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City Hall  
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The Finance Committee meets this day in the Conference Room, City Hall.

Present: Chairman O'Connor and Messrs. Haxton, McOsker, and Lynch.

Mr. O'Connor states that Vincent DiMase, Director of Department of Building Inspection has asked to come before this committee relative to certain raises overlooked in his Department.

Mr. DiMase is invited and joins the Committee.

Mr. DiMase states that he has had permission from Mayor Doorley to come before this committee.

Mr. DiMase: At the time the pay raises were given to other city employees in the City Government they made reference to Professional Engineer and Architect and the reason for that was because they couldn't replace engineers and architects with the wage scale so low and that is the reason they had to give them an increase, but my department was overlooked. We have two Licensed Engineers and two Architects that didn't get this special raise. All we are asking is to bring up to the same status as engineers from Public Works or Water Supply Board.

Mr. McOsker questions Mr. DiMase as to classifications and salaries.

Mr. DiMase - Chief Inspector \$155.00 a week - went from \$149.00.

Mr. McOsker - Would the specs require him to be an engineer?

Mr. DiMase: Yes. Has to be a licensed engineer or Architect; civil or mechanical or licensed under State Law. There is no incentive for the job. Right now interested in four men who are engineers and architects.

Costantino - \$155.00 a week; Hicks - about \$215 a week; DiBenedetto - \$155.00 a week and DiNapoli - \$155.00.

Mr. McOsker questions what he is asking for and states that part of the reasoning was the last time considered the classification in the Public Works Department, did so on the basis that they were

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licensed engineers.

He states further that a new classification was established. Mr. McOsker asks Mr. DiMase what the new classification is that he is looking for.

Mr. DiMase: Right now working on a new classification to give title of Engineer III, and would like as much increase as we could have.

Mr. Lynch: You want same rate for DiBenedetto, DiNapoli and Costantino?

Mr. DiMase: Yes.

Mr. O'Connor in a brief discussion which follows, states that he talked with the Mayor regarding this and tells Mr. DiMase he will have to submit those figures to the Budget Officer, but the Mayor said he can't promise anything; that he doesn't want to raise the tax rate, but if there was money in there to do it, but all he can say now is will give it serious consideration.

Mr. DiMase: We need an elevator inspector and when we tell them the pay, nobody wants the job.

In a discussion which follows on salaries the following figures are given: Associate Engineer II- minimum salary \$128.50 - \$144.00 went- \$144.60 to \$160.16 - approximately \$17.00 raise. Associate Engineer III \$146.50 - \$165.00 and went to \$165.36 - \$179.92 - approximately \$19.00 on the minimum and about \$15.00 on the maximum.

Mr. DiMase: Would like to get a minimum and a maximum in my department.

Mr. Keegan states that most of the job classifications have a minimum.

Mr. McOsker questions on Constantino, DiBenedetto and DiNapoli, with reference to their present duties, does Mr. DiMase think the Associate Engineer III is the category he is looking for, \$165.00 - \$179.00 plus, on the minimum.

Mr. Moran in a further discussion, states that they start off at \$145.00 per week and go up \$2.00 a week each year until reach the maximum, and in this instance takes about seven years to get to the maximum.

Mr. McOsker: What classification do you feel would be commensurate

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with his talents and what work requested as far as his classification is concerned - Costantino? What new classification do you feel that he should have?

Mr. DiMase: I think he should have an Associate Engineer III.

Mr. Moran: Associate Engineer II and III have to be college graduates. Understand college men in your department given preferential treatment and isn't that why not getting the same amount of money?

Mr. DiMase states that licensed because of experience and that many do not have the formal education but took courses etc.

Mr. Lynch questions if DiNapoli and DiBenedetto are Registered State Architects and Mr. DiMase replies in the affirmative.

Mr. Moran states that all have tried to better themselves.

Mr. DiMase states that they see some in other departments who have no license and have gone way up - how can I justify that? He states further that they all have tried to improve themselves over the years.

Mr. Lynch states that our interest is that they do have the ability to perform a good job and have the experience.

Mr. McOsker tells Mr. DiMase that if he comes back when the new Budget is made up, will have some answers for him then.

No action is taken at this time on the above matter.

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At this time Councilman Murphy and Mr. Richard LaFlamme, of the Data Processing Division, appears before the Committee.

At the previous meeting, Councilman Murphy had requested that he and Mr. LaFlamme be allowed to appear and the request was granted.

Mr. Murphy: First of all I am not in here to grind any personal axes. A two-fold purpose. I don't know whether this committee can decide on it or not, but I think the City could be in a lot better shape if a special committee could, or whether this committee would find itself in a position to take care of it or not, I don't know.

For an example, these three Ordinances that were just acted upon that involved Data Processing. I believe something like that if it involves a sum of money where in that particular case might be overall, \$14,000 or \$15,000 - if there could be a committee - I believe that

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in something like that any committee of city councilmen could sit down and discuss the feasibility of this and come up with a joint answer, rather than some different departments asking for various sums of money; if done at one time, probably could be brought up with more people involved.

Those three Ordinances - in this particular case, three new key punch operators - these were things that Mr. LaFlamme requested several years ago.

I believe if Mr. Keegan, Mr. Wilkes and Mr. Moran as the Finance people sit down here, but at the same time the man who was involved in the physical operation - all join together, either with this committee or a special committee formed. If these people had been extended the courtesy several years ago to come before this committee, to explain, there probably would never have had to come out and ask for \$15,000. or new people.

Mr. McOsker states that at that time the city hadn't decided to take over the School Department.

Mr. Murphy: I think it applies to all departments but eventually Data Processing will be the backbone of City Government.

You passed an Ordinance to hire three new Key Punch Operators and I don't think it is necessary and stated my feelings. Have Key Punch Operators in various departments throughout the City, where if centralized, wouldn't be any need for this.

Mr. LaFlamme is going to bring in additional revenue on his own and going to bring in close to \$100,000 revenue to the City this year on the automobiles. I think if a man can show this initiative to bring this to the Committee, should be worthwhile listening to on some other points he has. If a man can save additional revenue for the City, should be able to come before the Committee and be given consideration by you people and give his opinion on it, and in the long run will make a difference to the City.

Mr. McOsker asks Mr. LaFlamme what his proposals are.

Mr. LaFlamme: I don't have any proposals now, but did last year.

Mr. McOsker: City Government operates through its department heads and we look to our department heads such as Joe Keegan and I am sure Joe looks with great respect on Tom Moran - look to them

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for guidance. If we have questions to ask on financial matters, we go to Joe Keegan and have a lot of respect for both of these men and shall continue to operate this way, but we don't stifle initiative if there is any employee in any department who has a proposal that he would like considered by this Committee, I suggest that the matter be discussed with his department head. It may help us and, in turn, the people of this city. Costs rising all the time and certainly welcome helpful suggestions. We are going to listen strongly to our department heads.

Mr. Murphy: Dick LaFlamme did not approach me. I have a lot of respect for Mr. Moran, Mr. Keegan and Mr. Wilkes, but my only condition is when it comes to taxpayers money and I, as an individual, represent certain sections of the city, I don't believe its up to any department head.

Mr. McOsker: You can come here anytime you want - this is your proposal?

Mr. Murphy: As far as the proposal goes, my proposal is this, I can see not accomplished by Key Punch Operators, because of causing unrest by various department heads. Three Key Punch Operators in the Collector's Office and two of them have reached maximum - Experienced Key Punch Operators and the third girl a qualified Key Punch Operator. These girls, 80% of the time spent as Clerks in the City Collector's Department, If they had been put into the Data Processing Center, they would be doing the work qualified for. If you have to hire three new girls, a lot cheaper than keeping the skilled operators doing the work of these girls. In the Health Department they have two up there and these girls are qualified, Key Punch Operators who could be utilized in the Central Key Punch. One in the Board of Canvassers and know they are doing a lot of checking in the Board of Canvassers with the exception of election time. I believe they have two or three classifications for Key Punch Operators and I believe only one Key Punch Operator down there.

Mr. Moran states that they have temporary Key Punch Operators called in at Election time. He thinks only one in the Board of Canvassers.

Mr. O'Connor states that he is told the works getting so heavy that this new machine won't take care of it.

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Mr. LaFlamme: We ordered a particular machine 360, but Mayor Doorley making some kind of statements - I don't know what work he is going to put on it, and if so will have to get a bigger one. The machine is a lot faster and is going to do a lot more work, but if put a lot on it, will have to get a larger machine.

Mr. Keegan: We are going to try to find out just about what our volume load will be, as for example if we did assist North Providence and Johnston, as Mayor Doorley indicated --

Mr. Keegan further states that since given us twenty-four months delay, expecting a year from next month, we are sure and positive therefore, that they haven't yet begun to construct our machine, and do have plenty of time to change and get one that will handle a larger volume.

Mr. Lynch asks what the capacity is.

Mr. Keegan states that we would need more employees.

Mr. Wilkes: This machine in a sense will go up to capacity but we can always add on to it. Would be a different model of the same machine with extra units on it.

Mr. LaFlamme: 16 K too small. Will have to go to 32 K.

Mr. McOsker: There has to be a beginning. If we undertake the procedures we are now undertaking. The machine we have on order will work, but should it become necessary with the passage of time, if in time, we decided to take all these additional operations, a question of ordering a unit that can be attached to this unit and increase its capacity.

Mr. LaFlamme: There will be more units but will get a bigger model. Will have to get a computer and if get a new computer, will have to get another machine. Will do what it is told to do.

Mr. Murphy: This we know is going to get larger. Has to. Everything eventually will revolve around Data Processing. This machine will be almost two years in coming. Already hired additional help -

Mr. Keegan: We hired these additional help because taking over the entire accounting process for the School Department.

Mr. Murphy: You have a new machine operator to allow people to attend school?

Mr. Keegan: Yes. Losing 180 man days this year in order to get the proper training to operate the 360 programming. If caught

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up with the programming, if an operator is out, a programmer can step in and operate a machine. Did take these men on because of the men away at school. Right now to keep the 180 man days, but will need them when we get the new machine.

Mr. Lynch: One person hired to release somebody to go to school - a machine operator?

Mr. Keegan: Yes.

Mr. Murphy: Eventually going to have to hire new help. With the additional loads coming on we will have to hire more help them.

Mr. Wilkes: Mr. LaFlamme approached me. I contacted Mr. Keegan who since twenty-one years spent as controller was cognizant of the operations of our department, had 100% cooperation from him. He authorized me to have a study made of what our future needs would be for Data Processing. Authorized Dick LaFlamme to launch this study, which he did with some of the people at Data Processing Section. In his study, they came up with many things that Bill has. Many jobs in city government that could be done easier and better in Data Processing - not done in a haphazard manner. One of their recommendations is inventory control. They cannot expect anyone to take over this whole package at one time. I don't think any Data Processing operation in the city could take over this entire operation.

Inventory control is one of the jobs we are going to do.

Since the last meeting have contacted me and opening our study with them. Next was the Traffic Engineering Department, and because of the close relation to Police and Traffic, those two will have to be made at the same time.

Public Works Department. We have already taken over - assigned two Key Punch Operators to our Department.

Health Department - This is going to require a study. Don't know how much the State is going to take over.

Assessor's Department - that has moved lock, stock and barrel. Taken over their four Key Punch Operators - now working under our control. Tried to have this study ready for the last Budget but because of the lateness, some of these people are still on

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the payroll of the Assessor's Office; same for the Public Works Department payroll. We hope they will be transferred over to the Data Processing Operation this October.

Collector's Office - There is no doubt in my mind in the very near future that<sup>that</sup> operation or their Key Punch Operators will be upstairs in our department. Certain problems involved there but will be ironed out in the near future.

Mr. Murphy: Ask him to explain some of the problems involved.

Mr. Wilkes: Not quite prepared at the time to transfer these Key Punch Operators at this time because of the lateness of the Budget, he wanted all his information down in his office and discussed this with him on many occasions. He is in full agreement and knows it will be better than what doing right now.

Mr. Murphy: When these three Clerks eventually go upstairs, will there be any change in classification? Will it be necessary to get new equipment? Anything requiring any new money in the Budget?

Mr. Wilkes: With the Assessors, I believe released several machines and decreased our rentals. We anticipate this will happen when we combine some of the other operations. Had no knowledge when this study was made, that we would be taking over the School Department job.

Mr. Haxton: Won't you go ahead and order a big machine instead of this machine on order, instead of asking for more money for Data Processing.

Mr. Murphy: When departments taken over, there will be additional money. Rather than involving everyone, I think a Resolution of this Committee could recommend that an outside firm could make a study that could be handled from the various departments regardless of what the department heads might say. I'm sure if a man visits every department in the city and comes back to a Committee and says this is going to save so much for the city if it can be done.

Mr. McOsker: They say strictly on an economical basis, this should be done, and that should be done, sign a report and come up with a total cost, but if we can have this same approach taken within the city - consultants are not needed at this time.

Mr. Murphy: Why can't some committee sit down with the Department heads and with Mr. LaFlamme and the Finance Director?



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Has anyone been informed that the Federal Government will give a grant?

Mr. Haxton: I think they have put in for this grant from the City Plan.

Mr. LaFlamme: Brought out be Data Processing in 1961.

Mr. Haxton: Has to be done in a year or won't get any money.

Mr. Wilkes: Isn't it mainly for establishing a Data Bank?

Mr. Murphy: Yes: How come nobody is studying that?

Mr. Wilkes: We have a tremendous job to do with the Poverty Program.

Mr. Murphy: May have been no need of putting this Resolution in whatsoever, but my idea is this, when it involves money, can't see begging for money.

Mr. Keegan: Byron Bailey assigned by the Mayor to delve into all possibilities of securing Federal Aid.

Mr. Haxton: It was voted for him to go ahead and see how much he could get.

Mr. McOsker: Presently being considered and worked upon as I understand.

Mr. Murphy: We go ahead with the plan we already have. If City Plan advises how much they can get out of it and how going to work.

Mr. Moran: If only doing strict city work, you mean the Federal Government would pay 70% of it.

Mr. LaFlamme: For City Plan.

Mr. Moran: Nothing that says you can't use for city use when not being used for City Plan.

Mr. LaFlamme: The machine would be available for City Plan at all times.

Mr. Wilkes: They will pay about 70% of the cost of establishing the Data Bank. Nothing to do with city work. Bring together with City Plan's Records, the Building Inspector's Records etc. not for payrolls. Whatever equipment needed for the Data Bank,

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would pay 70% of the cost.

A discussion follows regarding the Community Renewal Report.

Mr. McOsker: This report was some years in the making - never accepted it. Still have not officially through the Council, that Community Renewal Project, so to speak. Some of those things we wouldn't buy.

Mr. Keegan: Didn't have necessary equipment to create the Data Bank.

Mr. McOsker: In order for us to receive those funds, would have to adopt that Community Renewal Report. In order to get those funds couldn't adopt in a piece-meal way, would have to adopt the entire Community Renewal Report, and would completely reorganize every department in the city.

Mr. Murphy: Did you ever see a copy of the Plan Report.

Mr. McOsker: That is the Community Renewal Report, Yes.

Mr. Murphy: Did you read that part about Data Processing? Some of the things they recommend for Data Processing that we are just starting to do.

Mr. Lynch: Talking about all these investigations - is there any way of pinning down an amount of time that it takes. Can you give a guess of how long it will take to investigate and set up one of these departments into your department?

Mr. LaFlamme: I think it would take months.

Mr. Murphy: If it is two years before this machine comes in, what is so wrong with allowing a study of these various departments to be made and find out what department heads would agree on what would be right for IBM.

Mr. O'Connor: That's what Dick recommended.

Mr. McOsker: If there is a problem with petty feelings - what we are proposing is in the best interest of the city - ought to have that department head in here and find out why he is not cooperating with Data Processing and reducing the number of personnel etc. Why do the same job four times, you do it once if possible. Not only reducing the work-load, but the money, which is important.

It is the consensus that Mr. Wilkes should give each member of the Committee a copy of his study and recommendations on the above.

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Accordingly, on motion of Mr. Lynch, seconded by Mr. McOsker, it is voted to request Jack Wilkes to give a copy of his study and recommendations on this matter, to each member of the Finance Committee .

Mr. Moran, Budget Officer, at this time, presents several items to be acted upon.

A discussion ensues and Mr. McOsker states that he thinks these matters coming before the Finance Committee at this time, should go to the Council first and then be referred to the Finance Committee.

Mr. Keegan: We started this in the last Council. We used to do just what you said. The last Finance Committee insisted that any financial matters coming before the Council, should first come before the Committee and we are following orders of the Finance Committee.

Mr. McOsker states that in the future, matters such as these should come directly through the Clerk's Office through his name, to the Council, when not an emergency measure - then will be referred to the Finance Committee for action at its next meeting to be considered for first passage. He states that this procedure is to be followed unless of an emergency nature.

After discussing the various items which Mr. Moran brought in, it is the consensus that all of these matters should go to the Council.

At this time No. 7 on the Agenda is taken up, which title is as follows:

RESOLUTION THAT THE CITY SOLICITOR CAUSE THE INTRODUCTION OF AN ACT INTO THE GENERAL ASSEMBLY RECOMMENDING A PENSION FOR FORMER COUNCILMAN JOSEPH SCHLOSSBERG. (In City Council Feb. 4, 1965 - referred to Committee on Finance.)

It is the consensus that this matter should be indefinitely postponed.

Accordingly, on motion of Mr. Haxton, seconded by Mr. Lynch, the above Resolution is indefinitely postponed.

PETTY CASH FUND FOR NORTH BURIAL GROUND.

A communication is presented under date of April 6, 1965, from Oliver D. Edwards, Jr., Superintendent of North Burial Ground

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requesting that a petty cash fund in the amount of \$25.00 be set up in his department for the purpose of making necessary minor purchases would be for miscellaneous shop supplies such as bolts, nuts, screws, washers, wire, bushings, etc. not in stock but needed immediately to make urgent repairs of tools, equipmat, small motors, etc.

A detailed account of each purchase will be kept and receipts filed for auditing.

Accordingly, on motion of Mr. Lynch, seconded by Mr. McOsker, the following action is taken.

VOTED: that in accordance with request of Oliver D. Edwards, Jr., Superintendent, North Burial Ground, dated April, 6, 1965, the City Controller is authorized to set up a Petty Cash Fund for the North Burial Ground, in the amount of Twenty-five Dollars (\$25.00)

The other matters on the Agenda are not taken up at this time.

ADJOURNMENT. On motion of Mr. Haxton, seconded by Mr. Lynch, the Committee adjourns at 5:00 o'clock p.m.

*Dorothy K. McGinn*  
Assistant Clerk

Copied *Cam*  
Compared *S. J. M.*