

**Office of the Chief Integrity Officer
Strategic Plan 2014**

FY2016, Quarter 1 Update

Key: Completion dates highlighted in green mean that the project was completed either on-time or ahead of schedule. Completion dates highlighted in red indicate the project was not completed by the stated project deadline. On-going projects do not have a completion date.

Project #	Project Description	Deadline Date	Planning	On-Track	Behind Schedule	Completed	Completion Date	Status Update
1.1	Conduct outreach to each City department either through attendance at department staff meetings or an Integrity Office-led workshop.	On-going		X			-	Office has reached 1,700 employees as of 6/30/2015 through our general outreach efforts. Forty-seven (47) meetings held, representing 30 distinct departments or groups. This is an on-going effort and the deadline has been updated to reflect this.
1.2	Develop a one-page brochure about the Office for distribution to City employees.	Mar-14				X	3/13/2014	
1.3	Distribute one-page brochure to all City departments.	Jul-14				X	7/1/2014	
1.4	Create Integrity Newsletter to be issued bi-annually to City employees.	On-going		X			-	Most recent bi-annual newsletter was issued November 16, 2015.
1.5	Hold an Integrity Week to build awareness about ethics and engage employees and the public in various activities throughout the week, including but not limited to, panel discussions, daily emails, and public events.	On-going		X			-	Integrity Week is being held from November 16-20, 2015.
1.6	Provide responses to submitted inquiries within 24 hours of receipt.	On-going		X			-	
1.7	The Office will report annually on the number of inquiries received by inquiry subject (ex: gifts), and the average time for resolution. The reports will be posted on the IntegrityWorks website.	On-going		X			-	First report issued on January 5, 2015.
1.8	Provide oversight and guidance on the Mayor's Executive Order on Gifts (03-11) and refer requestors to the Inspector General's Office and Ethics Board as needed.	On-going		X			-	

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1.9	Serve on the mayoral administration's Audit Review Committee and provide guidance to departments on federal, state and City Controller's Office audits.	On-going		X			-	
1.10	Provide guidance or referrals on the following matters, among others: Gifts, Conflicts, Contract Malfeasance, Political Activity, Nepotism, Outside Employment	On-going		X			-	
1.11	Provide grants compliance guidance in conjunction with the Mayor's Office of Grants, as needed.	On-going		X			-	
1.12	Project Update: This project will be removed from the strategic plan as it is the same as project #3.9. Original Project: Communicate seasonally appropriate ethics reminders to City employees and vendors (concerning the no-gift policy during the holiday season) or City employees (concerning prohibited political activity during election season)	On-going		X			-	
1.13	Project Update: We will be focusing our continued outreach efforts on administration employees. Original Project: Conduct outreach to City elected officials and their staffs regarding the Office's functions and the resources we provide.	May-15				X	3/17/2015	Project is closed.
1.14	Continue to be an advocate with regard to ethical and good government practices, such as testifying before City Council and the Ethics Board on gifts and resign to run legislation.	On-going		X			-	

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1.15	New Project: In response to feedback provided by the Office's first Ethics Survey for City employees, the Office will develop a trainings for managers along with a "Manager Toolkit" to provide them with the tools they need to respond to ethical issues that arise with their employees.	Oct-15			X			This project is currently behind schedule; however, it is expected to be completed by the 12/31/2015.
2.1	Continue working with PRA, PHDC, OHCD and Finance to improve the City's Vacant Land Policies.	On-going		X			-	
2.2	Work with various City agencies to create and roll-out a citywide policy for the use of pilot and proof of concept projects.	Oct-14			X			This project is now incorporated into the workplan for an internal, procurement-related working group.
2.3	Develop and conduct a mandatory Ethical Procurement workshop for all staff involved in the procurement, purchase, and management of contracts for goods and services	Apr-15				X	3/4/2015	Began delivering training "Bids Gone Bad: How to Spot and Prevent Wrongdoing in the Contracting Process" in March 2015. To date, the office has reached over 500 City employees. Additional classes will be scheduled in the winter. Contact integrity@phila.gov for more information.
2.4	Project Update: Develop City-wide guidance on appropriate vendor communications during the RFP and bidding process. Original Project: Assist the Water Department in developing a vendor visitation policy and, where necessary, work with other City agencies on similar policies.	Aug-14				X	9/24/2014	This project was changed to focus on City-wide vendor communications during the RFP and bidding process. Guidance for all City departments was released on September 24, 2014.

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2.5	Ensure compliance with the new campaign finance disclosure requirements by Concessionaire and all sub-tenants on the Airport's new Master Concession and Lease agreement	On-going		X			-	New requirements have been incorporated into new Tenant Agreements with Sub-lessees at the Philadelphia International Airport. Electronic disclosure forms have been created and implemented. Compliance review and support will be on-going.
2.6	Project Update: Provide education and communication to City employees about the whistleblower protections available to them under the PA Whistleblower Law and the Executive Order for the Office of the Inspector General, #07-14. The information will be incorporated into a manager's toolkit. New deadline provided. Original Project: Develop a Whistleblower Policy for the City of Philadelphia to expand protection for whistleblowers within City government	Oct-15			X			This information has been incorporated into the Bids Gone Bad (ethical procurement) workshop and will be incorporated in the Supervisors Toolkit. The Toolkit project is currently behind schedule.
2.7	Update the Mayor's Executive Order on Gifts based upon recent changes to Philadelphia Code Section 20-604.	Jun-14				X	5/14/2014	Amended Executive Order issued on May 14, 2014
3.1	Update IntegrityWorks website to comport with the Phila.gov 3.0 format and to provide additional resources (ex: new links, scenarios, FAQ) to visitors seeking information about ethics and integrity within City government	Nov-15				X	10/14/2014	
3.2	Work with the Office of Innovation & Technology, the Finance and Procurement Departments to expand the data sets available on the Open Contract Data site, namely, the inclusion of Procurement bid contracts. All data sets will be updated quarterly.	On-going		X			-	Data released on Commodity contracts on March 11, 2015. Information for both professional services and commodity contracts is updated quarterly.

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3.3	Work with OHCD, VPRC, PHDC, PRA, and the Land Bank to increase the information available to the public on the disposition of vacant property owned by the City.	Dec-14			X			A report of 2013-2014 sales will be published by summer 2015 as part of the Land Bank website roll-out. However, our Office continues to advocate for more timely information that includes the number of Expressions of Interest on each property, where each property is in the sale process, and its value.
3.4	Work with Public Property, Parks & Recreation, and City Planning to provide an annual report on all City lease agreements. Report will include the lease location, lessee, term, rent, and if utilities are paid by the City or the lessee.	May-15			X			Lease information must be manually captured. Preliminary conversation with OIT and Public Property about obtaining data quarterly is on-going.
3.5	Work with the Records Department to make Financial Disclosure information for Elected Officials, Deputy Mayors, and the Department Heads and Deputies publicly available on the Records Department website without need to create a user account.	Jun-14				X	6/20/2014	Financial Disclosure forms made available online for elected officials, Deputy Mayors, Department Heads, and their direct reports. Password and account not necessary to view forms.
3.6	Change the Mayor's Executive Orders for the Mayor's Financial Disclosure form to streamline and allow for greater ease of submission. A working group will be convened to make these changes.	Mar-15				X	12/19/2014	New Executive Order signed on 12/19/2014.
3.7	Attend vendor forums that include the Office of Economic Opportunity's Doing Business with the City quarterly workshops and the Office of Innovation and Technology's Vendor Forum.	On-going		X			-	Attended Procurement vendor forums held in June 2014.
3.8	Due to recent changes to Section 20-604 of the Philadelphia Code, provide reminder to all vendors and potential vendors about Executive Order 03-11 related to Gifts.	Jun-14				X	7/23/2014	

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3.9	Continue to send seasonal reminders to all City employees, vendors and potential vendors regarding the City's prohibition on gifts and political activity	On-going		X			-	Holiday reminder for City employees and vendors will be sent out by the end of November 2015.