

**EXECUTIVE ORDER NO. 3-96**

**CAPITAL PROGRAM OFFICE**

**WHEREAS**, the City oversees a six-year capital program currently in excess of \$4 billion, including a fiscal year 1997 capital budget of over \$1 billion; and

**WHEREAS**, the City's goal should be to complete each project in the capital program as that project was originally conceived, on time, and within the original budget; and

**WHEREAS**, the creation of a Capital Program Office will most effectively assure that goal is met by elevating the importance of the City's capital program and by focusing more resources on the City's need to prepare and implement a capital program under the most efficient conditions;

**NOW, THEREFORE**, by the powers vested in me by the Philadelphia Home Rule Charter, it is hereby ordered:

**SECTION 1. CAPITAL PROGRAM OFFICE AND CAPITAL PROGRAM COMMITTEE.**

A. The Capital Program Office is hereby created. The Capital Program Office will be headed by a Capital Program Director who will report to the Mayor through the Capital Program Committee created by this Order.

B. The Capital Program Committee is hereby created. The Capital Program Committee shall be co-chaired by the Mayor's Chief of Staff and the Managing Director. The other members of the Capital Program Committee shall be the Director of Finance, the Budget Director, the Executive Director of the City Planning Commission, the Commissioner of Public Property, and the Capital Program Director.

**SECTION 2. RESPONSIBILITIES**

The Capital Program Office shall carry out the following responsibilities:

A. The Capital Program Office will work with the City Planning Commission and the Budget Office in the creation of the annual capital budget and the capital

program. In particular, the Capital Program Office will assist in evaluating proposed capital projects in terms of cost, timetable for completion, utility, and practicality.

B. The Capital Program Office will oversee the engineering and architectural functions for, and will otherwise be responsible for implementing, the following capital projects which are within the capital program approved by City Council:

1. Capital projects previously assigned to the Department of Public Property for implementation; and
2. Such other capital projects which the Mayor assigns to the Capital Program Office for implementation.

C. The Director of Finance, with the approval of the Capital Program Committee, may, from time to time, assign to the Capital Program Office responsibility for the fiscal and budgetary administration of specified capital projects.

### **SECTION 3. PERSONNEL**

A. The Commissioner of Public Property shall compile a list of the personnel in the Department's Engineering and Architectural unit who should be moved to the Capital Program Office in accordance with this Order. Upon approval of the list by the Capital Program Committee, the persons on the list will report to the Capital Program Office, effective immediately upon such approval, and shall be officially transferred to the Capital Program office, effective July 1, 1997.

B. At such time as the Mayor directs upon the recommendation of the Director of Finance, the Budget Director shall compile a list of the names and positions of personnel currently in the Capital Budget Office who should be moved to the Capital Program Office to fulfill the intent of this Order. Upon approval of the list by the Capital Program Office, the persons on the list will report to the Capital Program Office, effective immediately upon such approval, and shall be officially transferred to the Capital Program Office, effective July 1, 1997.

C. Whenever an additional capital project is assigned by the Mayor to the Capital Program Office for implementation, the head of the City agency which previously had responsibility for implementing that capital project shall compile a list of the agency's personnel (if any) who should be moved to the Capital Program Office to fulfill the intent of this order. Upon approval of that list by the Capital Program Committee, the persons on the list will report to the Capital Program Office, effective immediately upon such approval, for the remainder of the then current fiscal year, and shall be officially transferred to the Capital Program Office, effective July 1 of the next fiscal year.

**SECTION 4. EFFECTIVE DATE**

This order shall take effect immediately.

August 21, 1996

Date

Edward G Rendell

Edward G. Rendell, Mayor

**RESCISSION OF EXECUTIVE ORDER NO. 5-90  
(Mayor's Capital Program Office)**

I, Edward G. Rendell, Mayor of the City of Philadelphia, by the power vested in me by the Philadelphia Home Rule Charter, do hereby rescind Executive Order No. 5-90, dated March 15, 1990.

August 21, 1996

Date

Edward G Rendell

Edward G. Rendell, Mayor