EXECUTIVE ORDER NO. 3-23

2023 MAYORAL TRANSITION

WHEREAS, the smooth transition from one mayoral administration to the next is crucial for a successful start to a newly-elected mayor's term as well as the continuity of City operations;

WHEREAS, it is in the City's best interest for an incoming mayor to be set up for success, to the greatest extent possible;

WHEREAS, accurate and consistent information in the possession of the City should be equally accessible to every mayoral candidate;

WHEREAS, a transparent, secure and coordinated process for providing such information will facilitate information sharing between candidates and the current administration;

WHEREAS, mayoral candidates and the citizens of Philadelphia will be best served by such a process;

WHEREAS, the appointment of an internal coordinating body to manage a mayoral transition will ensure there is an integrated strategy to address inter-department challenges and responsibilities during the transition and any turnover of civil service exempt employees; and

WHEREAS, it is important for employees to have support concerning how they may be impacted by the transition;

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. GENERAL

The following constitutes general directives and guidance to all City Departments within the Mayor's Administration regarding cooperation with mayoral candidates and, ultimately, the mayor-elect who will be elected at the municipal general election in November, 2023, in order to promote a smooth transition between administrations, ensure the continuity of City operations during the transition period, and support current civil service exempt employees who may be seeking to remain in government.

The term "department" as used herein refers to all departments, offices, agencies, boards and commissions in the Mayor's Administration.

SECTION 2. TRANSITION DIRECTOR AND DESIGNATION OF A TRANSITION COMMITTEE AND DEPARTMENTAL REPRESENTATIVES

The Mayor shall appoint a Transition Director to coordinate the Administration's transition activities.

Within one month of the appointment of the Transition Director, the Transition Director shall convene the Transition Committee to facilitate the transition process on behalf of City departments. The Transition Committee shall be responsible for sharing transition guidance from the incumbent mayor to the departmental transition coordinators and coordinating transition efforts across departments to support the continuity of government during the mayoral transition. The Transition Committee shall be comprised of representatives from the following City agencies or any other agency as designated by the Transition Director:

- Office of the Chief Administrative Officer
- Office of the Chief Integrity Officer
- Office of Human Resources
- Office of Innovation and Technology
- Department of Records

The Transition Committee shall meet monthly or at a frequency determined by the Transition Director to facilitate the sharing of information received from departmental transition coordinators and between their respective departments and in support of the Transition Director.

Each department shall designate to the Transition Director at least two staff members to serve as departmental transition coordinators to facilitate transition-related activities on behalf of the department and any departmental boards or commissions, as outlined in this Order.

SECTION 3. TRANSITION REPORTS AND FURTHER INQUIRIES

Based on timelines established by the Transition Committee, departments shall submit to the Transition Director a transition report that identifies departmental organization and staffing; explains departmental responsibilities; identifies key programs in place; and provides such other information as would be useful to an incoming administration as determined by the department and the Transition Director. Submissions on behalf of departmental boards shall be made by the associated department. During the period between

the municipal primary and general elections of 2023, candidates will be provided the transition reports and the opportunity to seek follow-up information from the City based on such reports.

SECTION 4. INFORMATION SOLICITATION AND SECURITY

All information requests to the City by candidates shall be made to the Transition Director through candidatesinfo@phila.gov and transmission between the incumbent administration to candidates and mayor-elect shall be made in a secure manner established by the Office of Innovation and Technology. Following the municipal general election, the incumbent administration will provide additional information to the mayor-elect conditioned upon entering into a Memorandum of Understanding that establishes information security protocols and access to relevant City systems, information, and employees that may be granted to facilitate the transition of the mayor-elect's administration and maximize security during the transition.

SECTION 5. DOCUMENT RETENTION

Each department shall review document retention schedules to ensure proper maintenance of records align with current departmental operations, particularly in connection with attrition in their departments, and implement measures, including participating in trainings and following guidance to adjust retention schedules as necessary. Departments shall follow the Records Department's processes concerning the appropriate archiving of records that are eligible to accession into the City archives.

SECTION 6. EXEMPT STAFF EMPLOYMENT

At a date to be later determined, the Administration will coordinate with candidates to discuss staff employment and opportunities for the next administration to best leverage the experience, institutional knowledge, and skills of City employees. Starting in the Spring of 2023, the Office of Human Resources shall offer workshops and counseling relating to benefits for employees exempt from civil service who may be displaced by the transition.

SECTION 7. POLITICAL ACTIVITIES

At all times, City employees shall comply with rules regulating political activity as set forth in the Home Rule Charter, Board of Ethics regulations, and civil service regulations, as applicable.