

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1523

No. 135 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1,
"ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY
OF PROVIDENCE", APPROVED AUGUST 7, 1953.

Approved February 25, 1963

Be it ordained by the City of Providence:

SECTION 1. The Classification Plan as incorporated and adopted in Section 1 of the Ordinance Chapter 760, entitled; "An Ordinance Establishing a Classification Plan for the City of Providence", as amended, is hereby further amended in the following respects:

Delete: FISCAL OFFICER (Redevelopment Agency) (728)

Add: BUSINESS OFFICE MANAGER (757)
(Redevelopment Agency)

LAND DISPOSITION OFFICER (758)
(Redevelopment Agency)

URBAN RENEWAL COUNSEL (759)
(Redevelopment Agency)

SECTION 2. This Ordinance shall take effect upon its passage.

IN CITY
COUNCIL
FEB 7 - 1963
FIRST READING
READ AND PASSED
Deverett Whelan
CLERK

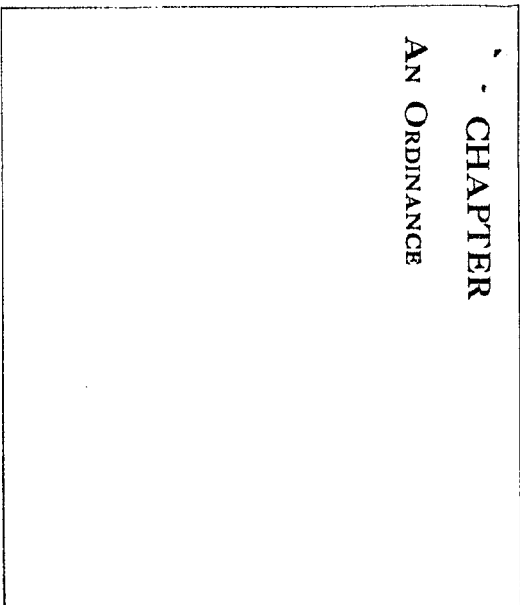
IN CITY
COUNCIL
FEB 21 1963
SECOND READING
READ AND PASSED
John F. Brink
PRESIDENT
Deverett Whelan
CLERK

APPROVED

FEB 25 1963
John F. Brink
ACTING MAYOR

No.

CHAPTER
AN ORDINANCE



IN CITY
COUNCIL

JAN 17 1963

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE

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CLERK

**BUSINESS OFFICE MANAGER
(Providence Redevelopment Agency)**

CLASS TITLE: Business Office Manager (Prov. Redev. Agency)

CLASS DEFINITION: Responsible administrative work in the supervision of management services and financial program of the Providence Redevelopment Agency.

DISTINGUISHING FEATURES OF WORK: Work involves the responsibility for complete familiarity with all business management, Agency accounting system, auditing, financial statements, budgets, private and federal financing, investment of surplus funds, purchasing of supplies and equipment, the Agency insurance program and general clerical activities within the department, for developing improved methods and procedures; and for directing the activities of the office of business management. Supervision is exercised over all clerical and accounting personnel. Policies are determined by a superior and carried out under the direct supervision of the Business Office Manager.

Financial policy is established by the Agency and carried out under the direction of the Executive Director.

ILLUSTRATIVE EXAMPLES OF WORK: Administers and directs the work of the office of business management. Directs the maintenance of all City and Federal project costs and accounting records. Completes payrolls and maintains necessary departmental records. Prepares Federal financial statements and City and Federal budgets; services as purchasing agent for the procurement of all supplies, materials and equipment. Administers the investment of surplus funds and exercises judgment in the purchase, sale and conversion of government securities. Schedules, prepares and processes Federal and private financing transactions. Schedules and supervises the procurement of all required Agency insurance coverage. Conducts continuing studies of records and clerical procedures of the department; makes recommendations which will improve the system. Plans and participates in surveys of financial and accounting operations and makes recommendations and supervises the installation and maintenance of approved financial and accounting procedures. Supervises the handling of Federal and State audits.

(over)

Responsible for the procurement of all bonds required by the Agency and the Staff.

Establishes and maintains all Project accounts. Processes all management rental receipts and exercises responsibility for the disbursement of all Agency Funds.

DESIRABLES KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the skills, methods and techniques of office management. Thorough knowledge of governmental accounting and budgetary principles and practices including background and experience in investments in government securities. Ability to develop, revise and supervise procedural systems, and to evaluate and design office forms. Ability to organize and direct a staff engaged in accounting and clerical activities. Ability to maintain cooperative relationships with division heads and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major courses in accounting or business management. Extensive responsible supervisory experience as business manager, office manager, controller, or in a similar capacity, in a large governmental department or considerable experience in fiscal programs of a redevelopment agency.

January 1963

**LAND DISPOSITION OFFICER
(Providence Redevelopment Agency)**

CLASS TITLE: Land Disposition Officer (Providence Redevelopment Agency)

CLASS DEFINITION: Responsible administrative and professional conduct of work in the development of plans to dispose of real estate under the direction of the Executive Director.

DISTINGUISHING FEATURES OF WORK: Responsible for the preparation and execution of plans for the sale or lease of real estate acquired by the Agency. Develops methods for the disposal of land meeting the specific needs of each renewal project. Negotiates with prospective redevelopers. Prepares criteria for the selection and award of redevelopment real estate to a sponsor. Coordinates with the Real Estate Officer to effect a buy-and-sell agreement. Collaborates with the Planning Division when and where required with assistance to develop planning solutions to land disposition problems. Assists the Industrial Development Division with the processing and disposition of industrial land. Work is reviewed in its broader aspects by the Executive Director.

ILLUSTRATIVE EXAMPLES OF WORK: Prepares criteria for selection of a sponsor by a pre-qualification method. Initiates promotion programs for the solicitation of sponsors. Develops programs of disposition for special adaptability parcels. Coordinates with other public bodies in the disposition of land to and subsequent development by the public body. Follows through the development by sponsors to assure the completion of the developer's plans approved by the Agency. Provides continuous supervision of the Agency's interest in the transfer of real estate to insure that the protective controls and terms of the disposition conveyance are maintained throughout the life of the Redevelopment Plan.

DESIRABLES KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of the methods and provisions applicable to land disposition required by the regulations of the Urban Renewal

(Over)

Knowledge of the special Federal Housing Administration's programs relative to urban renewal. Ability to understand and interpret Land Use and Marketability Reports, Re-Use Appraisals and Special Market Analysis.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with a degree in Economics, Real Estate or City Planning or a Master's degree from a recognized college or university or a bachelor's degree from a recognized college or university in major course work not mentioned above with considerable experience in the field of Redevelopment or a minimum of seven years' experience in the private practice of real estate.

January 1963

URBAN RENEWAL COUNSEL
(Providence Redevelopment Agency)

CLASS TITLE: Urban Renewal Counsel (Providence Redevelopment Agency)

CLASS DEFINITION: Urban Renewal Counselor for the Providence Redevelopment Agency

DISTINGUISHING FEATURES OF WORK: The Urban Renewal Counsel is responsible for the investigation and research of federal and state legislation in regard its effect on Providence's urban renewal programs; and to advise the Agency in regard to all legal matters concerning urban renewal.

ILLUSTRATIVE EXAMPLES OF WORK: To act as liaison between the Agency and the National Association of Housing and Redevelopment Officials and the counsels of the Housing and Home Finance Agency, Area Redevelopment Administration, Urban Renewal Administration and Community Facilities Administration in regard specific requirements of these agencies and to advise the Agency of these requirements; to be familiar with pending and proposed national legislation affecting the Agency's programs and to advise the Agency of the effect of the proposed legislation in regard the Agency's aim and interest; to act as liaison with the United States Senate and House Finance Subcommittee on Housing in reviewing and researching the proposed legislation and to draft amendments to present and proposed legislation in keeping with the Agency's best interests; prepare and review all legal instruments from acquisition thru disposition of property acquired by the Agency; prepare legislation, ordinances and resolutions for presentation before appropriated legislative bodies; advise Agency members, officers or employees in regard urban renewal; and represent the Agency in conferences with other governmental bodies, corporations or individuals in regard this Agency's urban renewal program; to assist and consult with the Agency staff during the planning and execution of renewal projects in all legal matters outside direct litigation.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the urban renewal provisions of the Housing Act of 1949, as amended; of municipal, state and federal laws in the field of urban renewal. A knowledge of governmental structure and operation and the legal questions involved in urban renewal. The ability to develop and maintain satisfactory relationships with individuals, governmental and civic groups.

(over)

QUALIFICATIONS REQUIREMENT FOR APPOINTMENT: Urban Renewal Counsel shall be an attorney-at-law in good standing in the State of Rhode Island prior to appointment.

SPECIAL REQUIREMENT: Member of the State Bar.

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1524

No. 136 AN ORDINANCE AMENDING SECTION 73 of CHAPTER 1490,
"ESTABLISHING THE CLASSES OF POSITIONS, THE MAXIMUM
NUMBER OF EMPLOYEES AND THE NUMBER OF EMPLOYEES IN
CERTAIN CLASSES IN THE CITY DEPARTMENTS", AS APPROVED
SEPTEMBER 21, 1962.

Approved February 25, 1963

Be it ordained by the City of Providence:

SECTION 1. Chapter 1490 of the Ordinances of the City of
Providence approved September 21, 1962, as amended, is hereby further
amended to read as follows:

SECTION 73: PROVIDENCE REDEVELOPMENT AGENCY

That part which has heretofore read: "The number of
employees in the PROVIDENCE REDEVELOPMENT AGENCY shall
not exceed fifty-four (54)"; shall hereafter read:
"The number of employees in the PROVIDENCE REDEVELOPMENT
AGENCY shall not exceed fifty-five (55)".

Delete: One (1) Attorney I (Redevelopment Agency)
One (1) Fiscal Officer (Redevelopment Agency)

Add: One (1) Urban Renewal Counsel (Redevelopment
Agency)
One (1) Business Office Manager (Redevelopment
Agency)
One (1) Land Disposition Officer (Redevelopment
Agency)

SECTION 2. This Ordinance shall take effect upon its passage.

IN CITY
COUNCIL

FEB 7- 1963

FIRST READING

READ AND PASSED

D. Everett Whelan

CLERK

IN CITY
COUNCIL

FEB 21 1963

FINAL READING
READ AND PASSED

John F. Zuck

PRESIDENT

CLERK

APPROVED

FEB 25 1963

John F. Zuck
ACTING MAYOR

No.

CHAPTER
AN ORDINANCE

IN CITY
COUNCIL

JAN 17 1963

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE.....

Devereaux, Jr. Dan CLERK

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1525

No. 137 AN ORDINANCE AMENDING CHAPTER 1492, "ESTABLISHING A COMPENSATION PLAN FOR THE CITY OF PROVIDENCE", AS APPROVED SEPTEMBER 21, 1962.

Approved February 25, 1963

Be it ordained by the City of Providence:

SECTION 1. Section 1 of Chapter 1492 of the Ordinances of the City of Providence approved September 21, 1962, as amended, is hereby further amended in the following manner:

From

To

CHANGE:

Senior Engineer (Redevelopment Agency) \$8,649.68 yr. \$9,065.68 yr

DELETE:

Fiscal Officer (Redevelopment Agency) (\$6,309.68 yr.-\$6,877.00 yr.)

ADD:

Business Office Manager (Redevelopment Agency) \$7,317.96 yr.
Land Disposition Officer (Redevelopment Agency) \$8,649.68 yr.
Urban Renewal Counsel (Redevelopment Agency) \$8,649.68 yr.

SECTION 2. This Ordinance shall take effect upon its passage.

IN CITY
COUNCIL

FEB 7 - 1963

FIRST READING

READ AND PASSED

Reverett Whelan
CLERK

APPROVED

FEB 25 1963

John F. Buck
ACTING MAYOR

IN CITY
COUNCIL

FEB 21 1963

FINAL READING

READ AND PASSED

John F. Buck
PRESIDENT
Reverett Whelan
CLERK

No.

CHAPTER
AN ORDINANCE

IN CITY
COUNCIL

JAN 17 1963

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE

Theresa L. L.
CLERK

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1526

No. 138 AN ORDINANCE AMENDING THE APPROPRIATION
ORDINANCE, CHAPTER 1489, BY APPROPRIATING THE
SUM OF FIVE HUNDRED (\$500) DOLLARS TO THE DEPART-
MENT of RHODE ISLAND, VETERANS of FOREIGN WARS
of the UNITED STATES CONVENTION.

Approved February 25, 1963

Be it ordained by the City of Providence:

SECTION 1. Chapter 1489 of the Ordinances of the City of Providence, as approved September 21, 1962, and entitled: "An Ordinance Making Appropriation of \$43,334,668.75 for the Support of the City Government for the Fiscal Year Ending September 30, 1963", as amended, is hereby further amended by appropriating the sum of Five Hundred (\$500) Dollars to the DEPARTMENT of RHODE ISLAND, VETERANS of FOREIGN WARS of the UNITED STATES CONVENTION.

SECTION 2. The money hereby appropriated shall be paid to the Treasurer of the 1963 Department of Rhode Island, Veterans of Foreign Wars of the United States Convention, to help defray the expenses of the Annual State Convention, to be held in the City of Providence, June 28th, 29th and 30th, 1963.

SECTION 3. The said sum of Five Hundred (\$500) Dollars as hereby appropriated shall be obtained by authorizing and directing the City Controller and City Treasurer to transfer a like amount from the Reserve for Extraordinary Expenditures Account to the Receipt Account.

SECTION 4. The estimated receipts from Reserve for Extraordinary Expenditures are hereby increased by the sum of Five Hundred (\$500) Dollars.

SECTION 5. This Ordinance shall take effect upon its passage.

FILED

FEB 4 4 56 PM '63

CITY CLERK'S OFFICE
PROVIDENCE, R.I.

IN CITY
COUNCIL

FEB 7 - 1963

FIRST READING

READ AND PASSED

Therese Whelan

CLERK

IN CITY
COUNCIL

FEB 21 1963

FINAL READING
READ AND PASSED

John F. Brock

PRESIDENT

Therese Whelan

CLERK

APPROVED

FEB 25 1963

John F. Brock

ACTING MAYOR

No.

CHAPTER

AN ORDINANCE

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1527

No. 139 AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE CHAPTER 1489, BY APPROPRIATING THE SUM OF TWO HUNDRED FIFTY (\$250) DOLLARS TO THE DEPARTMENT OF RHODE ISLAND, JEWISH WAR VETERANS OF THE UNITED STATES, CONVENTION COMMITTEE.

Approved February 25, 1963

Be it ordained by the City of Providence:

SECTION 1. Chapter 1489 of the Ordinances of the City of Providence, as approved September 21, 1962, and entitled: "An Ordinance Making Appropriation of \$43,334,668.75 for the Support of the City Government for the Fiscal Year Ending September 30, 1963", as amended, is hereby further amended by appropriating the sum of Two Hundred Fifty (\$250) Dollars to the DEPARTMENT of RHODE ISLAND, JEWISH WAR VETERANS OF THE UNITED STATES, CONVENTION COMMITTEE.

SECTION 2. The money hereby appropriated shall be paid to the Treasurer of the 1963 Department of Rhode Island, Jewish War Veterans of the United States, Convention Committee, to help defray the expenses of the Department Convention to be held in the City of Providence on June 1st and 2nd, 1963.

SECTION 3. The said sum of Two Hundred Fifty (\$250) Dollars as hereby appropriated shall be obtained by authorizing and directing the City Controller and City Treasurer to transfer a like amount from the Reserve for Extraordinary Expenditures Account to the Receipt Account.

SECTION 4. The estimated receipts from Reserve for Extraordinary Expenditures are hereby increased by the sum of Two Hundred Fifty (\$250) Dollars.

SECTION 5. This Ordinance shall take effect upon its passage.

FILED

FEB 4 4 56 PM '63

CITY CLERK'S OFFICE
PROVIDENCE, R.I.

IN CITY
COUNCIL

FEB 7 - 1963

FIRST READING

READ AND PASSED

Everett Whelan
CLERK

IN CITY
COUNCIL

FEB 21 1963

FINAL READING
READ AND PASSED

John F. Zuck
PRESIDENT
Everett Whelan
CLERK

APPROVED

FEB 25 1963

John F. Zuck
ACTING MAYOR

No.

CHAPTER

AN ORDINANCE

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1528

No. 140 AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE, CHAPTER 1489, BY APPROPRIATING THE SUM OF EIGHT HUNDRED TWENTY-FOUR (\$824) DOLLARS TO POLICE COURT, ITEM 0, and ONE HUNDRED THIRTY (\$130) DOLLARS TO POLICE COURT, ITEM 5.

Approved February 25, 1963

Be it ordained by the City of Providence:

SECTION 1. Chapter 1489 of the Ordinances of the City of Providence, as approved September 21, 1962 entitled: "An Ordinance Making Appropriation of \$43,334,668.75 for the Support of the City Government for the Fiscal Year Ending September 30, 1963", as amended, is hereby further amended by appropriating the sum of Eight Hundred Twenty-Four (\$824) Dollars to POLICE COURT, ITEM 0, and One Hundred Thirty (\$130) Dollars to POLICE COURT, ITEM 5.

SECTION 2. The said sum of Nine Hundred Fifty-Four (\$954) Dollars as thus added and appropriated shall be obtained by authorizing and directing the City Controller and City Treasurer to transfer a like amount from the Reserve for Extraordinary Expenditures Account to the Receipt Account.

SECTION 3. The estimated receipts from the Reserve for Extraordinary Expenditures Account are hereby increased by Nine Hundred Fifty-Four (\$954) Dollars.

SECTION 4. This Ordinance shall take effect upon its passage.

IN CITY
COUNCIL

FEB 7 - 1963

FIRST READING
READ AND PASSED

D. Everett Whelan
CLERK

APPROVED

FEB 25 1963

John P. Zuck
ACTING MAYOR

IN CITY
COUNCIL

FEB 21 1963

FINAL READING
READ AND PASSED

John P. Zuck
PRESIDENT
D. Everett Whelan
CLERK

FILED

FEB 4 4 56 PM '63

CITY CLERK'S OFFICE
PROVIDENCE, R.I.

No.

CHAPTER

AN ORDINANCE