



Mayor of Providence

Jorge O. Elorza

February 19, 2020

Honorable Members  
Providence City Council  
City Hall

Dear Honorable Members:

Pursuant to Section 302(b) and 1002 of the Providence Home Rule Charter of 1980, as amended and Public Law, Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day appointing Leo Perrotta of 117 Cliff Avenue, Portsmouth, RI 02871, to the position of Director of the Department of Public Works, and respectfully submit the same for your approval.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Elorza", written over a faint circular stamp.

Jorge O. Elorza  
Mayor

IN CITY COUNCIL

APR 16 2020

READ

WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED AND APPROVED

CLERK

# Leo J. Perrotta

117 Cliff Ave, Portsmouth, RI 02871

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## EMPLOYMENT

- 10/19-Present     **Acting Director Public Works – City of Providence**
- Acting Director: Oversees daily functions of Public Works, which includes Highway, Engineering, Traffic Engineering, Sewer, Environmental and Parking Departments. Prepares and administers budget for Department and interacts with other city and State Agencies and Departments on implementing infrastructure improvements. Establish staffing levels, monitors and evaluates effectiveness and efficiency of service delivery procedures and methods and makes necessary adjustments
- 1/11-Present     **Parking Administrator – City of Providence**
- Parking Administrator: Oversee all parking regulations in the city of Providence and establishes areas for regulated parking. Oversee the installation and the strategic placement of Parking meters throughout the City. Maintains financial records for department and track revenue on a daily basis. Oversee the maintenance of the parking meters, including single space and multi-space meters. Assists with technical support. Oversee Red-light Camera program and interact with Municipal Court and Police Department on ticketing and enforcement. Oversee City-wide Overnight Parking program, including implementation, design and issuance. Maintain records for notifying individuals for permit renewals and parking bans.
- 5/12- 12/16     **Acting Director of Traffic Engineering – City of Providence**
- Oversee the Department of Traffic Engineering, which includes maintenance and installation of traffic signs and signals. Maintain and establish Traffic Regulations in accordance with MUTCD standards. Coordinate all work orders and issues work orders on a daily basis. Assists in the coordination of special events in the city of Providence in respect to street closures and parking bans. Coordinate all work associated with street closings/parking bans needed by private contractors. Maintain records and send invoices for all work performed associated with street closures and parking bans.
- 5/13- 7/15     **Acting Director of Environmental Services – City of Providence**
- Oversee Department of Environmental Services, which is charged with enforcing environmental regulations in the City of Providence, which includes recycling, illegal dumping, the use of dumpsters and rodent control. Oversee a staff of 5 inspectors, a recycling coordinator, 2 clerks and a rodent control officer. Track recycling rates in the city, promote recycling efforts and oversee Clean and Lien Program.
- 8/08- 12/10     **Senior Advisor to Mayor David Cicilline, City of Providence**
- Provide governmental and political advice to Mayor, Oversee all board appointments, Create email database for communications, interact with City Council, State Representatives and Senators. Represent Mayor at public functions, handle constituent matters.
- 9/07 – 9/08     **Land Use Consulting – Self Employed**
- Prepare and provide testimony in land use cases before Zoning Boards & Planning Boards throughout Rhode Island

- 1/07-5/07 **Chief of Staff, Mayor's Office – Acting Mayor John Sisto, Town of North Providence**
- Responsibilities included the preparation of the annual town budget (\$81M) and budget address. **Oversee day to day operations of municipal government. Developed and implemented internal and external policies and procedures.** Official spokesperson for Town. Acted as liaison between Mayor's office, Town Council and General Assembly and was the Town's representative at the R.I. League of Cities and Towns. Acting Mayor in absence of Mayor.
- 10/04 – 1/07 **Associate Director of Planning & Program Development- Tri-Town Community Action Agency**
- Assist Executive and Deputy Director of Agency oversee various departments, including Health Center, Behavioral Health, Prevention, Energy, Housing and Head Start. Assist Fiscal Department in management of Agency budget (\$11M FY06). Also responsible for grant writing, program development and administration.
- Town of North Providence, RI**
- 5/85 - 12/88,  
9/95 - 9/04 **Planning Director/Zoning Official/Federal Program Coordinator**
- Advisor to Planning Board and Zoning Board, administer and enforce Town's Comprehensive Plan, Subdivision Regulations and Zoning Ordinance. Formulate and administer Community Development Block Grant proposals, grant writing and administration. Oversee Centredale Revitalization Construction project.
- 6/86 - 5/94 **Chief of Staff, Mayor's Office - Mayor Salvatore Mancini**
- Responsibilities included the preparation of the annual town budget (\$43M) and budget address. Oversee day to day operations of municipal government. Developed and implemented internal and external policies and procedures. Official spokesperson for Town and chief negotiator for Mayor on all municipal contracts. Acted as liaison between Mayor's office, Town Council and General Assembly and was the Town's representative at the R.I. League of Cities and Towns. Oversee construction of new High School, Natatorium, Library and other municipal construction projects. Acting Mayor in absence of Mayor.
- 9/03- 5/04 **Instructor - American Government - Rhode Island College**
- Duties included teaching introductory level course - Political Science to 25-30 students, grading and creation of class syllabus.

## **EDUCATION**

- 1989 Ph.D. Candidate, University of Connecticut  
Area of concentration: Political Science - Survey Research.
- 1986 Master of Arts, Kent State University, Kent, Ohio  
Area of Concentration: Political Science
- 1983 Bachelor of Arts, Rhode Island College, Providence, RI  
Major: Political Science/ Public Administration, Minor: History

**References Available Upon Request**