



# CITY OF PHILADELPHIA

Office of the Mayor  
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Philadelphia, PA 19107  
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**CHERELLE L. PARKER**  
Mayor

March 25, 2024

J. Shane Creamer, Jr., Esquire  
Executive Director  
Philadelphia Board of Ethics  
One Parkway Building, 18<sup>th</sup> Floor  
1515 Arch Street  
Philadelphia, PA 19102

Dear Mr. Shane Creamer:

Pursuant to Section 20-610 of the Philadelphia Code (“Code”), specific executive branch leaders are required to file the City’s Statement of Financial Interests (“City Form”). In addition to the leaders specifically named in the Code and Regulation No. 3, the Code permits the Mayor to designate and require additional individuals in executive branch positions to file the City form.

As such, individuals holding the following executive branch positions should file the City form:

**Mayor’s Office**

- Chief Administrator
- Deputy Chiefs
- Deputy Director, Minority Business Success
- Executive Office Staff
- Heads of the following offices:
  - 2026
  - Boards and Commissions
  - Business Roundtable
  - Faith-Based Roundtable
  - HBCU/Pan-Hellenic Engagement
  - Latino Engagement

- Legislative Affairs
- Muslim Engagement
- Neighborhood and Community Engagement
- Strategic Partnerships
- First Deputy Legal Counsel and Philly Stat360
- Senior Advisors

**Managing Director's Office**

- Chief of Staff
- Deputy Director, Office of Children and Families
- Deputy Managing Directors
- First Deputy Managing Director
- Heads of the following offices:
  - Commission on Aging
  - Early Education
  - Multimodal Planning
  - Municipal ID Program
  - Out of School Time
  - Philly 311

**Department of Commerce**

- Deputy Director & Chief of Staff
- Heads of the following offices:
  - Business Development
  - Workforce Solutions
  - Neighborhood Economic Development
  - Corridor Improvement and Business Services
  - Policy and Strategic Initiatives

**Department of Aviation**

- Chief Executive Officer

**Chief Administrative Office**

- Head of the Service Design Studio

**Law Department**

- First Deputy City Solicitor
- Chair, Litigation
- Chair, Social Services
- Chair, Corporate Tax
- Chair, Compliance, Investigations & Privacy
- Chair, Legislation & Legal Counsel Unit

**Office of Clean and Green Initiatives**

- Heads of the following offices:
  - Community Life Improvement Program (CLIP)

- Sanitation

**Office of Director of Finance**

- Budget Director
- Chief Compliance Officer, Pensions
- Chief Investment Officer, Pensions
- Chief of Staff
- Director, Accounting
- Director, Administrative Services Center
- Director, Internal Controls
- Director, OnePhilly
- Director, Payroll
- Deputy, Budget Director
- First Deputy Directors

**Office of Public Safety**

- Heads of the following offices:
  - Criminal Justice
  - Kensington Coordination
  - Reentry Partnerships
  - Safe Neighborhoods
  - Town Watch
  - Victim Advocate

Please consider this list evergreen during my tenure as Mayor, or until I otherwise notify you in writing.

Thank you for your commitment to honesty and integrity in government.

Sincerely,



Cherelle L. Parker  
Mayor

CC: Danielle Gardner Wright, Chief Integrity Officer