



OFFICE OF THE CITY CLERK

D. Everett Whelan
City Clerk

CITY HALL

Vincent Vespia
First Deputy
William E. McWilliams
Second Deputy

January 16, 1961

To the Honorable the City Council
of the City of Providence

Honorable Dear Sirs:

The undersigned presents the report of moneys
received and credited his Department and returnable to the City
Collector for the quarter ended December 31, 1960, viz:

October 1, 1960 through December 31, 1960

	Number	Amount
Trade Names	57	\$ 114.00
Notary Fees	61	15.25
Physicians Registration	4	2.00
Hunting Licences	43	10.75
Fishing Licences	2	.50
Combination Hunting & Fishing Lic. 5		1.25
Certified Copies	7	3.50
Total		\$ 147.25

Respectfully Submitted,

D. Everett Whelan
D. Everett Whelan
City Clerk

IN CITY COUNCIL

JAN 19 1961

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

D. Everett Whelan
CLERK

FILED

JAN 16 2 59 PM '61

CITY CLERK'S OFFICE
PROVIDENCE, R.I.

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CITY OF PROVIDENCE
RHODE ISLAND

WILLIAM E. McCABE
CITY SOLICITOR
JAMES J. CORRIGAN
HARRY GOLDSTEIN
VINCENT A. RAGOSTA
EDWARD F. BURKE
ASSISTANTS
GUERRINO A. BROSCO
INVESTIGATOR

LAW DEPARTMENT

January 12, 1961

The Honorable the Members of the
City Council,
City Hall,
Providence, R.I.

Gentlemen:

Enclosed please find bonds of the following named
City Officials, which have been duly approved by me as to
form:

James M. Gordon, City Collector-----\$60,000
David R. McGovern, City Treasurer--- 25,000

Very truly yours,

William E. McCabe
CITY SOLICITOR

WEM:RAF

ENCS.

IN CITY COUNCIL

JAN 19 1961

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

Robert Whelan
CLERK

Received of City Clerk above listed Bonds
January 26, 1961

Jack Wilkes



TRAFFIC ENGINEERING DEPARTMENT

ROGER T. CHANDLER
Traffic Engineer
JOHN I. LOGAN
Assistant Traffic Engineer

147 Fountain Street
Providence 3, R. I.

January 10, 1961

Honorable City Council
City Hall
Providence, Rhode Island

Gentlemen:

We have completed our investigation of traffic conditions at the intersection of Grand Broadway and Vandewater Street.

Our study showed low volumes of traffic on both of these streets. In addition, there has never been an accident reported at this intersection.

Therefore, we do not recommend the establishment of "Stop" control at this location.

Very truly yours,

John I. Logan

John I. Logan
Assistant Traffic Engineer

CFA:gf

IN CITY COUNCIL

JAN 19 1961

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

Everett Whelan
CLERK



TRAFFIC ENGINEERING DEPARTMENT

ROGER T. CHANDLER
Traffic Engineer
JOHN I. LOGAN
Assistant Traffic Engineer

147 Fountain Street
Providence 3, R. I.

January 10, 1961

Honorable City Council
City Hall
Providence, Rhode Island

Gentlemen:

We have completed our investigation of traffic conditions at the intersection of Virginia Avenue and Washington Avenue.

Our study showed light traffic volumes on both of these streets. In addition, the accident record for this location is good. There have been only nine reported accidents here since January of 1957.

Therefore, we do not recommend the establishment of "Stop" controls at this intersection.

Very truly yours,

John I. Logan
John I. Logan
Assistant Traffic Engineer

CFA:gf

IN CITY COUNCIL

JAN 19 1961

READ:

WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.

Robert Whelan
CLERK

To The Honorable Walter H. Reynolds, Mayor
To The Honorable The City Council

Annual Report of the
Department of Public Welfare for the
Twelve Months Ended September 30, 1960

January 26, 1961

To the Honorable Walter H. Reynolds, Mayor, and the Honorable The City Council:

In compliance with the Charter of the City of Providence and with Chapter 2, Section 179 $\frac{1}{2}$, of the Revised Ordinances of the City of Providence, 1946, the Department of Public Welfare submits this Annual Report for the fiscal year ended September 30, 1960.

Foreword

The last annual report of the Department made reference to the decline in the number of assistance cases and an attendant decrease in costs as that year progressed. This was attributed to the general improvement in our economy and a firm policy of transferring General Public Assistance cases to other programs of assistance as speedily as eligibility could be established. A continuation of those influences enables the Department to report that expenditures for the recently ended fiscal year were very nearly \$300,000. below those of the '58-'59 year. It would appear that in the light of current economic stresses an extension of the down trend is not likely.

With an increase in employment opportunities a decline in the number of public assistance cases is a reasonable expectation, but not as a solely automatic consequence. Decreases in case load and expenditures speak well for the vigilance and effectiveness of the Department's staff work in assisting needy families and individuals to return to a self-supporting status.

Our aim to centralize the Department remains firm. Hopefully the not distant future will permit realization of that objective.

I am indebted to you Mayor, for valued counseling and support. Encouragement received from members of the City Council is always gratifying. Failure to acknowledge the salutary and devoted service of the staff of the Department would be a thoughtless exclusion.

Respectfully submitted,

James V. McGovern

Director

IN CITY COUNCIL

JAN 19 1961

READ:
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D. Everett Whelan
CLERK

STATEMENT OF EXPENDITURES

For the Fiscal Year Ended September 30, 1960

	<u>Personal Services</u>	<u>Services Other Than Personal</u>	<u>Materials & Supplies</u>	<u>Special Items</u>	<u>Equipment Outlay</u>	<u>Totals</u>
Welfare Activities						
Welfare Administration	\$44,139.66	\$ 614.36	\$ 237.76			\$ 44,991.78
General Public Assistance Administration	298,393.38	22,064.95	9,296.51	43.20	204.00	330,002.04
General Public Assistance Home Relief	<u> </u>	<u>392,681.37</u>	<u>124,682.44</u>	<u>1,458,768.98</u>	<u> </u>	<u>1,976,132.79</u>
Total Welfare Activities	\$342,533.04	\$115,360.68	\$134,216.71	\$1,458,812.18	\$204.00	\$2,351,126.61

DETAILS OF EXPENDITURES

For the Fiscal Year Ended September 30, 1960

Welfare Activities

Welfare Administration

Personal Services

001 Salaries - Permanent Positions \$114,139.66

\$114,139.66

Total

Services Other Than Personal

109 Fees not Otherwise Classified - Including

Automobile Registration and License

114 Automobile Allowances - Other

114 Repairs to Automobiles and Trucks (Municipal Garage)

Total

2.00
360.00
252.36

614.36

Materials and Supplies

211 Motor Fuel

212 Lubricants

213 Tires and Tubes

Total

197.75
8.03
31.98

237.76

Total Welfare Administration

\$114,991.78

DETAILS OF EXPENDITURES

For the Fiscal Year Ended September 30, 1960

General Public Assistance - Administration

Personal Services	
001 Salaries - Permanent Positions	\$297,360.18
002 Salaries - Temporary Positions	1,033.20
Total	\$298,393.38

Services Other Than Personal	
109 Fees Not Otherwise Classified	42.80
111 Telephone and Telegraph	8,192.47
112 Postage, Freight and Express	1,322.00
114 Automobile Allowance	480.00
115 Transportation of Persons-Conventions	83.65
116 Transportation (Social Workers)	1,077.67
117 Travel Subsistence-Conventions	140.00
118 Travel Subsistence-Other	1,600.00
121 Printed Reports	25.01
131 Heat, Light and Power	5,264.56
134 Water Supply Board - Payments to -	218.03
141 Repairs to Office Machinery, Furniture, Furnishings	997.81
149 Repairs to Other Equipment	126.15
150 Repairs to Buildings	1,030.12
161 Rental of Office Machinery and Equipment	3.60
163 Rental of Other Equipment	270.00
164 Equipment Rental (Public Works Revolving Fund)	547.50
181 Laundry and Cleaning	317.00
183 Dues and Subscriptions	79.40
199 Miscellaneous Services Not Otherwise Classified	247.18
Total	22,061.95

DETAILS OF EXPENDITURES - continued

For the Fiscal Year Ended September 30, 1960

Materials and Supplies	
201 Stationery, Printed Forms and Office Supplies	\$3,981.66
221 Repair Parts and Supplies for Office Machinery, Furniture and Furnishings	17.85
232 Pharmaceuticals	77.66
241 Fuel	3,609.35
244 Household Supplies and Minor Equipment	1,470.12
266 Lumber and Hardware	48.50
267 Paint and Painter's Supplies	44.79
268 Plumbing and Electrical Supplies	5.97
269 Construction and Maintenance Materials and Supplies Not Otherwise Classified	8.62
299 Miscellaneous Materials and Supplies	31.99
Total	<u>9,296.51</u>
Special Items	
302 Liability Insurance	<u>43.20</u>
Total	43.20
Capital Outlay	
501 Office Furniture, Machinery and Equipment	<u>294.00</u>
Total	<u>294.00</u>
Total General Public Assistance - Administration	\$330,002.04

DETAILS OF EXPENDITURES

For the Fiscal Year Ended September 30, 1960

General Public Assistance - Home Relief Grants

Services Other Than Personal	
102 Medical Services	\$49,246.15
116 Transportation	244.88
169 Rentals Not Otherwise Classified	2,264.72
184 Hospitalization	314,877.37
185 Burials	25,698.49
199 Miscellaneous Services Not Otherwise Classified	349.76
Total	<u>\$392,681.37</u>
Materials and Supplies	
204 Wearing Apparel and Personal Supplies	29.45
229 Repair Parts and Supplies-Other	33.04
231 Medical, Chemical and Laboratory Supplies	9,460.29
232 Pharmaceuticals	38,082.20
241 Fuel	1,627.48
242 Food	75,449.98
Total	<u>124,682.44</u>
Special Items	
351 Cash Direct Relief	1,458,768.98
Total	<u>1,458,768.98</u>
Total General Public Assistance - Home Relief Grants	<u>\$1,976,132.79</u>
Grand Total - Welfare Activities	<u>\$2,351,126.61</u>

BUREAU OF DOMESTIC RELATIONS

Collections:

Non-support of minor children	\$39,570.50
Illegitimacies	25,069.45
Hospital payments in illegitimacy cases	1,222.00
Settlements of illegitimacy cases	5,561.00
	<u>\$71,422.95</u>

Types of Cases

Non-support of minor children	22
Illegitimacy	166
Minor's permits to marry	11

Activity

Arraignments	61
Appeals	1
Capias issued	9
Discontinuances (misc.)	103
Discontinuances (court)	18
Referrals	6
Motions, Summons etc.	52
Court Action on Reciprocal	59
Special Counsel Cases	6
Trials-Hearings	73
Settlements-Releases	7
Warrants	87

NINTH
ANNUAL
REPORT

1959 - 1960

CITY OF PROVIDENCE

PERSONNEL
DIRECTOR



CITY OF PROVIDENCE - RHODE ISLAND - Walter H. Reynolds, Mayor

DEPARTMENT OF FINANCE

JOHN J. CASHMAN
Finance Director

City Hall, Providence 3

January 16, 1961

To the Honorable Walter H. Reynolds, Mayor
and the Honorable, The City Council

In compliance with the City Ordinance, I am submitting the report of the Personnel Department for the year 1959-1960.

During this ninth year of operation, sound, conscientious progress has been made in the development and establishment of uniform personnel practices throughout the city services.

With the continued support and assistance of department heads and municipal employees, greater strides will be realized toward setting equitable personnel standards and preserving good personnel relationship.

On behalf of the Personnel Department, I wish to extend sincere thanks and appreciation to the Mayor, the members of the City Council, Department Heads and City Officials as well as the employees and all other persons who have given their cooperation to this department.

Respectfully submitted,

John J. Cashman
John J. Cashman
Finance Director

jc

IN CITY COUNCIL

JAN 19 1961

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

D. Everett Whelan
CLERK

PERSONNEL DEPARTMENT ACTIVITIES

The City of Providence Personnel Department is delegated with the responsibility of administering the personnel policies and transactions that embrace a working organization of approximately 3,350 employees, which represented a salary expenditure in 1959-1960 of \$13,233,311, exclusive of the School Department. This expenditure for personal service warrants the constant attention and efforts of the administration to promote the best employment practices possible in order to maintain and receive the services due the city and the taxpayers.

During the year, the Classification Plan, Chapter 1289 of the City Ordinances was amended by the City Council along with amendments to the Compensation Ordinance, Chapter 1290. The following is a summary of the changes that were approved:

NEW CLASSIFICATIONS ADDED:

Electrical Inspector II	\$ 5,161.00
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SALARY CHANGES:

	<u>From</u>	<u>To</u>
Cook III	\$ 4,568.40 M	\$ 4,586.40 M

The Personnel Director directs the sick leave program throughout all city departments excepting personnel of the Police and Fire Departments. All notices of absenteeism are sent to this office where a record is kept of sick leave used by each employee. The cost of this program for the year ending September 30, 1960 was \$298,878.40.

HOSPITALIZATION

The City of Providence has an agreement with the Rhode Island Hospital, under which reasonable medical care and treatment is assured every employee of the City of Providence. Authorization for such treatment is issued by the Personnel Director with approval of the Mayor. During the past fiscal year approximately 1084 authorizations were issued at a total cost of \$49,035.74.

EMPLOYEE TURNOVER

Labor turnover in most city departments is generally decreasing. Part of the reason can be attributed to the labor market trend during the past years in this area and to the more equitable salaries made available by the administration.

During the past fiscal year a total of 861 employees were hired through this office. The terminations during the same period totaled 809. These terminations were for various reasons ranging from retirement to resignations.

The following schedule shows the monthly turnover for all departments except the School Department:

Oct. 1, 1959 - Sept. 30, 1960

<u>DATE</u>	<u>ADDITIONS</u>	<u>TERMINATIONS</u>	<u>NUMBER WORKING</u>
10/1/59			3,300
10/31/59	116	49	3,367
11/30/59	43	35	3,375
12/31/59	30	30	3,375
1/31/60	24	45	3,354
2/28/60	24	32	3,346
3/31/60	67	50	3,363
4/30/60	71	87	3,347
5/30/60	36	39	3,344
6/30/60	189	81	3,452
7/31/60	168	88	3,532
8/31/60	46	77	3,501
9/30/60	47	196	3,352

Number of Employees working Oct. 1, 1959 3,300

Number of Employees working Sep. 30, 1960 3,352

Net Increase: + 52

Number of Employees Hired 861

Number of Employees Terminated 809

Net Increase: + 52

DEPARTMENTAL EMPLOYEE STATUS

<u>Department</u>	<u>Allowed</u> <u>Oct 1, 1959</u>	<u>Ordinance Changes</u> <u>during year</u>		<u>Employed</u> <u>Sept 30, 1960</u>
		<u>Add</u>	<u>Delete</u>	
City Clerk	10		1	9
Board of Canvassers	Unlimited			34
Probate Court	10			10
Police Court	12			12
Mayor's Office	Unlimited			8
Law Department	8			8
Recorder of Deeds	17			18
City Sergeant	42			40
Finance Director	7			7
City Controller	21			20
Tabulating Division	8			8
Employees' Retirement	5			4
City Collector	36			27
Water Board Collections	7			7
City Assessor	Unlimited			26
Purchasing Division	18			18
Municipal Garage	23			22
City Treasurer	7			7
Board of Tax Assessment Review	4			4
Comm. of Public Safety	15	1	1	14
Police Department	706	16		670
Fire Department	545	1		525
Bldg. Inspection Admin.	13	1		14
Structures & Zoning	12	2		12
Plumbing, Drainage & Gas Piping	6	2		8
Electrical Inspection	6	2		7
Air Poll, Mech Equip & Installations	9			8
Supt of Weights & Measures	5			5
Traffic Engineer	39			32

DEPARTMENTAL EMPLOYEE STATUS (Cont'd)

<u>Department</u>	<u>Allowed</u> <u>Oct 1, 1959</u>	<u>Ordinance Changes</u> <u>during year</u>		<u>Employed</u> <u>Sept 30, 1960</u>
		<u>Add</u>	<u>Delete</u>	
Public Works Admin.	4			4
Business Management	10			8
Engineering Office	32			27
Sanitation Admin.	2			2
Street Cleaning	Unlimited			88
Sewage Pumping	14			14
Sewage Disposal	48			46
Garbage Coll & Disp.	120			127
Refuse Coll & Disp.	28			31
Sanitation Revolving Fund	10			10
Construction & Maint. Admin.	1			1
Highway	Unlimited			231
Bridge Maintenance	14			13
Sidewalks & Curbing	5			5
Forestry	21			21
Sewer Constr & Maint	Unlimited			86
Public Buildings	18			15
Sewer C & M Revolving	9			7
Cons & Maint Revolving	35			24
Public Service Admin	1			0
Street Lighting	1			1
Municipal Docks	10			8
Draw Bridge	12			12
Harbor Master	2			1
Family & Business Reloca- tion Service	8	1		8
Health Administration	4			3
Vital Statistics	8			8
Communicable Disease	20			16
Child Hygiene	11			11
Food & Milk Inspection	18			17
Environment Control	26			20
Bath Houses & Comfort Stations	Unlimited			40
C. V. Chapin Hospital	Unlimited			289
Welfare Administration	12			10
G. P. A. Administration	104			89

DEPARTMENTAL EMPLOYEE STATUS (Cont'd)

<u>Department</u>	<u>Allowed Oct 1, 1959</u>	<u>Ordinance Changes during year</u>		<u>Employed Sept 30, 1960</u>
		<u>Add</u>	<u>Delete</u>	
Parks Administration	5			5
Parks General & Roger Williams Park	Unlimited			100
Municipal Golf Course	Unlimited			21
Park Museum	6			3
Recreation Department	385			71
Zoning Board of Review	9			9
Building Board of Review	6			6
City Plan Commission	21			17
Prov. Redevelopment Agency	24			22
Bureau of Licenses	8			8
Minimum Housing Stand- ards Division	16			16
Prov. Civilian Defense	3	1		4
Water Supply Board **	Unlimited			193

** Summary of all divisions.

INTERVIEWS AND APPLICATIONS

Approximately 1,200 applications for positions have been received and the applicants interviewed personally by the Personnel Director during the past year. It is from these applications, which are carefully screened according to qualifications, that each prospective employee is considered for employment.

VACATIONS

In addition to the supervision of other benefits to which each employee is entitled, vacation leave requests are processed through this office. The ever constant control over these vacations is an all important duty within the Personnel Director's schedule. The cost of vacations paid to city employees during the past fiscal year amounted to \$364,344.90.

INJURED EMPLOYEES

The Personnel Director is a member of the Injured Employees Board and attends each meeting held throughout the year. Each injured employee's case is carefully investigated and a report of such findings is made at the succeeding meeting.

RETIREMENT

The Director of Personnel attends all meetings of the Retirement Board in an advisory capacity. Every application for extension of service in lieu of retirement is sent to this office for investigation.

Each applicant is investigated and after all factors are carefully weighed, a report is submitted to the Retirement Board for confirmation or rejection.

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