

EXECUTIVE ORDER 11-14

FINANCIAL DISCLOSURE FILING IN THE EXECUTIVE BRANCH

WHEREAS, Financial disclosures are a key component of maintaining integrity and transparency in government and fostering proper stewardship of public resources; and

WHEREAS, Electronic filing of financial disclosures is more accessible than paper filing, and thereby supports and advances the cause of transparency; and

WHEREAS, given the number of City and State form filers, the additional disclosure requirements (immediate family and amounts) on the Mayor's form are appropriately applied to a more limited group of officials than required under Executive Order 11-84;

NOW, THEREFORE, I, Mayor Michael A. Nutter, by the powers invested in me by the Philadelphia Home Rule Charter do hereby **ORDER** as follows:

SECTION 1. DEFINITIONS. As used herein, the following words and phrases shall have the meanings indicated.

(a) "Department or Agency Head" shall mean commissioners of departments or units within large departments.

(b) "Mayor's Form Filers" shall mean Cabinet members listed in Section 3-102 of the Philadelphia Home Rule Charter (the Mayor, the Managing Director, the Director of Finance, the City Solicitor, the Director of Commerce, and the City Solicitor), and the following:

- i. Chief of Staff to the Mayor
- ii. Deputy Mayors
- iii. Inspector General
- iv. Chief Integrity Officer
- v. And any such other City officials as may be designated by the Mayor.

(b) "Immediate family members" shall mean the employee's spouse, if living in the employee's household, or life partner as defined in Chapter 9-1100 of The Philadelphia Code, and the employee's minor dependent children.

(c) "Gift" shall mean any conveyance of anything of value, including a gift, gratuity, favor, entertainment, transportation or travel, hospitality, invitation, food, drink or loan unless consideration of equal or greater value is conveyed in return.

(d) “Mayor’s Office Staff” shall mean employees of the Mayor’s office, other than Mayor’s Form Filers, and such other employees as may be designated by the Mayor’s Chief of Staff.

SECTION 2. COMPLIANCE WITH MAYOR’S, CITY AND STATE FINANCIAL DISCLOSURE FILINGS.

(a) Filing of all required financial disclosure forms shall be made by May 1 in each year and shall cover the preceding calendar year.

(b) All financial disclosure forms should be submitted electronically to the Department of Records.

(c) Each Department or Agency Head, or their designee, shall use the City of Philadelphia Financial Disclosure System at <https://fds.phila-records.com/FDS> (or such other location as the Department of Records may establish for this purpose) to generate either the Departmental Filer List with Filer Status or the Filer Status Report to identify employees of that department or agency who the Philadelphia Financial Disclosure System indicates have not timely filed the required Mayoral, City or State forms.

(d) Each Department or Agency Head, or their designee, shall notify any employee of that department or agency when the records of the City of Philadelphia Financial Disclosure System, as described in (c) above, indicate that the employee has not filed a required Mayoral, City or State form. The Department or Agency Head, or their designee, shall further notify the employee of the penalties that may be imposed for failure to comply with the requirements of this Executive Order, the Philadelphia Code financial disclosure requirements, or the State Ethics Act disclosure requirements.

SECTION 3. MAYOR’S FORM FILERS.

(a) All Mayor’s Form Filers shall complete the Mayor’s financial disclosure form, and any other financial disclosure form required by applicable law.

(b) All other Mayor’s Office Staff shall complete only the City form, and State form if required by the State Ethics Act. The Mayor’s designee shall notify and ensure that Mayor’s Office Staff members comply with the requirements of this Executive Order.

(c) Board and Commission members shall not be required to file the Mayor’s Form. Board and Commission members shall continue to file the City form, as required by the City Code, and the State form, if required by the State Ethics Act.

(d) The following information must be reported in each Mayor’s form by all Mayor’s Form Filers for themselves and their immediate family members:

- i. All sources of income and amounts in the form of salary, wages, fees and other compensation for services.
- ii. All sources of income and amounts from ownership interests in property or in any business, partnership or other entity, provided that the aggregate amount of income from any such interest equals or exceeds five hundred dollars (\$500) for the reporting period.
- iii. All gains and amounts which equal or exceed five hundred dollars (\$500) and five percent (5%) of the purchase price on the sale or transfer of property or investments, other than a personal residence.
- iv. All gifts and amounts valued in the aggregate at two hundred (\$200) dollars or more, including any transactions where the reporting party received value in excess of the value of their payment or property at the time of the transaction. Gifts between relatives need not be reported.
- v. A description of any office or directorship in any for-profit or not-for-profit entity.

(e) All Mayor's Form Filers shall certify that all information contained in the form is true and correct and that no financial interest held by the official or employee or a member of his or her immediate family has been subject to any decision made by the official or employee in his or her official capacity.

SECTION 4. REPEALS.

Executive Orders No. 11-84 and 01-90 are hereby rescinded.

SECTION 5. EFFECTIVE DATE.

This Order shall take effect immediately.

Dated: December 19, 2014



Michael A. Nutter, Mayor