EXECUTIVE ORDER NO. 3-08
RELATING TO THE SUPERVISION OF, AND COORDINATION AMONG, THE CITY'S DEPARTMENTS, BOARDS AND COMMISSIONS

BACKGROUND

WHEREAS, the supervision of, and coordination among, the City's Departments, Boards and Commissions is entrusted to the Mayor and the members of the cabinet;

WHEREAS, coordination and cooperation among the officials and heads of the City's Departments, Boards and Commission is essential to the proper management of the executive branch of city government;

WHEREAS, in order to facilitate supervision of, and coordination among, the Departments, Boards and Commissions of the City, Deputies in the offices of the Mayor and the Managing Director should be assigned to work with specific Departments, Boards and Commissions;

WHEREAS, in order to best leverage the specialized experience, education and expertise of the Deputies, as well as to promote cross-departmental and inter-agency cooperation, the Deputies should work with a grouping of Departments, Boards and Commissions organized by common subject matter;

NOW THEREFORE, by the power vested in me as Mayor of the City of Philadelphia, it is hereby ordered:

SECTION 1. The Managing Director

The Managing Director shall report directly to the Mayor and, in addition to the duties and responsibilities set forth in the City Charter, shall perform the duties set forth in Section 4 hereof. The Managing Director shall also serve as a Deputy Mayor.

SECTION 2. The Commerce Director

The Commerce Director shall report directly to the Mayor and, in addition to the duties and responsibilities set forth in the City Charter, shall perform the duties set forth in Section 8 thereof. The Commerce Director shall also serve as a Deputy Mayor and shall be designated as the Commerce Director/Deputy Mayor for Planning and Economic Development.

SECTION 3. Deputy Mayors and Deputy Managing Directors

In addition to such other Deputies as may from time to time be appointed, there shall be Deputy Mayors who will also serve Deputy Managing Directors. Initially there will be three Deputy Mayors/Deputy Managing Directors, designated as follows: one shall be designated the Deputy Mayor and Deputy Managing Director for Public Safety, one shall be designated the Deputy Mayor and Deputy Managing Director for Health and Opportunity, and one shall be designated the Deputy Mayor and Deputy Managing Director for Transportation and Utilities. The Deputy Mayors/Deputy Managing Directors shall report to both the Mayor and the Managing Director and shall perform the duties set forth in Sections 5 to 7 hereof, respectively.

SECTION 4. Managing Director/Deputy Mayor

The Managing Director/Deputy Mayor shall:

(1) Supervise and coordinate as appropriate the operations of all departments, agencies, boards, offices, committees and commissions as provided in the City Charter.

(2) Work with the Deputy Mayors in coordination with the Finance Director to ensure the implementation of Mayoral policies and initiatives, including Citistat and 311.

(3) Represent the Mayor, when so directed by the Mayor, on any board, committee, commission or corporation of which the Mayor is a member.

(4) Perform such other duties as the Mayor may direct.

SECTION 5. <u>Deputy Mayor/Deputy Managing Director for Public Safety</u>

The Deputy Mayor/Deputy Managing Director for Public Safety shall:

(1) Advise and assist the Mayor and Managing Director on all policies, planning, resource allocation, budgeting and initiatives designed to promote the public safety and prevent crime.

(2) Coordinate and collaborate with the Police and Fire departments and Philadelphia Prison System and supervise these departments as necessary. Monitor and analyze their performance and progress, and encourage cooperation and collaboration.

(3) Maintain liaison with and review the activities of the Courts, District Attorney's and Sheriff's offices, Probation Department and Community Court.

(4) Coordinate and maintain liaison with the Boards and Commissions, City-related agencies, authorities and quasi-governmental entities identified in Exhibit A.

(5) Work with the other Deputy Mayors in coordination with the Finance Director and the Managing Director to approve or recommend approval of budgets and to ensure the appropriate allocation of resources and the implementation of Mayoral policies and initiatives, including emergency management and L&I policies.

(6) Represent the Mayor or Managing Director, when so directed by the Mayor or Managing Director, on any board, committee, commission or corporation of which the Mayor or the Managing Director is a member.

(7) Perform such other duties as the Mayor or Managing Director may direct.

SECTION 6. Deputy Mayor/Deputy Managing Director for Health and Opportunity

The Deputy Mayor/Deputy Managing Director for Health and Opportunity shall:

(1) Advise and assist the Mayor and Managing Director on all policies, planning, resource allocation, budgeting and initiatives designed to promote the health, well-being and self-sufficiency of the citizens of Philadelphia.

(2) Supervise and coordinate the departments of Human Services, Health and Behavioral Health/Mental Retardation Services as well as all offices related to homelessness and housing assistance and re-entry services for ex-offenders. Monitor and analyze the departments' performance and progress, and encourage cooperation and collaboration.

(3) Maintain liaison with and review the activities of the School District.

(4) Coordinate and maintain liaison with the Boards and Commissions, City-related agencies, authorities and quasi-governmental entities identified in Exhibit A.

(5) Work with the other Deputy Mayors in coordination with the Finance Director and the Managing Director to approve or recommend approval of budgets and to ensure the appropriate allocation of resources and the implementation of Mayoral policies and initiatives, including homeless and housing assistance and prisoner re-entry.

(6) Represent the Mayor or Managing Director when so directed by the Mayor or the Managing Director, on any board, committee, commission or corporation of which the Mayor or the Managing Director is a member.

(7) Perform such other duties as the Mayor or Managing Director may direct.

SECTION 7. Deputy Mayor/Deputy Managing Director for Transportation and Utilities

The Deputy Mayor/Deputy Managing Director for Transportation and Utilities shall:

(1) Advise and assist the Mayor and Managing Director on and coordinate all policies, planning, resource allocation, budgeting and initiatives relating to transportation, waste management, infrastructure and public utilities.

(2) Supervise and coordinate the Department of Streets, Department of Water and the Department of Airport.

(3) Serve as one of the Mayor's two appointees on the SEPTA Board.

(4) Coordinate and maintain liaison with the Boards and Commissions, City-related agencies, authorities and quasi-governmental entities identified in Exhibit A.

(5) Work with the other Deputy Mayors in coordination with the Finance Director and the Managing Director to approve or recommend approval of budgets and to ensure the appropriate allocation of resources and the implementation of Mayoral policies and initiatives, including city planning and waterfront development.

(6) Represent the Mayor or the Managing Director when so directed by the Mayor or the Managing Director, on any board, committee, commission or corporation of which the Mayor or the Managing Director is a member.

(7) Perform such other duties as the Mayor or Managing Director may direct.

SECTION 8. <u>Commerce Director/Deputy Mayor for Planning and Economic Development</u>

The Commerce Director/Deputy Mayor for Planning and Economic Development shall:

(1) Advise and assist the Mayor and Managing Director on all policies, planning, resource allocation, budgeting and initiatives designed to foster the economic development of the City, including those related to the City's overall business climate; the attraction, retention and

expansion of business enterprises; workforce development and neighborhood economic revitalization; retention of college graduates; minority business development; efforts to secure unique events; commercial, industrial and residential development; waterfront development; foreign trade and investment; film, theater and broadcasting; arts and culture; and tourism.

(2) Supervise and coordinate Commerce, Housing, Licenses & Inspection, the Office of the City Representative and the City Planning Commission. Direct and coordinate the activities of all administrations, departments, agencies, boards, offices, committees and commissions with respect to economic development policies, planning and programs.

(3) Maintain liaison with and review the activities of governmental and non-governmental agencies and offices with respect to matters of City economic development policies and programs.

(4) Coordinate and maintain liaison with the Boards and Commissions, City-related agencies, authorities and quasi-governmental entities identified in Exhibit A.

(5) Work with other Deputy Mayors in coordination with the Finance Director and the Managing Director to approve or recommend approval of budgets and to ensure the appropriate allocation of resources and the implementation of Mayoral policies and initiatives, including workforce development, the airport and airport facilities, and the port and the wharf, dock and harbor facilities.

(6) Represent the Mayor or the Managing Director when so directed by the Mayor or the Managing Director, on any board, committee, commission or corporation of which the Mayor or the Managing Director is a member.

(7) Perform such other duties as the Mayor or Managing Director may direct.

SECTION 9. Memoranda of Understanding

(1) The Managing Director and the Commerce Director expect to enter a Memorandum of Understanding (attached as Exhibit B) pursuant to which the Managing Director will supervise the operation of the airport and airport facilities, and the port and the wharf, dock and harbor facilities. That Memorandum of Understanding is approved.

(2) The Managing Director and the Finance Director expect to enter a Memorandum of Understanding (attached as Exhibit C) pursuant to which the Managing Director will supervise the Procurement Department. That Memorandum of Understanding is approved.

(3) The Mayor shall be notified in advance of termination of any of the foregoing Memoranda of Understanding.

SECTION 10. City Solicitor Review

(4) The City Solicitor shall promptly review Exhibit A to ensure that the list of Boards and Commissions, City-related agencies, authorities and quasi-governmental entities is complete and current and to make recommendations to the Mayor for additions and revisions to Exhibit A.

SECTION 11. Effective Date.

This Order shall take effect immediately.

Dated: January 7, 2008

Michael A. Nutter, Mayor

EXHIBIT A TO EXECUTIVE ORDER 3-08

Supervision of or Coordination with the City of Philadelphia's Boards and Commissions, City-related Agencies, Authorities and Quasi-governmental Entities

In addition to the duties set forth in Executive Order 3-08, members of the Executive branch will supervise or coordinate the activities of Boards and Commissions as designated below:

Finance Director
Board of Pensions and Retirement
Board of Revision of Taxes
Pennsylvania Intergovernmental Cooperation Authority
Philadelphia Municipal Authority
Sinking Fund Commission
Tax Review Board
Liquor by the Drink Tax Advisory Committee
Nonprofit Contributions Advisory Board
Productivity Bank Loan Committee
Risk Management Advisory Board
Board of Viewers

Managing Director /Deputy Mayor
Records Advisory Board
Philadelphia Facilities Management Corporation
Civil Services Commission
Commission on Human Relations
Fair Housing Commission
Interstate Land Management Corporation
Accessibility Advisory Board
Telecommunications Policy Advisory Committee
Vendor Advisory Board
Board of Trustees for the Free Library
Fairmount Park Commission
Recreation Coordination Board
Mayor's Commission for Women
Mayor's Commission on Literacy
Mayor's Consumer Advisory Council
Mayor's Office of Community Services Advisory Board
Mayor's Scholarship Advisory Committee
Philadelphia City Scholarship Committee
Private Industry Council of Philadelphia

LGBT Advisory Board
Mayor's Advisory Cultural Council
Mayor's Commission on Sexual Minorities
Veterans Advisory Board

Deputy Mayor/Deputy Managing Director for Public Safety
Board of Safety and Fire Prevention
Board of Trustees of the Philadelphia Prisons
Criminal Justice Coordinating Commission
Police Advisory Board

Deputy Mayor/Deputy Managing Director for Health and Opportunity
Board of Health
Child Welfare Advisory Board
Community Behavioral Health
Mayor's Commission on People with Disabilities
Mayor's Commission on Services to the Aging
Mayor's Drug and Alcohol Abuse Executive Commission
Office of Behavioral Health and Mental Retardation Services Advisory Board
Philadelphia Corporation for Aging
Mayor's Commission on Services to the Aging
Community Oversight Board
Education Advisory Task Force
Youth Services Coordinating Commission

Deputy Mayor/Deputy Managing Director for Transportation and Utilities
Airport Advisory Board
Delaware River Port Authority
Mayor's Task Force on Transit Safety
Philadelphia Regional Port Authority
Parking Adjudication Advisory Panel
Recycling Advisory Board
Southeastern Pennsylvania Transportation Authority
Solid Waste Advisory Committee
Air Pollution Control Board
Environmental Cabinet
Board of Surveyors
Philadelphia Gas Works
Philadelphia Facilities Management Corporation
Philadelphia gas Commission
Philadelphia Parking Authority

Commerce Director/Deputy Mayor for Planning and Economic Development
Art Commission
Center City District
Delaware Valley Regional Planning Commission
Health and Higher Education Facilities Authority of Philadelphia
Historical Commission
Mayor's Cultural Advisory Council
Penn's Landing Corporation
Philadelphia Housing Development Corporation
Philadelphia Industrial Development Corporation
Redevelopment Authority of Philadelphia
Mayor's Action Council for Visitors
Hospitality Cabinet
Philadelphia Convention Center Authority
Philadelphia Authority for Industrial Development
Logan Assistance Corporation
Philadelphia Commercial Development Corporation
Philadelphia Convention and Visitors Bureau
Philadelphia Housing Authority
Planning Commission
Reading Terminal Market Management Corporation
Mayor's Commission on Neighborhoods
Mayor's Housing Policy Board
Mayor's Housing Trust Fund Board
Oversight Commission for the Center City Plan
Philadelphia Community Reinvestment Commission
Electrical Code Advisory Board
Plumbing Advisory Board
Zoning Code Commission
Electrical Code Advisory Board
Board of Labor Standards
Philadelphia Housing Policy Board
Central Delaware Advisory Group
Mayor's Commission on Gambling
Project Labor Agreement Advisory Committee
Philadelphia Workforce Development Commission
Philadelphia Workforce Investment Board

Chief Integrity Officer
Board of Ethics

Director of Multicultural Affairs
Mayor's Commission on African American Affairs
Mayor's Commission on Puerto Rican/Latino Affairs

Mayor's Commission on African and Caribbean Immigrant Affairs
Mayor's Commission on Native American Affairs
Philadelphia Commission on Asian American Affairs

MEMORANDUM OF UNDERSTANDING

Between the Managing Director and the Commerce Director of the City of Philadelphia regarding the coordination of the work with respect to the Airport and Port

This Memorandum of Understanding ("MOU") is made as of the 7th day of January, 2008, by and between the Managing Director of the City of Philadelphia and the Commerce Director of the City of Philadelphia.

In consideration of the specialized experience, education and expertise of the members of the executive branch of city government and to effectively promote the cross-departmental and inter-agency cooperation needed for the effective function of city government and in order that Section 8-401 of the Philadelphia Home Rule Charter ("Charter") is properly complied with, the Managing Director of the City of Philadelphia and the Commerce Director of the City of Philadelphia agree to the following:

1. Day to day supervision of the functions of the Airport, Airport Facilities and Airport Advisory Board (collectively, the "Airport") and the Port and the Wharf, Dock and Harbor Facilities (collectively, the "Port") is hereby assigned to the Managing Director and will be performed in the first instance by the Deputy Mayor/Deputy Managing Director for Transportation and Utilities.

2. The Commerce Director will retain the ultimate power to supervise employees and activities of the Airport and Port and to see that all activities with respect thereto are duly carried out.

3. This Memorandum of Understanding is effective immediately.

Date: 1/02/08

Acting Managing Director

Acting Commerce Director

MEMORANDUM OF UNDERSTANDING

Between the Managing Director and the Finance Director of the City of Philadelphia regarding the Coordination of the work of the Procurement Department

This Memorandum of Understanding ("MOU") is made as of 7th day of January, 2008, by and between the Managing Director of the City of Philadelphia and the Finance Director of the City of Philadelphia.

In consideration of the specialized experience, education and expertise of the members of the executive branch of city government and to effectively promote the cross-departmental and inter-agency cooperation needed for the effective function of city government and in order that Section 8-401 of the Philadelphia Home Rule Charter ("Charter") is properly complied with, the Managing Director of the City of Philadelphia and the Finance Director of the City of Philadelphia agree to the following:

1. Day to day supervision of the Procurement Department is hereby assigned to the Managing Director and will be performed in the first instance by the Deputy Managing Director for Operations.

2. The Finance Director will retain the ultimate power to supervise employees and activities of the Procurement Department and to see that all activities of the Procurement Department are duly carried out.

3. This Memorandum of Understanding is effective immediately.

Date: 1/07/08

Acting Managing Director

Finance Director