examined and implemented by the Administration. She questioned the Committee's thoughts on this issue and explained that this is the last item which needs to be addressed before the legislation can be discussed at a Committee of the Whole meeting.

Ms. Goodman-Hinnershitz stated that she will review the legislation and give her overall comments to Ms. Katzenmoyer. She suggested that the Board provide quarterly reports to Council to ensure there is follow up on the recommendations.

The Nominations and Appointments Committee adjourned at 4:45 pm.

Respectfully Submitted by,
Shelly Katzenmoyer, CMC
Deputy City Clerk



CITY OF READING, PENNSYLVANIA

MEMORANDUM

TO: Mayor
FROM: Shelly Katzenmoyer, Deputy City Clerk
DATE: May 13, 2015
SUBJECT: Appointment Application

The Council office has received the attached BAC application from Joseph Amprey Jr. Dr. Amprey is reapplying for membership to the Board of Ethics.

Please let the Council office know if you will endorse the appointment of this applicant.

*I will endorse the appointment of
this applicant!*

Joseph D. Amprey Jr.

RECEIVED
JUN 09 2015

BY: mak





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: Joseph L. Amprey Jr.
Address: 118 Oley St. Redding, PA 19601
Years living at this address: 23 years

Date of Birth: 12-2-1942

Occupation: Retired Professor

Place of Employment & Address: I am a part time Professor at Muhlenberg College 2400 Chew St Allentown, PA

Telephone: Day 610-372-5049 Evening _____
E-mail: Joseph.amprey@live.kutztown.edu

I am employed part time by Youth Advocate Program 2051 Centre Ave Reading, PA 19605

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?

Ethics Board - I want to serve my city.

RECEIVED
APR 09 2015

BY: mark

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

We make certain that our Charter's directives, specifically: The Code of Ethics are observed.

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

I have served previously and I can take advantage of that experience

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

Yes, I have served on this board for several years

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

Yes BCTV. I produce a program I have served on the Finance Committee of Washington Presbyterian Church.

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

Yes, I was a consultant for the School District in 1993

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

I advised the School District on Diversity

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.

No

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?

I own my home at 118 Oley St

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.

Joseph L. Amprey, Jr. Joseph L. Amprey, Jr. 4/9/15-
Printed Name Signature Date

Please return the completed form to the City Clerk's Office
Office 2-24
815 Washington Street
Reading, PA 19601

M E M O R A N D U M

TO: Nominations and Appointments Committee
FROM: Shelly Katzenmoyer, Deputy City Clerk
DATE: June 15, 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 - *1 opening*

- **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 - has Mayoral approval
- **Zelda Yoder** - appointment - has Mayoral approval

Redevelopment Authority - *2 openings*

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

Water Authority - 2 openings

- **Johanny Cepeda** - appointment - has Mayoral recommendation
- **Steven Symons** - appointment

Animal Control Board - 3 openings

- **Richard Rosato** - appointment - will need Mayoral approval
- **Amy Crawford** - appointment - will need Mayoral approval

BOARDS, AUTHORITIES & COMMISSIONS

OPEN SEATS

JUNE 15, 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			1 opening
			1 application 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
			3 applications pending
Building/Fire Code Board of Appeals			
			1 opening
			2 alternate openings
Animal Control Board			
			3 openings
			2 applications pending
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			
			2 openings
			2 applications pending
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			
			1 opening

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-ridden 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 their 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.