



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**

**Department of Revenue**  
**Rosemary Booth Gallogly, Director**  
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September 9, 2013

Mr. Paul Luba  
3217 West Shore Road  
Warwick, RI 02886

**Via Regular and Electronic Mail**

Dear Mr. Luba,

This letter serves as confirmation of your appointment to the position of Finance Advisor to the City of East Providence. The appointment will be effective on Monday September 16, 2013, concurrent with the dissolution of the East Providence Budget Commission. Per the requirements of as required by R.I. General Law §45-9-10, as amended during the 2013 legislative session, you will be an employee of the City and report to me. This is a five-year appointment, and the duties and responsibilities of the position include the following:

- (1) Recommend to the elected chief executive officer, city or town council and school committee sound fiscal policies for implementation and monitor implementation;
- (2) Monitor and oversee all financial operations and activities including the city's or town's operating and capital financial plans to maintain fiscal stability;
- (3) Review operational results of various city or town funds and evaluate the structural soundness of each;
- (4) Advise the assessor, director of finance, city or town treasurer, purchasing agent and employees performing similar duties but with different titles;
- (5) Provide assistance in all matters related to municipal financial affairs;
- (6) Review and approve the development and preparation of the annual municipal budget, all department operating and capital budgets and spending plans;
- (7) Review and approve all proposed labor contracts and obligations to determine if consistent with a structurally balanced five year plan;
- (8) Monitor the receipt of revenues and expenditures of all funds with the assistance of city/town staff;
- (9) Participate in rating agency calls pertaining to the city or town;

- (10) Determine compliance with the various ordinances, laws (federal and state) and rules and regulations related to receipt and expenditure of city funds;
- (11) Provide comment to the local governing body on the annual or supplemental municipal budgets of the city or town and all of its departments;
- (12) Report quarterly to the chief elected officer, city or town council, director of revenue, the auditor general, the governor and the chairpersons of the house finance and senate finance committees on the progress made towards maintaining fiscal stability and all financial operations of the city or town;
- (13) Make recommendations to the elected chief executive officer, city or town council, school committee, and the director of revenue, as appropriate, to begin to address any operational and/or structural deficit;
- (14) Make recommendations to the elected chief executive officer, city or town council, and school committee, as appropriate, to have operational, performance, or forensic audits, or similar assessments conducted;
- (15) Report any (i) inappropriate expenditure, (ii) any improper accounting procedure, (iii) all failures to properly record financial transactions, and (iv) other inaccuracies, irregularities, and shortages, as soon as practical to the elected chief executive officer, or in the case of a municipality without an elected chief executive officer, the city or town council;
- (16) Notify in writing as soon as practical, the elected chief executive officer or the city or town council; if the finance advisor discovers any errors, unusual practices, or any other discrepancies in connection with his or her work; and
- (17) Other related work as required.

Your salary in this position will be \$90,000 annually and the benefits package will be consistent with the non-union Department head package offered to other City employees. My office will coordinate a meeting for you with the City's Human Resources office to provide information regarding the employment policies and benefits, including vacation and other paid time off.

I look forward to working with you in your capacity as Finance Officer for the City of East Providence. Please feel free to contact myself at 574-8999 or Christy Healey, Deputy Director, at 574-9914 with any questions.

Sincerely,



Rosemary Booth Gallogly  
Director

RBG/ch

Cc: Governor Lincoln D. Chafee  
Chairman Senate Finance Committee Daniel DaPonte  
Chairman House Finance Committee Helio Melo  
Senator William J. Conley, Jr.  
Senator David E. Bates  
Representative Gregg Amore  
Representative Joy Hearn  
Representative Katherine S. Kazarian  
Mayor James Briden  
Diane Brennan, East Providence Budget Commission  
Stephen Bannon, East Providence Budget Commission  
Christy Healey, Deputy Director Department of Revenue  
Peter Graczykowski, City Manager  
Susanne Greschner, Chief of Municipal Finance  
East Providence School Committee  
East Providence City Council  
Kimberly Mercer, Superintendent of Schools  
Timothy J. Chapman, City Solicitor