

City of Philadelphia Office of the City Representative

**Population:**

1,573,916 (No. 6)

Govt Employees:

25,000

Address:

1515 Arch St.
11th Floor
Philadelphia, PA 19102

Phone:

311

Email:

city.rep@phila.gov

Capabilities Statement:

[Link](#)

Cage Code:

644Y5

UEI Number:

CRZ1A1JTLQB6

DUNS#

12-474-2474

**Site:**

<https://www.phila.gov/departments/office-of-the-city-representative/>

Mission:

The mission of the Office of the City Representative (OCR) is to promote Philadelphia, the nation's first and most historic World Heritage City.

We elevate Philadelphia's economic development, tourism, cultural exchange, and strategic priorities. The representative serves as an ambassador for the mayor and the City of Philadelphia during:

- Ceremonial events.
- Public events.
- Civic events.
- Business events.

Contacts and Stakeholders Information:

Jazelle Jones - City Representative and Director of Special Events
jazelle.jones@phila.gov

Džana Badnjevic - Events and Special Projects Coordinator
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Harianned Chaurel-Busnego - Events and Communications Specialist
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Kyra Harris - Second Deputy City Representative
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Margaret Hughes - Deputy City Representative
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Actsoft Workforce Manager for Gov:

- DHS signed the Authority to Operate (ATO) on Sept 12, 2024
- FPS completed their internal ATO in June 2025
- WFM for Gov passed three (3) Third Party Assessor Organizations (3PAO) Audits, the Initial Audit and two Annual Audits
- WFM for Gov is GovRAMP Authorized