

Robert J. Bartolotta
121 Stonewall Drive
Savannah, GA, 31419

March 23, 2007

Dr. Tom D. Freijo
Senior Vice President
The Mercer Group, Inc.
P.O. Box 9328
Winter Haven, Florida 33883

Dear Dr. Freijo:

Please accept this letter, and the attached resume as my application for the position of City Manager for Sarasota, Florida. I have a Masters Degree in Public Administration and over 31 years of municipal management experience. I feel that my background and experience are well suited for this position.

My last position was serving as Town Manager of Jupiter Florida for nearly 4 years. I resigned my position in 2004 to care for my terminally ill wife who subsequently passed away approximately a year ago. Over this period of time I also served as an appointee to the Chatham County Board of Tax Assessors where I currently serve as Vice Chairman. I have also contributed my time and talent to the parish church/school.

During my tenure in Jupiter the Town grew at a very rapid rate. Major planning initiatives were implemented to ensure that growth was quality growth. A 2,000 acres new urban community (Abacoa) was developed totally within the Town limits.

Some of the major awards and accomplishments of the Town during this 4 year period include:

- ❑ Citizen survey initiated. In 2002 97% of citizens responding rated the quality of life in Jupiter as good or excellent. 94% were satisfied with the relationship between local taxes paid and services received. 63% of respondents believed that Jupiter had become a better place to live in the previous year.
- ❑ Certificate of Achievement for Excellence in Financial Reporting, *Government Finance Officers Association* 2000-2004
- ❑ Distinguished Budget Presentation Award, *Government Finance Officers Association* 2001-2004
- ❑ Bond rating for GO and Utility debt upgraded to AA, Aa2 as new Community Center was constructed and new Water Treatment Plant expansion initiated.
- ❑ Major training and development efforts resulted in employee overall job satisfaction increasing from 73% in 1999 to 90% in 2004.

My general approach to professional management can be summed up in four basic concepts:

1. The organization must provide strong customer service.
2. The organization must continuously improve service processes. The best service for the least amount of money must be the operational theme.
3. Empowered employees must work as a team to serve the needs of the residents.
4. The organization must plan for the future. This planning must involve the Mayor and City Council, the residents and the staff. This planning is not only for the physical needs of the community but also for the service needs.

I am a hard working, professional, ethical and supportive manager. I also have a sense of humor. I feel that we are all in this business because we enjoy serving the public but too often we do not let the public (and our employees) know that we enjoy our jobs.

I have the energy, desire and willingness to serve the City of Sarasota for many years to come. I would welcome the opportunity to discuss my experience and ideas with you and the Mayor and City Council Members at your convenience.

Very Truly Yours

Robert J. Bartolotta

Robert J. Bartolotta
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Savannah, Georgia 31419

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EDUCATION

M.P.A. Public Administration. University of Southern California
B.A. Political Science. California State University, Fullerton
Graduate Program for Senior Executives in State and Local Government.
Harvard University, John F. Kennedy School of Government

PROFESSIONAL EXPERIENCE

Savannah, Georgia. 2004-present. My last position was serving as Town Manager of Jupiter Florida for nearly 4 years. I resigned my position in 2004 and moved to Savannah, GA to care for my terminally ill wife who subsequently passed away within the last year. Over this period of time I have also served as an appointee to the Chatham County Board of Tax Assessors where I serve as Vice Chairman. I am also an elected member of the Board of Directors of Riverview Health and Rehabilitation Center. I have also contributed my time and talent to the parish church/school.

Town of Jupiter, Florida. Town Manager, 2000 to 2004. As Chief Executive Officer responsible for all administrative functions of the community of 45,000 population and 400 employees. Served as Executive Director of the Town Community Redevelopment Agency. Major accomplishments, activities or responsibilities:

Planning. Extensively involved in all planning activities including site plans, planning and zoning, and redevelopment efforts. Initiated major transportation analysis efforts on the town's major transportation corridors. Major 4 mile \$25 million riverwalk project along the Intracoastal Waterway begun with the establishment of a CRA.. Quality criteria utilized in all development efforts.

Financial Management. Capital Improvements Plan initiated and fund balances increase to over 20% of the General Fund, Bond ratings for General fund and Utilities all increased.(AA)and Aa2). Base tax rates maintained for 4 consecutive years at one of the lowest rates in Palm Beach County 2.8424 (4.5929 with fire). Certificate of Achievement for Excellence in Financial Reporting, *Government Finance Officers Association* 2000-2004. Distinguished Budget Presentation Award, *Government Finance Officers Association* 2001-2004.

Intergovernmental Relations. Negotiated a major seven year intergovernmental contract with Palm Beach County for the provision of fire protection services with a savings equal to one mill on the tax rate. Maintained an excellent working relationship with the County Manager and the County Commissioner representing the area.

Utilities Management. Received EPA awards for best operated plant in the region

with excellent water quality and water rates lower than the average in the region

Citizen Outreach. Initiated “Inside Jupiter Government” a program designed to improve communication and understanding between residents and town Hall. This nine week comprehensive hands-on experience allowed questions and discussions about challenges facing the Town. The program led by the Town Manager and Town staff from every department included classroom discussion, bus tour of the community and visits to Town operation sites.

Human Resources. New pay plan implemented thereby making town-wide salaries competitive. Pension disparity problems resolved. Major training and development efforts resulted in employee overall job satisfaction increasing from 73% in 1999 to 90% in 2004.

City of Savannah, Georgia. Assistant City Manager, 1989 to 2000. Assisted the City Manager in directing the operations of 2000 employees and a \$188 million budget. Direct responsibility for the Management and Financial Services Bureau (eleven departments). Major accomplishments, activities or responsibilities:

Financial Management. Savannah received awards from the Government Finance Officers Association for both excellent budget reporting and excellent financial reporting in each of the eleven years. The City's current bond rating was AA. The city maintained a general fund balance of over \$10 million.

Information Services. The bureau spearheaded the complete conversion of the city's computer system completely eliminating the mainframe and utilizing file servers and a fiber optic network linking over 800 PCs and devices together

Human Resources. In 1998 the HR department received the International Personnel Management Association award for the best HR department of its size in the country. Initiated innovated strategies in health care and employee development.

Research Analysis. Major studies on efficiency and effectiveness conducted city-wide. Examples include: curbside cart systems; city/county service consolidations; financial condition analysis; annexation studies; productivity improvements; fire station location studies; crime control strategies; trunked 800 radio systems; and sanitation disposal.

Quality. Co-chaired, executive steering committee which was responsible for the implementation of the City's quality management program. This TQM process emphasized customer service, continuous improvement, employee empowerment and fact-based decision making.

City of Dover, Delaware. City Manager, 1982 to 1989. Directed the operations of the city's major departments, a \$47 million budget and 240 employees. Dover is a full service city of 22 square miles with a utility service area of 88 square miles. The city operates electric, water and sewer utilities. Major accomplishments, activities or responsibilities:

Public Works. Initiated major system changes to the refuse collection system which resulted in a 79% reduction in staff. A comprehensive street survey program was developed and the street resurfacing program upgraded. Long- term water supply plans were developed to double the system water supply for the future. A thirty- year sewer plan was approved and financing mechanisms including impact fees were approved. New preventive maintenance programs were initiated in both water and sewer utilities.

Capital Improvements. Developed the city's first five-year Capital Improvement Plan. The plan was revised yearly and outlined all capital improvements in the city along with need, source of funds, operating impact and priority.

Electric. Re-negotiated and implemented a major interconnection agreement with an investor owned utility which allowed for the city to buy and sell energy to the power grid. Also negotiated a separate interconnection agreement with a co-generation facility. During the period 1983 to 1989 rates were reduced and system outages curtailed.

Administration. Revised and updated personnel and purchasing standards. Conducted the first evaluation of the city's financial condition utilizing ICMA and GFOA developed materials.

City of Ames, Iowa. Assistant City Manager, 1977 to 1982. Assisted the City Manager in directing the operations of 14 departments, a \$55 million budget and 450 employees. Responsible for the day-to-day problem solving of six departments: Police; Public Works; Fire; Planning and Housing; Parks and Recreation; and Sanitation. Major accomplishments and responsibilities:

Labor Relations. For four years served as chief spokesman of the city negotiating teams. Responsible for preparing, organizing and conducting negotiations with five municipal unions.

Human Services. Developed joint budget process for the funding of 23 human services agencies. Coordinated major revisions to the city funding process which called for joint hearings with the County and United Way. Also assisted in major consolidation and federation of these agencies to increase accountability and streamline costs.

Utilities Management. As Acting City Manager and as Assistant City Manager, exercised general responsibility for monitoring the activities of the electric, water, and sewer and resource recovery utilities. During this period of time the city doubled the size of its electric generating plant and sought site approval for a new wastewater treatment plant. As Acting City Manager, I was responsible for arranging interim financing for \$26 million for completion of the generating plant.

Transportation. Assisted in the development of a comprehensive planning effort that eventually resulted in a major consolidated transportation authority which was funded jointly by the City, the University and the Student Body.

International City Management Association, Washington D. C. Assistant Director, Management Development Center, 1973 to 1977. Responsible for directing, planning and managing a variety of contract projects.

Project Director, Solid Waste Management Project. Provided information and assistance to local governments on collection, disposal, and resource recovery.

Labor Relations. Organized, planned and conducted collective bargaining seminars on negotiations skills, grievance administration and arbitration.

Project Director, Personnel Management Project. Assisted city managers in dealing with difficult and time-consuming personnel problems.

City of Anaheim, California, Administrative Intern 1972 to 1973. Research and Budget section of the City Managers Office. Involved in the budget process and general research.

Peace Corps/Micronesia, 1970 to 1972. Served as a volunteer on the Island of Rota in the Mariana Island Chain. Math teacher-trainer.

County of Orange, California, Administrative Intern 1969 to 1970 Employed in the Personnel and Purchasing Departments.

PROFESSIONAL ORGANIZATIONS

Vice Chairman, Chatham County Board of Tax Assessors-2007

President, East Georgia Chapter American Society for Public Administration 1992

President, Delaware Association of City Managers 1985-86

Assistant Professor, University of Delaware- Municipal Management 1987, 1988

Board of Directors, Southside Communities Fire Protection 1989 to 1998

Secretary/Treasurer 1995-96, Savannah Business Group on Health Care Cost Management

Member, International City/County Management Association

Member, Board of Directors, Riverview Health and Rehabilitation Center- 2007