EXECUTIVE ORDER NO. 1-90

FINANCIAL DISCLOSURE FILINGS

WHEREAS, Mayor's Executive Order No. 11-84 requires certain public officials of the City to file a Financial Interest Statement ("Mayor's Form") annually by May 1; and

WHEREAS, Section 20-610 of The Philadelphia Code requires certain public officials of the City to file a Statement of Financial Interests ("City Form") annually by May 1; and

WHEREAS, The State Ethics Act, 65 Pa.C.S. §401 et seq., requires certain public officials or public employees of the City to file the Commonwealth Statement of Financial Interests ("State Form") annually by May 1; and

WHEREAS, Each of the above forms requires the filing individual to disclose certain financial interests for the preceding calendar year, including various sources of income, and to file the form with the City Department of Records; and

WHEREAS, The City annually circulates to the appropriate offices the required forms accompanied by instructions at least three weeks in advance of the May 1 filing deadline; and

WHEREAS, In order to insure that City officials or employees who are required to file one or more of the above forms file forms that are timely and complete, and that potential conflicts of interest raised therein are addressed promptly, it is necessary for a responsible official to review each form;

NOW, THEREFORE, I, W. Wilson Goode, Mayor of the City of Philadelphia, by the power vested in me in accordance with Sections 1-102 and 4-100 of The Philadelphia Home Rule Charter, do hereby ORDER as follows:

SECTION 1. Every appointed City public official or employee who is required by law to file any statement of financial interests (Mayor's, City, or State Form) shall, within 3 days of filing such form in the Records Department, provide a clear photocopy of same to the immediate supervisor of said official or employee.

SECTION 2. In the case of cabinet members, commissioners, and chairpersons of boards and commissions, the "Immediate supervisor" shall be the Mayor.

SECTION 3. In the case of members of boards and commissions other than the chairperson, the "immediate supervisor" shall be the chairperson.

SECTION 4. Supervisors shall inspect all financial interest forms received to determine:

a) that all forms are filed by the deadline set by law,

b) that all forms are complete,

c) where a form lists a source other than the City, whether such source presents, to the supervisor's knowledge, a real or potential conflict of interest,

d) where a form lists a gift received, whether such a gift is, to the supervisor's knowledge, from a source or under circumstances prohibited by applicable law, and

e) where a form lists honoraria received, whether such honoraria violate applicable law.

SECTION 5. Cabinet members and commissioners shall insure that supervisory personnel in their departments comply with this Order.

SECTION 6. Any supervisor who discovers a discrepancy in a form or a potential or apparent conflict of interest revealed by a form shall report same to the cabinet member or commissioner in charge of the individual who filed the form.

section 7. This Order shall be effective immediately and shall apply to the filing of forms disclosing financial interests held in calendar year 1989 and succeeding years.

1-8-90

DATE

W. WILSON GOODE, MAYOR