



CITY OF PROVIDENCE
EXECUTIVE CHAMBER
PROVIDENCE, R.I.

WALTER H. REYNOLDS
MAYOR

June 6, 1963

To the Honorable the City Council
of the City of Providence

Gentlemen:

On May 27, 1963 Mayor Reynolds submitted to the City Council an interim report concerning preventive and corrective measures which his administration had taken as a result of the events which led to the dismissal of several city employees and the lodging against them of serious criminal charges.

In the report the Mayor stated that he had asked Mr. Edward P. Conaty, Mr. George Ingram and Mr. John H. Lyte, Jr. to conduct an independent study of personnel procedures and to submit a report of their findings.

The report was received this afternoon. In accordance with the instructions of the Mayor, I am herewith transmitting copies of the report to the City Council. The Mayor has also instructed me to inform you that shortly after his return from the annual meeting of the United States Conference of Mayors he will meet with the committee to discuss their report and the means of implementing its recommendations.

Respectfully submitted,

Edward F. Burke

Edward F. Burke
Administrative Assistant

IN CITY COUNCIL

JUN 6 1963

READ:
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.

EFB:JCA
encls:

W. Everett Whelan
CLERK

FILED

JUN 6 4 58 PM '63

CITY CLERK'S OFFICE
PROVIDENCE, R.I.

June 6, 1963

Mayor Walker H. Reynolds
City of Providence
Executive Chamber
Providence, Rhode Island

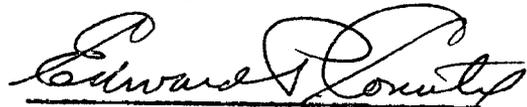
Dear Mayor Reynolds:

In accordance with your request of May 22, the undersigned conducted a study of the personnel practices and procedures of the City of Providence. Based on this study we submit the attached report which contains a number of recommendations for your consideration.

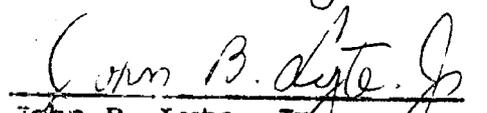
As requested this report is being submitted prior to the meeting of the City Council on June 6, 1963. Within the time limitations imposed, we believe as detailed a study was made as was possible.

We sincerely feel privileged that you gave us this opportunity to serve you and the citizens of the City of Providence, in this important matter. Please feel free to call on us at any time if we can be of further assistance with regard to this subject.

Sincerely,


Edward P. Conaty


George A. Ingram


John B. Lyte, Jr.

At the request of Mayor Walter H. Reynolds, Messers Conaty, Ingram, Lyte met with him on May 22, and agreed to serve as a committee appointed to examine the personnel practices and procedures of the City of Providence. The Mayor outlined the problems of the City relative to hiring, record keeping and payments which had come to light as a result of the Melino case. The committee was requested to review the personnel practices of the city and report their findings prior to the meeting of the City Council on June 6.

The committee felt that within the time available it could only make an overall survey of personnel practices of the city, with detailed study of hiring, record keeping and payment procedures in a group of agencies as an indication of the general practices. The police, fire and school departments, were excluded from consideration by committee choice, inasmuch as these departments have practices peculiar to the nature of their operation. Within other agencies a sampling was undertaken, representing units within and without City Hall. Emphasis throughout was on procedures. No attempt was made to evaluate either the qualifications, work performance, or attendance of any employee or group of employees. However, when in the course of the study there appeared an obvious deviation from the normal, further study was made as is indicated on later in this report.

The committee received the wholehearted cooperation of every city employee interviewed. Particularly helpful were Personnel Director, Edward F. Morar, and Joseph Quinton, Personnel Technician. Records and files were made completely available. When it became necessary to obtain material which was not of a current nature, search was immediately undertaken and nothing the committee asked for was not forthcoming. Interviews were conducted with representatives of Personnel Division, Treasurers Office, Highway Division, Controllers Office, Sewerage Disposal Division, Sewerage Maintenance Division and the Park Department. In each agency the complete hiring procedure was reviewed, record keeping practices and forms examined, payment practices analyzed and the overall personnel policy of the agency discussed. The relationship of the operating agencies with the central offices of the Personnel Director, Controller, and Treasurer were examined. The conformity of the departments personnel practice with the general policies of the city as established by ordinance or directives was reviewed. The committee met on nine separate days for an average of six hours a day, and in addition as individuals devoted many additional hours to individual study, comparisons and summaries.

HIRING PRACTICES

All city jobs are established as a result of State law or ordinance passed by the City Council. Each year the City Council establishes the specific number of positions allowed to an agency, and by a compensation plan sets the salaries to be paid these employees. No position may be established except by approval and action of the City Council. The Personnel Director maintains a roster showing the official list of approved positions, the name of the incumbent if filled, and a notation if vacant. The present procedure is for the head of an agency to verbally request the Personnel Director to supply him with candidates for filling authorized vacancies.

Any interested person may fill out an application with the personnel Director for city employment. Upon completion of the application, a preliminary interview is conducted. If there are no openings of the job type being sought, the application is filed with those of individuals seeking similar work. Upon receipt of a request for a person to fill a vacancy, the Personnel Director reviews applications on file and calls in one or more applicants. A second interview to determine availability and apparent ability to fill the job is then conducted in the Personnel office.

The Personnel Director gives the applicant if acceptable a referral card to be presented to the hiring department head. This card indicates the position for which the applicant is recommended. If the applicant is hired, after a further interview with the department head or his delegate, the referral card together with entrance forms (B-VIII and Entrance Into City Service) are sent to the Personnel Director's office. If the applicant is not hired, the referral card is returned to the Personnel Directors office with appropriate comments.

Upon receipt of referral card and entrance forms indicating acceptance of the individual by the agency head, the Personnel Director, for certain types of employment will direct the applicant to a doctor for a physical examination. Results of the examination are requested to be returned to the Personnel Director as soon as possible, in order to expedite the hiring procedure. The examining physician presently advises the Personnel Director by means of a short form that the applicant has been found fit for any employment. A full physical examination report is later submitted by the examining physician. This form indicates any limitations of physical ability or that the individual is physically unfit for any employment.

At this point the additional forms for the individual

such as Blue Cross, W-f, etc. are usually prepared and filed with the Personnel Director for forwarding to the payroll section. Such records as the agency maintains on the individual regarding time schedule, vacation, sick leave, etc. are also prepared when the individual reports for work.

RECOMMENDATIONS

1. All requests from department heads for filling authorized vacancies should be made in writing on a form to be designed and made available by the Personnel Director.
2. The Personnel Director should maintain a running list of all authorized vacancies, as to date of vacancy, job title and department. This list should also make provision for listing actual requests and date of such requests from the department head as well as date position is filled. A review of this list should be of value in the preparation of annual budgets for various departments.
3. While we saw no evidence to the contrary, we believe it is important that all applicants complete the Application for Employment in the Personnel Office.

4. The Application For Employment form should be revised to include among other things:
 - a. Social Security Number
 - b. Physical Characteristics such as Height, Weight, Color Hair, Color Eyes
 - c. Military Status
 - d. A revision of the pre-employment statement to include consent to future physical examination, an agreement to comply with established city policies and procedures and consent to reference check.
5. It is recommended that the Application For Employment Form be duplicated in the Personnel Director's Office and forwarded to the hiring department head along with the Referral card. If the individual is hired, this copy of his application will remain in the department as part of the individuals personnel record. If not hired, it should be returned to the Personnel Director's office.
6. Prior to or after referral, but certainly prior to entrance into city service, the

Personnel Director's Office should contact references including previous employers, and examine military discharge papers if applicable, and make complete notations on reverse side of application.

7. The hiring department upon decision that the applicant is satisfactory, should prepare an Entrance Into City Service form, revised to combine information now currently on forms B-VIII and the present entrance form. This form, as revised, would cover one employee only, be in multiple copies so that each unit concerned (payroll, retirement, personnel and hiring agency) would have a copy. The employee should sign this form in the presence of the hiring official. This recommendation is based on the fact that present procedures do not insure that the individual who filled out the application is the same person actually interviewed. This signature would also signify acceptance on the part of the individual of the job at the rate specified

on the form. The revised form would require the hiring official to fill in the physical characteristics (height, weight, color hair, color eyes, etc.). The agency copy would be kept with the application copy as part of the record of the individual in the operating department.

8. If the applicant is acceptable to the hiring department head, he should return to the Personnel Director's office for the following purposes:
 - a. Photograph
 - b. Referral to physician for physical examination
 - c. Preparation of forms such as W-4, Blue Cross, Entrance to Retirement System, etc.

The current procedure does not provide for photographing, but equipment to carry out this process is now on order. We concur that this is a desirable and necessary change in procedure.

At the present time physical examinations are on a

limited basis. The requirement has been limited to jobs in which manual labor is involved. However in view of an extremely liberal policy, under which approximately 1,230 authorizations for medical care or treatment were issued in 1962, when the total number of city employees, exclusive of the school department averaged 3,400, it appears only prudent that the City have knowledge of the physical condition of every employee on entrance into City service.

9. The examining physician's authorization from the Personnel Director should indicate the type of work the applicant is expected to perform.
10. The present forms used by the examining physician should be revised. Details as to physical characteristics (height, weight, color hair, eyes, etc.) should be included for comparison with information on application. The prospective employee should sign the physical examination form. Under present procedures there is no assurance that the person undergoing the physical examination is the person who filled out the application.

11. The examining physician should report immediately on a revised short form that the applicant is or is not physically qualified and follow-up with a detailed examination report in duplication to the Personnel Director. One copy of this report should be sent to the hiring agency and the original maintained by the Personnel Director.
12. The Personnel Director should require documentary evidence of date of birth, social security number, special license as required etc., prior to the start of employment.
13. The City has certain rules relative to personnel practices that are established by ordinance. Other rules have developed by accepted practice over a number of years. Our examination indicates there is a wide variance in the application of both types of rules from department to department and even from division to division in the same department. This

includes, but is not limited to the areas of vacation time, sick leave, personal absences, overtime payments, etc. In addition there are a number of fringe benefits employees are entitled to. In order to work toward a uniform approach to these matters, it is strongly recommended that immediate steps be taken to prepare:

- a. Manual of Personnel Practices for use in every agency.
- b. A handbook of information for employees.

The manual would contain the official rules adopted by the City as a result of ordinance or directive of the Mayor and would establish in each agency a uniform method of treatment of employees. The handbook would be of assistance in orienting the new employee as to his privileges, duties, benefits, and spell out procedures that must be followed in all cases where absence from employment exists, injuries sustained, medical care desired and such other personnel practices as the City has in force.

RECORD KEEPING

At the present time a master personnel record card is maintained in the Personnel Director's office. To this record are posted status changes, pay changes, sick leave, etc. in addition to other information furnished on the application for employment. Other forms relating to employees are filed in this office by fiscal year.

In the various agencies employee information relative to sick leave, vacation leave appeared to be handled in a standardized manner. With regard to copies of the B-VIII form, entrance papers, status changes, etc., they are filed in various ways depending on the department. There are wide variances in the methods of maintaining departmental personnel records.

RECOMMENDATIONS

14. We recommend continuing the present employee personnel record card as maintained in the Personnel Director's office. However, a photograph of the employee should be attached and a description of physical characteristics such as height, weight, color hair, color eyes, etc. included.

15. In order to provide an easily accessible record of all employees and all related data, we recommend the establishment of an individual personnel folder for each employee in the Personnel Director's office. Into such a folder would be placed copies of the application, entrance papers, status changes, physical examination record, individual records of sick and vacation leave, performance reviews, warnings, etc. A similar folder should be established in the various agencies. If this recommendation is put into practice, it will be necessary to revise Entrance, Change in Status and Termination forms to include only one employee because at the present time the same form is designed for more than one individual.
16. A standardized personnel record card should be designed and used in each agency for every city employee.
17. It is recommended that every city employee turn in to his supervisor each week an

individual attendance record showing starting time and quitting time for each day worked with notations made for absences as they occur, such as sick leave, vacation time, death in family, jury duty, personal reasons, lateness, etc. This record should be personally signed by each employee. The record should also bear the signature of the employee's immediate supervisor. These records should be submitted weekly to the person in each agency who prepares the weekly payroll roster for the Finance Department. Certain administrative and supervisory positions could be exempted from this practice at the discretion of the Mayor. The possibility of intergrating this system with existing data processing equipment should be investigated.

18. The payroll roster form should be revised for the posting of absences other than vacations and sick leave. The "Other

Absence" column which we suggest be added should follow a legend coding for absences such as jury duty, death in family, military leave, personal reasons, etc.

19. We recommend that form SL-1 (Notice of Employee's Absence Due to Illness) be revised to read "Notice of Employee's Absence" (Other than Vacation Time) with reasons for absence included on the form in addition to the current information on SL-1.

20. We further suggest form SL-2 (Notice of Employee's Return to Work) be revised to show the following additional information:

- a. Reason for absence
- b. If absence due to illness the physician consulted should be noted.

A review of various forms on file indicated that this information has usually not been furnished.

- c. Other absences such as military

leave and jury duty should be supported by notation of documentary evidence.

21. The current forms upon which sick and vacation leave records are posted should be revised to one standard record of absence form which would include sick leave, vacation leave, jury duty, death in family, military leave, personal absence, etc. These should be maintained both in the agency and in the Personnel Director's office.
22. The directive of May 29, 1963 addressed to all department heads which requires any employee having outside employment to file a record of such employment with his superior, we believe to be a progressive step, and one which should be continued.
23. It is recommended that a form be designed and put into immediate use for the evaluation of employee performance. These reviews should be prepared by the immediate supervisor and processed six months after initial employment and

annually in the anniversary month of employment thereafter. Notations on this rating might include physical fitness, absence record and job performance. It is suggested that these performance reviews be discussed with the employee reviewed, signed by department head, and copies filed in the central folder and departmental folder of each employee.

PAYMENT PROCEDURES

Under present practices, checks are distributed by the Treasurer's office to a person in authority in each agency. Within the agencies, practices vary as to the actual handing out of checks. In some cases the head of the agency, in others a foreman, supervisor, or a clerk may pass out checks. There is also a wide disparity in practices on the occasions where an individual is not present to accept his check. In some instances the check is held until the individual appears and requests it; in others, it is mailed to him; and sometimes the check is delivered to a third party for ultimate delivery to the employee. It was the lack of direct contact between responsible persons and the employee, which made it possible for an apparently non-existent man to receive checks over a

long period. Several methods of preventing a recurrence of this nature are possible.

RECOMMENDATIONS

24. Delivery of checks from a supervisor to a third party should only be made upon presentation of written evidence that the third party is authorized to receive the check. A weekly report by each agency to the Finance Director listing each check mailed or delivered to a third party should be initiated. Checks should not be held in an agency awaiting personal pickup for more than one week. After this period has elapsed, they should be returned to the Treasurer's office.
25. A directive should be issued, indicating that endorsement of check is a personal responsibility. The role of banking institutions, liability for endorsing another persons name and possibility of defalcations should be stressed in the directive.
26. It is recommended that unannounced payroll distributions be made from time to time

by representatives of the Finance Department. This procedure will enable an independent authority to verify the actual employment of the persons listed on the payroll. At the conclusion of the payroll distribution, the Finance Department representative should hold all undelivered checks for pick up at his office, or in certain cases delivery by registered mail might be desirable. An examination can be made following the payroll distribution of attendance records of individuals absent at time checks were delivered. Similarly, regular tests should be made of checks mailed to pensioners as to pensioners continued existence and the validity of substitute endorsements.

27. In these cases where payroll deductions are made for bonds, a similar test check should be made as to the actual recipient when the bond is delivered. Bonds, like checks should not be held in agency offices for

more than a one week period pending delivery. This will eliminate recurrence of a situation which came to our attention in which a bond issued in December 1944 was still being held for the owner in a department safe until returned to the Treasurer very recently.

28. As a further safeguard, it is suggested that the Treasurer ask the Controller to provide him with a list of outstanding checks, particularly on the payroll account at regular intervals. This list should be closely examined to determine the reason certain checks remain outstanding for a continuing period. The last such list prepared was in September 1959 and reported checks outstanding as of September 1957. Since the City will honor a request at a later date for payment even though a check has been returned to the general fund, the need for a more frequent examination of such outstanding checks is apparent. It was noted that an employee currently on the

city payroll had eleven checks, totaling over \$540, outstanding dating back to 1953 - 1957. One similar situation was cited to the committee. The city certainly has an obligation to see that employees actually receive payments due them. The total of payroll checks outstanding as of September 1957 was \$2,288.31, of which only approximately \$155 has been paid out since to claimants. It is presumed that future audits of the city's finances would determine the current status of all outstanding checks.

CONCLUSION

We again wish to stress the wholehearted cooperation of every person with whom we talked. There is apparent a real desire on the part of the administration to effectuate practices and safeguards which will insure the taxpayer that City employees are at work and are properly performing their assigned duties. In the absence of a positive merit system, certain variances from uniform standards are to be expected.

No attempt was made by this committee to revise all the personnel forms in use. Certain suggestions in this area

have been made, and a qualified Form Designer and Methods and System Analyst could quickly and easily put into effect the changes recommended.

Similarly because of the time limitations no attempt was made to evaluate practices with regard to hiring emergency, temporary or seasonal employees. However, the recommendations outlined in this report certainly provide a basis on which necessary procedures could be established. Neither did the committee make any attempt to make a physical determination that every employee listed on the payroll was actually working. The committee did not feel that such an audit was within the scope of its assignment.

Personnel administration in a political entity is a complex subject at best. All the forms, procedures, manuals and precautions that encompass any personnel system may be evaded and will serve no purpose if certain people are determined to defraud. Honesty and integrity cannot be legislated. However if rules are equitably drawn and properly communicated, precautions and safeguards against collusion established, and a continuing attempt is made to maintain a high degree of morale, we believe pride in their organization will serve as a motivation to employees to maintain a system that is honest and productive.

The major need apparent to this committee, in addition to the specific recommendations suggested, is for a closer liaison between the personnel office and the operating departments. There must be a more uniform approach on the part of department heads in dealing with employees. There must be a recognition that mutual responsibility and fairness demand that employees be treated alike regardless of the nature of their work or the department in which they are employed. The action of the Mayor in insisting, through his department heads, on such a uniform treatment should engender an increased loyalty to the City and evoke greater pride in accomplishment.

The committee extends to Mayor Reynolds its willingness to serve him in a further development of this study should he so desire.

Edward P. Conaty
George A. Ingram
John B. Lyte, Jr.

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CITY OF PROVIDENCE
EXECUTIVE CHAMBER
PROVIDENCE, R.I.

WALTER H. REYNOLDS
MAYOR

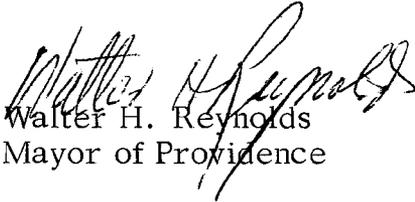
May 28, 1963

To the Honorable the City Council
of the City of Providence

Gentlemen:

In accordance with the provisions of Section 91 of Chapter 544 of the Ordinances of the City of Providence, 1951, I have this day appointed Mr. Anthony Viola of Providence as a member of the Zoning Board of Review for the ensuing term ending on the first Monday in June, 1968, and respectfully submit same to you for your approval.

Respectfully yours,

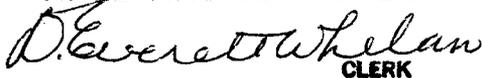

Walter H. Reynolds
Mayor of Providence

WHR:JCA

IN CITY COUNCIL

JUN 6 1963

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READ AND APPROVED


CLERK

414



CITY OF PROVIDENCE
EXECUTIVE CHAMBER
PROVIDENCE, R.I.

WALTER H. REYNOLDS
MAYOR

May 28, 1963

To the Honorable the City Council
of the City of Providence

Gentlemen:

In accordance with Section 91 of Chapter 544 of the Ordinances of the City of Providence, 1951, I have this day appointed Mr. Anthony Viola, a member of the Zoning Board Of Review, to serve as Chairman of said Board, and respectfully submit same to you for your approval.

Respectfully submitted,


Walter H. Reynolds
Mayor of Providence

WHR:JCA

IN CITY COUNCIL

JUN 6 1963

.....
READ AND APPROVED


CLERK



CITY OF PROVIDENCE
EXECUTIVE CHAMBER
PROVIDENCE, R.I.

WALTER H. REYNOLDS
MAYOR

May 28, 1963

To the Honorable the City Council
of the City of Providence

Gentlemen:

In accordance with the provisions of Chapter 591 of the Ordinances of the City of Providence, 1952, I have this day appointed Mr. John J. Cashman of Providence as the sixth member of the Zoning Board of Review for the ensuing term ending on the first Monday in June, 1964, and respectfully submit same to you for your approval.

Respectfully submitted,

Walter H. Reynolds
Walter H. Reynolds
Mayor of Providence

WHR:JCA

IN CITY COUNCIL

JUN 6 1963

READ AND APPROVED

Everett Whelan
CLERK



CITY OF PROVIDENCE
EXECUTIVE CHAMBER
PROVIDENCE, R. I.

WALTER H. REYNOLDS
MAYOR

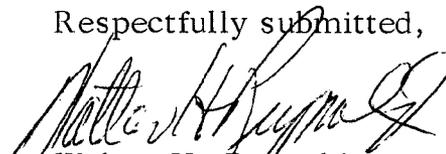
May 28, 1963

To the Honorable the City Council
of the City of Providence

Gentlemen:

In accordance with Section 5.6 and 5.7 of Chapter 1040, of the Ordinances of 1956, I have this day appointed Mrs. Howard Presel of Providence, a member of the Housing Board of Review, for a term of five years beginning Monday, June 10, 1963, and respectfully submit same to you for your approval.

Respectfully submitted,



Walter H. Reynolds
Mayor of Providence

WHR:JCA

IN CITY COUNCIL
JUN 6 1963

.....
READ AND APPROVED



D. Everett Wheelan
CLERK

CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

417

PETITION TO THE CITY COUNCIL

Lic # 5-

TO THE HONORABLE CITY COUNCIL OF THE CITY OF PROVIDENCE:

The undersigned respectfully petitions your honorable body that he may be designated and appointed to remove swill and house offal from the following places, namely:

PARKEY LAUNDRY, EDDY ST., JUSTICE BEDDING, EDDY ST., TANNERY BROS, BAXTER STREET
BANNER CREATION, ALLEPO STREET, LOCKRYEN FORSYTHE, EDDY STREET, CENTRAL TOOL, WELLING
AVENUE, FERGERSON PREFF WIRE, EVERETT STREET, ALTMAN GLASS, BROADWAY.

Licensee

Frank Camera

Address

27 Callup St

Recommended:

James S. Smith
Superintendent of Health
Providence, May 22 1963

In City Council

JUN 6 1963

Read, whereupon it is ordered that said petitioner be designated and appointed to remove swill and house offal in accordance with his petition.

Deverett Whelan Clerk

CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

LIC-21

PETITION TO THE CITY COUNCIL

TO THE HONORABLE CITY COUNCIL OF THE CITY OF PROVIDENCE:

The undersigned respectfully petition your honorable body

that he may be designated and appointed to remove swill and house offal from the following places, namely:

U.S. GOVERNMENT POST OFFICE; U.S. GOVERNMENT INTERNAL REVENUE; U.S. GOVERNMENT VETERANS ADMINISTRATION; PARKEY RESTAURANT, WESTMINSTER STREET, GLASS TITE INC, BRANCH AVENUE; E.A. ADAMS, NORTH MAIN STREET; DUNKIN DONUT SHOP, NORTH MAIN STREET, BILTMORE HOTEL, WASHINGTON ST; CUSTOM HOUSE, CUSTOM HOUSE STREET, MOHICAN HOTEL, WASHINGTON STREET, FRENCHS HOTEL, WASHINGTON STREET, SELF-SERVICE SALES, 213- ADMIRAL STREET, ST. EDWARD'S CHURCH, BRANCH AVENUE, MOTHER BOX LUNCH, MC MARTIN TOOL COMPANY, CHARLES STREET.

Licensee _____

Address _____

Recommended:

Harold J. Laub
87 Willetts Ave Riverside R.I.

Superintendent of Health

Providence, 19

Joseph Smith
my 22 63

In City Council JUN 6 1963

Read, whereupon it is ordered that said petitioner be designated and appointed to remove swill and house offal in accordance with his petition.

Everett Whelan Clerk

MAY 22 3 14 PM '63

CITY CLERK'S OFFICE
PROVIDENCE, R.I.

CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

PETITION TO THE CITY COUNCIL

TO THE HONORABLE CITY COUNCIL OF THE CITY OF PROVIDENCE:

Lic.#18

The undersigned respectfully petitions your honorable body

that he may be designated and appointed to remove swill and house offal from the following places, namely:

- BULOVA WATCH CO: R.I. CLEANERS: CHURCH OF EPIPHANY: JUNCTION CAFE: SCOTT FLOREST, EMBASSY
- FLOREST, P.B. & CO: P.J. NICKLE PLATING: RICHARDS, RESERVOIR AVE: 700-PRAIRIE AVE, HIGHLAND MFG.
- FRANK MORROW CO, ANSON INC. GRATNGER INC, FREDERICK HOURANE INC, 85-PATRIAN AVE, 61-BUNDELL
- HARRY EVERS CO, C&K ELC. NELSON RACK CO, GENERAL EQUIPMENT CO., FAIRDEAL MFG CO., PROGRESS JEWELR
- ARMET MFG CO., EMPIRE JEWELRY, UNITED SUPPLY & PLUMBING METAL AND CREMAICA CO., UNITED PRESS CO
- A. MICHELLY CO., MANIGH INC., TOWER MFG CO., J.J. WHITE CO., SAMSEN CO., J & H. ELEC. JAMES REALTY
- ENTERPRISE JEW., MYERS BROS PARKING: J.J. CUMMINGS CO., NEW ENG. METAL CO. BINK LITO CO. WHITE
- MOTOR CO., UNION TOOL CO., A & J CO., DORETTE NOVELTY, CHELMAN & SONS CO., RIPLEY CLOTHES,
- HEALTH STUDIO WEYBOSSET ST., PAGE REALTY CO., NATIONAL BANK, C.D. PAIGE CO., HARRY CY CO.,
- HARTY SYSTEM, AR-EX-DRUG, EATON DRUG, MONARCH STORE FIXTURE, SCIENTIST CHURCH, NON-TARN CO.,
- RAY-TINE CO., ACHERLIND STEEL CO., LEWIS REALTY CO., DANIELS-CHULIG., MAT. ST. OFF., FIRESTONE
- RETREAD SHOP., BECROFT CHEVROLET CO., PROVIDENCE REDEVELOPMENT., A.T. CROSS CO., CHAS.
- ROITMAN INC., DLK. CARNIS COMPANY, ACEME PRINTING COMPANY., COLONIAL KNIFE COMPANY.,

(FOR THE YEAR ENSUING THE FIRST MONDAY IN APRIL, A.D. 1962)

Licensee Wilcox & Snow R. Fyfe

Address 9 Harvard Ave, Prov.

Recommended: [Signature]

Superintendent of Health

Providence, May 22 1963

In City Council JUN 6 1963

Read, whereupon it is ordered that said petitioner be designated and appointed to remove swill and house offal in accordance with his petition,

[Signature] Clerk

FILED

MAY 22 3 14 PM '63

CITY CLERK'S OFFICE
PROVIDENCE, R.I.

CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

210. #11

PETITION TO THE CITY COUNCIL

TO THE HONORABLE CITY COUNCIL OF THE CITY OF PROVIDENCE:

The undersigned respectfully petition your honorable body

that he may be designated and appointed to remove swill and house offal from the following places, namely:

- ROLO JEWELRY, 274-PINE STREET, GEM CRAFT, 95-CHESTNUT STREET, BLUE CROSS OF R.I. 31-CANAL ST, 97-
- VARGERS MFGG CO. 480 WEST EXCHANGE STREET, RANDALL STREET, DRESSED POULTRY, DE'QUATTRO
- REALTY, TAYLOR SHOE STORE, 94- EMPIRE STREET, CAROL'S FLOLIST SHOP, 1392-WESTMINSTER STREET,
- RED FOX SODA, 77-SILVER SPRING STREET, D'ODESSA & SON, 20-STEVEN STREET, GOLDBERG'S DRUG-
- store, 309- SMITH STREET.

Licensee Colsie Jackson

Address 210 W 8th Providence 179

Recommended:

Joseph Smith
Superintendent of Health
Providence, May 22 1963

In City Council JUN 6 1963

Read, whereupon it is ordered that said petitioner be designated and appointed to remove swill and house offal in accordance with his petition.

D. Everett Whelan Clerk

FILED

MAY 22 3 14 PM '63

**CITY CLERK'S OFFICE
PROVIDENCE, R. I.**

CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

PETITION TO THE CITY COUNCIL

Lic # 9

TO THE HONORABLE CITY COUNCIL OF THE CITY OF PROVIDENCE:

The undersigned respectfully petition your honorable body

that he may be designated and appointed to remove swill and house offal from the following places, namely:

CITADEL CORPS, 758-WESTMINSTER STREET, RHODE ISLAND ENGINEERING & MFG CORP., 570 -SOUTH WATER STREET, PAUL T. SMITH COMPANY, 75-VIRGINIA AVENUE, T.W. MARTINS PLUMBING & HEATING, 79-WHEEBS AVENUE, ALBINO MORRIS REALTY, 159-ELMGROVE AVENUE, NATIONAL MACHINERY INC, 1732-CRANSTON, STREET, L.W. BLAIR, 140 SHEFFIELD AVENUE, TRINITY UNION METHODIST CHURCH, 375-BROAD ST, GRUME UPHOLSTERY COMPANY, 106-KING STREET, CRANSTON DISTRIBUTING COMPANY, 587 RESERVOIR AVE, RENICE RUTTENBERG, 521- INDUSTRIAL BANK, ENSFLOW TUTTO COMPANY, 207-UNION AVENUE, PLUMERS TRAINING SCHOOL, 53-EAGLE STREET.

Licensee Frank M. Burns
Address 251 Taylor St

Recommended:
Joseph Smith
Superintendent of Health
Providence, May 22 1963

In City Council JUN 6 1963

Read, whereupon it is ordered that said petitioner be designated and appointed to remove swill and house offal in accordance with his petition.

D. Everett Whelan Clerk

CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

PETITION TO THE CITY COUNCIL

LIC #14

TO THE HONORABLE CITY COUNCIL OF THE CITY OF PROVIDENCE:

The undersigned respectfully petition your honorable body

that he may be designated and appointed to remove swill and house offal from the following places, namely:

PROV-LYING-IN HOSPITAL, 50-MAUDE STREET, ROGER WILLIAMS GENERAL HOSPITAL, 825-CHALKSTONE AVE,
COOK'S FISH MARKET, 216-SMITH STREET, SMITH HILL MARKETS, 399-SMITH STREET, LAPPAN'S ICE CREAM
COMPANY, 282-SMITH STREET, WEYBOSSET DONUT SHOP, 253 WEYBOSSET STREET, CHEN'S RESTAURANT, 124-
WASHINGTON STREET, COBB'S RESTAURANT & VINTAGE ROOM, 129-WEYBOSSET STREET, COZY DINER, 43-BATH
STREET, ELM'S DINER, SMITH STREET, HON-HONG RESTAURANT, 194-WASHINGTON STREET, MC'GARRY'S
RESTAURANT, 22 WESTMINSTER STREET, MILLER'S FISH & CHIPS, 672-WESTMINSTER STREET, PORT ARTHUR
RESTAURANT, 123-WEYBOSSET STREET, WINKLERS GEO. STEAKHOUSE INC., 37-MIDDLE STREET, MELL#0*GOLD
BANANA COMPANY, 6- HARRIS AVENUE.

Recommended:

Joseph D'Amico
Superintendent of Health

Providence, May 22 1963

Licensee

Arthur A. Tetard

Address

971 - Pine Street

Seekonk, Mass.

In City Council

JUN 6 1963

Read, whereupon it is ordered that said petitioner be designated and appointed to remove swill and house offal in accordance with his petition.

Deverett Whelan Clerk

FILED

MAY 22 3 14 PM '63

**CITY CLERK'S OFFICE
PROVIDENCE, R.I.**

CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

PETITION TO THE CITY COUNCIL LIC # 2

TO THE HONORABLE CITY COUNCIL OF THE CITY OF PROVIDENCE:

The undersigned respectfully petition your honorable body

that he may be designated and appointed to remove swill and house offal from the following places, namely:

- SAINT MARIA'S HOME, GOVERNOR STREET
- BETHONEY HOME, SOUTH ANGELL STREET.
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Recommended:

Joseph Smith
Superintendent of Health
Providence, May 22 1963

Licensee H. B. Kennedy
Address PO 4465 Riverside '57 RI

In City Council JUN 6 1963

Read, whereupon it is ordered that said petitioner be designated and appointed to remove swill and house offal in accordance with his petition.

Deverett Whelan Clerk

FILED

MAY 22 3 14 PM '63

CITY CLERK'S OFFICE
PROVIDENCE, R. I.

CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

PETITION TO THE CITY COUNCIL

Lic. # 8

TO THE HONORABLE CITY COUNCIL OF THE CITY OF PROVIDENCE:

The undersigned respectfully petitions your honorable body that he may be designated and appointed to remove swill and house offal from the following places, namely:

LaSalle Academy

Venice Hall

Conv Home Blackstone St.

Jewish Home Hillside Ave.

St. Michaels

St. Anthony's

Miriam Hospital

Twings Diner

Esek Hopkins School

Maries Rest. 1110 Chalkstone Ave.

East Side Diner

Hoyle Dinette

Yankee Clipper

Althro Lunch

Tin Pins Branch Ave.
Ten Pins.

Recommended:

Joseph Smith
Superintendent of Health

Providence, May 22 1963

Licensee

Charles Rose

Address

49 Old Pocasset Rd
Johnston R.I.

In City Council

JUN 6 1963

Read, whereupon it is ordered that said petitioner be designated and appointed to remove swill and house offal in accordance with his petition.

D. Everett Whelan Clerk

FILED

MAY 22 3 14 PM '63

CITY CLERK'S OFFICE
PROVIDENCE, R. I.

28.

LIC 28

PETITION TO THE CITY COUNCIL

TO THE HONORABLE CITY COUNCIL OF THE CITY OF PROVIDENCE:

The undersigned respectfully petitions your honorable body

that he may be designated and appointed to remove swill and house offal from the following places, namely:

DONOT SHOP DORRENCE, STREET.

MEE HONG, WESTMINSTER STREET

BILTMORE HOTEL

CROWN HOTEL, PINE & WEYBOSSET STREET.

LUKES REST, EDDY STREET

SHEPARD RESTAURANT, MATHWSON STREET.

SPAGHETTI PLACE, MATHWSON STREET

DONOT SHOP, MATHWSON STREET

MING GARDEN, WESTMINSTER STREET

RESTAURANT, EXCHANGE PLACE.

S. S. KRESGE WESTMINSTER STREET.

Licensee Joseph Walker
Address Old County Rd Barrington
Joseph Walker

Recommended:

Paul Sutton
Superintendent of Health

Providence, June 22 1963

In City Council JUN 6 1963

Read, whereupon it is ordered that said petitioner be designated and appointed to remove swill and house offal in accordance with his petition.

D. Everett Whelan Clerk

Joseph Walker May 20, 1963
Walden Farm 7 Old Beauty Rd.
Burlington R.I.

Conor Spop Corrence St.

Mrs ~~Conor~~ ^{Hong} Westmester St

Biltmore-Sheraton Hotel

Crown Hotel Pine Mylossett St.

Lukers Rest. Eddy St.

Shepard Rest. Matthews St.

Spaghetti Place Matthews St.

Conor Spop. Matthews St.

Ming Garden Westmester St.

Laurus Rest. Exchange Place

S. B. Kruger Westmester St.

#28

FILED
MAY 22 3 14 PM '63

CITY CLERK'S OFFICE
PROVIDENCE, R.I.