

Chapter 1

OFFICE OF THE MAYOR

The City of Reading Charter mandates a strong mayor form of government. Acting as the head of the executive branch of government, the Mayor is responsible to the constituents for the administration of City government.

In addition to the Mayor's primary role as the chief executive of the City, the Mayor and his office staff are responsible for:

- Representing the City of Reading at official functions at the city, county, state, national and international level.
- Declaring states of emergencies in the city, i.e. snow, flooding, heat advisories, etc.
- Representing the City of Reading and City Hall in information dissemination to the media and general public, to include television, radio and print media. The Mayor hosts a monthly radio and biweekly monthly television show and holds press conferences, as necessary.
- Formally recognizing citizens, civic groups and organizations with proclamations, commendations and awards.
- Maintaining close ties and relationships with businesses and civic organizations such as the Berks Economic Partnership, the Berks Business Executive Forum, the Greater Reading Chamber of Commerce and others, to maintain and enhance development within the city.
- Represents the city at local, state and national conferences and serves on committees of such organizations. (The Mayor sits on the executive board of the Pennsylvania League of Cities and Municipalities, various Commissions and Boards of multiple organizations as an ex-officio member. His Chief of Staff represents him when he is unavailable.)
- Hosts various functions both within City Hall and the city to further develop relationships within the city.
- Markets the city to enhance economic development and community relations.

- Answers citizens concerns via letters, telephone and electronic mail.
- Represents the administration at various neighborhood meetings and collaborates with direction of agenda items to ensure information is disseminated through the Office of Neighborhood Development (training and development seminars, volunteer coordination and monthly meetings)
- Responsible for City Hall wide internship programs with the five colleges and universities within the Consortium of Higher Education.
- Responsible for international sister city relationships with three countries; Reutlingen, Germany; Reading, England and Changzhi, Shanxi Province, China and acts as host for the City of Reading to other official international visitors.
- Provides an avenue for open communication with the constituents of the City of Reading, through e-mails, the website, telephone complaints and weekly office meetings.

| Expenditures | 2005 Actual | 2006 Budget | 2007 Budget |
|---------------------|--------------------|--------------------|--------------------|
| Personnel | 179,636 | 210, 074 | 220,038 |
| Operating | 13,496 | 31,600 | 41,750 |