

EXECUTIVE ORDER NO. 4-16

**OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER AND THE SUPERVISION OF,
AND COORDINATION AMONG, THE CITY'S DEPARTMENTS, BOARDS AND
COMMISSIONS**

WHEREAS, the efficient and effective delivery of services by the City government to the citizens of Philadelphia is entrusted to the Mayor and the members of the Cabinet; and

WHEREAS, proper coordination and cooperation among the officials and heads of the City's departments, boards and commissions is essential to the proper management of the City government; and

WHEREAS, special care and consideration must be spent on the inner workings of government to ensure the departments that provide services to the public are properly supported, specifically through hiring, procurement of goods and services, and technology; and

WHEREAS, a focus on data analytics, technology and work process improvements will lead to improved delivery of core City services; and

WHEREAS, effective vision, strategy and operational direction for the administrative functions of the City requires an elevated management role dedicated to these departments and operations;

NOW, THEREFORE, I, JAMES F. KENNEY, Mayor of the City of Philadelphia, by the powers vested in me by the Philadelphia Home Rule Charter, do hereby order as follows:

SECTION 1. Managing Director.

The Managing Director shall:

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

Mayor other than those which, by agreement, shall be supervised and coordinated by the Chief Administrative Officer.

(2) Work with the Mayor and other senior Administration staff to ensure the implementation of Mayoral policies and initiatives.

(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 2. Chief Administrative Officer.

There is hereby created the position of Chief Administrative Officer (“CAO”), who shall undertake the duties and responsibilities set forth herein to promote efficiency and effectiveness within City government. The Chief Administrative Officer shall report to the Mayor. The Chief Administrative Officer shall:

(1) Supervise and coordinate the operations of the Department of Public Property, Department of Records, Procurement Department, Office of Fleet Management, Office of Innovation and Technology, Office of Administrative Review, Bureau of Administrative Adjudication and any other department, agency, board, office, committee or commission as directed by the Mayor; and coordinate the operations of the Office of Human Resources.

(2) Work with the Mayor and other senior Administration staff to ensure the implementation of Mayoral policies and initiatives.

(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) Subject to the approval of the Mayor, hire deputies and assistants to assist in the effective supervision and coordination of assigned departments, agencies, boards and commissions.

(5) Confer with the President and members of City Council regarding operational matters in the Legislative Branch that are supported or supplied by departments, agencies, boards, offices, committees or commissions of the Executive and Administrative branch.

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

SECTION 3. Memoranda of Understanding.

(1) The Managing Director shall enter into a Memorandum of Understanding (attached as Exhibit B) with the Mayor, pursuant to which the Mayor, through the Chief Administrative Officer, will assume responsibility for supervision of the Department of Public Property and the Department of Records. That Memorandum of Understanding is approved.

(2) The Finance Director shall enter into a Memorandum of Understanding (attached as Exhibit C) with the Mayor, pursuant to which the Mayor, through the Chief Administrative Officer, will assume responsibility for supervision of the Procurement Department, the Bureau of Administrative Adjudication and the Office of Administrative Review. That Memorandum of Understanding is approved.

SECTION 4. Boards and Commissions.

The officers listed in Exhibit A shall supervise or coordinate the activities of the boards, commissions and agencies designated therein. If not listed, the board, commission or agency will be supervised or coordinated by the Mayor or his designee. 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 5. Rescission of Existing Executive Orders.

Executive Order 3-08, as amended (Relating to the Supervision of, and Coordination Among, the City's Departments, Boards and Commissions), is hereby rescinded.

SECTION 6. Effective Date.

This Order shall take effect immediately.

Date

1/4/16

James F. Kenney, Mayor

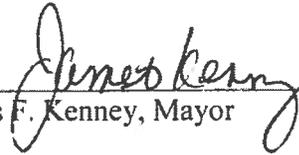


EXHIBIT A TO EXECUTIVE ORDER NO. 4-16

**OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER AND THE SUPERVISION OF,
AND COORDINATION AMONG, THE CITY'S DEPARTMENTS**

In addition to the duties set forth in Executive Order 4-16, members of the Executive Branch will supervise or coordinate the activities of the boards, commissions and agencies as designated below. If not listed, the board, commission or agency will be supervised or coordinated by the Office of the Mayor.

Finance Director

City agencies:

Board of Pensions and Retirement
Sinking Fund Commission

Non-City agencies:

Pennsylvania Intergovernmental Cooperation Authority
Philadelphia Municipal Authority

Chief Administrative Officer

City agencies:

Civil Service Commission
Tax Review Board

Non-City agencies:

Interstate Land Management Corporation

Managing Director

City agencies:

Animal Care and Control Team
Commission on Human Relations
Fair Housing Commission
Criminal Justice Advisory Board
Mayor's Cultural Advisory Council
Department of Human Services Community Oversight Board
Edward Powell Award Selection Committee
Board of Trustees of the Free Library
Food Policy Advisory Council
Philadelphia Bicycling Advocacy Board
Philadelphia Gas Commission
Police Advisory Commission
Board of Safety and Fire Prevention
Water, Sewer and Storm Water Rate Board

Through the Health Commissioner:

Air Pollution Control Board
Board of Health

Through the Commissioner of Licenses and Inspections:

Building Safety Oversight Board
Board of Building Standards Board of Labor Standards
Board of Licenses and Inspections Review
Plumbing Advisory Board

Through the Parks and Recreation Commissioner:

Commission on Parks and Recreation

Through the Prisons Commissioner:

Board of Trustees of Philadelphia Prisons

Non-City agencies:

Philadelphia Cultural Fund
Philadelphia Energy Authority
SEPTA Board of Directors
SEPTA Citizen Advisory Board
Mural Arts Board of Directors

Director of Commerce

City agencies:

Office of Economic Opportunity Advisory Board
Mayor's Advisory Commission on Construction Industry Diversity
Airport Advisory Board

Non-City agencies:

Visit Philadelphia Board
Board of Philadelphia Works
Philadelphia Regional Port Authority
Philadelphia Industrial Development Corporation
Philadelphia Authority for Industrial Development
Pennsylvania Convention Center Authority

Director of Planning and Development

City agencies:

Zoning Board of Adjustment
Art Commission
Historical Commission
City Planning Commission
Housing Trust Fund Oversight Board

Non-City agencies:

Delaware River Waterfront Corporation

Philadelphia Housing Authority Board of Commissioners

Philadelphia Housing Development Corporation

Philadelphia Redevelopment Authority

Philadelphia Land Bank Board of Directors

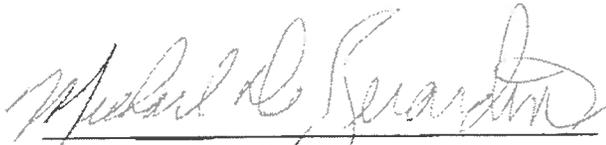
MEMORANDUM OF UNDERSTANDING

Between the Managing Director and the Mayor regarding the coordination of the work of the Department of Public Property and the Department of Records.

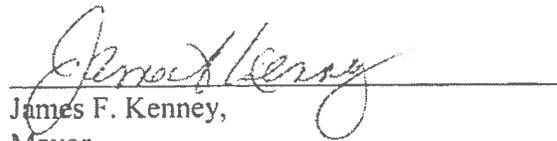
This Memorandum of Understanding (“MOU”) is made as of the 4th day of January, 2016, by and between the Managing Director and the Mayor.

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 and the Mayor agree to the following:

1. Day to day supervision of the Department of Public Property and the Department of Records is hereby assigned to the Chief Administrative Officer.
2. This Memorandum of Understanding is effective immediately.



Michael DiBerardinis,
Managing Director



James F. Kenney,
Mayor

MEMORANDUM OF UNDERSTANDING

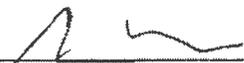
Between the Director of Finance and the Mayor regarding the coordination of the work of the Procurement Department, Bureau of Administrative Adjudication and the Office of Administrative Review.

This Memorandum of Understanding ("MOU") is made as of the 4th day of January, 2016, by and between the Director of Finance and the Mayor.

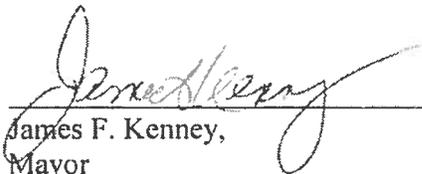
In consideration of the specialized experience, education and expertise of the members of the executive branch of city government and to effectively promote the cross-departmental and inter-agency cooperation needed for the effective function of city government and in order that Section 8-401 of the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

1. Day to day supervision of the Procurement Department, Bureau of Administrative Adjudication and Office of Administrative Review is hereby assigned to the Chief Administrative Officer.

2. This Memorandum of Understanding is effective immediately.



Rob Dubow,
Director of Finance



James F. Kenney,
Mayor