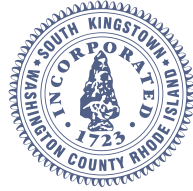




SOUTH KINGSTOWN RECREATION CENTER



Town of South Kingstown
Annual Report of Municipal Services
FY 2016 - 2017



**TOWN OF SOUTH KINGSTOWN
FISCAL YEAR 2016-2017**

**ANNUAL REPORT OF MUNICIPAL SERVICES
OCTOBER 2017**

TOWN COUNCIL PRESIDENT
MARGARET M. HEALY

BRYANT C. DA CRUZ, COUNCIL MEMBER

LIZ GLEDHILL, COUNCIL MEMBER

TOWN COUNCIL VICE PRESIDENT
ABEL G. COLLINS

JOE VIELE, COUNCIL MEMBER

TOWN HALL

180 High Street, Wakefield, RI 02879
(401) 789-9331

www.southkingstownri.com
www.facebook.com/southkingstownri

PUBLIC SERVICES DEPARTMENT

509 Comm O. H. Perry Hwy
Wakefield, RI 02879
(401) 789-9331

PUBLIC SAFETY COMPLEX

1790 Kingstown Road
Wakefield, RI 02879
(401) 783-3321

HIGHWAY DEPARTMENT

134 Asa Pond Road
Wakefield, RI 02879
(401) 284-3299

ANIMAL SHELTER

132 Asa Pond Road
Wakefield, RI 02879
(401) 789-5515

WASTEWATER TREATMENT FACILITY

275 Westmoreland Street
Narragansett, RI 02882
(401) 788-9771

NEIGHBORHOOD GUILD

325 Columbia Street
Peace Dale, RI 02879
(401) 789-9301

PEACE DALE LIBRARY

1057 Kingstown Road
Peace Dale, RI 02879
(401) 789-1555

COMMUNITY RECREATION CENTER

30 St. Dominic Road
Wakefield, RI 02879
(401) 284-1975

ROBERT BEVERLY HALE LIBRARY

2601 Comm O. H. Perry Hwy
Wakefield, RI 02879
(401) 783-5386

SENIOR CENTER

25 St. Dominic Road
Wakefield, RI 02879
(401) 789-0268

KINGSTON FREE LIBRARY

2605 Kingstown Road
Kingston, RI 02881
(401) 783-8254

ADULT DAY SERVICES CENTER

283 Post Road
Wakefield, RI 02879
(401) 783-8736



TOWN OF SOUTH KINGSTOWN ANNUAL REPORT OF MUNICIPAL SERVICES FY 2016-2017



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HONORABLE TOWN COUNCIL MEMBERS:

The enclosed Annual Report has been prepared in order to provide information about the Town's municipal services delivered to the community during the most recent fiscal year, 2016-2017.

The Annual Report is designed to present to the Town Council, and to the community, a summary of municipal policy and planning directives the Town has pursued over the course of the year, including key projects, programs, and accomplishments, as well as providing key metrics inclusive of budgetary comparisons of adopted as compared to actual expenditures for the year. Readers will note the Annual Report also includes identifying how each department's work efforts relate to the Town Council's adopted Goals and Objectives. The modern format, first introduced in last year's Annual Report allows for a reader-friendly, interesting, and graphically appealing showcase of the Town's work on behalf of our community. Although we have accomplished much this year, there is always more work to be done and we will constantly look for ways to raise the bar of excellence.

Preparation of this report requires a team effort and I would like to personally acknowledge the outstanding talents and services provided by each of the Department Directors, as well as Aimee Reiner, Director of Administrative Services, and Chelsea Siefert, Director of Planning, in the preparation of this year's Annual Report. Ms. Reiner's development of the Annual Report format, and her efforts in conjunction with Department Directors to provide informative content that identifies projects, accomplishments, and work efforts, combined with Ms. Siefert's assistance with graphic design, allowed a document to be prepared that provides the community with a wealth of information as to how their local government operates.

I trust that this year's Annual Report will inform the Town Council about the scope of activities and accomplishments that the Town has achieved in the last year. Therefore, I am pleased to submit to the Town Council and to members of the South Kingstown community, my final Annual Report as the Town of South Kingstown's Town Manager, the FY 2016-2017 Annual Report of Municipal Services. It has been a distinct honor and privilege to serve this community for the last forty-two years.

Should the Town Council have any questions, or wish to discuss this year's Annual Report in more detail, please advise.

Sincerely,

STEPHEN A. ALFRED
TOWN MANAGER

SOUTH KINGSTOWN, Rhode Island, established in 1658 and incorporated as a Town in 1723, is a suburban community situated in southern Rhode Island, located about 30 miles south of Providence. The natural setting of the community is very diverse, and is comprised of farms and woodlands, freshwater wetlands and ponds, salt ponds and marshes, ocean beaches, and other waterfront areas across a total area of 62.3 square miles, or 56.98 square miles excluding inland water bodies.

LANDSCAPE

The Town’s beaches, salt ponds, and estuaries are significant natural features seldom found in such abundance and proximity in other communities. These resources are augmented by freshwater marshes and open water in a series of ponds, including Worden’s Pond - the largest natural freshwater pond in the State, and rivers connecting upland resource areas with the tidal estuaries. These resources benefit not just residents, but attract tourists from throughout New England and beyond. The varied landscape provides critical habitat to more threatened and endangered species than any other Rhode Island community. The Chipuxet River Aquifer, a sole source aquifer, provides high quality groundwater to the four public water suppliers in Town and provides the source for many of the



10 MILES
OF UNDISTURBED
BEACHES



HOME TO
KINGSTON TRAIN
STATION



HOME TO THE
UNIVERSITY OF RI


private residential, agricultural, commercial, and industrial wells in Town.

CULTURAL RESOURCES

Cultural resources of South Kingstown mirror both the heritage of the Narragansett Indian Tribe and other local Native American tribes, and the historic settlement patterns of the colonists, and later industrialization. South Kingstown contains a number of unique and distinct historic villages and places, including the villages of Wakefield and Peace Dale in the central



ESTABLISHED
1658
INCORPORATED
1723



56.98 SQ MI
LAND AREA



5.32 SQ MI
WATER AREA



POPULATION OF
30,639

2.9% OF STATE
POPULATION

24% OF WASHINGTON
COUNTY
POPULATION

5
TOWN
COUNCIL
MEMBERS

12
UNIQUE VILLAGES

2
VOLUNTEER FIRE DISTRICTS

KINGSTON FIRE DISTRICT
&
UNION FIRE DISTRICT

portion of the community. Stone mills, stone walls, historic homes, and Native American place names help to define the heritage and cultural context of the Town. Agricultural and aquacultural activities also define an important component of South Kingstown’s cultural landscape. South Kingstown’s natural and cultural resources provide the framework for the high quality of life today in the community. Scenic forests, rural farmlands, historic villages, and unique summer communities complete a picture, weaving upland and wetland resources together. The protection of the Town’s critical natural resources has been a long-term, continuing priority in the community, resulting in

the preservation of 11,612 acres (31.9%) of the land area in the community as of August 2017.

ECONOMY

Like many New England communities, South Kingstown’s early economic heritage is rooted in agriculture. Initially the dominant economic activity, farmsteads are still visible across the landscape of Town. Farming gave way to manufacturing during the nineteenth century. Grist mills and saw mills transformed villages such as Wakefield, Peace Dale, and Rocky Brook into thriving communities. Later in the 1800’s, textile mills and fulling mills were also established. Following this, the role of the shore gained prominence in the late 19th and early 20th centuries, as it developed to serve a growing influx of summer visitors and residents. The Town became the home of a new railroad station at West Kingston in 1875 and a new State college in 1888, now the University of Rhode Island, two economic components still of notable significance to the community and region.

13,218
HOUSING UNITS

23
PUBLIC PARKS & FACILITIES

7 MILES
WILLIAM C. O’NEILL
“SOUTH COUNTY”
BIKE PATH

HOME TO SOUTH COUNTY HOSPITAL

URI

The University of Rhode Island is located in the historic village of Kingston. Originally chartered as the State’s agricultural school in 1888, it became Rhode Island College of Agriculture and Mechanical Arts in 1892, Rhode Island State College in 1909, and then a university in 1951. URI enrollment for the 2016-2017 academic year stands at 17,834 students, (comprised of 14,801 undergraduates and 3,033 graduate students). This enrollment is supported by a full time teaching faculty of 669, further assisted by 407 part-time faculty members. URI is the tenth largest employer in the State of Rhode Island, with 2,577 faculty and staff.

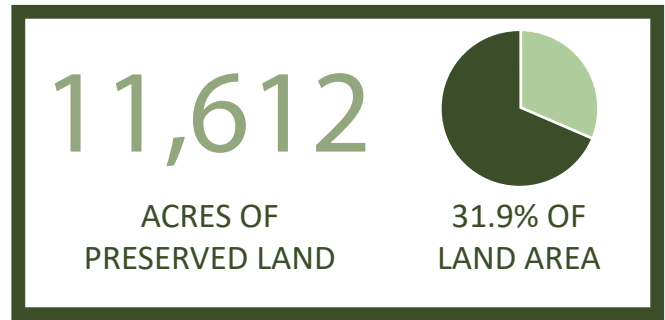
EMPLOYERS & TOURISM

Besides URI, major employers in the Town include Schneider Electric, and South County Hospital. Tourism is also an important component of the local and regional economy in South Kingstown and Washington County, known affectionately as South County. Visitors to the community take advantage of the Town’s many natural and cultural attractions: salt water beaches on Block Island Sound, salt ponds, seasonal rental communities, abundant Town and State parks and open space areas, historic resources, as well as varied shopping and dining opportunities.

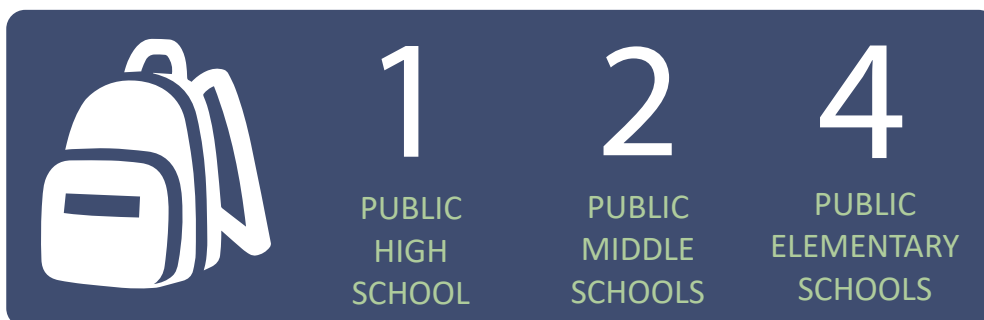
QUALITY OF LIFE

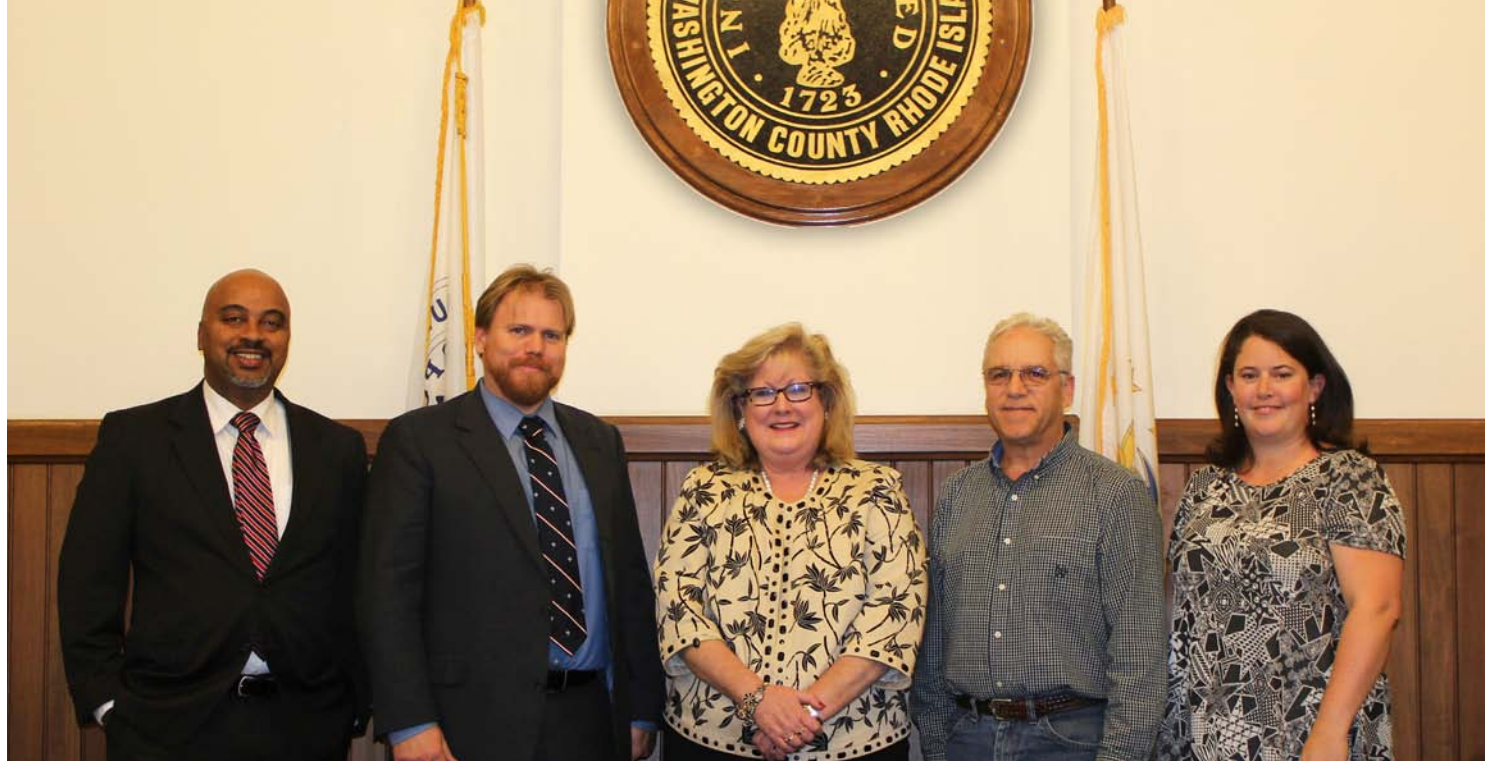
For decades now, residents and visitors have been coming to South Kingstown to enjoy the unspoiled beauty of the shoreline, the quiet tranquility of rural farmlands, and the quaint charm of the historic villages. It is no surprise that South Kingstown has grown at a faster pace than all other Rhode Island communities over the last twenty years - a fact that underscores the desirability of the community as a vibrant place to live and work.

South Kingstown is a community where residents take great pride in maintaining and preserving the quality of life residents enjoy. As can be readily imagined, this effort requires enthusiastic and active participation of dedicated elected and appointed officials, as well as concerned and interested citizens, to address the issues of the day and plan for the future. The Town strives to provide exemplary services and facilities to its residents, businesses, and visitors, while maintaining prudent and efficient fiscal practices. South Kingstown is fortunate to have a strong volunteer spirit among residents, whose creativity, talents, and energy



contribute immensely to a vital, active, and healthy community. The vibrant quality of life in South Kingstown is rooted firmly in its natural and cultural heritage and carried forth by the residents, elected officials, and administration in a manner that is respectful of the past, cognizant of the present, and anticipatory of the community’s needs in the future.





TOWN COUNCIL PRESIDENT
MARGARET M. HEALY

TOWN COUNCIL VICE PRESIDENT
ABEL G. COLLINS

COUNCIL MEMBER BRYANT C. DA CRUZ

COUNCIL MEMBER LIZ GLEDHILL

COUNCIL MEMBER JOE VIELE

It is **THE SOUTH KINGSTOWN TOWN COUNCIL'S** mission to provide all of the Town's citizens with the highest quality basic services, directed toward community need, at the least possible cost. This includes providing responsive constituent services, maintenance of small town character and environment, support of a vibrant local economy, providing well-maintained facilities and programs for citizens and working as a team focused on the long-term interests of the community.

ELECTION & MEETING INFORMATION

The South Kingstown Town Council consists of five members elected at large in November of even numbered years. The Town Council meets regularly on the second and fourth Monday of each month, at 7:30pm in the Town Council Chambers, located on the second floor of Town Hall, 180 High Street in Wakefield, RI. All meetings are open to the public, except as provided in the State Open Meetings Law. Notices of meetings are posted on the Town's website www.southkingstownri.com, the Town Hall, the Peace Dale Library, and the Rhode Island Secretary of State's website at www.sos.ri.gov.

ELECTION OF THE 2016-2018 TOWN COUNCIL

In November 2016, the residents of South Kingstown voted to re-elect Margaret M. Healy, Abel G. Collins, Liz Gledhill, and Joe Viele to the Town of South Kingstown's Town Council. Residents also voted to elect Bryant C. Da Cruz as the newest member of the Town Council. The first meeting of the new council was held November 21st, 2016 where all members of the council were sworn in by the Town Clerk. Members of the council then voted to elect Councilwoman Healy as Town Council President and Councilman Collins as Town Council Vice President for the 2016-2018 term.





VIEW MEETINGS LIVE & ON DEMAND

Regular Sessions of the Town Council can be viewed online as well as on television. Meetings are live streamed online, and are also available online on demand. Meetings are also aired live on public access television, as well as recorded and aired within a few days of the meeting. Links to view meetings online and information about the viewing schedule are available on the Town’s website.

CONTACT THE COUNCIL

The Town Council can be reached via the Office of the Town Manager, by sending an email to towncouncil@southkingstownri.com, or by sending a letter to the Town Council, 180 High Street, Wakefield, RI 02879. In addition, members of the public are always welcome to attend Town Council meetings, and can speak to agenda items or other items of concern during the public comment portion of the agenda, Comments from Interested Citizens.

TOWN COUNCIL FACTS

<p>5 TOWN COUNCIL MEMBERS</p>	<p>2 YEAR TERMS</p> <p>ELECTED IN NOVEMBER OF EVEN NUMBERED YEARS</p>	<p>REGULAR SESSION MEETING NIGHTS ARE THE 2ND AND 4TH MONDAYS OF EACH MONTH</p>
<p>24 REGULAR MEETINGS 4 CLOSED EXECUTIVE SESSIONS 15 WORK SESSIONS</p> <p>43 MEETINGS</p> 		<p>PRE-SESSION MEETING TIME  6:45 PM</p> <p>REGULAR SESSION MEETING TIME  7:30 PM</p>
<p>NOVEMBER 8, 2016 ELECTION</p> <p> 11 TOWN COUNCIL CANDIDATES</p> <p>4 INCUMBENTS</p> <p>22,249 ELIGIBLE VOTERS</p>		

TOWN COUNCIL GOALS

The Town Council's Goals for the 2016-2018 term, as adopted February 13, 2017, are organized and detailed within twelve main topics, identified below. A full list of the Goals and Objectives can be found on the Town of South Kingstown website, www.southkingstownri.com. Throughout this document, the topical areas are identified by the symbol shown.



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

South Kingstown will compose annual municipal budgets that are efficient, transparent, and engage the general public

Provide adequate resources for essential public services and programs

Continue to identify and implement efficiency and effectiveness improvements throughout the Town's Operating program

Consider, as a guiding principle, the "ability to pay" of local residents and businesses in the budget development process

Utilize the budget process to advance/implement the overall policy environment and administrative work program for the community

Promote public involvement and participation in the development of the annual budget program



COMMUNICATION & EDUCATION

Utilize the Town website on a broader basis to communicate with residents, local business, and other interested parties

Promote public engagement and awareness of programs and services through information dissemination, accessibility, and inquiry using a variety of channels, including but not limited to in-person, online, and print

Maintain and improve communications and cooperation with local policy boards and commissions, including but not limited to the Town's municipal boards and commissions and the School Committee

Determine how to address the impact that continued declining student enrollment within the School Department will have on facility usage and capital planning

Maintain and improve communications and cooperation with local institutional entities (URI, South County Hospital, and Fire Districts, Kingston and Union)



PROVISION OF CORE SERVICES & FACILITIES

Continue exemplary levels of general municipal core services and programs for the citizens of our community

Provide high quality municipal services in the most cost effective manner

Maintain the Town's leadership position among RI communities by continuing to incorporate sustainability features into municipal services, programs, and facilities



LAND USE

Maintain rural, small town (historic village based model) qualities of the community

Preserve open space and agricultural land

Support appropriately scaled aquaculture uses in the Town's salt ponds

Continue with growth management efforts and development of a sustainability policy model for community development

Support a land use development model that promotes the health of our citizenry



HOUSING

Promote and enhance the values, sense of place, and community represented in South Kingstown's existing housing stock and traditional village development pattern

Facilitate the development of affordable housing throughout the community with the goal of achieving the State's 10% affordable housing stock

Encourage a wide range of affordable housing options through a combination of innovative regulatory mechanisms, public and private initiatives, and joint public and private partnerships

Work with the Affordable Housing Collaborative Committee to solicit professional services for the preparation of a comprehensive analysis of the community's specific affordable housing needs and identify actions which can be taken to better address the needs, utilizing a \$100,000 FY 2017-2018 transfer to the Affordable Housing Trust Fund



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

Promote the sustainability and resilience of the natural resource systems within the Town of South Kingstown

Identify and promote public discussions relative to issues concerning sea level rise (SLR), climate change, and coastal erosion threats to natural resources and municipal infrastructure

Promote the protection of groundwater resources and water conservation measures

Protect freshwater and saltwater resource systems in the community

Consider the establishment of a community goal for reduction of our municipal carbon footprint in a manner that is consistent with, or exceeds, established State of RI goals

Promote and encourage the establishment of locally sourced renewable energy resources such that by 2025 the production of such resources exceeds the annual energy use requirements of the South Kingstown municipal government



CULTURAL & HISTORIC RESOURCES

Consider expansion of measures available for protecting cultural resources to provide maximum protection to South Kingstown's historic and prehistoric resources



ECONOMIC DEVELOPMENT

Foster a local economy that supports a diverse business and industry base

Support village based economic development in South Kingstown

Provide the business community with a clear framework for establishing, maintaining, and expanding business operations in Town

Recognize and support tourism as a major driver of economic development in South Kingstown

Continue support of agriculture and aquaculture in the Town



CIRCULATION

Encourage and maintain multi-modal transportation opportunities throughout Town to support a healthy, equitable transportation system

Promote street and infrastructure improvement designs that are safe, inviting, and attractive which support healthy, active modes of transit in the community

Ensure that circulation improvements protect the quality of life in the community

Work with state and federal agencies to improve safety and accessibility for residents, visitors, and students



SPECIAL NEEDS POPULATIONS

Provide services and programs that seek to address unmet needs of special populations within the Town

Ensure excellence in service delivery, advocacy and public policy dedicated to the needs of older residents of the Town of South Kingstown, their families, and caregivers through a single, visible and responsive department

Acknowledge the unique and valuable contributions of the veterans in our community and commit to a public policy environment that honors such service



UNIVERSITY OF RHODE ISLAND

Improve host community/institutional relationships and strategic planning

Enhance transportation, traffic, public safety, and infrastructure system linkages

Promote on-campus housing resources and affordable housing opportunities

Preserve open space, provide for a sustainable campus environment, and enhance natural systems protection



SOUTH COUNTY HOSPITAL

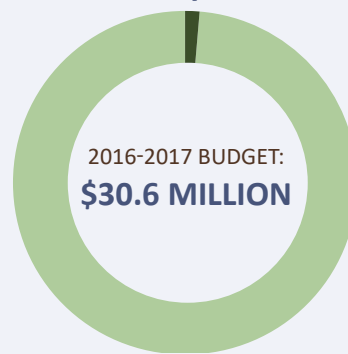
Work in cooperation with the hospital administration to ensure the long-term viability of South County Health Care System's community health-care delivery model



THE TOWN MANAGER’S OFFICE provides general administrative management, policy direction, and oversight of municipal operations. The Office is committed to being responsible, ethical, and transparent while providing quality, innovative, and effective service to the Town Council, all Town departments, federal and state agencies, the business community, and Town residents. The Office fosters and promotes effective working relationships with all Town employees, boards, committees, and commissions, and is committed to annually presenting a fiscally responsible comprehensive budget program and six-year capital improvement plan.

DEPARTMENT BUDGET:

\$418,171

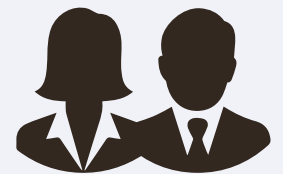


2016-2017 BUDGET:

\$30.6 MILLION

3.25

EMPLOYEES



PRINCIPLE FUNCTIONS

The principle functions of the Town Manager’s Office include, but are not limited to:

- Serve as the Town’s Chief Executive Officer
- Advise the Town Council on municipal policy and programs affecting the community
- Provide direct staff support to the Town Council and various municipal Boards and Commissions
- Provide weekly reports to the Town Council and responsible for the bi-monthly Town Council agendas
- Responsible for the administration and management of all municipal government operations, including directing and coordinating policy implementation, activities, and work programs for all Town Departments
- Interact with federal and state agencies and other local governments and agencies
- Conduct short and long-range financial planning



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- Policy and program development including preparation, administration, and fiscal management of the annual operating budget and the six-year capital improvement program
- Manage employee and labor relations including contract negotiation, implementation, and grievance process

FEATURED PROJECTS & ACCOMPLISHMENTS

GFOA DISTINGUISHED BUDGET PRESENTATION AWARD

The Town Manager's Office, in coordination with the Finance Director, prepared the FY 2016-2017 Town Manager Proposed Budget in conformance with defined Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award requirements. The budget for FY 2016-2017 was the first to be prepared in conformance with the standards set forth by GFOA, who established the Distinguished Budget Presentation Award Program to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting, and then to recognize individual governments that succeed in achieving that goal. GFOA presented a Distinguished Budget Presentation Award to the Town of South Kingstown for its FY 2016-2017 municipal budget. Receiving the award, especially in the initial year of submission, is a notable achievement.

ANNUAL REPORT REDESIGN

Each year, the Town Manager's Office prepares an Annual Report of Municipal Services, published in October, in order to provide information about the Town's municipal services delivered to the community during the most recent fiscal year. The Annual Report provides a summary of municipal policy and planning directives the Town has pursued, including key projects, programs, and accomplishments, provides key metrics, and provides budgetary comparisons of adopted as compared to actual expenditures. The Town

Manager's Office, working closely with the Planning Department, redesigned the FY 2015-2016 Annual Report, in order to provide informative content in a modern and visually appealing format. The current and historical Annual Reports are published on the Town's website, and hard copies of the current Annual Report are available at Town Hall, and at each of the Town's three public libraries.

FY 2017-2018 BUDGET, TAX LEVY & TAX RATE

The Town Manager's Office, working closely with the Finance Director, prepared the FY 2017-2018 Town Manager Proposed Budget in conformance with defined GFOA Distinguished Budget Presentation Award requirements. The proposed budget was presented to the Town Council in March 2017.

The final budget for the 2017-2018 fiscal year, in the amount of \$94,641,711 was adopted by the Town Council in a regular session held April 24, 2017. Funding is allocated in the amount of \$32,795,429 (34.65%) for municipal services and \$61,846,282 (65.34%) for school operating programs (\$60,573,360) plus school related debt service (\$1,272,922). The 2017-2018 Adopted Budget has been submitted to GFOA for award consideration, and is currently in the review process.

Cities and towns in Rhode Island must rely on property tax as the principal revenue source to support municipal and school services, based upon the historical state and local tax structure in the state. In the FY 2017-2018 Adopted Budget, the required property tax levy inclusive of the motor vehicle excise tax and overlay amounts to \$71,670,364. The property tax allocation is budgeted at \$17,993,662 for municipal programs and \$53,676,703 for school services and facilities. The property tax rate to support this tax levy equates to \$15.31 per thousand dollars, resulting in 75 cents of every dollar paid in property tax being spent on schools, and the remaining 25 cents spent on the municipal program.

CAPITAL IMPROVEMENT PROGRAM

The Town Manager presented the 6-year Capital Improvement Program (CIP) for the period FY 2017-2018 through FY 2022-2023 to the Town Council in

January 2017. Capital facilities and infrastructure refer to all public facilities, both municipal and school, including buildings, parks, streets, bridges, water and wastewater systems, and solid waste disposal facilities. The CIP is a financial planning document that is subject to annual review and update, and documents capital programs or projects that are proposed to be undertaken over the next six year period. The intent of the CIP is to provide a comprehensive community needs statement, to provide for the development of a prioritized implementation schedule for meeting the community's needs, and to provide financial data relative to the community's ability to manage and finance the costs associated with meeting the defined needs. The Town Council adopted the CIP as presented on January 23, 2017 with a FY 2017-2018 Capital Budget program in the amount of \$2,753,500 and a Six Year Long Term Element program in the amount of \$20,380,035 for the period FY 2017-2018 through FY 2022-2023.

UNION CONTRACTS

The Town's municipal staff consists of nonunion employees as well as employees who are union members. The four municipal unions include the International Brotherhood of Police Officers (IBPO),

Local 489 representing the Town's police officers; the International Association of Fire Fighters (IAFF), Local 3365 representing employees of the Town's EMS Department; the South Kingstown Municipal Employees Association (SKMEA), a local chapter of NEARI; and Council 94, Local 1612.

Three of the Town's four municipal unions (IAFF Local 3365, SKMEA, and Council 94 Local 1612) completed the second year of three year agreements, with negotiations having taken place during the Spring of 2015, and new contracts effective July 1, 2015. With an agreement that expired June 30, 2016, the Town commenced negotiations with the International Brotherhood of Police Officers (IBPO), Local 489 in the Spring of 2016. Negotiations were completed successfully, with the Town and the IBPO coming to agreement in June 2016, and subsequently signing a three year agreement effective July 1, 2016 which extends through June 30, 2019.

CodeRED EMERGENCY NOTIFICATION SYSTEM

In 2011, the Town began to use a purchased service for resident emergency notification. The Town has used the system on several occasions



in recent years in response to time sensitive events having potential impact on the community, including coastal and rain-based flooding events, hurricane/ tropical storms, power outages, as well as severe winter storms. In 2015, the Rhode Island Emergency Management Agency (RIEMA) awarded a statewide contract, and the Town migrated to the CodeRED emergency notification system, allowing for collaborative efforts between RIEMA and the Town, as well as providing all residents a single portal to set up emergency notifications at both the state and local level. All residents and businesses are strongly encouraged to register and provide their specific contact information, including cell phone, text message, and email address information and contact method preference. To register, or to learn more about CodeRED, visit the Town's website and click the Emergency Alerts button on the homepage.

SHARED & REGIONAL SERVICES

The Town continues to be proactive in the area of shared, consolidated, and regional services, having already achieved much operational efficiency, while continuing to investigate new opportunities both within and outside of the community. New opportunities for shared service programs continue to be considered in an effort to meet the challenges brought about by reductions in State Aid, static or limited growth in revenues, and an economy that has just begun to show signs of limited growth.

In addition to the programs shown on the following page, the Town has taken advantage of consolidation opportunities with outside agencies involving risk management with the Rhode Island Interlocal Risk Management Trust (The Trust), shared support of youth recreational leagues and facilities, electricity purchasing, and open space acquisition. The need to maintain and expand shared service relationships will continue to be an ongoing priority of the community in the coming years.

FEATURED ACCOMPLISHMENTS



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

Prepared and submitted to the Town Council a 6-year Capital Improvement Program (CIP) for the period of FY 2017-2018 through FY 2022-2023

Received the GFOA's Distinguished Budget Presentation Award for the FY 2016-2017 Municipal Budget, notably in the initial year of submission

Prepared and submitted to the Town Council the FY 2017-2018 Town Manager Proposed Budget, and prepared the FY 2017-2018 Town Council Adopted Budget

Prepared the FY 2017-2018 Town Manager Proposed Budget document in accordance with GFOA Distinguished Budget Award Requirements, and submitted the Town Council Approved budget document for award consideration

Administration of the FY 2016-2017 operating and capital budget program



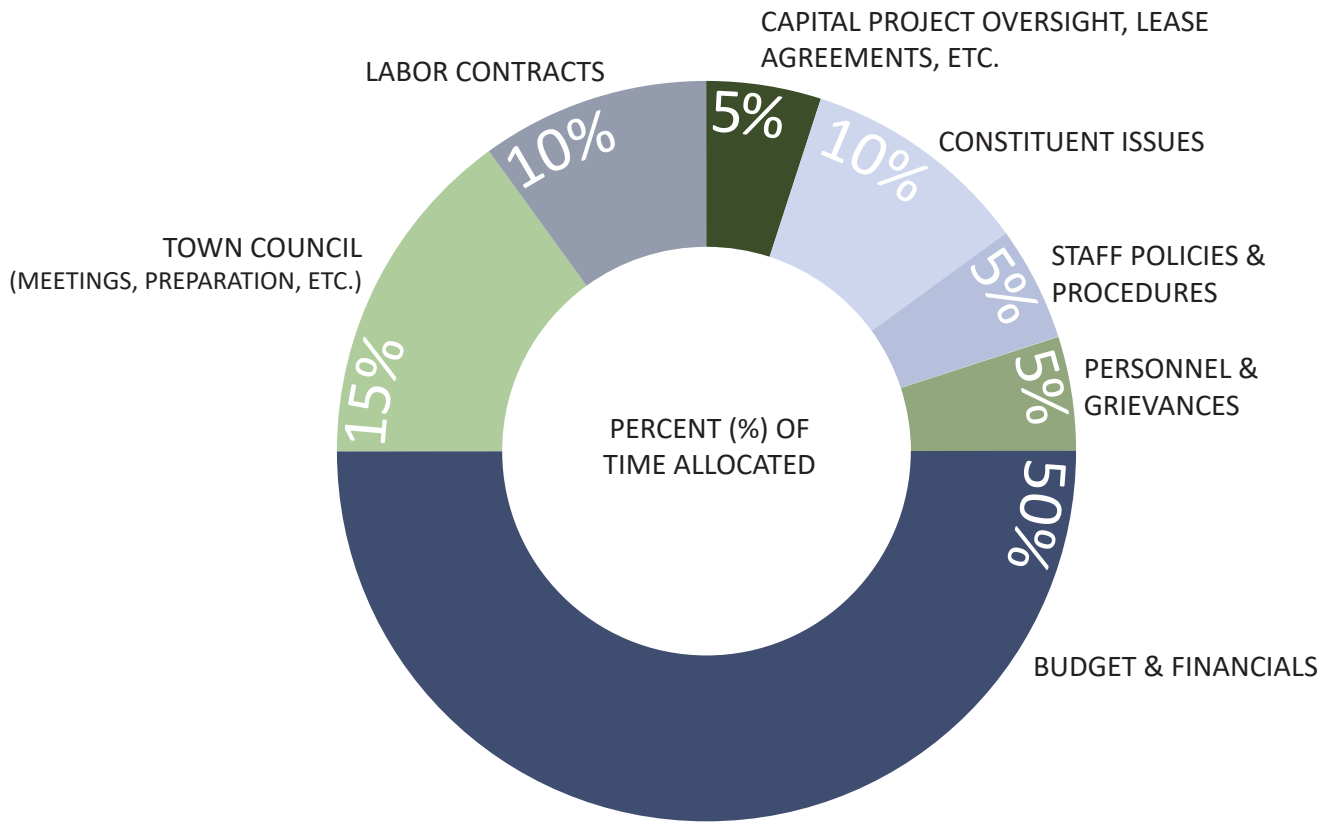
PROVISION OF CORE SERVICES & FACILITIES

Redesigned the Town's Annual Report document to a modern, easy to read document, and submitted to the Town Council the FY 2015-2016 Annual Report of Municipal Services

Provided management oversight of major Town projects, including but not limited to the Community Recreation Center, the sheet pile wall road protection project in Matunuck and negotiation of on-site Virtual Net Metering (VNM) contracts at the Town's two closed landfills and negotiation of an off-site VNM contract

SHARED SERVICE PROGRAMS	SCHOOL DEPARTMENT	NARRAGANSETT	NORTH KINGSTOWN	URI	OTHER NEIGHBORING COMMUNITIES
Accounts Payable & Appropriation	⊙				
Animal Shelter Operations		⊙			
Athletic Field Maintenance	⊙				
Bank Reconciliation, Check Endorsements, Wire Transfers	⊙				
Budget Review	⊙				
Capital Planning	⊙				
Coordinating the location & management of Emergency Sheltering Services during emergency events	⊙	⊙			
Government Financial Management System (MUNIS)	⊙				
Grant Administration	⊙				
Information Technology Support	⊙				
Medical & Dental Benefit Programs	⊙				
Mutual Aid for Police & Emergency Medical Services		⊙	⊙	⊙	⊙
Other Post Employment Benefit (OPEB) Preparation	⊙				
Planning Efforts		⊙	⊙	⊙	⊙
Radon Testing	⊙				
Regional Road Striping Program	⊙	⊙	⊙	⊙	⊙
Regional Wastewater Treatment Facility	⊙	⊙		⊙	
Rose Hill & Plains Road Use & Maintenance		⊙		⊙	
Senior Services programs		⊙	⊙		⊙
Solar Photovoltaic Energy Consortium	⊙	⊙		⊙	
Solid Waste & Recycling Services at Rose Hill Regional Transfer Station		⊙			
Superfund Landfill Closeout		⊙		⊙	
Winter Storm Response Services	⊙				

PERFORMANCE METRICS



ATTENDED

43
TOWN COUNCIL MEETINGS

24 REGULAR MEETINGS
4 CLOSED EXECUTIVE SESSIONS
5 WORK SESSIONS
10 BUDGET WORK SESSIONS

Aa1
MOODY'S BOND RATING

2016-2017 ADOPTED BUDGET
1ST TIME

BUDGET RECEIVED GFOA DISTINGUISHED BUDGET PRESENTATION AWARD (1ST YEAR OF SUBMISSION)

26
DEPARTMENT & DIVISION HEADS

ALMOST
400
EMPLOYEES
(FULL TIME, PART TIME, SEASONAL & PER DIEM)

4 UNION CONTRACTS

3 IN SECOND YEAR OF 3 YEAR CONTRACT

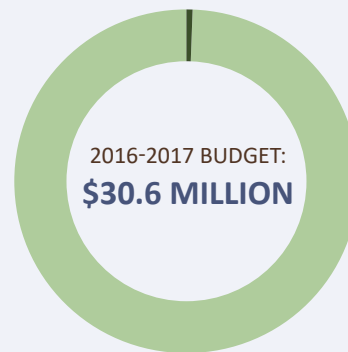
1 IN FIRST YEAR OF 3 YEAR CONTRACT



THE MUNICIPAL LEGAL SERVICES PROGRAM encompasses the Town Solicitor, Special Legal Counsel, and the Criminal Prosecutor, who are each appointed by, and serve concurrently with, the Town Council. The School Department retains legal representation independent of the Town.

PROGRAM BUDGET:

\$182,602



4

ATTORNEYS
ON RETAINER



OVERVIEW

The following law firms provide the Town with legal services:

- Ursillo, Teitz & Ritch, Ltd. provides general municipal and special legal counsel representation
- Kelly, Kelleher, Reilly & Simpson provides criminal prosecution representation
- Locke Lord LLP provides representation for bond related matters
- First Southwest provides representation for financial related matters

TOWN SOLICITOR

The law firm of Ursillo, Teitz & Ritch, Ltd. provides legal representation to the Town, attends all meetings of the Town Council, Zoning Board of Review, and Planning Board, and provides legal assistance and advice to these bodies as well as to the Town Manager and Town Staff. In addition, the Town Solicitor provides advocacy on behalf of the Town, tracks State policy affecting the municipality, and assists with the drafting of additions and amendments to the Town Code as required. The Town Solicitor is proactive, meeting with Town Officials to anticipate and avoid potential problems before they arise.

Responses are provided to all requests for legal advice from Town Departments, through either the department heads directly or the Town Manager.

The Town Solicitor accepts service of process on behalf of the Town and defends the Town in all lawsuits not handled by the Town's insurance carrier. The Town's legal staff also files actions on behalf of the Town when necessary seeking civil remedies, including enforcement actions against public nuisances and violations of Town Ordinances. The Solicitor exercises independent professional judgment and renders candid advice to the Town Council, Town Manager, and staff involving matters of concern to the Town.

The law firm of Ursillo, Teitz & Ritch, Ltd. has provided all general municipal legal services to the Town since 1995. Michael A. Ursillo serves as Town Solicitor and Andrew M. Teitz, AICP, and Amy H. Goins serve as Special Legal Counsel for Zoning and Planning. Scott A. Ritch assists with review of all contractual matters. The Town Solicitor also addresses liability claims with the Town's insurer, The Rhode Island Interlocal Risk Management Trust.

TOWN SOLICITOR FEATURED ACCOMPLISHMENTS

The Town has successfully prevailed in two Superior Court actions as well as at the Coastal Resources Management Council with regard to the installation of a sheet pile wall to protect Matunuck Beach Road and the over 250 households that are at risk in the event of an adverse weather event. We also successfully worked with a court-appointed Receiver of the former sea wall contractor to transition its construction to a new contractor

and to collect funds from the contractor's bonding company to pay for completion of the project.

The office is working diligently to obtain EPA-mandated compliance with regard to the imposition of Institutional Controls applicable to properties in the vicinity of the Rose Hill Transfer Station.

The office has reviewed numerous Town contracts, agreements, leases, and easements to ensure that the Town is subject to the least amount of liability possible and best protecting the Town's interests.

The office has assisted in the drafting of numerous agreements in connection with the future solar farm installations at Rose Hill, West Kingston, and Plains Road closed regional landfill sites.

The office has interfaced with various state agencies in representing the Town's interests including the Rhode Island Emergency Management Agency relative to the Rhode Island statewide communications network; the Rhode Island Clean Water Finance Agency; and the Department of Environmental Management with regard to the Wakefield Pond Dam and Institutional Controls.

The office has assisted the Town in connection with collecting monies due various Town departments for services rendered.

The Town Solicitor and Special Legal Counsel have attended an average of four to six evening meetings per month representing the Town Council and various Town boards. This is in addition to daytime meetings with Town staff and state agencies and numerous court appearances on behalf of the Town.

The Town Solicitor's office has also provided counsel to various Town boards and departments relative to long-range planning, affordable housing production, and other special planning projects.



FEATURED ACCOMPLISHMENTS

PROVISION OF CORE SERVICES & FACILITIES

Provide quality legal services to the Town in a timely fashion and at an affordable rate

Attend all meetings of the Town Council, Zoning Board of Review, and Planning Board, as well as other Town board meetings on an as needed basis

Successfully represent the Town in civil cases where the Town has an interest; in civil or criminal cases in which the constitutionality or validity of any ordinance is questioned; institute and prosecute all legal proceedings deemed necessary or proper to protect the rights and interests of the Town; and otherwise successfully defend lawsuits brought against the Town

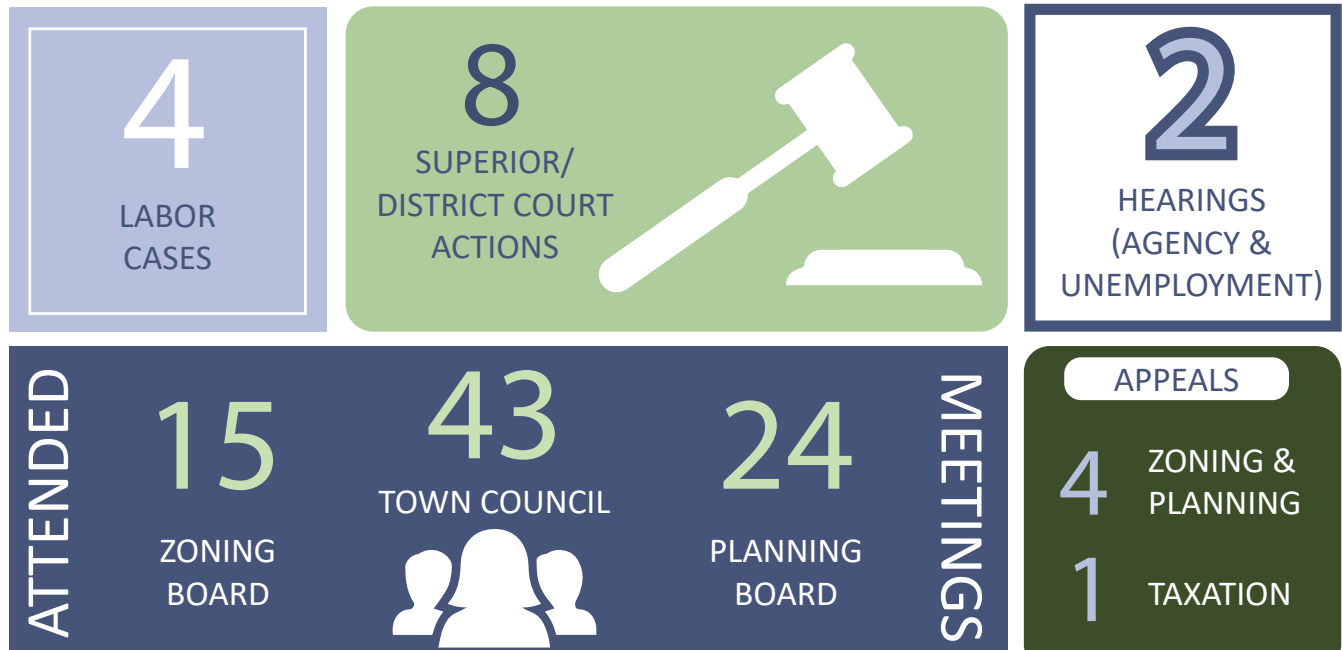


Provide proactive representation through the review of various ordinances, municipal contracts (collective bargaining agreements, contracts with supply vendors, professional services, etc.), memoranda, and policies prior to implementation

Provide proactive representation through keeping abreast of continued state law and regulatory changes

Provide non-partisan legal advice, opinions, and services as required and/or as requested, based on the combined experience of legal counsel, set forth in a comprehensible and straightforward manner, including but not limited to: matters relating to Federal and State law, Town Charter and Code of Ordinances, land use, tax assessment and collection, new and pending general litigation, labor relations, criminal prosecutions

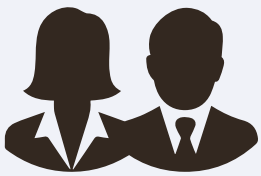
PERFORMANCE METRICS





1.25

EMPLOYEES



DEPARTMENT BUDGET:

\$102,002



2016-2017 BUDGET:

\$30.6 MILLION

THE PERSONNEL DIVISION'S mission, as part of the Town Manager's Office, is to provide consistent, effective, and efficient human resource management by developing and implementing policies, programs, and services that contribute to attaining Town and employee goals. By making this commitment to its employees, the Town promotes an environment of mutual respect and equal opportunity, and provides outstanding service to the community.

PROGRAM SUMMARY

The Division's reach extends from the first inquiry about a position vacancy through retirement, with the goal being to provide quality service to all prospective, current, and previous employees, and to treat such individuals with respect and good care. Responsibilities of the Personnel Division include the recruitment of qualified applicants into a diverse workforce; employment and orientation services; ensuring a safe and discrimination free environment; administering employee benefits programs; administering pre-payroll related processes; development and administration of personnel policies; conducting job classification, compensation, and labor market research; employee/labor relations and contract administration; maintenance of personnel records; management of the Town's

human resource database; management of performance evaluation programs; management of Worker's Compensation and On the Job Injury (OJI) processes for work related injuries; ensuring adherence to local and federal employment laws and mandates; management the employee fringe benefit enrollment process; administration of COBRA continuation coverage; and administration of post employment benefit programs.

EMPLOYMENT OPPORTUNITIES

The Personnel Division continued the focus of expanding the channels through which the Town advertises employment opportunities, including leveraging local employment and university list serves and websites, career related professional associations and organizations, as well as using the

Town’s website and social media outlets. The goal of this advertising expansion is to leverage modern technologies and platforms job seekers are using in their job search, and to attract, hire, and retain high quality, well qualified applicants for available employment opportunities with the Town.

In January 2017, the Personnel Division released a redesigned employment application, with a look and feel consistent with branding on the Town’s website and other recently published public documents. The employment application is posted online available as a fillable PDF, and is available in hard copy at Town Hall. Personnel also developed helpful FAQs regarding the employment application and hiring process, which are posted on the Town’s website and available within the new Employment Opportunities binder now located in the Town Hall Lobby.

The Town streamlined and modernized the method of applying for available positions. With the creation of the jobs@southkingstownri.com email address, applicants can easily submit a cover letter, resume, and application electronically via email to the Personnel Department. Immediately upon submission, applicants will receive an auto-response confirmation email, inclusive of information about the Town’s hiring process. This automated and streamlined application and confirmation process creates numerous efficiencies and promotes paper usage reduction.

Should you be interested in knowing when the Town has employment opportunities available, positions are posted on the Town’s website, within the Employment Opportunities page. Or, use the Notify Me feature to receive an email or text



message when positions are posted. Simply click the Notify Me button on the homepage to sign up.

NONDISCRIMINATION

The Town of South Kingstown is committed to the principle of equal opportunity and prohibits the discrimination against employees because of race, religion, creed, color, age, marital status, political belief, country or ancestral origin, gender, gender identity or expression, sexual orientation, disability, veteran status, or any other protected status under applicable federal or state law.

FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

Continued to expand the channels the Town uses to advertise employment opportunities and began leveraging local employment and university list serves and websites, as well as using the Town’s social media outlets

Redesigned the Town’s employment application, consistent with branding on the Town’s website and other public documents, and allowing a fillable PDF version when downloaded from the Town’s website

Created an Employment Opportunities binder with helpful information for potential applicants, now located in the Town Hall lobby

Created helpful FAQs regarding the employment application and hiring process, posted on the Town's website

Continued to leverage the Town's internal shared drive to develop an electronic knowledge base for dissemination and sharing of current personnel policies, forms, and related information for Town-wide employee access of up to date information and resources



PROVISION OF CORE SERVICES & FACILITIES

Worked collaboratively with Town departments in the recruitment and selection of appropriately qualified employees for available employment opportunities

Continued to administer and maintained 100% compliance with the required US Department of Transportation's Federal Motor Carrier Safety Administration's (FMCSA) random drug and alcohol testing program for CDL drivers

Continued to oversee and provide staff support for the Town's employee Wellness Committee and the Town's Safety Committee

Worked collaboratively with the Town Manager's Office to address employee personnel matters and issues in a professional manner, to promote a positive culture and environment while ensuring employee accountability

PERFORMANCE METRICS

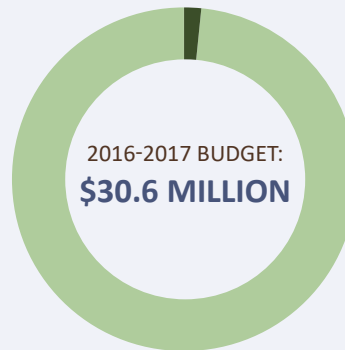




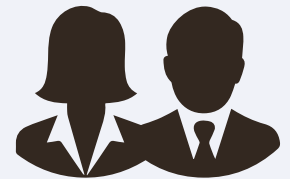
The mission of **THE TOWN CLERK'S OFFICE** is the timely, efficient, and accurate processing, according to applicable state and local laws, of documents preserving past and present vital information required to ensure a sound-functioning government while being ever mindful of neutrality and impartiality, rendering equal, courteous service to all.

DEPARTMENT BUDGET:

\$509,833



EMPLOYEES



PROGRAM SUMMARY

The Town Clerk's Office is often someone's first visit to Town Hall, and is where residents can register to vote, and obtain a marriage license, a birth certificate, or a license for the family dog. However the Office's responsibilities expand well beyond these common resident requests. The Town Clerk's Office is responsible for providing a number of services to the public; ensuring transparency of government, providing administrative support to the Town Council, maintaining and supporting public access to records and archives, and administering local elections. The Office has six major focus areas: Town Council Records, Land Records Registry, Board of Canvassers, Registry of Vital Statistics, Probate Court, and Business Licenses.

TOWN COUNCIL

The Town Clerk serves as the Clerk to the Town Council, and attends all Regular, Work, and Closed Executive Sessions of the Council. Agendas are prepared for all Town Council meetings and posted at four sites including the Town Hall, Peace Dale Library, the Town's website, and the Secretary of State's website at www.sos.ri.gov. Within ClerkBase, the Town's online meeting and agenda management system, agenda "back-up" material is posted and linked to each agenda item in advance of a Town Council meeting. All Town Council meeting votes and minutes are prepared, recorded, and maintained by the Office of the Town Clerk, and are posted within ClerkBase. In addition, ClerkBase includes live and on-demand video streaming allowing residents to watch meetings live, or at a later time. Visit the Town's

website and click the Agendas & Minutes button to easily access ClerkBase.

LAND RECORDS REGISTRY

All records associated with land transactions are recorded, indexed, proofed, and scanned through an indexing and imaging system on a daily basis, providing accurate and prompt information. Records include deeds, mortgages and discharges, liens and maps – records vital to individuals seeking financing or purchasing and selling properties, as well as professionals doing title, legal, and engineering work. In addition to storing the records in the Town’s Vault within the Town Clerk’s Office, each record is microfilmed and stored off-premise, as required by law, for safe keeping at a storage facility specifically designed for the protection and storage of such records, should a catastrophic event occur at Town Hall. A Disaster Recovery System has been implemented, allowing for uninterrupted access to land records in the event of a catastrophic occurrence. Records are available to the public in person or via the Town’s website. Indexes and images back to 1980 may be viewed for free; and pre-paid accounts allow documents to be printed.

CANVASSING AUTHORITY

The Town Clerk serves as the Clerk to the Canvassing Authority and is responsible for the preparation and maintenance of all Town voting records and the administration of all national, state, and local elections, including budget referendums. In FY 2016-2017, two elections were held; a Democratic Primary Election in September 2016 and the Presidential Election in November 2016.

In the September 2016 Democratic Primary Election, 2,628 (15%) of the 17,731 eligible voters (Democrats and Unaffiliated only) cast ballots to elect 5 Democratic Town Council candidates for placement on the November ballot. In the November 2016 Presidential Election, 12,621 (56.7%) of the 22,249 eligible voters cast ballots. Voter registration drives were held at the South Kingstown Public Safety Complex in August and October 2016 and at the South Kingstown High School in March 2017. At the close of FY 2016-2017, the Town had 22,171 eligible voters, and the Office

of the Town Clerk had managed 1,300 new voter registrations, and 2,521 voter affiliation changes. In an effort to keep the voter rolls current, the National Change of Address Program commenced in June and 1,276 NCOAs were received and processed for South Kingstown.

VITAL RECORDS

The Town Clerk serves as the Registrar of Vital Statistics for the Town. All records associated with marriages and deaths that occur in the Town of South Kingstown are filed, indexed, maintained by the Town Clerk’s Office. The original records are sent to the State Department of Health’s Division of Vital Statistics. The Office also processes records for marriages and deaths of Town residents, which occur outside of Town. In addition, the Office issues marriage licenses for non-residents wishing to marry in South Kingstown. Birth records are sent directly to the State by all the hospitals in the State and the Town Clerk’s Office can access those records via an internet connection for issuance of those records dating back to 1960.

PROBATE COURT

In accordance with the Town Charter, the Town Clerk serves as the Clerk of the Probate Court, as well as Acting Judge in the absence or inability of the Probate Judge or Town Solicitor to serve in that capacity. All petitions filed in association with either the administration of the estate of a Town resident or property owner, or residents who require a guardian in the Town are filed in the Office and scheduled for hearing. All petitions require the calculation and collection of fees, notice preparation, and indexing as well as placement on a docket. Subsequent to the Probate Court Session, notices are sent to the Division of Taxation, decrees are noted, and bonds and inventory forms are sent to the Attorneys and Fiduciaries. In addition, all of the petitions are microfilmed and sent off-site to a storage facility for safekeeping.

LICENSES

In accordance with the Town Code, Chapter 9, all business license applications are prepared by and submitted to the Town Clerk for consideration by the Town Council. The Town purchased and

implemented ViewPermit, new software to manage business licensing, during FY 2015- 2016. The software enables the Town Clerk's Office to manage the application, investigation, and approval process for businesses seeking any business license electronically, and for the process to be streamlined. The Office coordinates with other departments involved in the review of business licenses, including Fire Alarm, Planning, Building, Police, Finance, and Public Works, as well as with both Kingston and Union Fire Districts. All steps in the approval process are electronic, with many occurring simultaneously rather than consecutively. As the item moves through the approval process, staff is notified of the process stage and approvals via automated email. Depending on the type of business license, what had taken several weeks to facilitate, has now been reduced to as little as one week

SAUGATUCKET VETERANS' MEMORIAL COMMISSION

The Town Clerk serves as the staff liaison to the Saugatucket Veterans' Memorial Park Commission, which was re-established by the Town Council in June 2014. The intent of the Town Council in re-establishing the Commission was so that the names of residents who have served in the military during a time of war or conflict would be added in a timely fashion to the Memorial located in the Saugatucket Veterans' Memorial Park. In the fall of 2016, 175 names were added to the memorial in time to be honored at the November 2016 Veterans' Day Ceremony, which follows the parade.

In January 2017 the charge of the Commission was expanded, designating the Commission as a standing committee with specific additional duties as follows: to study all war memorials in South Kingstown; to make recommendations to the Town Council and provide information in regard to restoration, maintenance, site improvements and cost estimates; and to request budget appropriations for proposed improvements. In June 2017 a request for proposal was issued for Phase 1 of the restoration of the War Monument located at Hazard School. The War Monument, often referred to as the World War I monument, also recognizes veterans that served in the Revolutionary War, Spanish American War, and Civil War.

BOAT MOORINGS

The Department also issues mooring licenses, and partners with Online Mooring, an online mooring system at www.onlinemooring.com. By using this website, mooring holders can submit applications, pay fees, check the status of their application and view mooring locations on Google Map/Earth. This Office assists the Town's Harbormaster with scanning registrations and inspections and attaching them to the record in the Online Mooring system for easy access. For the 2016-2017 boating season, 204 mooring licenses were issued, 126 payments were received and processed, and 14 applicants are currently on the wait list.



FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

Prepared agendas, minutes, and required legal advertisements, ordinances, resolutions, proclamations, commendations and correspondence for 27 Regular Council meetings and 11 Work Sessions and 5 Closed Executive Sessions

Administered the Democratic Primary in September 2016; of the 2,628 ballots cast, 194 were mail ballots, 47 were emergency ballots and 39 were provisional ballots

Administered the Presidential Election in November 2016; of the 12,621 ballots cast, 1,269 were mail ballots, 754 were emergency ballots and 81 were provisional ballots

Documented 7 amendments to the Town Code and 7 amendments to the Zoning Ordinance; Amendments are posted at the time of adoption, and incorporated into the yearly supplement

Assisted the Harbormaster with the licensing, inspection, and registration documentation for 204 moorings

Recorded 10,827 land evidence documents including 51 maps

Held Voter Registration Drives at the South Kingstown Public Safety Complex in August and October 2016, and at the South Kingstown High School in March 2017

Recruited and assigned 68 Poll Workers for the Democratic Primary Election and 114 Poll Workers for the Presidential Election; Poll Worker instructional classes were held in conjunction with the Board of Elections in September and October 2016

Processed 1,300 new voter registrations, and 2,521 voter affiliation changes, managing a total of 22,171 eligible voters

Commenced the 2017 National Change of Address; processing the 1,276 NCOAs received for South Kingstown and mailing NCOA notices related to these changes

Received and processed 161 marriage records (144 marriage licenses issued), 384 death records, and certified a total of 3,430 vital records

Held 12 regular sessions and 5 special sessions of the Probate Court, with 156 estates opened

Issued 16 Miscellaneous Licenses for Road Races, Festivals and Block Parties, each requiring the execution of indemnification agreements, certificates of insurance and verifying that any required state licenses are obtained



SPECIAL NEEDS POPULATION

Assisted Saugatucket Veterans' Memorial Park Commission with arrangements for the inscription of 175 Veteran names on the Memorial and the issuance of a request for proposal for restoration of the War monument located at Hazard School



ECONOMIC DEVELOPMENT

Issued 420 Business licenses, 41 liquor licenses, 1 transfer of liquor license, 7 nineteen hour beverage licenses, 3 industrial wastewater licenses, 10 waste haulers, and 2 zero discharge licenses

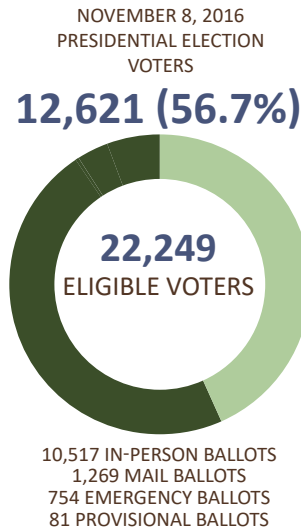
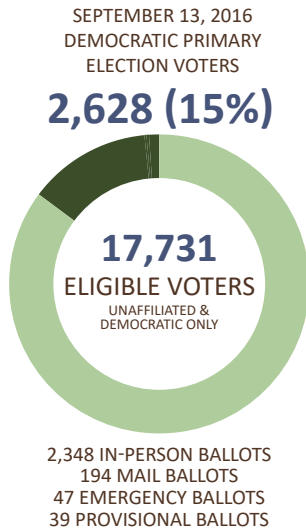
PERFORMANCE METRICS

500 BUSINESS LICENSES ISSUED



- 1 LIQUOR TRANSFER
- 7 NINETEEN-HOUR BEVERAGE
- 3 INDUSTRIAL WASTEWATER
- 10 WASTE HAULER
- 2 ZERO DISCHARGE
- 16 MISCELLANEOUS (ROAD RACES, ETC.)

VOTER TURNOUT



14
TOWN CODE &
ZONING
AMENDMENTS

144
MARRIAGE
LICENSES ISSUED

22,171 ELIGIBLE VOTER RECORDS MAINTAINED

1,300 NEW VOTERS REGISTERED

2,521 VOTER AFFILIATION CHANGES

3,430
VITAL RECORDS
CERTIFIED

156
PROBATE ESTATES
OPENED

10,827
LAND EVIDENCE
TRANSACTIONS
RECORDED

1,066
DOG LICENSES
ISSUED

1,852 TRANSACTIONS PROCESSED
(INCLUDING AGENDAS, MINUTES, ADVERTISEMENTS, ETC.)

43 MEETINGS

175
NAMES OF VETERANS
ADDED TO THE MEMORIAL
IN SAUGATUCKET
VETERANS' MEMORIAL
PARK



8.3

EMPLOYEES



DEPARTMENT BUDGET:

\$699,612



The mission of **THE FINANCE DEPARTMENT** is to lead the Town's financial management efforts and to serve the public, and all officials and departments of the Town as an information gathering and control center, providing both internal and external reports relative to any financial information involving the Town business in a timely, efficient, and effective manner. The Finance Department ensures the integrity and accuracy of the Town's financial transactions in accordance with applicable accounting standards, Town ordinances, state statutes and federal laws.

DIVISIONS

The Finance Department oversees several divisions, including Financial Management, Accounting and Cash Management, Purchasing and Risk Management, and Tax and Utility Collection, which are responsible for a number of functions as detailed below. The Information Technology (IT) Division, which is also part of the Finance Department, is detailed separately.

BOND RATING

The Town's bond rating continues to stand at a very favorable Aa1, which is only one notch below the highest possible rating of Aaa. Of the thirty-nine cities and towns in Rhode Island, South Kingstown is one of only five municipalities that

holds an Aa1 bond rating, in addition noting that the Aa1 rating is the highest rating currently held by any municipality in the State.

MOODY'S BOND RATINGS

- Aaa** Best Quality
- Aa1**
- Aa2** High Quality
- Aa3**
- A1**
- A2** Upper Medium Quality
- A3**
- Ba1**
- Ba2** Medium Grade
- Ba3**

FEATURED PROJECTS

INVESTMENT POLICY ADOPTED BY TOWN COUNCIL

Article IV, Section 4233 of the Town Charter provides the Finance Director with the authority and responsibility for the cash and investment functions of the Town, subject to the limits of an investment policy. The Town conducted a bid process and engaged the services of an Investment Advisor to assist the Town and the Finance Director with the Town's first written investment policy that complies with the Government Finance Officers' Association recommendation that municipalities create an investment policy as a best practice. This policy provides for future opportunities longer term investment durations in US Treasuries and Federal Agency obligations for the town's pooled cash, 'core' funds and town's pooled cash liquidity 'cushion' funds which are short term or within FDIC limits.

BUDGET PREPARATION IN CONFORMANCE WITH GFOA REQUIREMENTS

The Finance Director worked closely with the Town Manager's Office to prepare the FY 2017-2018 Town Manager Proposed Budget in conformance with defined GFOA Distinguished Budget Presentation Award requirements. The budget serves as a policy document, financial plan, operations guide, communications device, and promotes overall transparency and accountability. The FY 2017-2018 Proposed Budget was presented to the Town Council in March 2017. The FY 2017-2018 Town Council Adopted Budget has been submitted to GFOA for award consideration, and is currently in the review process.

The budget for FY 2016-2017 was the first to be prepared in conformance with the standards set forth by GFOA, who established the Distinguished Budget Presentation Award Program to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices

on budgeting, and then to recognize individual governments that succeed in achieving that goal. GFOA presented a Distinguished Budget Presentation Award to the Town of South Kingstown for its FY 2016-2017 municipal budget. Receiving the award, especially in the initial year of submission, is a notable achievement.

TAX & UTILITY PAYMENTS VIA AUTOMATIC WITHDRAWAL

The Town provides residents the convenience of paying quarterly tax payments via automatic withdrawal (ACH). By signing up for this payment option, quarterly tax payments are automatically withdrawn from the resident's bank account... no need to mail a check or drive to Town Hall to pay in person. In addition, paying via automatic deduction allows the peace of mind in knowing that the payment is on time, and eliminates the possibility of incurring interest penalties for late payments. This payment option has proved to be a cost effective method of collecting taxes, while also providing a free value added convenience to taxpayers. Each year, the Town sees more residents signing up for automatic deduction. During FY 2016-2017, there were 4,791 quarterly tax payments paid via ACH, total totaling \$3,748,897.

CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE AWARD FOR FY 2014-2015 CAFR

As part of the annual financial audit process, the Finance Department was successful in closing the prior fiscal year trial balances and completing the necessary work papers for the Town's outside independent auditors to review. The Town received an unqualified opinion on its financial statements, which indicates the Town's financial report is in full compliance with generally accepted accounting principles. A Certificate of Achievement Award for Excellence in Financial Reporting was received for the Fiscal Year 2015-2016 Comprehensive Annual Financial Report (CAFR) from the GFOA. This represents the 27th consecutive year that the Town has received this prestigious award, which is the highest form of recognition in governmental accounting and financial reporting.



OTHER POST-EMPLOYMENT BENEFITS

The Town early implemented GASB 74 and 75 after an actuarial study of the Town's Other Post Employment Benefits (OPEB). This required the Town to recognize the net OPEB liability, which caused the unrestricted net position to decrease by \$15,584,771. The Town is in its ninth year of fully funding its Annual Required Contribution (ARC), which is an employer's required contribution to a defined benefit Other Post Employment Benefit (OPEB) plan. Of the thirty-nine cities and towns in Rhode Island, the Town of South Kingstown remains one of only a few municipalities that fully funds its ARC. The most recent actuarial valuation shows a decrease in OPEB liability in one year from \$19.4 million to \$18.3 million, and as of July 1, 2016

the plan's fiduciary net position as a percentage of total OPEB liability is 55.6%.

TAX PAYMENTS VIA CREDIT CARD

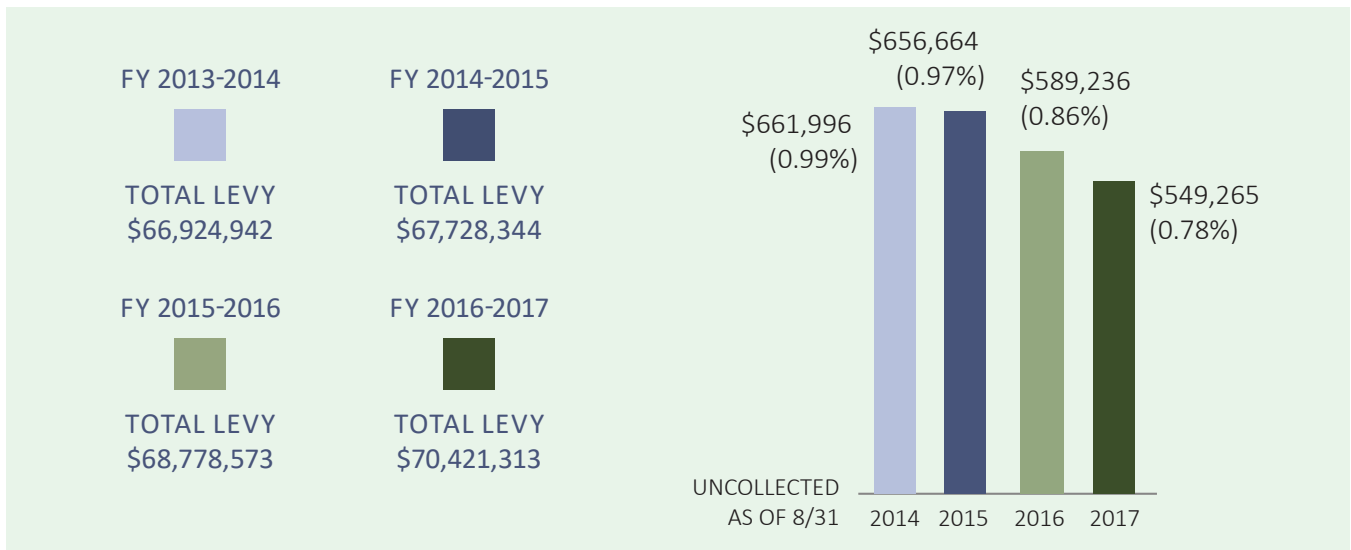
Since FY 2009-2010, the number of residents using credit cards to make tax payments has increased significantly. This change in payment method preference over traditional checks prompted the Town to begin offering the convenience of accepting over-the-counter credit card payments in the Tax Collector's Office as of December 2014. In looking at the chart below, of the 2,807 credit card transactions processed in FY 2015-2016, the first full year of over-the-counter credit card acceptance, 374 payments totaling \$94,663 were accepted over-the-counter in the Tax Collector's Office. During FY 2016-2017, the second full year, of the 3,256 credit card payments made, 480 were made over-the-counter totaling \$124,380. The municipal sewer and water customers can also experience the convenience of credit card processing for their utility bill payments.

DELINQUENT ACCOUNT COLLECTIONS & COLLECTION RATE

The Tax Collector's Office, as part of the Finance Department, continues its efforts to collect delinquent taxes, and maintain collection rate at or above 99%. The results of the delinquent tax collection program are reflected in the collection rates within the chart on the following page. Prior year tax receivables, as of August 31, 2017, are listed within the chart, along with the percentage of net levy for each of the past few years.

FISCAL YEAR	CREDIT CARD TRANSACTIONS	TOTAL AMOUNT PAID
2016-2017	3,256	\$1,049,104
2015-2016	2,807	\$944,774
2014-2015	1,809	\$677,954
2013-2014	542	\$314,302
2012-2013	427	\$270,369
2011-2012	374	\$216,118
2010-2011	343	\$145,675
2009-2010	71	\$56,903

LEVY & COLLECTION INFORMATION



FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

Implemented a centralized purchasing division for the administration of the procurement process and proactively issue bids for goods and services to provide taxpayers with a transparent process to ensure they are getting a high level of trustworthy/dependable service

Created standards for vendor certificate of insurance (COI) requirements with limits for various types of risk for internal use by Town Departments

Continued reorganization of Finance staff to achieve high level performance by analyzing professional skills to ensure confidence in our financial reporting and provide greater transparency



COMMUNICATION & EDUCATION

Continued to create and enhance the Finance Department's pages of the Town's new web site to provide promote transparency and ease in access to information and public documents

Continued to promote the various payment options available for tax and utility payments, including the convenience of using automatic withdrawal and over-the-counter credit card transactions



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

Received the Certificate of Achievement For Excellence in Financial Reporting Award from the Government Finance Officers Association (GFOA) for the 27th consecutive year in recognition of the FY 2015-2016 Comprehensive Annual Financial Report (CAFR)

Received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA), in the initial year of submission, in recognition of the FY 2016-2017 municipal budget document

Prepared the FY 2017-2018 personnel and benefit budget programs for all Town departments

Prepared the FY 2017-2018 budget document in accordance with GFOA Distinguished Budget Presentation Award requirements, further enhanced the budget document based on feedback from GFOA reviewer feedback on FY 2016-2017, and submitted the Town Council Adopted Budget for award consideration

In an effort to achieve greater rates of return and lower management fees, the Town transferred their OPEB funds to RI Interlocal Trust's & Public Agency Retirement Services (PARS) for Trust and Investment Services in a Vanguard Balanced Strategy Account; After which the market value of the trust fund increased from \$9.7 million to \$11.9 million

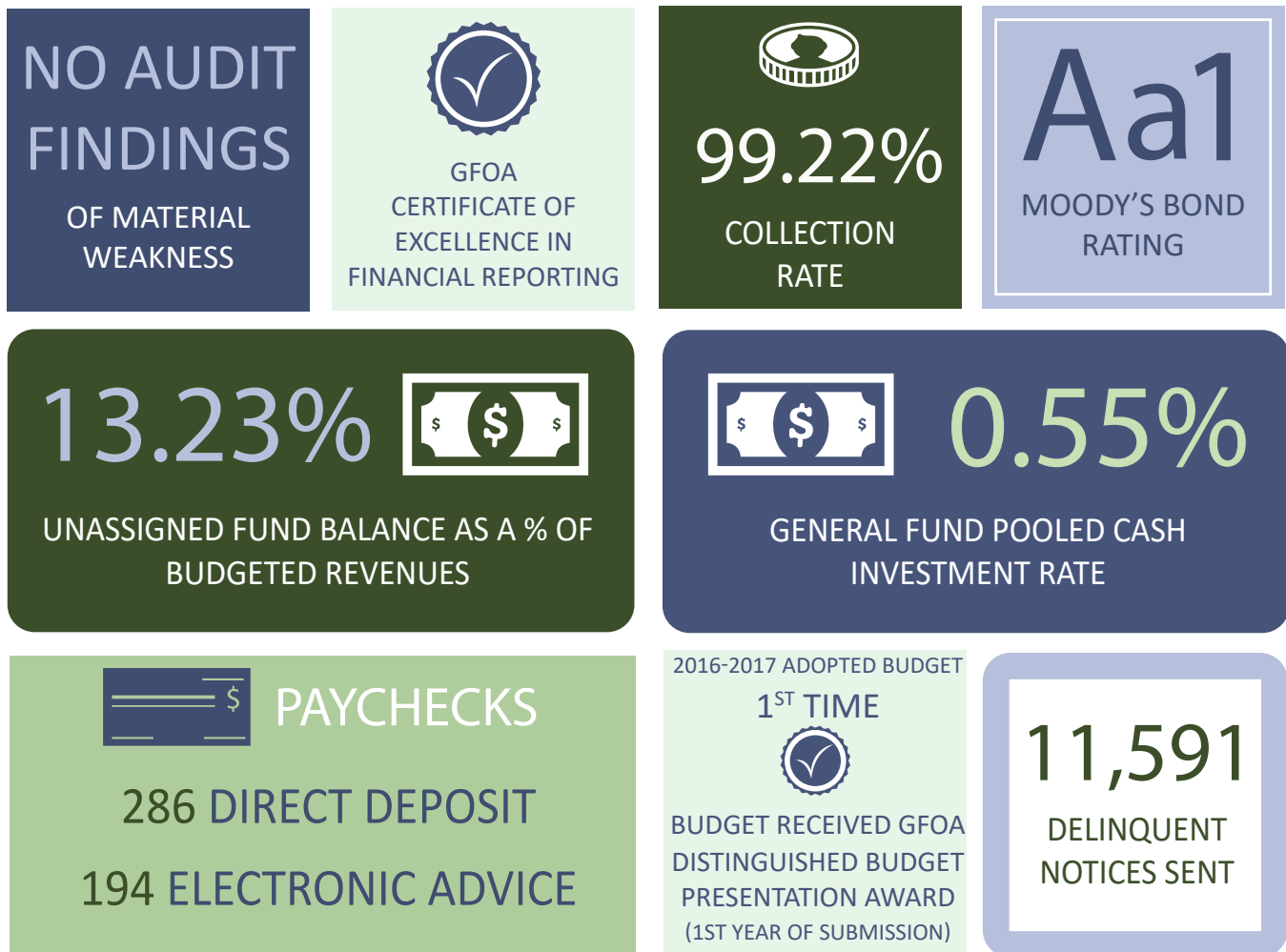
Implemented the use of bank remote deposit services whereby checks are scanned by Town staff and submitted for deposit electronically

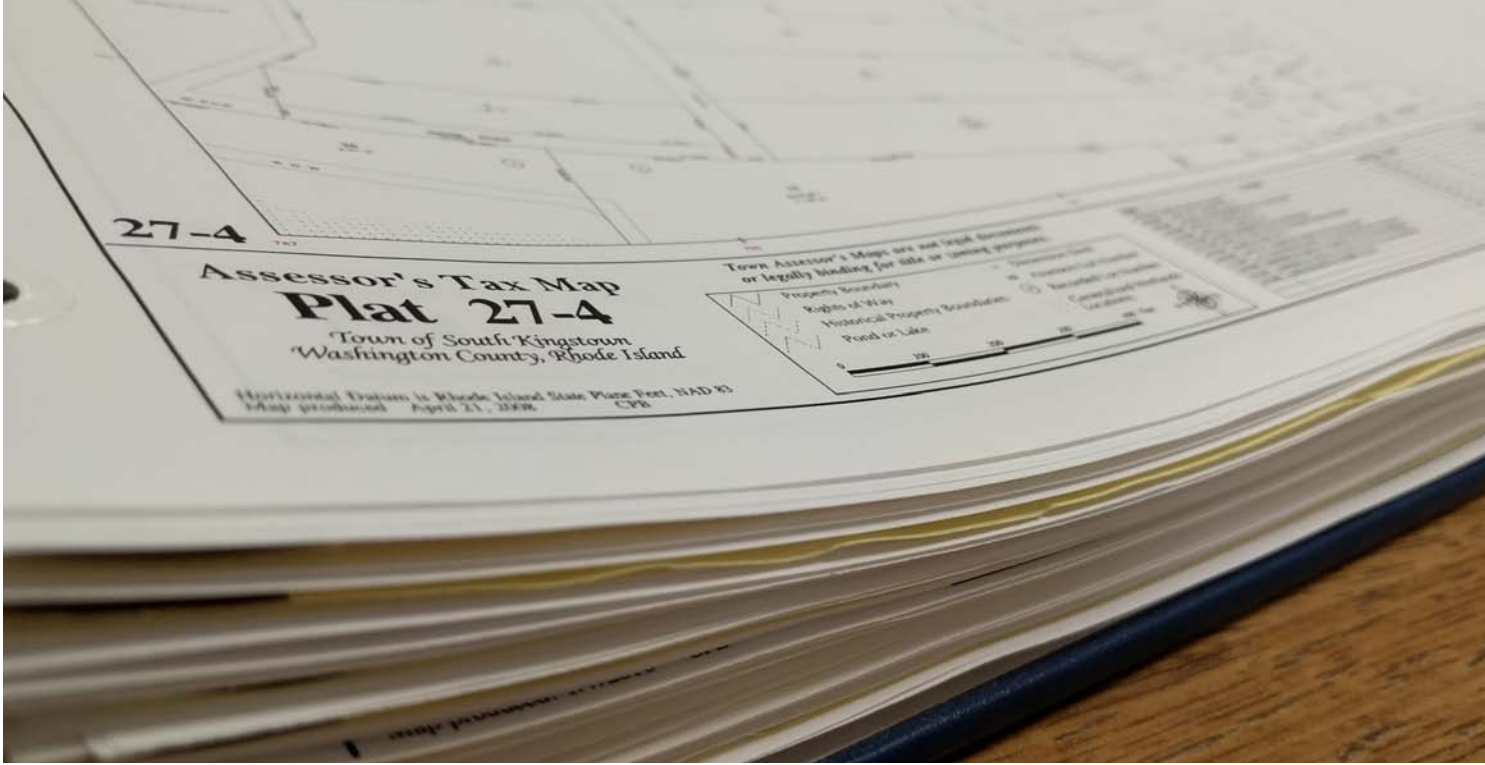
Maintained compliance with RIGL §44-35-10, which requires the Finance Director to continuously monitor the financial operations of the Town by tracking actual versus budgeted revenues and expenditures; with all reports submitted on time

Invested in longer-term certificates of deposit, within FDIC limits, and U.S. Government securities to improve investment earnings

Further integrated the detailed Capital Improvement Program (CIP) into the financial management accounting system to allow for the use of the budget module for tracking and reporting

PERFORMANCE METRICS

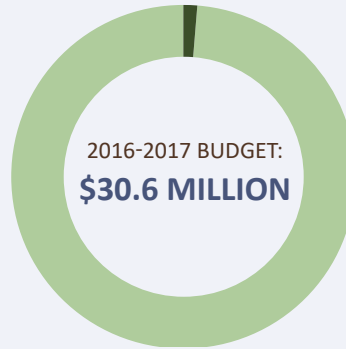




THE TOWN ASSESSOR'S OFFICE provides for the orderly valuation of all real estate, motor vehicles, and tangible personal property located in the Town of South Kingstown. The primary objective of the Department is to discover, list, and value all taxable and exempt property, to ensure that assessments are made properly and uniformly, and that the tax roll, when completed, is a true and accurate account of all ratable property in the jurisdiction.

DEPARTMENT BUDGET:

\$393,153



5

EMPLOYEES



FEATURED PROJECTS

STATISTICAL REVALUATION

The Town Assessor's Office is in the preliminary stages of preparing for the 2018 Statistical Revaluation. With the revaluation cycle currently in place, revaluation projects command a significant portion of the yearly work load that takes place within the Assessor's Office. Under the State's revaluation guidelines, revaluations are to be performed every three years by all cities and towns. The revaluation cycle requires a full revaluation every nine years with two statistical revaluations at three year intervals. A statistical revaluation was conducted in 2015, and another statistical revaluation will be conducted in 2018.

2016 TAX ROLL

Property taxes generated from the 2016 Tax Roll supported the 2016-2017 fiscal year operating budget. The 2016 Flexible Tax Roll was \$4,418,663,444 and the 2016 Motor Vehicle Tax Roll was \$198,929,263 representing increases of \$238,178,747 and \$5,165,241 respectively over the prior year. After exemptions were applied, real estate and tangible personal property generated \$66,677,482 in property taxes and motor vehicles generated \$3,720,816 in taxes, which respectively accounted for 94.7% and 5.3% of all levied taxes.

For the 2016-2017 fiscal year, the Town utilized two tax rates:

- \$15.09 for real estate and tangible personal property
- \$18.71 for motor vehicles*

2017 TAX ROLL

The 2017 Property Tax Roll was certified on June 15, 2017 in the amount of \$4,433,866,157. This represents a 0.34% increase over FY 2016-2017, or \$15,202,713. The Motor Vehicle Tax Roll was \$202,527,670. After exemptions are applied, real estate and tangible personal property will generate \$67,881,102 in property taxes and motor vehicles will generate approximately \$3,789,293, which will support the 2017-2018 fiscal year operating budget. For the 2017-2018 fiscal year, the Town is utilizing two tax rates:

- \$15.31 for real estate and tangible personal property
- \$18.71 for motor vehicles*

**The Town notes that the Motor Vehicle Excise Tax exemption was legislatively reduced several years ago to \$500, however the Town provided an additional \$2,500 exemption, as it has since the reduction, resulting in a total exemption of \$3,000 for Town residents. The Governor signed House Bill 5175 Sub A into law adopting the State Budget for fiscal year 2017-2018 which provided for changes to Article 11 entitled Relating to Taxation – Excise on Motor Vehicles and Trailers, which the Town has complied with.*

ELDERLY TAX CREDIT PROGRAM

The Town offers an elderly tax credit program to help ease the property tax burden for qualified elderly home owners. Eligibility is based on income, with the maximum allowable household income currently set at \$37,000, and proof of income must be filed on an annual basis. In addition to meeting household income criteria, a person must be at

least 65 years of age, have owned and occupied property in Town for at least the past 5 years, and reside at the premises under application. The tax credit is between \$450 and \$2,100 based on income brackets up to \$37,000. In FY 2016-2017, 178 residents participated in the program, saving a combined \$268,317.

FARM FOREST & OPEN SPACE PROGRAM

In conjunction with the RI Department of Environmental Management, the Town Assessor's Office administers the Farm, Forest, Open Space Program (FFOS). The FFOS tax relief program has several purposes: to encourage the preservation of farm, forest, and open space land in order to maintain a readily available source of food and farm products; to conserve the State's natural resources; to prevent the forced conversion of farm, forest, and open space land to more intensive uses; to preserve agricultural heritage; and to protect scenic views and rural character. To learn more about this program, please contact the Town Assessor's Office or visit the Town's website.



VETERANS EXEMPTIONS

The Town offers several Veterans' Exemptions to qualified residents. It is of note that on April 11th, 2016, the Town Council adopted an increase in the Veterans' Exemptions effective July 1, 2016.

EXEMPTION	FY 2015-2016	FY 2016-2017	FY 2017-2018
Veteran	\$126.00	\$146.00	\$168.00
100% Disabled Veteran	\$252.00	\$272.00	\$272.00
Ex-POW	\$409.65	\$430.00	\$430.00
Unmarried Widow(er) of Veteran	\$126.00	\$146.00	\$168.00
Gold Star Parent	\$378.00	\$378.00	\$378.00

FEATURED ACCOMPLISHMENTS



SPECIAL NEEDS POPULATIONS

Increased the Town's Veteran exemption amounts following a State-wide review of Veteran exemptions



BUDGET DEVELOPMENT AND FISCAL MANAGEMENT

Certified the Tax Roll by June 15, 2017

Discovered, listed, and provided for the orderly valuation of all taxable and exempt property, including real estate, motor vehicles, and tangible personal property located in the Town, to ensure that assessments were made properly and uniformly in preparation of the Tax Roll certification

Coordinated 26 appeal hearings with the Assessment Board of Review resulting from the 2015 Town-wide Statistical Revaluation

Ensured that evaluations, revaluations, and abatement and exemption programs were completed per State law, local ordinances, and follow assessment standards prescribed by both Rhode Island and National Association of Assessing Officers

PERFORMANCE METRICS

1,099
BUILDING PERMITS
REVIEWED
AN INCREASE OF 112
FROM LAST YEAR

FY 2016-2017
\$15.09 TAX RATES **\$18.71**
REAL ESTATE & TANGIBLE PROPERTY  MOTOR VEHICLES

MAINTAINED TANGIBLE BUSINESS EQUIPMENT
1,148 TAX RECORDS

MAINTAINED FARM, FOREST OPEN SPACE
158 TAX RECORDS

178
ELDERLY
EXEMPTION PARTICIPANTS


ELDERLY TAX EXEMPTION VALUE
\$268,317

1,053
VETERAN
EXEMPTION PARTICIPANTS

31,708
MOTOR VEHICLE ASSESSMENTS PROCESSED



5

EMPLOYEES



DEPARTMENT BUDGET:

\$492,161



THE PLANNING DEPARTMENT’S mission is to provide professional planning services across a broad spectrum of policy and regulatory considerations including: administration of land use regulations and ongoing planning programs, coordination with Federal and State agencies, administrative and management support to Town boards and departments, assistance with Town/institutional relations, promotion of environmental preservation and community sustainability, research activities and special projects, grant administration and support services relating to land use planning, and guidance for community growth particularly concerning the maintenance and updating of the Town’s Comprehensive Community Plan.

FEATURED PROJECTS

COMMUNITY SUSTAINABILITY

The Planning Department continues to make strides towards achieving a sustainable South Kingstown. Some accomplishments of note include:

SUSTAINABILITY COMMITTEE

The Town Council has established a five member Sustainability Committee, which is staffed through the Planning Department. The Committee’s first meeting was held in May, and they are working

towards identifying and understanding any sustainability gaps in Town, particularly related to renewable energy and energy conservation, solid waste disposal, water conservation and quality, and stormwater mitigation.

SOLAR ENERGY SYSTEM ZONING AMENDMENTS

Between October 2016 and May 2017, the Planning Board discussed and drafted amendments to the Zoning Ordinance to address solar energy systems in a comprehensive manner. The amendments, adopted in June 2017, seek to establish clear

standards for development of solar energy systems, and to make it easy for businesses and homeowners to install solar energy systems that are sized to support their property’s needs.

COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY (C-PACE) PROGRAM

The Planning Department provided administrative support to the launch of the Commercial Property Assessed Clean Energy (C-PACE) Program in partnership with the Rhode Island Infrastructure Bank (RIIB). C-PACE is a financing program designed to assist commercial, industrial, agricultural, and multi-family (5 or more units) property owners who wish to make improvements relating to energy efficiency, renewable energy, water conservation, or environmental health and safety. Participation in the program commenced in Summer 2016 with the execution of a municipal agreement allowing local property owners to access C-PACE financing options. South Kingstown is proud to be the location of the third C-PACE project contracted in the State of Rhode Island, the Laurel Land Country Club, which will install a medium-scale ground mounted solar array.



COMPREHENSIVE PLAN UPDATE

In the Fall of 2016, the Planning Department launched an update to the South Kingstown Comprehensive Plan. The Comprehensive Plan serves as a policy guide to identify municipal policies and implementation efforts related to

land use, housing, economic development, historic and cultural resources, open space and natural resources, energy, natural hazards and climate change, services and facilities, circulation, and the University of Rhode Island. This update to the Comprehensive Plan is focused on making the Plan more engaging, reader-friendly, and strategic.

In January of 2017 the Planning Department and Planning Board held a kick-off event that included an open house and an evening presentation. The events were designed to engage all residents of town and provided an opportunity for residents to learn about the role of the Comprehensive Plan and for staff to gather input from community

GRANTS ADMINISTRATION

The Department provided ongoing administrative support for the following grant programs during the past fiscal year.

PROGRAM	AMOUNT
Community Development Block Grant (CDBG) Small Cities Annual Award (PY 2015)	\$308,955
CDBG – Consolidated Homeless Fund – Welcome House Operating	\$52,500
CDBG – Disaster Recovery (DR) - Welcome House, Green Street Rehab	\$234,407
CDBG – Disaster Recovery (DR) - Senior Center Generator	\$88,065
CDBG – Disaster Recovery (DR) - Matunuck Water Main Relocation	\$944,822
Pre-Disaster Mitigation Grant Program - Multi-Hazard Mitigation Plan Update	\$25,000
Certified Local Government Grant, Resurvey of Wakefield National Historic District	\$5,000
PENDING OR RECEIVED GRANT MONIES TOTAL	\$1,658,749

members to help develop a town-wide vision for South Kingstown. Approximately 40 members of the community attended the evening workshop, and 100 residents attended the open house event to share ideas for the future of town.

WAKEFIELD NATIONAL REGISTER HISTORIC DISTRICT UPDATE

In Spring 2017, the Planning Department completed work on a preliminary survey to update the Wakefield National Register Historic District. The purpose of the project was to update the District inventory based on observable changes since its original nomination in 1996. The project also considered where expansions to District boundaries may be appropriate and consistent with the period of significance.

The National Register program is a non-regulatory designation that provides property owners with informational resources and opportunities to access state and federal incentives for subsequent rehabilitation projects. Following completion of the final report, the Town Planning Board and Historic District Commission met in a joint work session to discuss the project findings and establish a process to consider a formal application to update the District. The project was supported by a \$5,000 grant from the RI Historic Preservation and Heritage Commission under its Certified Local Government Program.

HOUSEHOLD OCCUPANCY ZONING AMENDMENTS

In March 2017, the Town Council enacted amendments to the Zoning Ordinance to allow, by time-limited Special Use Permit, household occupancy by more than three unrelated individuals. The amendments, drafted by the Planning Board over the course of five months, set standards to address common issues with occupancy by unrelated persons, such as the increased need for parking, and to give the Zoning Board the ability not to renew a Special Use Permit if the applicant did not address any problems that arose in a sufficient and expeditious manner.

MEDICAL MARIJUANA ZONING AMENDMENTS

Between December 2016 and March 2017, the Planning Board considered and drafted amendments to the Zoning Ordinance to allow medical marijuana related uses in the Commercial Highway district around Old Tower Hill Road, and the Industrial-1 district in West Kingston. The amendments, adopted in May 2017 by the Town Council, set standards for the review of marijuana retail and cultivation facilities, including standards related to buffering, security, exterior appearance, lighting, and wastewater treatment.

REVISIONS TO SUBDIVISION AND LAND DEVELOPMENT REGULATIONS

In the Fall of 2016, the Planning Department, under the direction of the Planning Board, began a full revision to the Town’s Subdivision and Land Development Regulations. The Regulations, which govern the review and approval process for subdivisions and land development projects, have not received a full review and revisions since original adoption in 1995. The revisions are intended to make the procedures and standards relative to development easier to understand by applicants, which in turn will expedite the review and approval process. The revisions will be completed in the next fiscal year.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) DIVISION

The Geographic Information Systems (GIS) Division, as part of the Planning Department, provides access to the Town’s geographic information both in digital and hardcopy format. Mapping services are provided as both a tool for decision-making within Town government, and as an informational resource for the public. The Division develops and maintains the Town-wide GIS data layers, provides geospatial analyses, maintains the Town’s WebGIS websites, and oversees development of data collection applications for various Town departments.

FEATURED ACCOMPLISHMENTS



LAND USE

Began an update of the Town’s Comprehensive Community Plan, which seeks to address new topic areas, such as natural hazards and climate change, and energy, as well as making the Plan more engaging, reader-friendly, and strategic

Processed and reviewed 35 applications for subdivisions and land development projects in accord with the legally established regulatory review time frames

Drafted 3 separate topic-based zoning ordinance amendments, which respectively addressed solar energy systems, medical marijuana related uses, and household occupancy by more than three unrelated persons

Performed administrative review and processing of 2 applications for zoning amendments



CULTURAL & HISTORIC RESOURCES

Provided staff support to the Town’s Historic District Commission, including support of review and issuance of 4 Certificates of Appropriateness, research of historic preservation needs in Wakefield, and investigation of potential resources available to assist with property improvements

Updated and coordinated review by the Planning Board of the application for Scenic Roadway designation of Route 1

Completed a study of necessary updates to and potential expansion of the Wakefield National Register Historic District



PROVISION OF CORE SERVICES & FACILITIES

Provided ongoing administrative and technical support to Town boards and commissions

Oversaw administration of the Community Development Block Grant (CDBG) program and provided oversight of the CDBG Disaster Recovery (CDBG-DR) grants

Created digital files of all record plans received from the Town Clerk, and printed maps of such for the public upon request

Continued development and supported GIS mobile technologies, through the use of iPad inspection applications used by the Public Services department, and researched new technologies and applications that may be appropriate for Town staff use

Continued integration of GIS data into the Town’s appraisal and permitting software

Received a grant award of \$25,000 from the RI Emergency Management Agency to conduct an update to the Town’s Multi-Hazard Mitigation Plan, which will commence in Fall 2017



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

Provided administrative processing of an application for the Town’s Open Space Acquisition Bond Funding to support the acquisition of the Wells Farm parcel located on Yawgoo Pond by the South Kingstown Land Trust, which preserved 19.76 acres of land and provided public access to the pond

Provided staff support to the Town’s Conservation Commission, including support of 13 advisory project reviews

Coordinated the Town’s energy efficiency programs, building retrofits, and partnerships with the RI Office of energy Resources and National Grid

Installed a shade tree at Wakefield Elementary School and conducted education activities as an Arbor Day event



HOUSING

Facilitated the addition of 20 new low- and moderate-income housing units, bringing the total number of such units to 612, or 5.61% of the Town’s year-round housing stock



COMMUNICATION & EDUCATION

Provided public notice of and held 14 public hearings on subdivision and land development projects under consideration by the Planning Board

Effectively used the newly installed displays in the Town Council Chambers to improve public understanding of subdivisions and development projects during Planning Board meetings

Maintained and continued to develop the public and Town staff WebGIS interfaces and researched the functionality of implementing an ArcGIS Online platform to enhance or replace the current WebGIS platform

Maintained GIS data layers for the departments of Planning, Town Assessor, Town Clerk, and Public Services, and provide GIS technical support and map production for all Town departments



SPECIAL NEEDS POPULATIONS

Ongoing administration of the Town’s annual CDBG programs to provide services and projects benefiting low- and moderate-income persons and households

Submitted 7 new Housing Rehabilitation applications to assist eligible low- and moderate-income households with housing improvements to meet health and code standards





ECONOMIC DEVELOPMENT

Provided staff support to the Town’s Economic Development Committee, including support of the Saugatucket River Studio Project with the URI Landscape Architecture Program, and research on revitalization concepts for the villages of Wakefield and Peace Dale

Began a full revision of the Town’s Subdivision and Land Development Regulations to clearly communicate to applicants the requirements and procedures for subdivision and land development

Continued to serve as an aquaculture training partner with the Education Exchange under the RI Department of Labor and Training’s Real Jobs RI program



CIRCULATION

Participated in the Town’s Transportation Technical Review Committee to ensure that proposed roadway improvements support multi-modal transportation opportunities

Began development of the Town’s proposed priority project list for inclusion in the FFY 2019-2028 State Transportation Improvement Program



UNIVERSITY OF RHODE ISLAND

Maintained Town presence on the URI Master Plan Review Team and provided input into URI’s Landscape Master Plan

Participated in discussions between URI, the Town, the RI Department of Environmental Management, and the RI Department of Transportation to initiate development of the South County Bike Path extension to URI

Initiated work under a URI Senior Landscape Architecture Studio project to conduct a visioning process and conceptual design for the Saugatucket River corridor

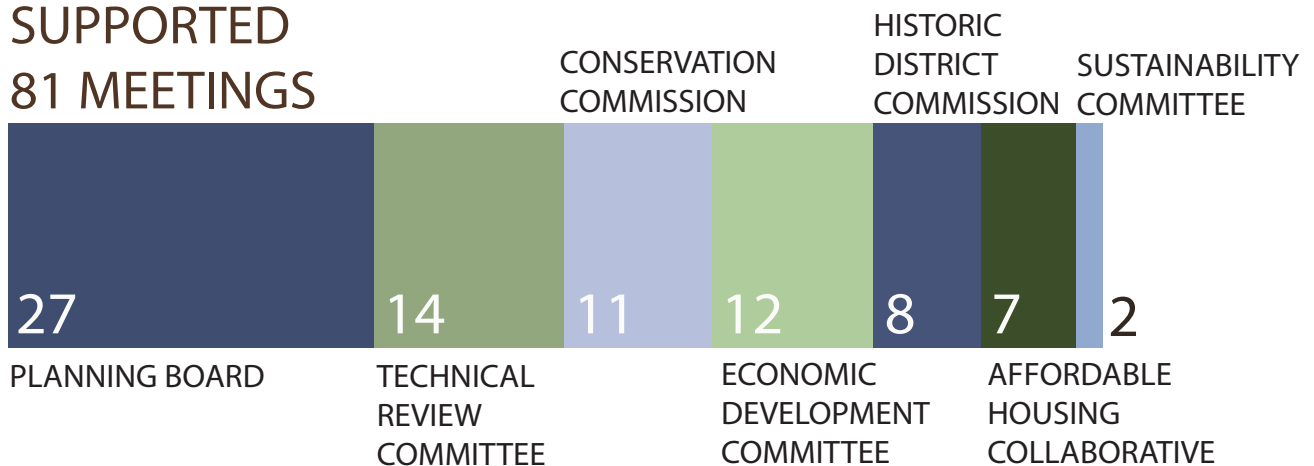


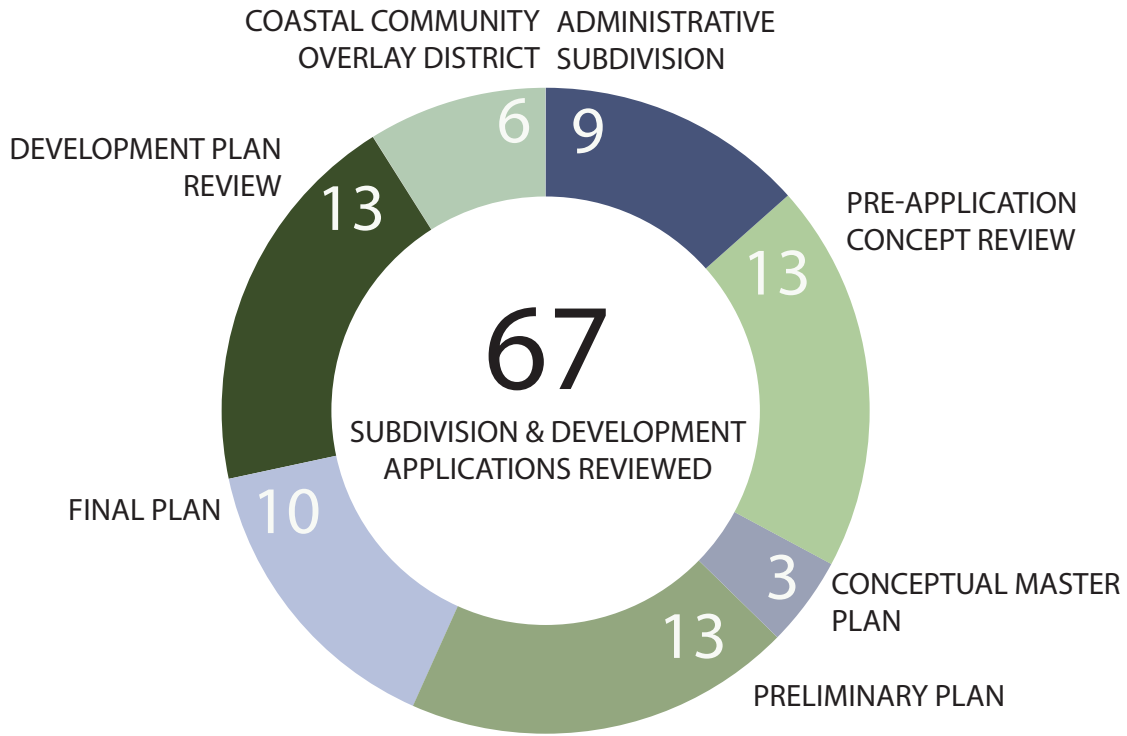
SOUTH COUNTY HOSPITAL

Continued to act as the main point of contact for communications with South County Hospital

PERFORMANCE METRICS

**SUPPORTED
81 MEETINGS**





APPLICATIONS PROCESSED/ REVIEWED

3 ZONING ORDINANCE AMENDMENTS DRAFTED/ADOPTED

1 ZONING MAP AMENDMENT REVIEWED

13 CONSERVATION COMMISSION ADVISORY REVIEWS

UPDATED TOWN ASSESSOR'S MAPS
36 CUTS ON 51 MAPS

4 HISTORIC DISTRICT COMMISSION CERTIFICATES OF APPROPRIATENESS

374 COPIES OF RECORDED MAPS PRINTED FOR THE PUBLIC

205 MAPS PRINTED FOR 10 TOWN DEPARTMENTS

14 PUBLIC HEARINGS

612 AFFORDABLE HOUSING UNITS
5.61% OF TOTAL

WEBGIS UPDATES

21 UPDATES OF VISION CAMA DATA

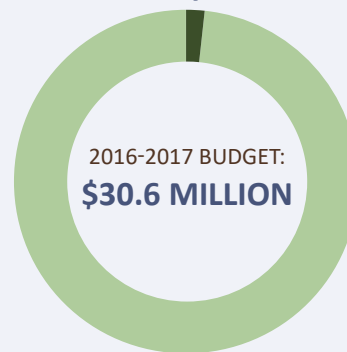
8 UPDATES OF PARCEL DATA LAYER

**BUILDING INSPECTOR
AND
ZONING CLERK
MINIMUM HOUSING
INSPECTOR**

The mission of **THE BUILDING AND ZONING INSPECTION DEPARTMENT** is to provide information and guidance to residents, realtors, contractors, and attorneys to assist in the navigation of the State Building Code and the Town Zoning Ordinance. The Building Official also serves as the Zoning Enforcement Officer. In addition, the Zoning and Building Inspection Department oversees Town Hall Operations, to include the maintenance needs of the Town Hall complex.

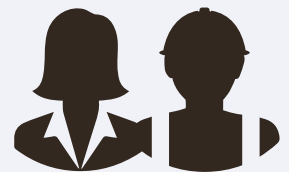
DEPARTMENT BUDGET:

\$507,522



5.5

EMPLOYEES



CLOUD BASED PERMITTING SYSTEM & TABLETS

The Department implemented new permitting system technology during the 2015-2016 fiscal year, in order to convert from a paper based application and filing system to a digital cloud based system in order to recognize efficiencies and process improvements as well as alleviate the storage of more than 10,000 pieces of paper. In the past year, the Department continued to expand the use of the new technology, and refined permitting application process to allow for 100% electronic submittals, eliminating the requirement for paper submittal. The Department also continued to expand the use and functionality of onsite inspection recording through the use of handheld tablets.

TOWN HALL CLOCK TOWER

The historic Town Hall building features a distinctive clock tower. The clock has been in constant use since 1923, and has been well maintained and cared for over the years. In the last year, the clock's inner workings were dismantled, cleaned, lubricated, and reassembled. The three clock faces were rebuilt, inclusive of having new hands and numerals installed, which are each coated with gold leaf. In addition, the three clock faces are now illuminated and easily visible at night, as a small LED light has been installed above each of the three clock faces.

COUNCIL CHAMBERS

The Council Chambers on the second floor of Town Hall is where the Town Council and other



improvements - especially efficiency related - are necessary, and in the last year, the lighting fixtures in the Council Chambers were re-lamped with low wattage LED bulbs which have a life expectancy in excess of fourteen years.

TOWN HALL CARPETING

The department office spaces within Town Hall last received new carpeting during the 1989 renovations, and therefore the carpeting in many areas of the building was almost thirty years old. Carpeting throughout the office space in Town Hall has been replaced with high quality commercial carpet tiles, able to handle high foot traffic the Town Hall sees, and allowing for easy removal and replacement of individual squares in the event of damage or spill.

PERMITTING, REVIEW & INSPECTIONS

Over the course of the year, the Department issued a combined 2,887 permits, 40 Zoning Certificates, reviewed 31 applications to CRMC for zoning compliance, performed 4,312 inspections, and administered the Minimum Housing Program. A summary of the Department’s activity is detailed in the charts on the following page.

Town boards and commissions meet for public meetings. The Chambers were last renovated in 1989, and have been well maintained in the years since. As with any historic building, repairs and

FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

Continue identify efficiencies and leverage functionality relative to the recent transition to a cloud based electronic permitting system

Continue to expand the use and functionality of onsite inspection recording through the use of tablets

Refined the permitting application process to allow for 100% electronic submittals, eliminating the requirement for paper submittal



PROVISION OF CORE SERVICES & FACILITIES

Reviewed plans, issued permits, and performed required inspections in a timely manner

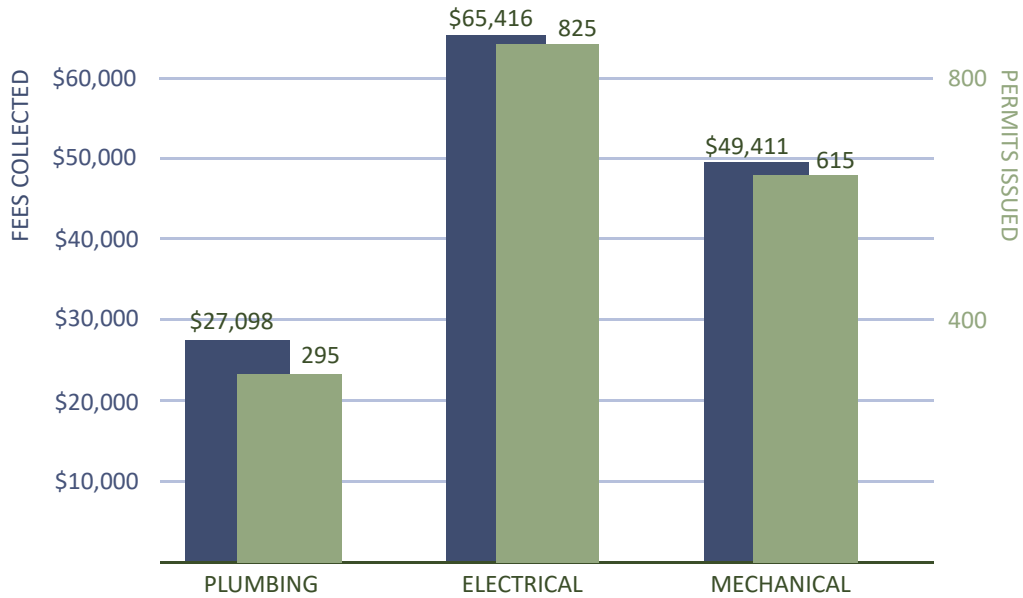
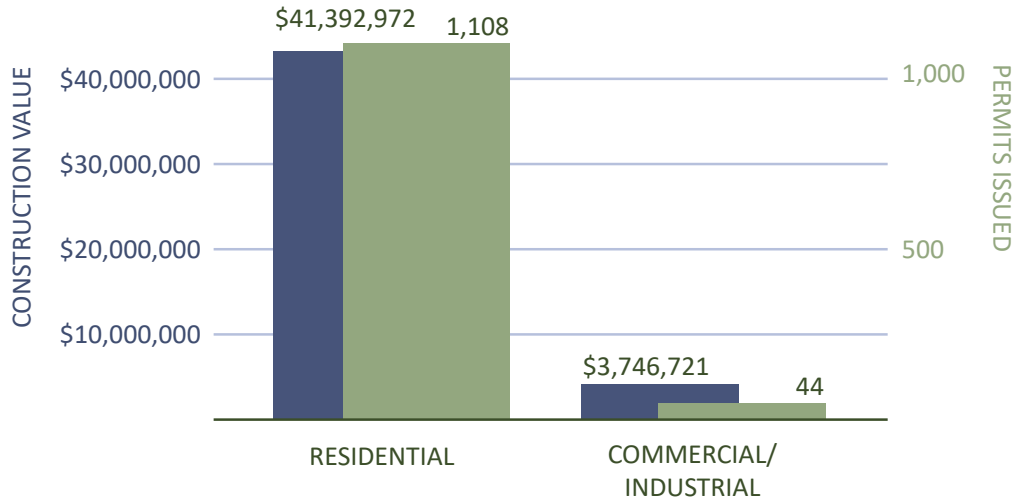
Continued to ensure that all construction is in conformance with the State law, and the State Building Code and the Town Zoning Ordinance

Prepared for the conversion to and initiated the implementation of the State wide mandated permitting system, which will take place in Fall 2017

Maintained the Town Hall building and grounds with care, making improvements and repairs as needed, including to the Council Chambers

PERFORMANCE METRICS

PERMITS ISSUED



ZONING PETITIONS & HEARINGS

11

MEETINGS HELD

83

PETITIONS HEARD

\$14,595

FEES COLLECTED

COMPLAINTS RECEIVED & INVESTIGATED

143

48

VIOLATIONS ISSUED

40

ZONING
CERTIFICATES
ISSUED

31

CRMC
APPLICATIONS
REVIEWED

2,887

TOTAL PERMITS
ISSUED

4,312

INSPECTIONS
PERFORMED



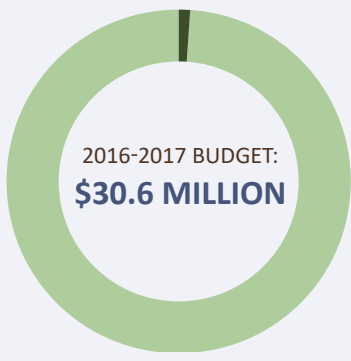
1.8

EMPLOYEES



DEPARTMENT BUDGET:

\$330,621



It is the responsibility of **THE INFORMATION TECHNOLOGY (IT) DIVISION**, under the Finance Department, to provide all Town Departments with technological assistance, uniformity, and control in the analysis, design, development, and functionality of all technology related projects and computer system services.

The IT Division's duties include the following:

- Create a standards based database environment while increasing the productivity and functionality for Town and School staff to service our constituency
- Provide oversight and project management to any project involving technology
- Establish traditional audit trails and controls
- Assist in the training and orientation of technology users
- Adapt to changing technologies / Adopt new and emerging technologies
- Empower Town staff to embrace and utilize technology

FEATURED PROJECTS

SKPL.ORG WEBSITE

In FY 2015-2016, the Town of South Kingstown successfully launched a new, feature rich website, available at www.southkingstownri.com. For many years, the South Kingstown Public Library has maintained the web address www.skpl.org, which had been managed separately from the Town's site, and was hosted on a different platform. As such, it was not part of the initial conversion. After the successful launch of the new Town site, the IT Department worked with the vendor and the Library Division to convert the Library's website to the new platform, allowing for consistency across both Town sites, while retaining the familiar web address www.skpl.org. The new site's modern design includes a range of features that enhance

the user experience, including device-optimization ensuring the best presentation on all user devices, smart phones, tablets, or computers. We hope that residents and visitors alike will find our new site helpful and easy to use.

TOWN NETWORK

As the backbone to all the Town-run software and hardware, the Town’s network is critical IT infrastructure, and an upgrade to the network was necessary. This project involved months of planning and testing prior to implementation. In order to reduce impact to staff and the public, the actual conversion was performed off hours over a weekend, and during the upgrade 10Gigabyte switches were configured and replaced, all network

connectivity was tested thoroughly, and the cutover was successful with no disruption in service.

PUBLIC SAFETY & LIBRARY EMAIL CONVERSION

Public Safety and Library staff has historically used email platforms separate from the platform all other Town staff used, resulting in Town employees being on three different email platforms. This caused the potential for compliancy issues in e-discovery, along with simply making it difficult for Town staff to contact one another, share calendars, etc. In order to promote and improve consistency, collaboration, and compliance needs, all 125 Public Safety and Library email accounts were successfully migrated to the Town’s Exchange platform server, including the migration of over 50GBs of data.

FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

Lead the Library’s website redesign and conversion project

Successfully migrated the Library and the Public Safety email platforms to Town email

Successfully completed upgrade of Town’s IT network

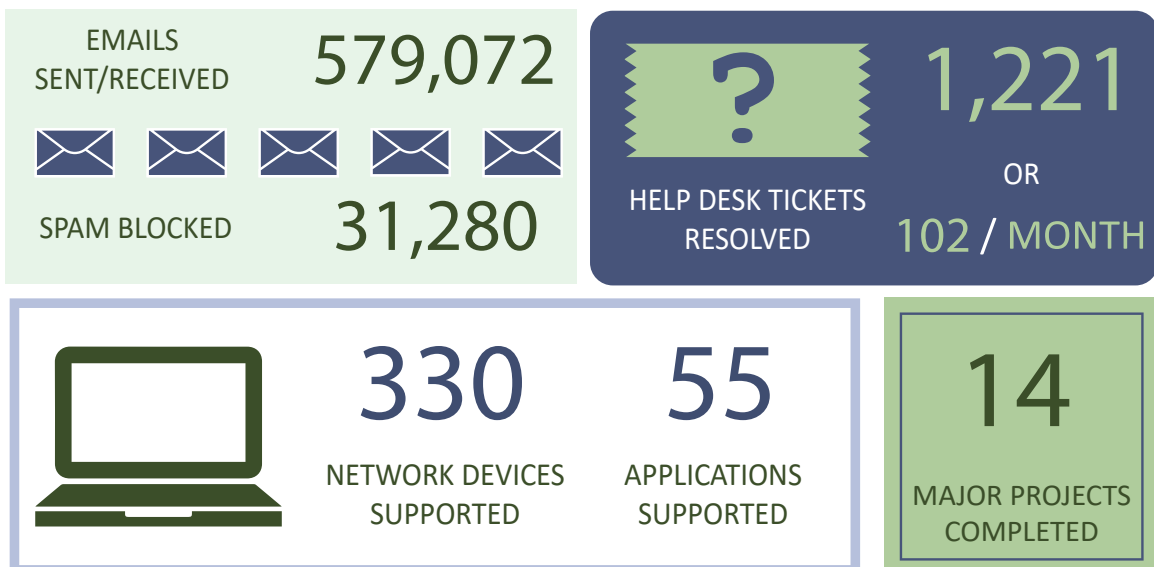
Successfully completed upgrade of the Town’s email platform Microsoft Exchange

Added the new Recreation Center to the Town’s private fiber optic network

Successfully completed upgrade of the Town’s financial and personnel management system MUNIS

Successfully migrated Public Safety dispatch and records management software to a virtualized environment

PERFORMANCE METRICS



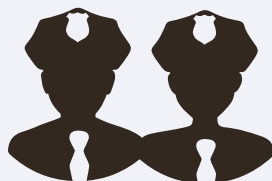


DEPARTMENT BUDGET:
\$8,400,848



72

EMPLOYEES



The primary responsibility and mission of **THE SOUTH KINGSTOWN POLICE DEPARTMENT** is to provide total community service. Although preservation of peace and protection of lives and property are the principle duties of a police officer, South Kingstown Public Safety Personnel, both sworn and civilian, also function as public service officers responsible for identifying and responding to service needs of all our citizens.

MISSION PHILOSOPHY

The Mission Philosophy of the South Kingstown Police Department is a component of the Department Rules and Regulations, which in accordance with the Town Charter were adopted and approved by the Town Council in August 1987. The mission statement is unique in that in addition to defining the well accepted principal duties of law enforcement, it also advocates that the Town's public safety personnel recognize the need to function as community service providers.

South Kingstown Police Officers recognize their roles in this multi-service organization by providing assistance and counseling for a wide range of services from simple street directions to referrals of services of other agencies not provided by police. The spirit of South Kingstown

Police Officers is to identify, report, and remove a variety of public safety hazards and to provide assistance to ensure citizen safety at every opportunity. In addition, South Kingstown Police Officers are also public safety officers responsible for ensuring safe, orderly and lawful conduct in the community through various crime fighting activities designed to discourage illegal behavior and to elicit community cooperation.

It is the mission of the South Kingstown Police Department to deliver the highest level of police professionalism to the Citizens of South Kingstown in a sensitive and efficient manner within the rule of law which guarantees individual rights to all our citizens. Officers of the South Kingstown

www.facebook.com/southkingstownpolice



Police Department will conduct their professional responsibilities in a disciplined manner pledging to uphold the laws of the Nation, State, Town Code and Rules and Regulations of the South Kingstown Police Department.

The South Kingstown Police Department is comprised of 53 sworn officers, eight dispatchers, and ten civilian support staff. The complement of sworn officers consists of the Chief, two Captains, six Lieutenants, seven Sergeants, and 37 Patrol Officers. Many of the officers also specialize in various units, including School Resource Officers, Bike Patrol Officers, Ceremonial Honor Guard, Accident Reconstruction Team, Dive Team and Field Training Officers. The Department is also fortunate to share a supportive bond with the Department Chaplain, Father Taillon, of the St. Thomas Moore Parish.

FEATURED PROGRAMS & ACCOMPLISHMENTS

RETIREMENTS, PROMOTIONS, & NEW EMPLOYEES

Chief Vincent Vespia, who retired in November 2016 after 35 years of dedicated service and leadership to the Town of South Kingstown will be missed by the department and community. Joseph P. Geaber Jr., with over 40 years of police experience, has been appointed by the Town Manager as the new Chief of Police. Sgt. Joyce Comstock, SKPD's first female ranking officer, also retired this year after 32 years of dedicated service.

The Department hired two new officers to fill vacancies in the Patrol Division. One officer was already certified by the Rhode Island Municipal Police Academy and was assigned to patrol upon completion of SKPD Field Training. The second officer completed 22 weeks of training at the Academy, studying Rhode Island criminal and traffic law, patrol procedures, investigative techniques, accident investigation, report writing, communications, patrol vehicle operation, hate crimes, fair and impartial policing, domestic violence awareness, alcohol and substance abuse awareness, mental health issues, active diffusion



methods, self-defense and firearms training. Both new officers were assigned to an SKPD Field Training Officer for 15 weeks to learn the policies and procedures of the South Kingstown Police Department, along with receiving enhanced training on the equipment in use by the Department.

COMMUNITY PROGRAMS

The men and women of the South Kingstown Police Department, both sworn and civilian, recognize that a successful police department must balance enforcement with community service efforts, as the partnerships established within the community are crucial to reducing crime levels and enhancing safety efforts. The training many officers receive in specialized fields of service allows them to conduct programs that enhance the quality of life for our residents.

The Town's bike patrol focuses primarily on the villages of Peace Dale and Wakefield, the Town's south shore areas, and the bike path. Bike patrol officers balanced their program with a combination of parking enforcement, alcohol enforcement on the beaches and parks, and bike safety awareness along the bike path and roads.

Members of the Department who are Child Passenger Safety certified technicians coordinate with local business and daycare centers to provide community presentations and/or child safety seat checks where parents and caregivers receive education and hands-on assistance with the proper use of child restraint systems and seat belts. At these events, along with providing this service at the Police Department, these Officers performed over 300 child passenger safety checks, assuring that everyone is safely buckled up all the time.

The Honor Guard Unit continued to play an important role in representing the Town in ceremonial events, parades, and memorial services.

JUVENILE DIVISION & SCHOOL RESOURCE OFFICERS

The South Kingstown Police Department takes a proactive stance on all aspects of Juvenile Justice. It involves the handling of criminal investigations as well as public relations and juvenile safety initiatives throughout Town. One of the main goals of the Juvenile Division is understanding and implementing rehabilitative measures for our community's juvenile population. Working with families, the School Department, South Kingstown Partnership for Prevention (SKPP), South County Community Action, and the Family Court is a key component of ensuring the youth in our community are being provided the help and guidance they need as they grow into adulthood. The Juvenile Division prides itself on having a positive relationship with the staff and student bodies of our schools.

Working cooperatively, the Police Department and School Department have partnered for the sixth consecutive year to manage the School Resource Officer (SRO) Program. The two SROs combined efforts and worked to address safety issues at South Kingstown High School and Curtis Corner Middle School for both the students and the school facilities. The SROs were also instrumental in facilitating resolutions to a number of conflicts involving students, focusing on restorative practices to intervene in preference to, and often preventing arrest.

At the High School, the School Resource Officers developed and enhanced relationships with students through a program which provided students an option for a constructive location to come "hang out", and participate in games and activities each week on Wednesday mornings, as the school start time is later than other school days due to teacher common planning time. The SROs also maintain a social media page for use by the students and SROs as an additional means to communicate. The officers are also active in the classrooms and with the South Kingstown Partnership for Prevention creating awareness of



the dangers of alcohol and drugs, and promoting healthy choices for teens.

UNIFORM CRIME STATISTICS

Department Rules and Regulations require the Police Chief to prepare an annual report that encompasses the prior calendar year (January to December) activity and statistics. Following department procedure, the report is prepared in a manner that provides comparisons of departmental statistics for the past few years. The 2016 Police Department Annual Report, available on the Police Department's page of the Town's website, includes the Uniform Crime Report (UCR), which contains statistical information covering the seven major crime classifications of homicide, rape, robbery, assault, burglary, larceny, and motor vehicle theft. UCR figures are reported to the Federal Bureau of Investigation (FBI) on a calendar year basis. It is important to note that for the purpose of the Town's FY 2016-2017 Annual Report, the UCR statistics noted in the Performance Metrics section have been converted to a fiscal year date range.

ILLEGAL SUBSTANCE TRAFFICKING

The Department continues to be vigilant in investigating the trafficking of illegal substances in Town. During FY 2016-2017 there were 33 arrests, combining both adult and juvenile, for drug related offenses, which encompassed the drug abuse violations of sale/manufacture or possession. The arrests are due to the combined efforts of the Patrol and Detective Divisions and are often a result of useful intelligence that is developed, along with undercover surveillance operations performed by Detective personnel.



PROVISION OF CORE SERVICES & FACILITIES

Continued making progress toward achieving accreditation status through the Rhode Island Police Accreditation Commission; working on a comprehensive review of all policies and procedures to adhere to best practices and highest level of professionalism

Conducted a police recruitment drive in December 2016; resulting in the anticipated hiring of five new officers to fill Department vacancies (1 hired May 2017, 2 hired July 2017, and anticipated hiring of an additional 2 in January 2018)

Provided sworn and civilian personnel with over 2,500 hours of professional development training

EMERGENCY PREPAREDNESS

As in past years, the Department continues to work in unison with the RI Emergency Management Agency (RIEMA), the US Department of Homeland Security (DHS), the American Red Cross – RI Chapter, neighboring towns, and South County Hospital on community preparedness planning for incidents such as hurricanes, severe flooding, pandemic flu, and terrorism. The Department has worked in partnership with members of the American Red Cross, South Kingstown Senior Services, and the South Kingstown School Department throughout the year to ensure that shelters are ready and staffed when needed. South Kingstown High School continues to serve as the Town's primary shelter. Broad Rock Middle School and Curtis Corner Middle School are designated as secondary, or over-flow shelters, if necessary.

ANNUAL TRAINING AND PROFESSIONAL STANDARDS

In order to maintain a high level of service and efficiency, the members of the South Kingstown Police Department participated in over 2,500 hours of training. Officers participated in annual training involving department policy and procedure updates, criminal and traffic law updates, firearms qualifications, DUI & breathalyzer recertification, defensive tactics, and less lethal force options. Additional topics of training included: autism and law enforcement, background investigations, crime scene fingerprinting, property and evidence management, drug investigations, interview and interrogations, deceptive behaviors, police cyclist, police prosecution, and social network investigations.

Continued assignment of undercover officer to a statewide multi-jurisdictional investigative task force
 Prepared bid specifications and completed acquisitions for police equipment budgeted for replacement in FY 2016-2017 (6 Police Vehicles, 1 AED, 2 Police Bikes)



SPECIAL NEEDS POPULATIONS

Continued the School Resource Officer (SRO) program at Curtis Corner Middle School and South Kingstown High School; this program is supported through a partnership with the School Department and funded through a 50/50 cost sharing agreement



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

Received \$50,855 from the RIDOT Highway Safety grant program to reinforce traffic safety efforts; including Impaired/Drunk Driving Enforcement, Speed Management, Distracted Driving, Child Safety Seat, and Seatbelt Safety efforts

Detective Division continued to work with US Marshals Service to identify/manage sexual offenders in the community (grant funded)

Performed Alcohol and Tobacco Compliance inspections as directed by RI Department of Behavioral Health (BHDDH grant funded)

Acquired and placed in service 8 mobile and 6 portable 800MHz radios to replace older radios, and installed a bi-directional amplifier system to boost radio signal throughout the entire Public Safety Complex (funded through Homeland Security grant)

Replaced the Department's digital booking camera system (funded with Federal forfeiture proceeds)



COMMUNICATION & EDUCATION

Worked collaboratively with Town's IT Division in major overhaul of police computer network system; resulted in improved network security and operational efficiency; continued making progress toward replacing individual desktop printers with shared use multi-function copiers, replaced workstation that have reached end of service life

Prepared and submitted the SKPD Annual Report for 2016; posted on the Town's website for public access

Implemented a centralized online employment application submission process through PoliceApp.com, created efficiencies during the recruitment and hiring process for both applicants and the training officer, and allowed for ease in tracking and communication during the various recruitment stages



ENVIRONMENTAL & NATURAL RESOURCES

Completed several facilities improvements; including parking lot upgrades, and installing key fob access locks on all exterior and critical interior doors within the Public Safety Complex

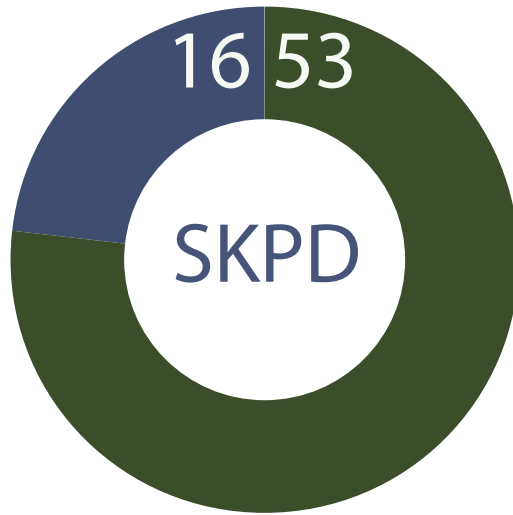


CIRCULATION

Deployed the Bicycle Patrol Unit for the summer months in the Wakefield and Peace Dale village centers, along the bike path, and along the South Shore

PERFORMANCE METRICS

CIVILIAN STAFF SWORN OFFICERS



- CHIEF
- 2 CAPTAINS
- 6 LIEUTENANTS
- 7 SARGEANTS
- 37 PATROL OFFICERS
- 6 DISPATCHERS
- 10 SUPPORT STAFF

49,677

CALLS RESPONDED TO OR INITIATED

RESPONDED TO

1,167

VEHICULAR ACCIDENTS

1,721

OFFENSE REPORTS GENERATED

TOTAL OFFENSES

WITHIN UCR MAJOR CRIME CLASSIFICATIONS

367

DOWN 119 OVER THE LAST 3 YEARS

86

DUI SUSPECTS ARRESTED

33

DRUG RELATED ARRESTS

HIGHWAY SAFETY ENFORCEMENT GRANT

\$50,855

2,880

HOURS LOGGED BY 2 SCHOOL RESOURCE OFFICERS

CALLS HANDLED BY SCHOOL RESOURCE OFFICERS

108

523

ADULT ARRESTS

32

JUVENILE ARRESTS

WITHIN UCR MAJOR CRIME CLASSIFICATIONS

TRAINING

53

OFFICERS

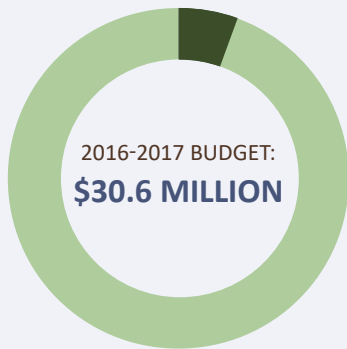
PARTICIPATED IN OVER

2,500

HOURS



DEPARTMENT BUDGET:
\$1,630,903



THE EMERGENCY MEDICAL SERVICES (EMS) DEPARTMENT'S mission is to provide pre-hospital emergency medical treatment and transportation of the sick and/or injured, and to promote a Town-wide community based emergency medical services system that reduces premature death and disability from acute illness and injury through prevention, education, and response efforts. The EMS Department is charged with maintaining a state of readiness for emergency response, providing emergency and non-emergency response, providing aid to the public, and providing community services.

FEATURED PROGRAMS

TRAINING

The Department recognizes the value of providing ongoing training for our Paramedics, and continued several training initiatives as well as implemented new initiatives in the last year.

For the third year, the EMS Department continued coordinating with the Medical Simulation Laboratory at Rhode Island Hospital to provide our Paramedics with courses necessary for paramedic recertification; including Advanced Life Support and Pediatric Advanced Life Support. The Simulation Laboratory training provides our Paramedics quality training with high-fidelity manikins by emergency physicians to simulate

real patient conditions that would be experienced in the field.

The Department implemented training conducted each shift, which included review of the new Rhode Island State EMS protocols, clinical case study reviews, and review of departmental EMS operational procedures. Professional development training for Lieutenants has also been implemented, focusing on leadership and conflict resolution.

The Department conducted training with the South Kingstown Harbor Master and the US Coast Guard on potential water related emergencies. The training involved water safety specific to working around a vessel, removing patients from a vessel, radio communications, and identifying pre-determined locations for patient transfer.

The Department initiated training with members of UFD promoting familiarization of the rescue and medical equipment among firefighters in order to enhance on-scene operations. Practical training is also conducted by the Department within the community, in order to prepare for potential response needs for routine and major incidents.

A program has been implemented in order to review Department response to calls for stroke, chest pain, trauma, airway management, and cardiac arrest. Following each call, the overall response, performance, and procedure is reviewed and if necessary, specific training needs are identified.

In order to ensure the Department's Paramedics maintain necessary certification and licensure requirements, as well as ease in tracking, department-wide training has been developed to provide continual education and training for employees, allowing for license renewal on a specific schedule to prevent any disruption in service delivery.

NEW EMPLOYEES

This year the Department hired three Paramedics to fill vacancies. Newly-hired Paramedics complete an orientation and training over a six month probationary period. The goal of the training is for new employees to become familiar with operations of the Department and become acquainted with the different villages as well as neighborhoods in South Kingstown by the end of the probationary period. The new employee training process is continually

evaluated to provide quality field preparation for new employees.

EMS SOUTH STATION RENOVATION

The EMS South Station is housed at the Town's Public Services Building off Route 1, at the Town's former Police Station. The EMS South Station houses Paramedic 3 and a reserve ambulance. The South Station Renovation project, for which planning began in 2012, was completed in February 2017. The project included a renovation and expansion of the existing vehicle garage doors and space, necessary as the standard ambulance vehicle size has significantly increased since the garage was originally constructed. The project also included the replacement of an aged generator, to ensure the South Station can remain operable



and continue to provide service in the event of a power outage. In addition to housing emergency vehicles, the new renovation is also providing space to improve inventory management initiatives.

INVENTORY MANAGEMENT

The Department implemented an inventory management process, establishing daily inventory

counts for medical supplies and medications. The process provides par levels for each vehicle and the supply storage area with a goal of just-in-time ordering to reduce cost. The inventory process provides the ability to monitor expiration dates on medical supplies as well as medications. The daily inventory count is completed and logged through a web-based software program, allowing for ease in use, tracking, and report-ability.

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES AND FACILITIES

Purchased a new ambulance designated as Paramedic 1, placed in service January 2017

New power-load stretchers were installed on all 3 transport units; this technology reduces the lifting demands of Paramedics

South Station renovation project completed in February 2017

Promotional testing was conducted and 2 Paramedics were promoted to Lieutenant supervisors

Provided professional development training for Lieutenants focusing on leadership and conflict resolution

Coordinated with the Town's Parks & Recreation Department to ensure AED readiness at park locations

Worked collaboratively with SKPD, UFD, and KFD to improve EMS response capabilities relating to Dispatch and EMS response assignments

Implemented an orientation and training program for new hire Paramedics, with the goal of new employees being acquainted with the Town and department operations by the end of the probationary period



COMMUNICATION & EDUCATION

Coordinated with Rhode Island Hospital to provide Department staff with ACLS and PALS training at the Medical Simulation Laboratory

Improved communication with mutual aid partners relating to service demands and event awareness

Developed mechanisms to improve Department communication

Provided training to citizens, CERT teams, local business partners, and the School Department

Conducted Blood Pressure checks at the South Kingstown Senior Center and established future initiatives to provide education to prevent falls by Seniors within the home

Coordinated with SKPD on community programs to promote quality of life enhancement for residents



SOUTH COUNTY HOSPITAL

Worked with South County Hospital Medical Director and RI Department of Health to document standard operating procedures

Worked with South County Hospital to review and develop critical incident and event response procedures; both for events that occur internally within the Hospital, and events where victims are transported to the Hospital

Established a communication process with the pharmacy at South County Hospital to improve medication exchange



BUDGET DEVELOPMENT AND FISCAL MANAGEMENT

Developed cyclical analysis for Department overtime, fuel usage, and medical supplies to promote cost efficiencies

PERFORMANCE METRICS

CPR TRAINING

10 COURSES CONDUCTED

OVER 60 PEOPLE TRAINED

24/7
364 SERVICE

1,704 EMS TRANSPORTS

16 FULL TIME STAFF PARAMEDICS

4 LIEUTENANT PARAMEDICS

12 STAFF PARAMEDICS

3,034 CALLS FOR SERVICE ANSWERED

UP 104 OVER PRIOR YEAR

MUTUAL AID

199 ASSISTING OR RECEIVED FROM NEIGHBORING COMMUNITIES

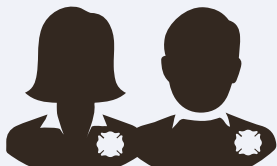
7AM - 7PM
1 LT & 4 STAFF

7PM - 7AM
1 LT & 2 STAFF



2.5

EMPLOYEES



DEPARTMENT BUDGET:

\$244,319



THE FIRE ALARM DEPARTMENT (formerly known as the Communications Department) is charged with enforcement of the Rhode Island Fire Safety Code, as it pertains to the installation and maintenance of commercial fire alarm systems for all new and existing buildings in South Kingstown, and includes responding to commercial fire alarm activations 24 hours a day, seven days a week, to assist in locating the origin of the alarm, resetting the system, and ensuring all fire alarm systems are in normal operating condition.

FEATURED PROJECTS

RADIO BOX MIGRATION

A major project for the Department this year has been preparing for the migration of the Town’s current commercial Fire Alarm system to wireless radio boxes; which will allow for improved communication with the Town’s Public Safety dispatch center through enhanced technology and wireless connectivity. The new radio box system will be replacing an aging hard wired cable plant that has been on the poles for more than 40 years, which currently supports over 240 businesses and also serves multiple municipal buildings. In coordination with the Town’s IT Department, the project scope, costs, and implementation schedule has been defined, project bid documentation was prepared, and the project went out to bid. The

initial 27 buildings were identified for migration. The Fire Alarm Department will be working with Legal Council and the vendor to propose a 5 year plan with local business owners to allow for a phased in migration to the new radio box system.

FIRE ALARM CALL BOXES

As part of the Town’s migration to the new radio box system, as well as given the significant decline in public use, the Fire Alarm Division has begun the removal of fire alarm call boxes located on public streets throughout town. Historically, these call boxes had been installed so that in the event of a fire, residents could use them to notify the fire department of the emergency by pulling a lever to call for help. While used frequently before the general availability of landline and cell phones, over the years the on-street call boxes have seen

a significant decline in use. Removal of these on-street call boxes will continue through Fall 2017.

INTEROPERABILITY PROJECT

The radio system utilized by Police, Fire, and EMS is 800MHz, a digital system used by emergency responders statewide. In order to allow for better interoperability with all emergency responders within the Town, in the event of a significant weather event or critical incident, the Department successfully completed a project which spanned the last two years that now enables other Town divisions who provide emergency response such as Highway, Water, Wastewater, and Parks interoperable communication with Police, Fire, and EMS. This project had every 800Mhz radio in the Town re-programmed, which now allows all responding departments and resources to effectively and efficiently communicate with each other on the same platform.

COMMERCIAL FIRE ALARM RESETS

The Department works closely with Union Fire District and Kingston Fire District, the volunteer fire departments serving the Town. The Department continued a program, first initiated in FY 2015-2016, which identified and implemented a mutually beneficial efficiency, whereby UFD Deputy Chiefs were trained to reset the Town’s commercial fire alarm system installed in many businesses within the UFD district for routine incidents at low occupancy buildings. This includes locating the origin of the alarm, resetting the system, and ensuring the system is in normal operating condition. Previously, any time a commercial fire alarm occurred outside the Department’s normal work hours, an employee was called in to respond. Implementing this program enables the first responders to provide the community with a quick response during routine incidents, resulting

in less business down time, as well as a significant reduction in overtime cost to the Town. During FY 2016-2017, there were a total of 218 commercial fire alarm incidents, with 95 occurring during the Department’s normal working hours. Of the remaining incidents, UFD Deputy Chiefs reset the alarm on 80 occasions, and the Department was needed for only 43 resets. The Communications Department will continue to work with the Union Fire District on this program.

MUNICIPAL FIRE ALARM SYSTEM CABLE

The Municipal Fire Alarm System supports over 240 businesses in Town, along with servicing all Town and School properties for fire alarm, burglar alarm, and in some cases telephone service. While the Town has begun a project to migrate to a new wireless radio box system, and transition businesses over the next 5 years to the new platform, the existing system requires support and maintenance during that time. The buildings are connected to the system via cable hung from utility poles or run underground. The addition of new cable, as well as cable relocation, replacement, and rebuild projects are necessary, as new businesses are connected, storm damage occurs, or aging wire needs replacement. The following major projects occurred during FY 2016-2017:

- The Town’s new Recreation Center was connected to the Municipal Fire Alarm System, needing wire run on Saint Dominic Savio Road
- As a result of car accidents and multiple poles being struck, wire run on Saugatucket Road was relocated, affecting circuit 4 located on Route 1
- New wire was run on Church Street and Spring Street to replace aging cable that had failed; this cable run affected Peace Dale Congregational Church and Stepping Stone Pre-School

FEATURED ACCOMPLISHMENTS



BUDGET DEVELOPMENT AND FISCAL MANAGEMENT

Significantly reduced the number of Call Back responses and related overtime expenses for municipal fire alarm system resets due to routine and low occupancy building incidents



COMMUNICATION AND EDUCATION

Continued the program allowing Union Fire District Chiefs & Deputy Chiefs to reset municipal fire alarm systems for routine and low occupancy building incidents

Continued to streamline the Fire Alarm plan review process with UFD & KFD and the Town's Building Department



PROVISION OF CORE SERVICES AND FACILITIES

Continued the Radio Box Migration Project, defining scope of project, costs, and implementation schedule, preparation of project bid documentation

Continued to work on the 5, 10, and 15 year master plan for cable plant usage and expansion, to include the use of fiber optic and incorporating radio boxes into department functions

Began removal of on-street fire alarm call boxes

Completed Town 800Mhz radio interoperability project for emergency responders in the event of a significant weather event or critical incident

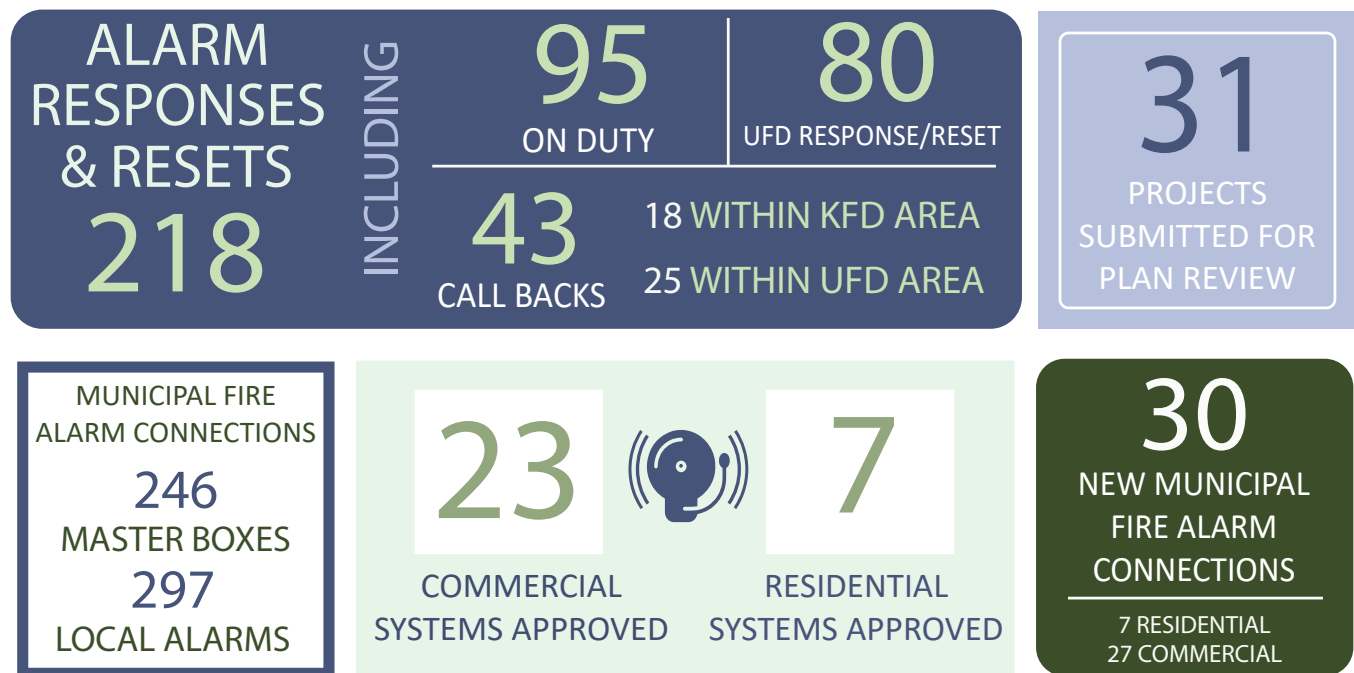
Initiated a project for the Department to go paperless, beginning the conversion of all existing files and plans to digital

Municipal Fire Alarm System Connections: new Recreation Center requiring new wire run on Saint Dominic Savio Road

Cable relocation projects: Saugatucket Road due to car accident damage to poles affecting circuit 4 located on Route 1

Cable replacement projects: Church Street and Spring Street; affecting Peace Dale Congregational Church and Stepping Stone Pre-School

PERFORMANCE METRICS

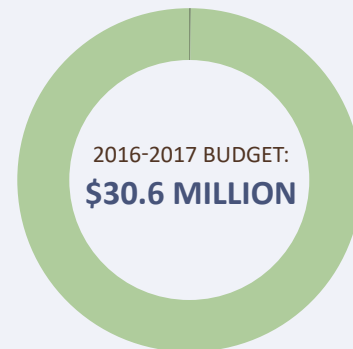




The mission of **THE HARBOR PATROL**, under the direction of the Police Department, is to provide for the safety of the boating public on waters located in the Town of South Kingstown, through education and enforcement of State and local boating safety laws, while assisting Federal, State, and local governmental agencies in their efforts by providing local knowledge relative to their specific water related issues.

DEPARTMENT BUDGET:

\$37,012



2016-2017 BUDGET:

\$30.6 MILLION

PROGRAM DESCRIPTION

The Harbor Patrol program was established in 1975 to promote public safety through enforcement of State and local laws and regulations, and to assist boaters in distress. A major emphasis is placed on educating recreational boaters about the rules and regulations governing the use of Town waters in order to promote public safety and enjoyment.

The Harbor Patrol continues the longstanding practice of utilizing seasonal assistants who are students at the University of Rhode Island in the Marine Affairs Program and students from the Massachusetts Maritime Academy to aid in staffing the Harbor Patrol. This staffing, together with collaboration with the Narragansett Harbormaster, make it possible to cover the Town's waterways (weather permitting) seven

days a week for the entire fifteen-week summer season. The presence of the Harbor Patrol on the Town's waterways has a calming effect on the general boating population and promotes a safe boating environment for all to enjoy.

FEATURED ACCOMPLISHMENTS

INCREASED MOORING FIELD CAPACITY

The Harbormaster also manages the Town's mooring fields, working collaboratively with the Town Clerk's Office. There are currently 204 Town moorings rented, which generated \$39,689 in rental fees during the 2016-2017 fiscal year. While the Town increased the number of moorings by 17 from last year's 187, the waiting list is still comprised of 14 people. The Harbormaster

continues efforts to increase the number of available mooring spaces within the Town mooring fields, while maintaining the utmost safety.

of licensing fees to ensure compliance of current mooring holders.

MANAGE MOORING LICENSES ONLINE

INFORMATION ONLINE TO ASSIST LOCAL BOATERS

The Town uses www.onlinemooring.com, where current and prospective mooring holders can submit applications, pay fees, check the status of their application, and view mooring locations all online. The Harbormaster has worked to enforce inspection requirements and resolve nonpayment

The Harbor Patrol’s page on the Town’s website provides information about the Town’s Boats & Waterways Ordinance; RI Requirements & Standards for Vessels & Associated Equipment; State law related to Boats, Waterways & Navigation; Boating Safety & Education; and links to information on tides and the Point Judith Harbor Chart.



PROVISION OF CORE SERVICES & FACILITIES

Continued public educational efforts to promote safe boating and provide boating safety education

Patrolled the Town’s waterways to promote public safety, provide a calming effect, assist boaters in distress, and issue warnings or citations as necessary

Managed the Town’s mooring field program, and increased the number of available moorings by 17 (a total increase of 31 in the last 2 years)



COMMUNICATION & EDUCATION

Worked collaboratively with the Town Clerk’s Office to update the mooring application process, converting it to an online system easily accessed and used by residents



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

Though increasing the number of available mooring spaces within the Town’s mooring fields, increased the revenue earned over the prior year by \$7,983

PERFORMANCE METRICS

73
BOATING SAFETY CHECKS CONDUCTED



7
DAYS PER WEEK OVER 15 WEEK SUMMER SEASON

SEASONAL ASSISTANCE FROM URI MARINE AFFAIRS & MASSACHUSETTS MARITIME ACADEMY STUDENTS

\$39,689
MOORING REVENUE
INCREASE OF \$7,983 OVER PRIOR YEAR



204 MOORINGS **14** APPLICANTS ON WAITING LIST



3
BOATS IN THE HARBOR PATROL FLEET



The mission of **THE ANIMAL CONTROL PROGRAM**, under the direction of the Police Department, is to enforce all animal related Town Ordinances and State laws, house the Town's stray animal population, provide humane education to the general public in regard to the proper treatment and care of animals, and to help ensure that all animals within the Town's jurisdiction are treated humanely. The Animal Control Program is separated into two divisions; the Animal Shelter and the Road Division.

DEPARTMENT BUDGET:

\$307,012



4

EMPLOYEES



FEATURED PROGRAMS

REGIONAL ANIMAL SHELTER SERVICES

In addition to serving South Kingstown, the Animal Shelter also serves the Town of Narragansett through a shared services agreement, and the Shelter employees work closely with Animal Control Officers in both South Kingstown and Narragansett. As part of the agreement, the Town of Narragansett assists with the Shelter's operating expenses by providing a funding contribution each year, to reflect the services available to the Narragansett population.

SAVING STRAYS PROGRAM

Founded in 1980, the South Kingstown Animal Shelter accepts neglected, abandoned, homeless, and/or stray dogs and cats. The Shelter is committed to improving the quality of life of all strays in its care. All possible medical care, including preventative attention, is given to the animals. While animals typically include dogs, puppies, cats, and kittens, in the past the Animal Shelter has assisted animals including rabbits, a variety of birds, ferrets, salt & fresh water fish, reptiles, goats, pigs, horses, and cows. Some stray animals are simply lost, and the Animal Shelter works hard to help them find their family. The Shelter focuses on returning strays to their owners through social media, advertising, lost & found ledger, and access to the shelter seven days a week. Other strays need forever homes, and the Animal Shelter also



www.facebook.com/groups/southkingstownanimalshelter



focuses on placement and adoption, and carefully screens adoption applicants.

KEEPING OUR PETS SAFE

The Animal Shelter staff and Animal Control Officers are committed to educating the general public about the humane treatment of animals, the importance of proactive care, the benefits of spaying/neutering, and rabies awareness through displays, conversations, social media, newspapers, public appearances, and general fundraising. The Animal Shelter Staff and Animal Control Officers are committed to providing access to the shelter seven days a week, to promote public safety and the safety of the impounded animals.

FEATURED ACCOMPLISHMENTS



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

Served the stray animal population of South Kingstown, as well as Narragansett, through a shared services agreement

Maintained operational readiness as a Regional Emergency Animal Shelter for sheltering pets in the event of a disaster or severe weather event requiring evacuation

EMERGENCY SHELTER

The Animal Shelter has been designated as a Regional Emergency Animal Shelter, and can shelter pets in the event of a disaster or severe weather event requiring evacuation. The Animal Shelter is equipped with a generator to support shelter operations during such events.

LOW COST SPAY/NEUTER PROGRAM

The Animal Shelter offers a low cost pet spay/neuter program for Town residents, and offers both pre- and post-procedure assistance options. To learn more about the eligibility guidelines and application process, please visit the Animal Shelter's page on the Town's website or contact the Animal Shelter Manager or the Animal Control Officer. Qualifying residents may choose where their pet receives spay/neuter services, however the Animal Shelter can provide information about local spay/neuter clinics, including if any providers also offer assistance programs that can be combined with the Town's program to keep costs incurred at a minimum. The Animal Shelter has identified two low cost providers who offer quality care and services, and can provide a referral to Companion Animal Welfare Society (CAWS) or Salmon River Veterinary Mobile Clinic. CAWS is a non-profit organization that supports the Rhode Island pet community by providing high quality veterinary care to economically challenged pet owners. Salmon River Veterinary is a mobile state-of-the-art surgical unit that also provides low cost spay and neuter services to the Town for impounded animals. Salmon River Vet schedules regular hours with the mobile surgical unit at the South Kingstown Animal Shelter on Asa Pond Road. Spaying and neutering is vital in keeping the animal population at manageable levels.

Conducted various fundraising efforts throughout the year, including the ongoing recyclable can collection and annual community yard sale



PROVISION OF CORE SERVICES & FACILITIES

Continued educating the public regarding the humane treatment of animals, the importance of proactive care, the benefits of spaying/neutering, and rabies awareness

Continued to create awareness of the Town’s low cost pet spay/neuter assistance program for qualifying residents

Installed an electronic key fob building access system at the Animal Shelter to provide an additional level of security and enable ease in off hour access by Animal Control Officers



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

Completed energy improvements to the circulation system at the Animal Shelter for heat and domestic hot water

PERFORMANCE METRICS





DEPARTMENT BUDGET:

\$618,846



5

EMPLOYEES



The mission of THE **DEPARTMENT OF PUBLIC SERVICES** is to provide for the administration, planning, and design of all public works and utility enterprise fund programs and projects. The mission of THE **ENGINEERING DIVISION**, under the Department of Public Services, is to provide for the proper development and management of the Town's infrastructure improvement program. In addition, Engineering is responsible for oversight of the Tree Warden and the Town's street lighting programs.

FEATURED PROJECTS

PAVEMENT MANAGEMENT PROGRAM

The Engineering Division prepared project bid documentation and managed the construction of the Town's pavement reclamation and overlay program in FY 2016-2017. Roads reclaimed and/or paved during the year included Matunuck Beach Road between Route 1 and Cards Pond Road, Moonstone Beach Road between Route 1 and Post Road, North Road, Woodruff Avenue between the Narragansett Town Line and Robinson Street, Cherry Lane, Charles Street, and Barber's Pond Road between the south entrance from Route 2 and Barber's Pond.

MATUNUCK BEACH ROAD PROTECTION PROJECT

The Matunuck Beach Road Protection Improvement project is an ongoing program to protect this vulnerable collector roadway from continuing coastal erosion. The roadway provides sole access to 519 year round and seasonal homes, as well as 3 businesses, and also contains a 12 inch diameter asbestos cement water main that provides potable water and fire protection to 240 properties east of the most vulnerable section of this Town-owned right of way. As a result of on-going coastal erosion and associated threats to the road base and associated infrastructure, an engineering design was completed in 2012 for the installation of a steel sheet pile seawall to protect

Matunuck Beach Road at the area most suspect to coastal storm erosion and associated damage.

In September 2013, the Town Council authorized an award of bid to HK&S Construction Holding Corporation of Newport, RI to construct a sheet pile seawall along Matunuck Beach Road. Prior to construction commencement, Hang Ten (a/k/a Ocean Mist) filed suit against the Coastal Resources Management Council (CRMC) indicating that the project Assent should not have been issued. Ultimately, the RI Superior Court upheld the project Assent as valid. However, in the Fall 2015 and prior to construction commencement, HK&S declared Chapter 7 (liquidation) bankruptcy. As such, the Engineering Division had to re-bid the project, which was subsequently awarded by the Town Council on June 13, 2016, to Narragansett Dock Works (NDW).

Project construction began in October 2016 and as of early July 2017, the project is substantially complete, and approximately 200 feet of the seawall has been installed. This work included 'angular' armor stone protection (sized at an average of 11 tons per stone) at the toe of the sheet pile structure and the installation of a 'sacrificial' sand layer to buffer the protective system during expected erosive events. The concrete 'cap' topping the sheet pile installation, reminiscent of the sea wall at Narragansett Pier, is situated at approximately 18' above mean sea level.

The Town's project to protect 200' of the Matunuck Beach Road ROW was undertaken to address the most critical vulnerable area and scaled to utilize



available resources. It was always understood that additional measures (i.e. extension of the sheet pile system westerly, an additional 350' +/- to the Matunuck Trailer Association property) would be necessary to more fully address the erosion exposure of the Town's right of way in this vicinity. A first step towards this next phase was the recent extension to the Town's engineering services contract with St. Jean Engineering of East Greenwich, RI for design, permitting and specification development for the next phase of the sheet pile wall system westerly. Once the project design is complete, a formal application will need to be filed with CRMC. This project has been submitted as the number one priority as part of the Town's application for inclusion in the State Transportation Improvement Program. The Town also recently applied for funding through the



federal TIGER grant program, and other outside funding sources are being actively sought for this important road protection project.

RIDOT HIGH STREET PROJECT

The long awaited reconstruction of High Street, which is a State road, came to fruition this past year as the Rhode Island Department of Transportation's (RIDOT) contractor, D'Ambra Construction completed much-needed repairs to 1.3 miles of roadway in the villages of Wakefield and Peace Dale. Historically, High Street has been plagued with street flooding that contributed to deteriorated conditions on the roadway and the stormwater drainage system. This \$6.5 million RIDOT project a new stormwater drainage system, three off-site stormwater treatment improvements, new concrete Americans with Disabilities Act (ADA)-compliant sidewalks with granite curbing, a new bituminous concrete road surface, and the addition of new signing and striping. Work also included the installation of school zone flashing signs to call more attention

to the school zone for passing motorists during normal school hours at the Wakefield Elementary School. The project concluded in late Summer 2017, with an official ribbon cutting held at Town Hall. These much needed improvements to this important arterial/ collector road will provide many years of service to the community.

SUPERFUND SOLAR FARMS AND OFF-SITE NET METERING SOLAR PROJECTS

In December 2015 and February 2016, the Town Council authorized conditional awards to Kearsarge Energy and Energy Development Partners, LLC (EDP), respectively, for Superfund landfill solar farm and off-site net metering solar energy. Both projects are still in the design phase and expected to be constructed in 2018. Since the Town is a public entity, the Town will be able to "off take" solar energy generated by each project and receive an energy credit for electrical costs for its municipal facilities.

REGIONAL STREETLIGHT OPERATIONAL AND MAINTENANCE PROGRAM

In 2013, the RI General Assembly passed RIGL § 39- 30 The Municipal Streetlight Investment Act, which provides the opportunity for Rhode Island cities and towns to purchase the street lights within their community from National Grid. Subsequently in 2014, the Rhode Island Public Utilities Commission (PUC) adopted a new tariff (Rate S-05) that provides for new National Grid 'energy charge only' rates for those municipalities that purchase the streetlights within their





community. The Towns of Westerly, Narragansett, South Kingstown, and North Kingstown worked together to develop and issue a regional bid solicitation for the operation and maintenance of streetlights, based upon the assumption of the Towns owning the streetlights within their respective communities. A decision on South

Kingstown streetlight ownership and third party street light operation and maintenance services will be evaluated during 2018. In the event the Town purchases streetlights from National Grid, the Public Services Department will also be evaluating LED streetlight conversion.

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

East Matunuck Water Main Interconnect project final completion November 2016

Completed the second of a three year contractual Town-wide catch basin cleaning program

Contract Awarded for a Tree and Stump removal contract

Managed the Town's Pavement Management Program, including stone sealing and crack sealing

Provided engineering and construction administration support assistance for the Town's Recreation Center project which was completed in June 2017

Contract Awarded for a Regional Road Striping program

Provided project support and construction oversight for the EMS South Station construction project, located within the Public Services Building which was completed Winter 2017

Provided project support, construction oversight, and construction administration for the reclamation and repaving project at the Town-owned Marina Park parking lots

Designed a new parking and boat trailer circulation pattern, and a management plan for the Town-owned Marina Park parking lot across from the boat ramp

Designed the new parking configuration and improvements to the SKPD officer parking lot

Participated in project coordination with RIDOT for the required storm water management improvement projects at South Kingstown High School, Hazard School, and in the Downtown Main Street Parking Lot relative to the High Street/Kingstown Road reconstruction project

Assisted in the preparation of the regional street lighting operation and maintenance bid specifications

Repaired ornamental and municipal parking lot lighting in Wakefield and Peace Dale

Coordinated streetlight outages with National Grid on an as needed basis



CIRCULATION

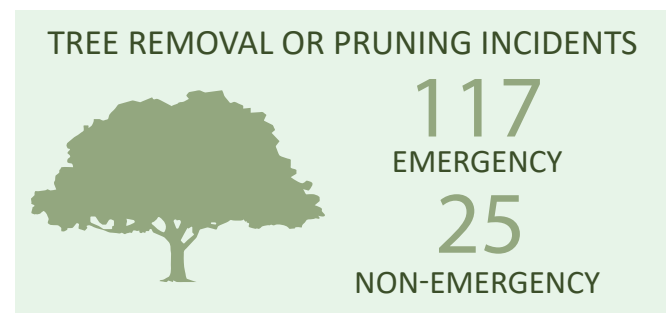
Completed the reconstruction and pavement overlay project on Matunuck Beach Road (Route 1 to Card's Pond Road) and Moonstone Beach Road (Route 1 to Post Road)

Completed the milling and pavement overlay project on North Road, Woodruff Avenue, Cherry Lane, Charles Street, and Barber's Pond Road

Implemented Town-wide Road Safety Improvement Piloting Program with RIDOT featuring signing, striping, and miscellaneous safety improvements on various roads in Town including Middlebridge Road, Kersey Road, Kingstown Road, North Road, and Tuckertown Road

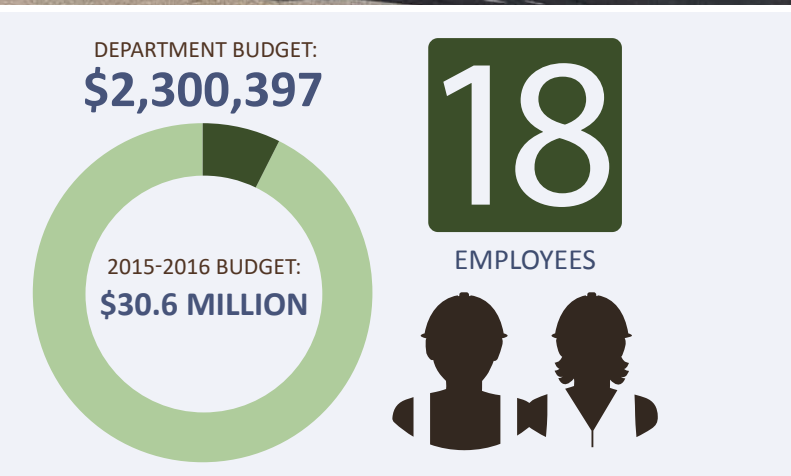
Coordinated with RIDOT during the State's High Street/Kingstown Road Reconstruction project

PERFORMANCE METRICS





The mission of **THE HIGHWAY DIVISION**, under the Department of Public Services, is to provide for the maintenance and improvement of the Town roads, bridges, dams, storm drainage, landfills, and related infrastructure. In addition to these municipal right-of-way duties, the Highway Division is also responsible for providing support services to other various Town departments.



WINTER STORM MANAGEMENT

The Highway Division is responsible for providing winter storm management for the Town of South Kingstown’s municipal streets, as well as municipal and school parking lots. Winter operations include 11 sand routes and 22 plow routes for the 163 miles of roads within town, with both 10 and 6 wheel dump trucks and pickup trucks capable of plowing and sanding. Given the miles of roadway and number of plow routes, Winter Storm Operations would not be successful without the support received from employees in various other Town departments.

During FY 2016-2017 Winter Storm Operations, 1,523 lbs of winter sand and 2,621 lbs of de-icing salt were used. Thirteen off hour Winter Storm Operation call-back events resulted in 1,588 over

time hours logged. The responsibility for ordering personnel and equipment into service for Winter Storm Operations rests primarily with the Highway Superintendent or his designee. During off hours, the Police Department keeps watch and assists the Highway Superintendent in the determination of needed service.

A typical Winter Storm Operation will include pre-treatment of roadways - the spreading of a sand and salt mix - before precipitation commences, and when 2 to 3 inches of snow have accumulated on the roadways, plow operations will begin. Once all roadways have been cleared of snow, a final sanding will complete the operation. The clearing of designated sidewalks in Town and within municipal parks and properties will commence following plow operations.

Just as each winter storm is unique, the Winter Storm Operation response necessary is unique, and variables such as timing of the storm, duration, density of the snow, freezing rain, and blowing snow are all determining factors when preparing for and executing the operations for each storm. The duration of the storm plays an important role; storms of an extended duration tax all available resources (salt, sand, equipment, and employees). Four inches of snow that falls over a 24-hour period will require more salt, sand, plowing, and man-hours than six inches of snow that falls over an eight hour period.

During high commuting times, crews will make every effort to keep the major roadways and school bus routes clear of snow and ice. Secondary and side streets will be cleared as soon as possible. Top priority will be given to the heavily traveled roads to ensure everyone's safety. Snow that falls on these primary roads often becomes packed down by cars, making it more difficult for the plows to scrape off. During evening and early morning storms, there will typically be ample time to prepare the roads for the commuting hours.

FEATURED PROJECTS

PEACE DALE LIBRARY WATERING TROUGH RELOCATION

The relocation of a historic 3-tier granite watering trough project involved cooperation between the Town's Library, Facilities, and Highway departments. The project included site excavation and laying a concrete foundation at the new location, carefully dismantling the watering trough, moving the various (and heavy) granite stone pieces, and reassembly at the new location. In addition, the project included modifications to the trough to allow for the installation of a self-contained water circulation system.

Originally located in the center of Kingstown Road, between the Peace Dale Library and the Peace Dale Office Building, the trough was first moved in 1950 to the west side of the Library grounds due to a road construction project, where it stood tucked away in the years since. The Town was notified by RIDOT in 2016 that due to a road construction project, the trough would have to be moved once again. Its new (and hopefully final) location next to the Peace Dale Library's main entrance allows this piece of history a spot of prominence.

MATUNUCK POINT STEPS

The Highway Division rebuilt sections of the Matunuck Point Steps which provide public access between East Matunuck State Beach and the village of Matunuck. Severe winter weather caused numerous concrete tablets in the walkway to become dislodged and misaligned, making the walkway impassable. The project included removing



and re-bedding the tablets' rock foundation, and resetting and realigning of the walkway. The approach from the beach to the walkway was also rebuilt, and numerous sections of the handrail were replaced to ensure safe passage for pedestrians.

EMS SOUTH STATION WATERLINE EXTENSION

The Highway Division installed approximately 600 feet of 6 inch water main extension piping for the new sprinkler system installed as part of the EMS South Station Renovation Project. The project included site excavation, and the installation of the water line and various valves including one fire hydrant assembly. This project was completed in-house at a significant cost savings to the Town.

PROJECT SUPPORT

In addition to the projects detailed above, the Highway Division provided additional special project support to various Town Departments and local community volunteers in the last year. A few other notable projects residents may have noted are as follows: installed a new footing and re-set the granite bench next to The Weaver at the Peace Dale Library, to repair damage that had occurred due to settling; installed a sleeve for the Intermodal Parking Lot Sign on Main Street, so that if the post needs to be replaced in the future it can be extracted and replaced without any demo work to the sidewalk; assisted a local Eagle Scout with the installation of the Welcome to Peace Dale sign on Route 108; and installed a new pedestrian crosswalk flag stanchion on Main Street at Cherry Lane, as well as refilling the orange flags at all stanchions in town.

VEHICLE & FLEET MAINTENANCE

The Highway Division oversees fleet maintenance for all Town vehicles, including but not limited to, Highway and Utility Divisions, Parks and Recreation, Police, EMS and Senior Services. Preventative maintenance is performed by Highway Division in-house mechanics for all vehicles and equipment, with each department/division responsible for



expenses associated with fuel, lubricants, and parts for their respective vehicles. The Highway Division vehicle maintenance staff serve as a resource for consultation on new vehicle procurement and specialized vehicle equipment.



FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

Prepared roads in advance of stone sealing and microsurfacing pavement preservation treatments

Installed water main extension for new sprinkler system as part of the EMS South Station Renovation project

Installed drainage improvements on Moonstone Beach Road and Matunuck Beach Road

Maintained the Town's vehicle fleet

Mowed all Town earthen dam impoundments

Continued the installation of high reflective prismatic inserts on municipal roadway guardrails

Acquired the following pieces of capital equipment: superintendent vehicle; 1 utility pickup truck; 1 40,000 GVW dump truck; 1 Bobcat for sidewalk snow removal



CIRCULATION

Performed winter storm management responsibilities, including sanding, salting, and plowing of municipal roads and parking lots and designated sidewalks

Swept all municipal streets twice per year



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

Mowed and maintained the Rose Hill and the West Kingston landfill caps

Provided employee training on stormwater management, construction methods, safety, and materials

Constructed miscellaneous municipal stormwater drainage projects, with emphasis on eliminating closed piping systems and construction infiltration systems to minimize or eliminate point storm water discharges

Performed stormwater outfall inspections and sampling, cleaning, and re-bedding of outlets as necessary

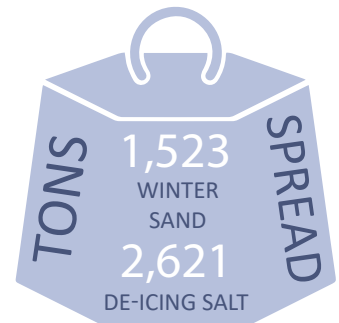
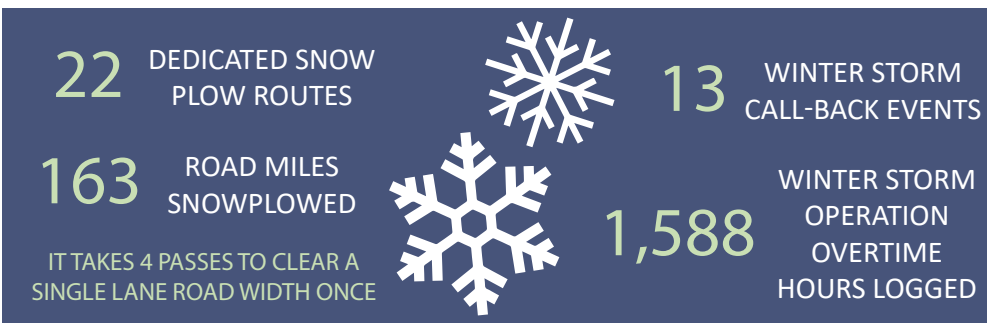
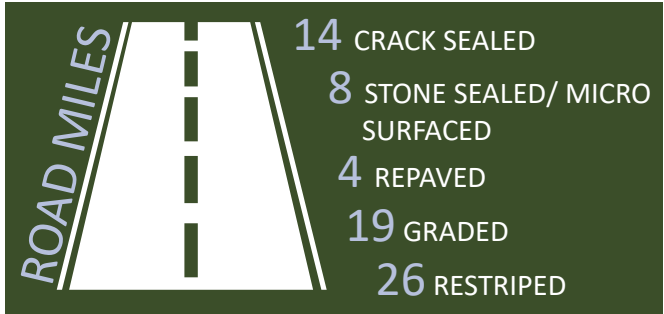
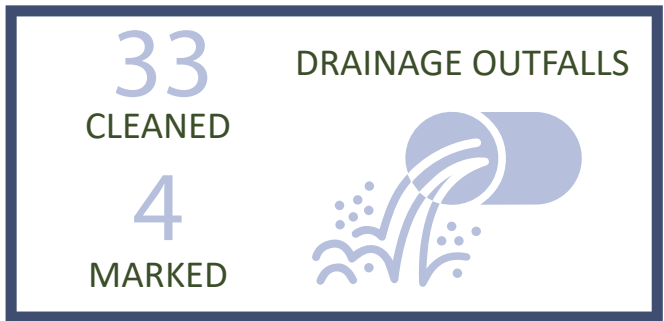
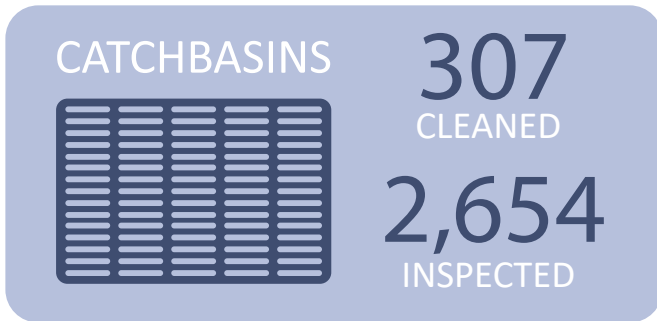
Commenced using new waterless vacuum-assist street sweeper, using best practices resulting in improved quality of stormwater runoff



CULTURAL & HISTORIC RESOURCES

Completed the relocation project for the historic granite watering trough at the Peace Dale Library

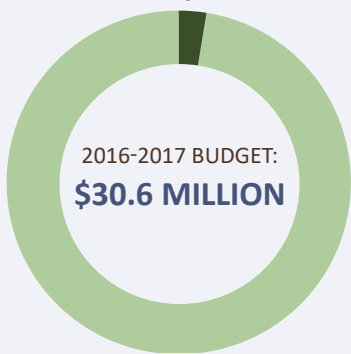
PERFORMANCE METRICS





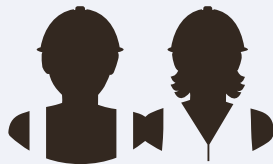
DEPARTMENT BUDGET:

\$819,780



2.7

EMPLOYEES



The mission of **THE WATER DIVISION**, under the Department of Public Services, is to provide the South Shore and Middlebridge water systems continuous municipal water for both domestic use and fire protection that meets or exceeds requirements of the USEPA Safe Drinking Water Act.

PROGRAM OVERVIEW

In addition to the many properties that receive water from a private well, residents of the Town may be serviced by one of four water providers. The Town provides water to the area of Town south of Route 1, including Green Hill, Matunuck, East Matunuck, and Snug Harbor, as well as the Perryville area. This service area is the South Shore water system. The Town also provides water to the majority of residents along Middlebridge Road, as part of the Middlebridge water system. Suez, formerly United Water, provides water to residents of Peace Dale and Wakefield. The Kingston Water District provides water to residents of Kingston and portions of West Kingston. The University of Rhode Island Water District provides water to on-campus areas in Kingston.

FEATURED PROJECTS

SYSTEMWIDE LEAK DETECTION PROJECT

The Town prides itself in maintaining low ‘unaccounted for’ water levels within the South Shore and Middlebridge water systems. The Water Division began to recognize higher than expected unaccounted for water readings, and during the spring of 2017, the Division contracted with Matchpoint, Inc. of North Carolina for comprehensive leak detection services. Matchpoint completed their field investigation for the Water Division’s South Shore and Middlebridge water systems in May 2017, whereby no leaks were detected in either water system. Further, SUEZ Water- RI’s three wholesale water meters which supply water to both water systems were

calibrated in June 2017, with no significant re-calibration noted.

Given the low unaccounted for readings for FY 2015-2016, the results of Matchpoint’s field investigation, and the re-calibration of the water meters, the continued unaccounted for water

loss continues to be perplexing. It is noted losses for hydrant flushing and Fire Department use are already taken into consideration. The Water Division will continue to focus on the investigation of potential causes of water loss, specifically through distribution system leakage, wholesale meter readings, and/or retail meter readings.

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES AND FACILITIES

Read all water meters within both water systems each month



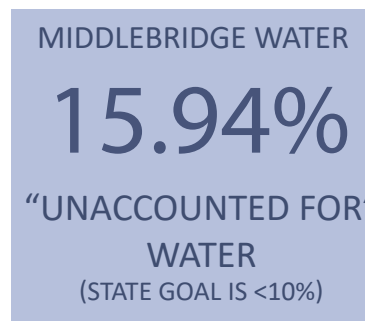
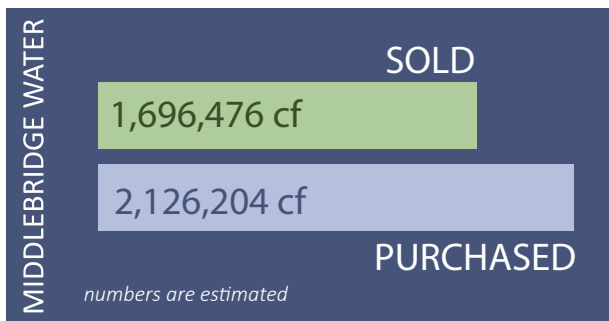
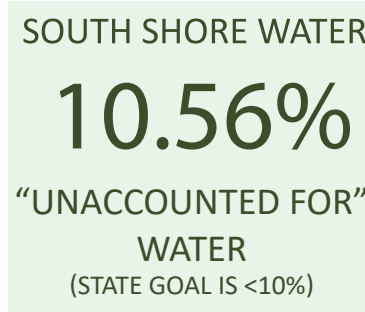
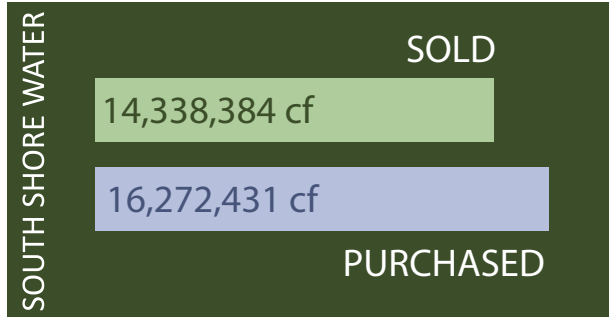
SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

Contracted with Matchpoint to complete a comprehensive leak detection project, across both the South Shore and Middlebridge water systems

Continue ongoing distribution system leak detection and repair efforts

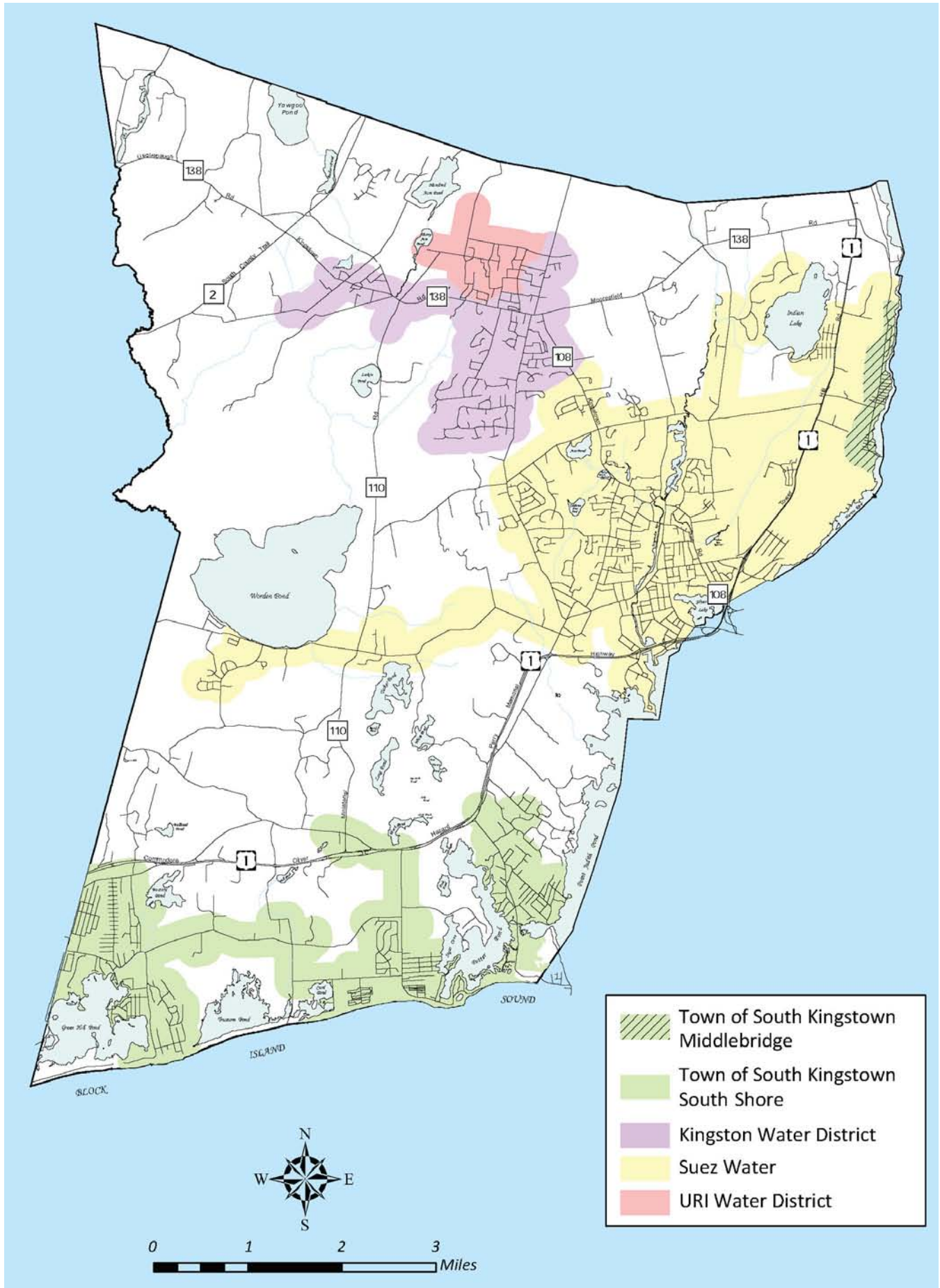
Continue water quality testing to ensure water meets or exceeds requirements

PERFORMANCE METRICS



SYSTEM-WIDE LEAK DETECTION COMPLETED BY MATCHPOINT IN MAY 2017 FOR BOTH WATER SYSTEMS

SOUTH KINGSTOWN WATER SUPPLY DISTRICTS

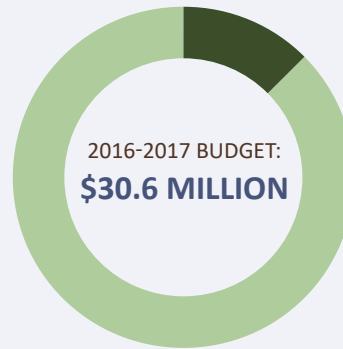




The mission of **THE WASTEWATER DIVISION**, under the Department of Public Services, is to provide for continuous treatment of wastewater from residential and non-residential users that meets or exceeds requirements in accordance with its Rhode Island Pollution Discharge Elimination System (RIPDES) permit as issued by the Rhode Island Department of Environmental Management (RIDEM). Additionally, the Wastewater Division is responsible for the oversight of the On-Site Wastewater Management Program to help ensure that the surface waters and groundwater of the Town are protected to the greatest extent possible.

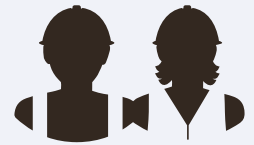
DEPARTMENT BUDGET:

\$3,836,705



15.35

EMPLOYEES



PROGRAM DESCRIPTION

WASTEWATER TREATMENT FACILITY

The Town operates and maintains the South Kingstown Regional Wastewater Treatment Facility located on Westmoreland Street in Narragansett. The facility services portions of South Kingstown and its regional partners, the Town of Narragansett and URI. The facility receives septage from outlying areas, and conventional wastewater via the Town's municipal gravity collection system and twelve pump stations. The facility also accepts and treats septage waste from Town property owners not connected to the municipal sanitary wastewater collection system. Dewatered sludge

is either incinerated at the Synagro Woonsocket Incinerator or transported and disposed of at the RI Resource Recovery Corporation (RIRRC) Central Landfill facility located in Johnson. The Division strives to protect the environment by providing optimum treatment of influent into the plant, which results in an excellent quality of effluent.

ON-SITE WASTEWATER MANAGEMENT

The Wastewater Division is responsible for the oversight of the On-Site Wastewater Management program (OWM), enforcing the mandatory OWM inspection program adopted by the Town Council in 2001, and maintaining oversight of all the remaining cesspools and On-site Wastewater



facility not experience a lack of power. The new generator replaces a standby generator that was 40 years old. In addition, the Wastewater Treatment Facility’s main roof has been replaced.

PUMP STATION IMPROVEMENTS

The Salt Pond and Hospital Pump Stations each had standby generators that were almost 40 years old. New Kohler 50kW generators have been installed and passed all necessary testing.

A new grinder has been purchased with new controls for the Hospital Pump Station. The existing air exchange unit was replaced with a new unit, designed to push fresh air into the station, instead of the air being exhausted. This has increased the amount of fresh air being introduced into the station. New electrical components, conduit, lights (explosion proof), and new switches are being relocated to a less corrosive environment.

The Fairgrounds and Birchwood Pump Stations alarm system was serviced through Verizon Earthlink telephone lines, however the cost has increased significantly over the years. It was determined that using a Mission alarm system, which offers a wireless alarm service system, would be less costly; the new system was purchased and installed by Wastewater staff.

An additional constant speed pump was installed at the Silver Lake Pump Station. The station now has two variable speed pumps and two constant speed pumps; allowing the station to adequately sustain wet well levels in many flow conditions.

Treatment Systems (OWTS), formerly known as ISDS, in Town. The goal of the OWM program is to ensure that all OWTS and remaining cesspools in Town are inspected on a regular basis, to help ensure the surface waters and groundwater resources of the Town are protected to the greatest extent possible.

FEATURED PROJECTS

WWTF IMPROVEMENTS

A new Kohler 500kW generator has been installed at the Wastewater Treatment Facility, and has passed all necessary testing required to ensure the successful transition to backup power in the event of a power outage at the facility. Given the essential nature of the facility, it is imperative the

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

Completed Wastewater Treatment Facility generator replacement project

Completed Salt Pond and Hospital Pumping Stations generator replacement projects

Completed Wastewater Treatment Facility roof replacement project

Completed the Hospital Pump Station wet well electrical work and grinder purchase

Continued the ongoing wastewater collection system jet-spray maintenance program

- Continued the installation of manhole cover inserts to reduce surface water inflow
- Contracted the cleaning of 9 outside stations wet well
- Installed new wireless Mission alarm systems at Fairgrounds & Birchwood Pump Stations
- Continued the inspection of the collection system with telemetry camera equipment
- Continued easement clearing in Kingston, West Kingston, Wakefield, and Peace Dale areas
- Awarded annual wastewater chemical contracts
- Performed continuous wastewater treatment to comply with RIPDES permit limits
- Continued proactive collection system cleaning to prevent blockages and by-passes
- Received and treated septage from outlying, non-sewered areas of Town that rely on OWTS wastewater disposal

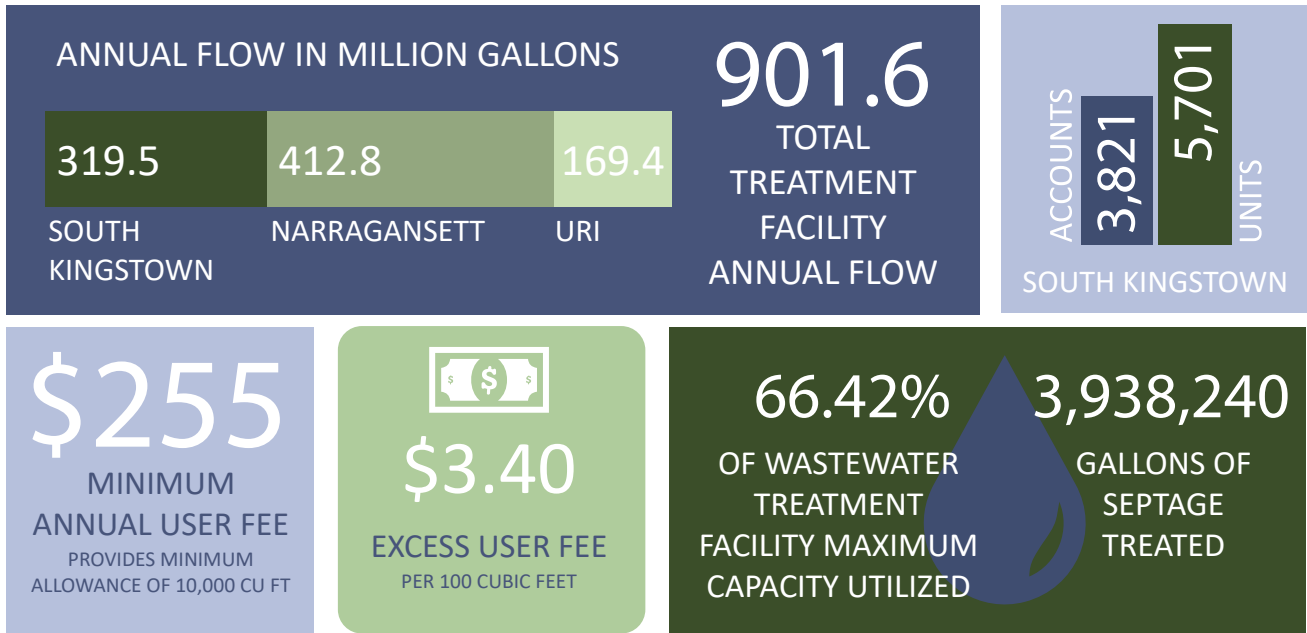


SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

Received the EPA’s Regional Wastewater Treatment Plant Operation and Maintenance Program Excellence Award, one of only 6 facilities in New England to receive the award in 2016

- Recorded NOVs on an as needed basis for failure to inspect or repair an OWTS or to replace a cesspool
- Recorded NOV releases for property owners that had an OWTS NOV and subsequently complied

PERFORMANCE METRICS





DEPARTMENT BUDGET:

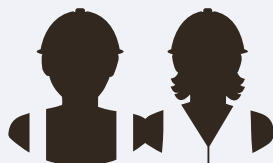
\$607,437



2016-2017 BUDGET:
\$30.6 MILLION



EMPLOYEES



THE SOLID WASTE DIVISION, under the Department of Public Services, is responsible for ensuring solid waste management and recycling compliance in accordance with Rhode Island Department of Environmental Management (RIDEM) and Rhode Island Resource Recovery Corporation (RIRRC) rules and regulations. The mission of the Division is to provide residents of the Town a means of proper solid waste disposal at an affordable price, while ensuring that residential users are recycling materials to the greatest extent possible.

FEATURED PROGRAMS

TRASH & RECYCLING OPTIONS

Residents of the Town have the option of contracting with an approved private hauler for curbside pickup of trash and recyclables, or taking their trash and recyclables to the Rose Hill Regional Transfer Station (RHRTS). By Town ordinance, all residents, whether they use the Transfer Station or a private hauler, must recycle. The Town's Solid Waste Management Ordinance was amended in May 2008 in order to ensure that all residents meet minimum recycling diversion levels, and recycle state mandated recyclable commodities.

APPROVED PRIVATE HAULERS

Private haulers that wish to provide curbside pickup service to Town residents must secure a hauler's license from the Town, and as a condition of license approval, must offer recycling services and meet minimum recycling diversion rates. A list of licensed haulers is maintained and provided on the Town's website. If a hauler is not on this list, the hauler does not have a license to operate and provide service within Town. Please be sure to contract with a licensed hauler to ensure they are providing proper recycling services.

BAG AND TAG PROGRAM

Residents wishing to take their trash and recyclables to the Rose Hill Regional Transfer

Station use the Bag and Tag program. Residents supply the trash bag and purchase a tag, which is placed around the neck of the trash bag prior to disposal. Trash bag size is limited to 33 gallons, and bag weight is limited to 35 pounds. Bags exceeding volume or weight restrictions will require additional tags. Residents can purchase tags for the Bag and Tag program at Town Hall or at the Transfer Station. Tags are sold in lots of five. It is noted that effective July 1, 2017, the cost per tag will increase from \$1.80 to \$2, and the cost per lot of five will increase from \$9 to \$10. Because all recycling is free of charge, the more you recycle, the less trash you have, and the more money you save on tags! Residents may also dispose of other items at the Transfer Station, such as yard waste, appliances, and tires, for an additional cost. Additional information and a fee schedule are available on the Town's website.

E-WASTE COLLECTION & SHREDDING EVENTS

The Town, in partnership with IndieCycle, began hosting quarterly residential E-waste drop off and collection events in February 2017. IndieCycle, who has a zero landfill policy, accepts most electronic items including TVs, computers and appliances free of charge. Events are held in the Town Hall parking lot quarterly typically on Saturdays, with dates advertised in advance. Please note, residents are charged a small disposal fee for appliances containing a refrigerant.

In March 2017, the Towns of South Kingstown and Narragansett began holding regional quarterly shredding events where residents can drop off personal paperwork they wish to have shredded. The program is funded through RIRRC grant funds. Events are held quarterly typically on Saturdays, with dates advertised in advance.

MATTRESS DISPOSAL

As part of Rhode Island's statewide recycling program Bye Bye Mattress, and in accordance with RIGL § 23-90, all mattress retailers now charge \$10 per mattress or box spring at time of sale for new bedding. As such, as of May 1, 2016 RIRRC began accepting mattresses and box springs that can be recycled (those that are not damaged, wet,



or soiled), and residents can dispose of a clean mattress and box spring at the Transfer Station at no cost. Damaged, wet, or soiled units (not eligible for recycling) can continue to be disposed of at the Transfer Station at established tip fees.

ROSE HILL REGIONAL TRANSFER STATION (RHRTS) IMPROVEMENTS

The Rose Hill Regional Transfer Station has served as a regional solid waste disposal and recycling processing facility for South Kingstown and Narragansett since 1983. LINK Environmental has contracted with the Town to operate the facility. As part of the contract, LINK is required to make a number of capital improvements to the Transfer Station.

ECO-DEPOT HAZARDOUS WASTE DROP OFF

The Town, in partnership with RIRRC, hosts an Eco-Depot hazardous waste drop off day at Town Hall annually. Many items commonly kept in the garage, basement, bathroom, and kitchen are household hazardous waste that when they need to be disposed of, cannot be simply thrown in the trash can or poured down the drain. Anything that has a skull and crossbones on the label, the words "poison", "hazardous", or "danger", or cautions you to properly ventilate the area while using, is household hazardous waste. Common items include florescent light bulbs, nail polish remover, propane tanks, anti-freeze, batteries, household pest and rat poisons, pool chemicals, rug cleaners, and even mothballs. The Eco-Depot is a free

service for Rhode Island residents who wish to dispose of their household hazardous waste safely and properly. On June 24, 2017 a total of 16,476 pounds of hazardous waste were collected at the

Town’s event, and were properly disposed of by RIRRC. For more information, visit www.rirrc.org/ecodepot.

FEATURED ACCOMPLISHMENTS



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

Town recorded a recycling diversion rate of 41.01%; exceeded the required RIRRC 35% recycling diversion rate; exceeded the Town’s minimum recycling diversion rate of 36%

Continued to work with curbside private haulers to track and ensure residential recycling compliance

Continued construction of ongoing Rose Hill Regional Transfer Station capital improvement projects

In partnership with the RIRRC, the Town hosted an Eco-Depot hazardous waste drop off event, where residents were able to properly dispose of 16,476 pounds of Hazardous Waste

Beginning February 2017, in partnership with Indie Cycle, the Town will host quarterly residential e-waste drop off events, where it is expected residents will be able to properly dispose of over 6,000 pounds of e-waste

Beginning March 2017, the Town of South Kingstown will partner with the Town of Narragansett through a RIRRC grant funded project to host quarterly residential shredding events, where residents can drop off personal paperwork they wish to have shredded

PERFORMANCE METRICS

**BAG & TAG PROGRAM
FOR HOUSEHOLD TRASH & RECYCLING**

\$2 PER BAG

FREE RECYCLING

CAN BUY AT TOWN HALL OR TRANSFER STATION

16,476

LBS OF HAZARDOUS WASTE COLLECTED AT THE ECO DEPOT

TOWN APPROVED PRIVATE HAULERS

**4 RESIDENTIAL
10 COMMERCIAL**

RESIDENTS/BUSINESSES SELECT AN APPROVED HAULER
HAULERS MUST PROVIDE RECYCLING SERVICES

8,111

TOTAL MUNICIPAL SOLID WASTE TONS TRANSFERRED TO RIRRC

41.01%

SOUTH KINGSTOWN RECYCLING DIVERSION RATE

4,258

TOTAL RECYCLING TONS TRANSFERRED TO RIRRC

RIRRC RECYCLING TIP FEE REBATE

\$7,390

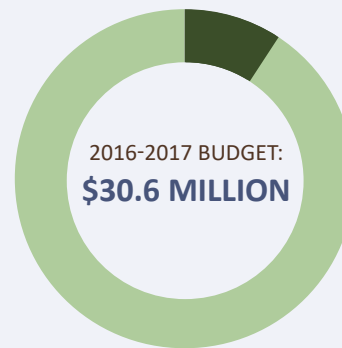


THE PARKS AND RECREATION DEPARTMENT serves the community by providing enriching recreation experiences and quality facilities. The Department’s mission is to provide a well rounded and balanced leisure services program for all segments of the community by striving to attain the following objectives:

- Promote health and wellness through programs that encourage active lifestyles
- Connect all citizens to the community through increased cultural unity by offering programs and facilities that encourage inclusion and participation
- Promote life-long learning through recreational and cultural programs
- Protect and maintain environmental resources
- Develop facilities that will improve the livability of the community, including recreation facilities, parks, open space, greenways, multi-use paths, and diverse play spaces
- Facilitate community problem solving
- Strengthen community image and sense of place
- Maintain a high level of customer service to all patrons
- Ensure the Department is both citizen and professionally driven by the consistent use of program and facility evaluations, and community-wide surveys

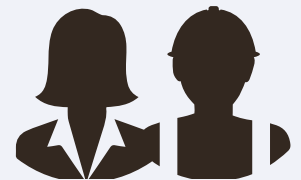
DEPARTMENT BUDGET:

\$2,774,108



20.5

EMPLOYEES



PROGRAM DESCRIPTION

The Parks & Recreation Department oversees the management of South Kingstown’s public parkland and associated facilities; as well as the development of a wide array of leisure activities with a focus on reaching all segments of the Town’s population.

The Recreation Division plans and coordinates over 1,200 classes and programs annually in sports, fitness, community education, and arts for all ages from preschoolers to senior citizens. This Division also oversees the operation of the newly constructed Community Recreation Center, the South Kingstown Town Beach at Matunuck, the summer entertainment series, and the annual Fourth of July Celebration at Old Mountain Field. Through creativity and forward-thinking,

the Recreation Division strives to offer a diverse programming calendar for the entire community. The Division’s multitude of summer camps, School’s Out day camps and vacation camps give families a variety of options when children are not in school. Stepping Stone Preschool, licensed by the Rhode Island Department of Children Youth and Families, provides the community with a superior early education experience in a nurturing environment.

The Parks Division is responsible for the care and maintenance of all Town parks, municipal grounds, athletic fields, school athletic fields, indoor recreation facilities, and various public green spaces including the William C. O’Neill “South County” Bike Path. The Parks Superintendent supervises seven full-time park maintenance and three full-time building maintenance employees, as well as

seasonal employees hired to assist with parks and beach maintenance during the busy seasons.

In addition to the Town parks, beach, and bike path, the Department maintains and operates a brand new Community Recreation Center, the Neighborhood Guild, and the Peace Dale Office Building (PDOB). The newest addition to the Town’s recreational resources, a 29,000 square foot Community Recreation Center was opened on June 3, 2017 in response to the longstanding need for indoor athletic space to accommodate public sports and wellness programs. The Neighborhood Guild was constructed in 1908 as an activity center for employees of the Peace Dale Mill Company. Today it remains true to its original purpose, serving as the home of the Department, offering year-round leisure programming. Operation of the Guild is fully self supporting, with revenue from the Hazard and Guild Trust Funds, as well as from room rentals and program fees. The Peace Dale Office Building (PDOB) was constructed in 1865 by the Peace Dale Mill Company, and was purchased by the Town in 1983. Since that time, leveraging the building’s location next to the Neighborhood Guild and Village Green, the Parks and Recreation Department has managed the facility, and expanded recreational programming into the building. In addition, the Department focuses on maximizing rental income through offering commercial rental space within the PDOB to various service-oriented businesses and organizations. Operation of the PDOB is fully self supporting, and rental income generated is held in a capital reserve fund. These funds are used exclusively for improvements and upgrades to the building, and to maintain PDOB’s historical feel.



FEATURED PROJECTS

COMMUNITY RECREATION CENTER CONSTRUCTION AND GRAND OPENING

On June 3, 2017, the new South Kingstown Recreation Center officially opened its doors to the public. The 29,000 square foot facility was constructed over a fourteen month period at a total cost of 6.4 million dollars. The project was first introduced in the FY 2003-2004 Capital Improvement Program in response to an

overwhelming need for interior activity space to accommodate the community’s recreational and athletic needs. It was funded through \$3.15 million in bond issues in 2004, 2006, and 2014, \$1 million in Recreation Impact Fees, and \$1 million General Fund unassigned fund balance transfer.

The Building was designed by Brewster Thornton Group Architects with the critical input of a Planning Committee comprised of community members and town staff. The final plans reflected what the design team and committee determined to be in the best interest of all citizens of the Town of South Kingstown in mind.

The facility’s main feature is an 18,000 square foot gymnasium with a 2 lane walking track, 2 full-sized basketball/multi-sport courts each with six adjustable backboards, and 2 drop-down batting tunnels. The facility also boasts 3 multi-purpose activity rooms for exercise and wellness classes; locker rooms, and a spacious reception area with administrative offices.

With the Recreation Center in full operation as of June 2017, the Parks and Recreation Department oversees the management and programming of all activities. This includes youth and adult athletic programs, drop in sports activities for public use of the gymnasiums, and working with the School Athletics Department to schedule interscholastic competitions. In addition, the various activity rooms and courts are available to rent when not in use for Recreational or School programs. As expected, the “Rec Center” has been well received by the community - a long-awaited and valuable addition to the Town’s impressive inventory of indoor and outdoor public recreational facilities.

DOG PARK EXPANSION, LIGHTING, AND TURF IMPROVEMENT PROJECT

In the summer of 2016, the Dog Park at Broad Rock Play Fields was expanded by approximately 10,000 square feet. Parks Division Staff constructed the third area by installing temporary fencing in order to rest and re-seed the main sections of the park which had lost a significant area of turf due to excessive use. In December of 2016, eight stand-alone, solar powered LED lamp posts were purchased with third party funding raised by the





Friends of South Kingstown Parks and Recreation. Parks Division staff excavated and poured the necessary concrete footings; and set the lamp posts in place. Local businesses and dog park volunteers generously provided the expertise, equipment, and manpower to install the light fixtures to each post. The Dog Park is now open during the evening hours in the fall and winter months. In the spring of 2017, the Parks Division established a long term agronomic plan for the Dog Park, with the input of a turf consulting firm. The large dog area was re-seeded and has regenerated to a full cover of turf and will be treated with the appropriate, environmentally safe products to ensure that it is maintained on a year round cycle.



PDOB INFRASTRUCTURE IMPROVEMENTS

The Peace Dale Office Building located at 1058 Kingstown Road, is managed by the Parks and Recreation Department. The first floor unit located at the western side of the building facing Columbia Street, underwent rehabilitation in the form of complete replacement of exterior windows and doors; as well as installation of a split ductless HVAC system. Both upgrades will contribute towards a significant improvement in the overall energy efficiency in that unit. Beekman Violin, a longtime commercial tenant of the building, has expanded their lease space to include this unit of the Peace Dale Office Building. These improvements were funded by the Peace Dale Office Building Fund which is self-sustaining through revenue generating commercial lease activity and recreation programming.



PARKING LOT IMPROVEMENTS – MARINA PARK

In October 2016, both the East and West public parking lots at Marina Park (approximately 4,200 square feet in total) were resurfaced with reclamation of existing material, followed by grading of the area, and installation of an asphalt binder and finish. The lots were also restriped to maximize the space for accommodating as many vehicles as possible. Additionally, in the spring of 2017, staff worked with the Town Engineer to design a parking layout and traffic pattern for the



grass overflow lot that abuts the East Lot and is utilized by trucks and boat trailers using the public boat ramp. The design allocated specific parking spaces for trucks and trailers to ensure that the vehicles had sufficient clearance to pull in and out without being blocked in by other passenger vehicles. Additionally, a split rail fence was installed along the perimeter of the overflow lot to buffer the walking path that loops around the entire Marina Park property. These improvements were a component of the Marina Park Capital Improvement Program.

BROAD ROCK AND OLD MOUNTAIN FIELD TENNIS COURT REHABILITATION

In October 2016, six tennis courts at Broad Rock Play Fields and the two upper courts at Old Mountain Field were repaired and resurfaced. These courts are used regularly by the Recreation Department, the School Department, and the general public. Recognizing the local tennis community is very active in South Kingstown, resurfacing of outdoor courts is an ongoing component of the Department’s Capital Improvement Program. Preventive maintenance of athletic facilities reduces risk while improving the overall appearance of the Town’s abundant recreational resources.

FEATURED ACCOMPLISHMENTS: RECREATION DIVISION



PROVISION OF CORE SERVICES & FACILITIES

GIRLS ON THE RUN and HEART AND SOLE Successfully trained staff and met criteria to offer these national programs geared for girls ages 8 to 10 (Girls on the Run) and ages 11 -14 (Heart and Sole). The programs inspire girls to be joyful, healthy, and confident using a fun, experience-based curriculum which creatively integrates running. 19 girls participated in the 10 week program which culminated with a 5K race. The Department partnered with Girls on the Run to offer the same programs again in the fall of 2017.

PICKLE BALL Obtained a grant through the United States Pickle Ball Association to purchase equipment to start a pickle ball program geared for senior citizens. Introduction clinics were held in the winter of 2017. Drop-in games were played at the Neighborhood Guild throughout the winter and spring and then moved to the Rec Center in June. Growing in popularity, the drop-in program is held 3 times a week with an average attendance of 20 to 30 participants each week.

RESTRUCTURING OF THE YOUTH BASKETBALL PROGRAM With the help of Independent Contractors re-structured the Kindergarten through 2nd grade program to focus more on fundamental skills



development. Re-structured the 3rd and 4th grade program to focus on skills development immediately followed by applying the skills learned to a half-court game situation. With a focus on recreation basketball, the department also transferred the competitive travel and competitive tournament basketball program over to the newly formed SKYBA (South Kingstown Youth Basketball Association).

WAG-O-WEEN EVENT AT THE DOG PARK Held the first annual “Wag-O-Ween Pet Parade” at the South Kingstown Dog Park. The family friendly event included a dog and owner costume parade.

FAMILY SPECIAL EVENTS Offered a total of 25 family special events, with 16 running successfully (64% success rate). Geared for different ages, these programs gave families the opportunity to participate in a low (or no) cost fun family event. While pre-registration was encouraged, drop-in participants were welcome. Total attendance was 328. Program examples include:

- | | |
|--------------------------------------|----------------------------|
| Stories n’ S’Mores at the Town Beach | Kid’s New Year’s Eve Party |
| Play with play-Doh | Bird Feeder Fun |
| National Play in the Sand Day | Winnie the Pooh Tea Party |
| Leprechaun Trap Making | Dr. Seuss Birthday Party |

GO SKATE DAY Held the first annual Go Skate Day as part of the national Go Skate Day Celebration. The event included contests with lots of prizes being awarded and food for all participants. This free event had over 40 people in attendance and showcased the improvements made to the Town’s Skate Park.

DISC GOLF LEAGUE Started a 10 week PDGA sanctioned disc golf league, open to players of all ages and ability levels. Average weekly attendance was 14. After the initial 10 week program, due to the popularity of the program, the league has continued through the summer and is anticipated to run in early fall 2017.

SOUTH COUNTY SPEED TRACK CLUB Expanded program from 14 members in FY 2015-2016 to 54 members in FY 2016-2017. Several program participants have competed in area meets, and are proud to have improved on their performance times.

SUCCESSFUL TRAINING OF NEW STAFF AT RECREATION CENTER Hired the new Recreation Center Manager in April 2017, and hired and trained maintenance staff members and 8 Recreation Specialists to staff the Rec Center in the spring of 2017. Focus of training included computer training on RecPro Data Management system, general operations of facility features, and providing outstanding customer service.



GRAND OPENING OF RECREATION CENTER: DAY-LONG CELEBRATION & OPEN HOUSE The Recreation Center grand opening was held on Saturday June 3rd. Following the ribbon cutting ceremony, the gymnasium being open for basketball, and numerous activities and demonstrations including but certainly not limited to Zumba, Cardio Dance, Tennis, Pickleball, Badminton, and Color Guard took place all afternoon. In addition to the activities, refreshments were served and tours of the facility were provided by staff members. It is estimated that over 1,000 people attended the celebration.

COLLABORATED WITH HEALTHY BODIES/HEALTHY MINDS INITIATIVE FOR FREE SUMMER CAMP OPPORTUNITIES Provided 2 weeks of Discovery Camp free attendance for the children of economically disadvantaged residents. Staff attended three events within the neighborhoods the South Kingstown Housing Authority manages, and had the opportunity to talk to residents about the summer camp and assist with registration. Eight children benefitted from this opportunity. Funding was provided by a RI State Legislative grant, a Blue Cross Blue Shield Grant, and private donations.



FEATURED ACCOMPLISHMENTS: PARKS DIVISION



PROVISION OF CORE SERVICES & FACILITIES

Installed a new electronic scoreboard at West Kingstown Park's Softball Field

Coordinated stone sealing of all parking areas and the entrance drive at Tuckertown Park

Completed improvements at Curtis Corner Baseball Field including reconstruction of the infield, re-grading, new sod, and irrigation system repairs and expansion

Completed interior painting of the Senior Center Annex building in conjunction with major infrastructure improvements through CDBG grant

Renovated the Village Green tennis shed to allow for additional storage and reduce vandalism

Constructed two additional covered lifeguard chairs for Town Beach operation

Coordinated the repair of cracks and resurfacing of tennis courts at Old Mountain Field and Broad Rock Playfields

Completed major improvements at Dog Park: Installation of solar lights; installation of third off leash dog area allowing flexibility to rotate wear areas; as well as renovations and ongoing maintenance plan for turf



Continuation of expansion and improvements to the disc golf course at Curtis Corner Playfields in collaboration with SK Disc Golf Association

Construction of footbridge and other trail improvements by volunteers, on the Ed and Ruth Steward trails at Tri Pond Park



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

Achieved Sustainable Turf Management Certification from RIDEM

Initiated community-wide facilities and programs survey with Roger Williams University student service learning project


Eagle Scout Project: Installation of rain garden and informational signage on the Village Green to capture sheet flow rain water from the Peace Dale Office Building parking lot

Eagle Scout Project: Installation of fishing line receptacle and educational signage at the fishing access to Old Mountain Field pond

Litter cleanup projects with volunteer groups at Matunuck Beach, West Kingston Park, the Bike Path, and Old Mountain Field

PERFORMANCE METRICS

NEW RECREATION CENTER OPENED | OVER 29,000 SQ FT




- 2 LANE WALKING TRACK
- 2 FULL SIZED BASKETBALL/MULTI-SPORT COURTS
- 12 ADJUSTABLE BACKBOARDS
- 2 DROP DOWN BATTING TUNNELS
- 3 MULTI-PURPOSE ACTIVITY ROOMS
- LOCKER & SHOWER FACILITIES

DOG PARK EXPANDED BY

10,000

SQ FT

TOTAL 69,210 SQ FT



28,125

UNIQUE PARTICIPANTS



STEPPING STONE PRESCHOOL REGISTRATION

41



1,318

PROGRAMS OFFERED

94,095

TOTAL PARTICIPANTS




71

NEW CLASSES OFFERED

1,759

TOTAL NUMBER OF MUSIC LESSONS



8
RESTROOM FACILITIES

7 MILES
WILLIAM C. O'NEILL
"SOUTH COUNTY"
BIKE PATH



23
PUBLIC PARKS & FACILITIES



422.5
TOTAL PARKS
ACREAGE

1:52.8
FULL TIME STAFF TO
PARK ACREAGE

102
ACRES OF TURF
MAINTAINED



100%
OF PLAYGROUNDS
MEET CURRENT
ASTM & CPSI
SAFETY STANDARDS

WEEKLY MAN HOURS

230  **40**

MOWING & LANDSCAPING REMOVING LITTER

430 **40**

TIMES ATHLETIC
FIELDS WERE
REPAINTED TIMES BASEBALL &
SOFTBALL FIELDS
WERE PREPPED

6,983 **\$36,907**

PARK & FACILITY
RESERVATIONS RENTAL
INCOME

6 

OFFICE BUILDING
COMMERCIAL TENANTS RENTAL
INCOME

\$66,746

135

OUTDOOR TRASH &
RECYCLING RECEPTACLES
AT PARKS & ON TOWN
PROPERTY



38

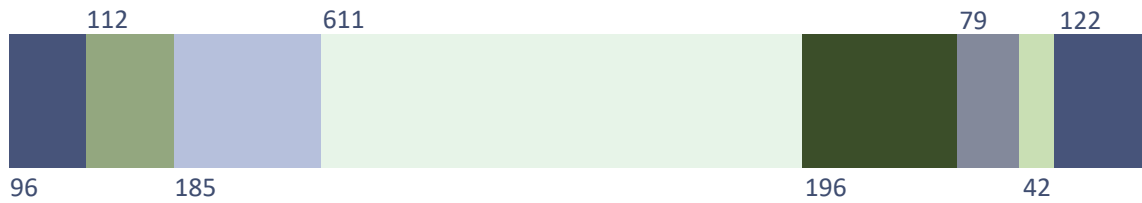
MUTT MITT
DISPENSERS



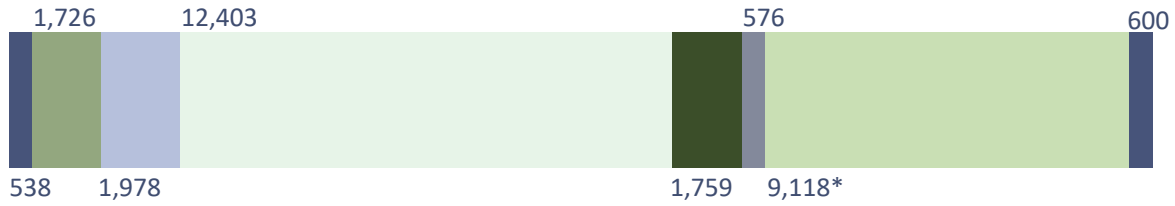
30,322

ORGANIZED PARK &
EVENT PROGRAM
PARTICIPANTS

TOTAL CLASSES/PROGRAMS OFFERED: **1,443**



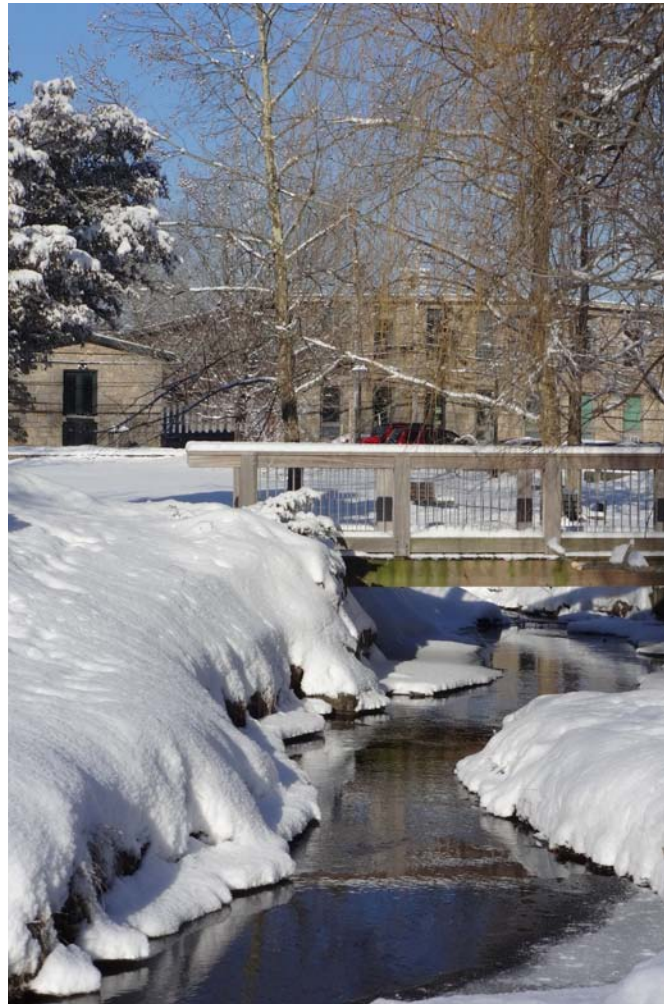
TOTAL PROGRAM PARTICIPANTS: **28,701**



CLASS/PROGRAM TYPES



*DOESN'T INCLUDE 4TH OF JULY FIREWORKS

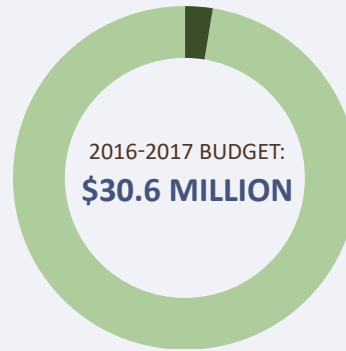




THE SENIOR SERVICES DEPARTMENT mission is to ensure excellence in service delivery, advocacy, and public policy dedicated to the needs of older residents of the Town of South Kingstown, their families, and caregivers through a single, visible and responsive department. The department is responsible for identifying and documenting elderly service needs, managing direct service programs, coordinating existing senior service programs provided by other public and private agencies, and promoting accessibility of services.

DEPARTMENT BUDGET:

\$812,147



7.5

EMPLOYEES



GUIDING PRINCIPLES

The Department strives to ensure that programs and services are user-friendly, consumer-directed and delivered in the least restrictive environment. The following are the Department's Guiding Principles:

- Listen, respond and react to the needs of older residents of South Kingstown, their families, and caregivers with respect, courtesy, patience and dignity. Target services to elders in greatest need, and those who are frail and at-risk.
- Provide a system of services and opportunities to help older people serve, and be served,

where they live. Familiarize older people, their families and friends, and the community at large with the local senior services system.

- Maintain a dedicated effort to coordinate the many essential elements of an effective and comprehensive community system for older persons by collaborating with existing senior service programs provided by other public and private agencies and promoting accessibility of services.
- Protect the rights and confidentiality of our patrons through adherence to laws, policies and procedures. Ensure integrity of information and equitable access in a manner that is culturally sensitive.

FEATURED PROGRAMS

The Senior Services Department offers programming and services geared towards seniors aged 60 years young, or older, and have options available for active seniors, as well as seniors who need an additional level of care. Among the vital services offered are transportation, congregate meals, respite care, senior services center, adult day services, and caregiver education and support groups. The Senior Services Department provides each of these services, and links community members with other providers for additional support services, through the operation of four direct service programs: Transportation, Nutrition, Adult Day Services, and a nationally accredited Senior Services Center.

REGIONAL SERVICES

In addition to serving residents of South Kingstown, the services available through the Senior Services Program are available to seniors and senior caregivers, regardless of their Town of residency. We welcome all seniors and caregivers. The Town appreciates the financial support the program receives from Narragansett, North Kingstown, and Richmond, three of our neighboring communities.

SENIOR CENTER PROGRAM

The goal of the Senior Services Center Program, housed at The Senior Center, is to serve as the community's single point of entry for comprehensive services, including access to and information about the various available services and activities for older adults, as well as a link to other local provider agencies, designed to support

their independence, enhance their quality of life, and promote optimal aging.

The coordination of programs and assistance helps to support independence and promote positive aging for those 60 years of age or older. The Center is a 10,000 square foot facility designed to meet the needs of older adults. Separate rooms are available for a variety of classes and activities. A full dining room, health room, and internet café are also available. Presently, there are 1,263 registered members, however due to registration being optional, many individuals visit The Senior Center and participate in activities without registering and it is estimated an additional 500-700 seniors visited The Senior Center over the course of the year. During the 2016-2017 fiscal year: 38% of the participants were 80 years or older; 79% of the registered members were female; and a total of 26 new programs were added to the schedule this year including Art in the Barn, Chinese Culture Class, Craft Tuesday, Fix it Café and Early Morning Bus Pick Up.

In addition to health, wellness and enrichment programs, The Senior Center also offers social services assistance providing a full time Community Information Specialist (CIS). The CIS is available daily to assist seniors with information, referrals, and education on a wide variety of services such as Medicare, Senior Health Insurance, LIHEAP, Medicare Part D, housing, and other similar programs. In FY 2016-2017 a total of 1,657 service contacts were made to seniors or their caregivers by the Information Specialist.

SENIOR NUTRITION PROGRAM

The Senior Nutrition Program provides meals daily at the Senior Center's congregate meal site and for home delivery through the federally-funded Meals on Wheels Program. The goal of this program is to provide the Town's older persons with low cost, nutritious meals, and appropriate nutrition education.

Participation in the Senior Nutrition Program enhances daily nutrient intake, nutritional status, social interaction, and functionality of older adults. This federally funded program has been in operation by the Town since April 1996. The suggested



donation for enjoying a meal at The Center is three dollars; however seniors may take part in the daily meal regardless of their ability to pay. Participants have shared they are happy with the new catering company and good reviews of the food and presentation have been received. During the year, 11,273 meals were served which is a significant increase of 1,442 meals from the previous year. A total of 473 unduplicated individuals participated in the nutrition program.

In addition to the primary health benefits of a balanced meal, seniors also receive the benefit of socialization with peers and the opportunity to take part in a variety of programs. The Senior Center serves as a community focal point for access to various services and activities available to older adults.

ADULT DAY SERVICES PROGRAM

The Adult Day Services Program provides care and companionship to the frail elderly who need assistance or supervision during the day. The goal of this program is to meet the medical, social, and psychological needs of the Town's frail and/or disabled seniors.

In FY 2016-2017, the program saw an average daily attendance of 12 clients per day, however during the last six months of this period the program was averaging 15 clients per day. Through increased visibility, outreach and public awareness the program is becoming better known within the community. Daytime care in a supervised setting helps to keep seniors in their homes and with loved

ones longer, and prevents premature placement in institutional care settings. Professional staff members facilitate a variety of therapeutic and social activities, which help to make days fuller, richer, and more enjoyable for participants. Breakfast, lunch, and snacks are provided as part of the daily routine. The Adult Day Services Program is funded through Medicare/Medicaid subsidies, client payments, and contributions from the towns of Narragansett, Richmond and North Kingstown, whose residents receive services.

SENIOR TRANSPORTATION PROGRAM

The Senior Transportation program assists senior residents aged 60 and older with maintaining their independence in the community, and preventing social isolation by providing non-medical transportation within the Town borders. This service is available Monday through Friday, and because it is based at The Senior Center, it has maximum access to the senior population.

For a small fee, rides are provided for grocery and retail shopping, hair appointments, banking, government center visits, pharmacy visits, and volunteering. Transportation is provided, for no fee, to and from The Senior Center, for seniors participating in the congregate meal program and/or daily activities and programs.

During FY 2016-2017, 16,183 miles were logged and a total of 5,868 trips were provided to participants. On average, 245 rides were provided each month, and 101 unduplicated individuals utilized the transportation program.

FEATURED ACCOMPLISHMENTS



SPECIAL NEEDS POPULATIONS

Expanded health and wellness programs by adding a weekly meditation group and additional walking aerobics class times; Included Matter of Balance program and Take Charge of your Health workshop to program options

Provided new programs that support healthy, independent aging, and promote a high quality of life such as a Creative Writing Workshop, Aging Fully and Community Giving programs

Partnered with the RI Division of Elderly Affairs through a pilot program to distribute reduced bus fare cards to eligible seniors

Registered individuals for the Rhode Island Special Needs Emergency Registry

Collaborated with South Kingstown Elks Lodge #1899 to host a Senior Dinner Dance in Recognition of Older Adults which was attended by 150 guests; also provided evening transportation to and from the event

Distributed 150 “Farm Market Fresh for Seniors” vouchers which encourage healthy eating and are provided from a USDA Food and Nutrition Services grant administered by RI Division of Agriculture, RI Department of Elderly Affairs and RI Department of Health

Increased the total number of meals served over the previous fiscal year by 13%

Participated in the establishment of the Narragansett South Kingstown Advisory Council, whose purpose is to provide information sharing and collaboration related to existing senior programs and essential services in both communities

Coordinated with state-contracted transportation vendor, Logisticare, which offers non-emergency medical transportation services, to provide 3,121 transports to and from Adult Day Services

Safely transported 101 seniors to The Senior Center, grocery shopping, and various retail stores assisting them in maintaining their independence in the community

Participation in fitness classes increased 43% from previous year, and involvement in health and wellness programs and activities increased 39%

Provided therapeutic care and enrichment activities to a daily average of 12 memory impaired and frail senior participants in a secure setting

Established monthly charitable giving program which provided donated items to local agencies including Cane Day Care Center, The South Kingstown Animal Shelter, and the Neighborhood Guild Discovery Camp

Added an early morning bus pick up on Thursdays to accommodate increased demand for transportation

All Adult Day Services staff certifications have completed updated and extensive background checks have been performed through the Liaison-National Background Check Program



UNIVERSITY OF RHODE ISLAND

Collaborated with URI Nursing, Gerontology, Psychology, Exercise Science, Speech/Hearing, Food Science, and Pharmacy departments to offer educational programming throughout the year

1,047.5 volunteer hours were provided by Pharmacy, Gerontology and Nursing students from the University of Rhode Island



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

Received \$37,540 in Title IIIB Senior Centers and Supportive Services grant funding

Received \$122,691 in program funding support from the Town of Narragansett as a Cost Share Community

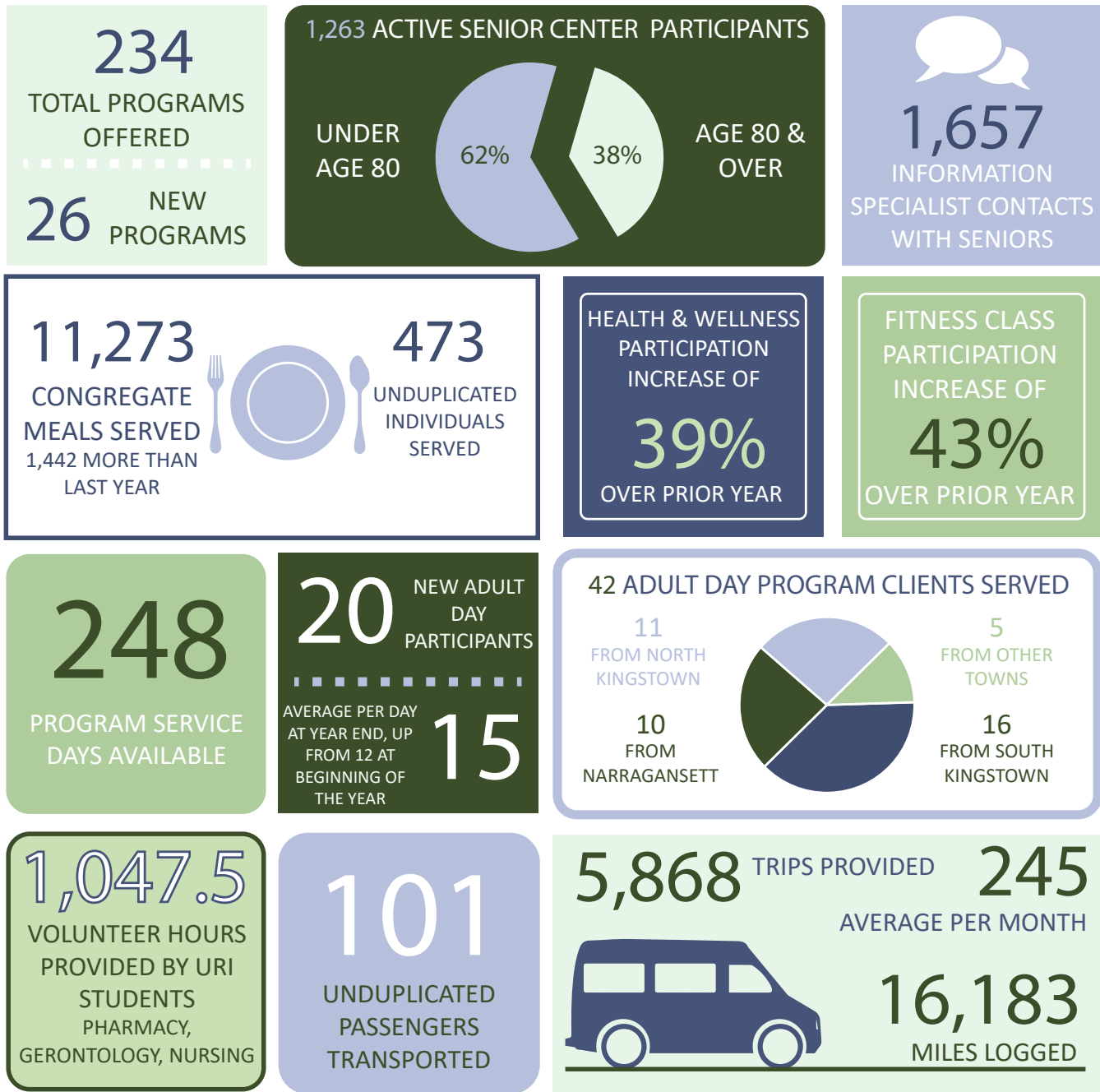
Received \$33,303 in program funding support from the Town of North Kingstown as a Cost Share Community



PROVISION OF CORE SERVICES & FACILITIES

Completed the rehabilitation of and infrastructure improvements to the Tetreault Senior Center Annex including replacement of windows, doors, exterior shingles, and interior ceiling; The project was 100% funded through Community Development Block Grant, including through contributions from the Town of Narragansett CDBG funding

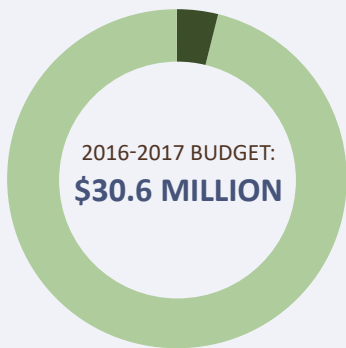
PERFORMANCE METRICS





DEPARTMENT BUDGET:

\$1,218,385



EMPLOYEES



The mission of **THE SOUTH KINGSTOWN PUBLIC LIBRARY** is to provide free, convenient, and equal access to print and non-print materials, services and technologies that support our community's informational, educational, cultural, and recreational needs.



www.facebook.com/pages/South-Kingstown-Public-Library/

PROGRAM DESCRIPTION

The Town's library system is comprised of the Peace Dale Library, and two branch libraries; Kingston Free Library and Robert Beverly Hale Library. In 1975, the Town established the South Kingstown Public Library, uniting three previously independent libraries. In addition to offering access to a collection of print, non-print, and electronic resources, the Library offers educational and cultural programs for all age groups, meeting rooms, and study space. A member of the Ocean State Libraries consortium, the Library offers card holders access to seventy-two library collections across the state of Rhode Island. In addition, card holders can even borrow museum and zoo passes allowing free or reduced entry costs. The libraries are rich with information, culture, and history, come visit!

FEATURED PROGRAMS & PROJECTS

SKPL.ORG WEBSITE REDESIGN

The Town of South Kingstown successfully launched a new, feature rich website, available at www.southkingstownri.com. For many years, the South Kingstown Public Library has maintained a unique web address www.skpl.org, which had been managed separately from the Town's site, and was hosted on a different platform. As such, it was not part of the initial conversion. After the successful launch of the new Town site, the IT Department worked with the vendor and the Library Division to convert the Library's website to the new platform, allowing for consistency across both Town sites, while retaining the familiar web address www.skpl.org. The new site's modern

design includes a range of features that enhance the user experience, including device-optimization ensuring the best presentation on all user devices, smart phones, tablets, or computers. We hope that residents and visitors alike will find our new site helpful and easy to use.

ENHANCED PROGRAMMING AND OFFERINGS

The Libraries continued to make some notable achievements specific to enhanced programming and offerings. The Libraries offer a wide array of cultural and educational classes, events, and special activities as part of its commitment to serving the community. In just the past year, the offerings expanded by 222 unique programs to now total 770 programs annually, in addition to seeing an overall increased program participation rate of 9.73%. While maintaining a commitment to expand the print material collection, now numbering almost 80,000 between the three libraries, the Library staff worked to expand the audio and e-book collection with close to 73,000 audio and e-books now available. In addition, wi-fi is available for public use at each of the three libraries for patrons visiting the library to peruse books, find a quiet study space, or hold a group meeting in one of the meeting rooms.

GRANITE WATERING TROUGH RELOCATION & REDEDICATION

Also referred to as ‘the fountain’, the 3-tier granite watering trough was originally located in the center of Kingstown Road, between the Peace Dale Library and the Peace Dale Office Building. Designed by a member of the Hazard family, the 3-tier structure was carved out of local granite by Narragansett Indian stonemasons, and was installed and gifted to the community in 1890 to serve as a watering trough for horses, oxen, and dogs. The trough was first moved in 1950 to the west side of the Library grounds due to a road construction project, where it stood tucked away in the years since.

The Town was notified by RIDOT in 2016 that due to a road construction project, the trough would have to be moved once again. The relocation project involved cooperation between the Town’s

Library, Facilities, and Highway departments, as it was delicately disassembled, moved, and reassembled. Its new (and hopefully final) location next to the Peace Dale Library’s main entrance allows this piece of history a spot of prominence. A rededication was held on June 10, 2016, where a new commemorative plaque was installed, and the one of a kind fountain began working again.

KINGSTON FREE LIBRARY RENOVATIONS

Built in the year 1775 to serve as a county courthouse, the Kingston Free Library is the second oldest public building in South County. A building with such age and history requires special care and maintenance. Supported by Library Improvement funds, the building’s exterior was painted, returning its distinguished mansard roof and belfry to its original elegance.

With 71,422 visitors to the Kingstown Free Library in the last year alone, the carpeting – installed in 1994 – was due for an update. Benefiting from





the generosity of a Champlin Foundations grant of over \$18,000, new carpeting was installed within the Library's main floor, stairwell, and second floor offices. With all the great materials and programs available at Kingston, it will weather many footsteps to come.

STUDENT-BUILT PEACE DALE LIBRARY SIGN KIOSK

The Peace Dale Library has a new sign kiosk, a project proudly built by South Kingstown High School students, and lead by the wood shop teacher. The

new sign, which stands in a prominent location on the Library's front lawn, shares information about upcoming programs and events at the library. The new sign was designed to match other signs around Town, such as on the Village Green and at Old Mountain Field. The students did all the work, including construction of the sign, shingling the wood shake roof, digging the holes, mixing the concrete, and pouring the footings. Many thanks to these students for their generous efforts.

FIRE ALARM SYSTEMS UPGRADE

Benefitting from the generosity of a Champlin Foundation grant, all three of the Town's public library buildings were able to install new fire alarm systems, to replace the existing systems which were over twenty years old. Among other features, the new technology identifies the specific area of concern, and provides this information to the Town's Public Safety Dispatchers, allowing them to notify first responders while en route to the library of the exact location of concern - making every second count in an emergency.

FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

Developed and implemented computer/eDevices training/help programs for the public



PROVISION OF CORE SERVICES & FACILITIES

Installed roadside sign at the Peace Dale Library, built by SKHS students, to promote library events and services

Continued to develop a plan to improve the Town's library services, formulated by Trustees, staff, and members of the public

Upgraded the fire alarm system at all three library buildings

Increased the number of programs offered by 222 programs

Increased program participation rate by 9.73%

Continued the expansion of the audio and e-book collection, increasing by 16.3% over the prior year to total 72,856



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

Submitted a grant to The Champlin Foundation to purchase new furniture for the Main Library areas of the Peace Dale Library



CULTURAL & HISTORIC RESOURCES

Performed building improvements at the historic Kingston Free Library building, including exterior painting returning the building’s mansard roof and belfry to its original elegance

Completed the relocation project of the historic 3-tier Granite Watering Trough at the Peace Dale Library

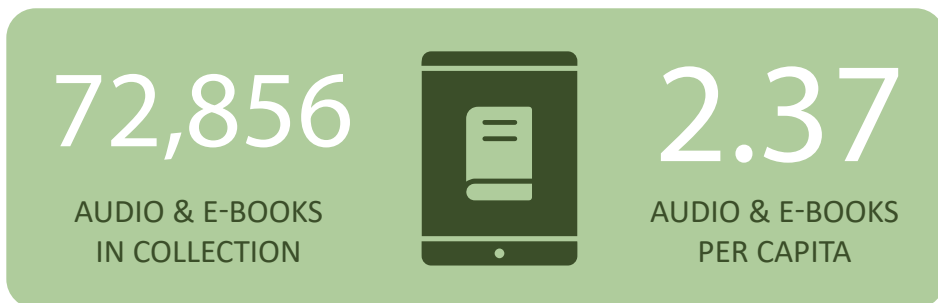
Installed decorative and descriptive plaques to grounds in front of The Weaver and the Granite Watering Trough, to provide visitors with information about each



UNIVERSITY OF RHODE ISLAND

Partnered with URI’s Library & Information Studies graduate program to offer internships and engage graduate students for professional field experience

PERFORMANCE METRICS



NON-DEPARTMENTALS

The following items were also included within the Town’s municipal budget program for FY 2016-2017:

TOWN COUNCIL, BOARDS & COMMISSIONS

The Town Council, and some of the Town’s Boards and Commissions receive funding to support work efforts and related programs. Funding is included for the purposes of Town Council, Budget Referendum, Probate Court, Assessment Board of Review, Planning Board, Conservation Commission, and Zoning Board of Review related expenses.

TOWN COUNCIL,
BOARDS & COMMISSIONS
BUDGET:

\$45,125



INSURANCE & CLAIMS

The Insurance and Claims portion of the budget provides funding for the following items:

MUNICIPAL INSURANCE: This account provides funding for the payment of all insurance premiums for public liability, comprehensive liability, auto liability, public officials liability, and fire and building insurance for all Town agencies and departments that are resident to the General Fund. All enterprise and special revenue funds are responsible for funding their respective risk management-related costs. The Town has been a member of the Rhode Island Inter-local Risk Management Trust since 1988. This cooperative pool, with other Rhode Island cities and towns, allows the Town to take advantage of volume premium discounts.

UNEMPLOYMENT INSURANCE: Rhode Island state law requires that state and local governments provide unemployment insurance for their employees; therefore the Town must appropriate money to fund unemployment claims filed. The Town does not experience large employee turnover, and therefore does not pay exorbitant unemployment benefit costs.

WORKERS’ COMPENSATION: This account provides funding for Workers’ Compensation Insurance for Town personnel budgeted in the General Fund, with the exception of Public Safety and EMS employees, who are covered under separate State statues for on-the-job injuries. Workers’ compensation costs continue to rise at significant rates due to heightened risk factors, high cost of medical care, and increases in reinsurance premiums.

INSURANCE & CLAIMS
BUDGET:

\$917,570



FUND CONTINGENCY: This account provides funds to accommodate any emergency situation that might arise during the fiscal year for which there is not sufficient funds budgeted. Situations such as a major fire, major equipment breakdown, or unanticipated snow removal costs such as those due to severe winter storms would be charged to this account.

TOWN HEALTHCARE: This account provides municipal funding for the Annual Required Contribution (ARC) for Other Post-Employment Benefits (OPEB), as well as for contingency funding in case of adverse development within incurred costs. OPEB costs associated with post employment benefits include the annual payments to meet all unfunded accrued liability associated with those current and retired General Fund employees entitled to some form of employer paid medical, dental, and/or life insurance benefits in retirement, and the current year cost associated with OPEB benefits current employees will earn in the current fiscal year.

HUMAN SERVICE & OUTSIDE AGENCIES

HUMAN SERVICE AGENCIES: The Town is dedicated to the well-being of its residents and makes every effort to ensure that basic needs are being met – particularly for those who are low income, elderly, and/or living with disabilities. The contributions to human service agencies represent the Town’s efforts to support organizations that provide a wide range of services to local residents. In addition to the funding detailed below, it is also noted that the Town also makes additional contributions to several of these agencies through CDBG funding and/or property tax exemptions. Contributions have been made to:

- | | |
|-------------------------------------------|------------------------------------------|
| Tri-County Community Action Agency | South Shore Center |
| Hope Hospice & Pallative Care RI | Welcome House of South County |
| South County Home Health | Domestic Violence Resource Center |
| Thundermist Health Center of South County | Washington County Coalition for Children |
| Easter Seals Rhode Island | Education Exchange |
| Jonnycake Center of Peace Dale | |
| Cane Child Development Center | |

HUMAN SERVICE & OUTSIDE AGENCIES BUDGET:

\$192,714

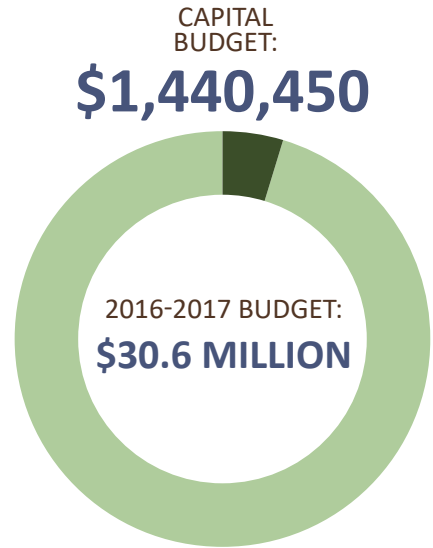


OUTSIDE AGENCIES: The Town strives to support local outside agencies that work toward the betterment of the community, often with limited funding support. Outside agencies are comprised of a number of types of organizations including neighborhood and/or village groups, as well as local commerce, economic development, community organizations, and/or environmental groups. The contributions to outside agencies represent the Town’s efforts to support organizations that provide a wide range of support to the community and local residents. Contributions have been made to:

- | | |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------|
| RI League of Cities & Towns | Washington County Regional Planning Council |
| The Veterans Day Parade, the Memorial Day Parade, and the Firefighters’ Memorial Parade | South Kingstown Partnership For Prevention |
| Union & Kingston Fire Districts | Wakefield Village Association |
| Narrow River Preservation Association | Washington County Community Development Corporation |
| Southern RI Chamber Of Commerce | Southern Rhode Island Volunteers |
| Peace Dale Neighborhood Revitalization, Inc. | VFW Post #916 |

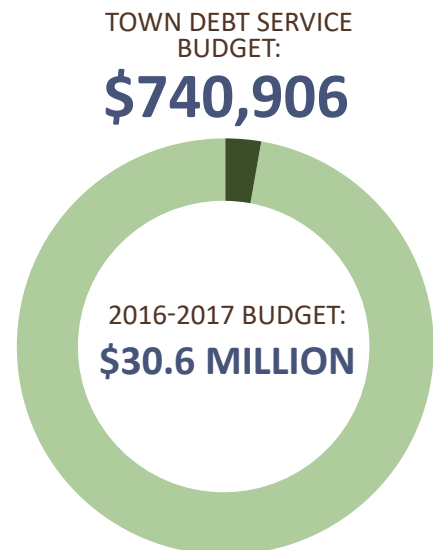
CAPITAL BUDGET

This account provides funding for the Capital Budget portion of the FY 2016-2017 Adopted Budget, and is the first year spending program of the six year Capital Improvement Program (CIP). The CIP's first year spending program is also referred to as the 'Pay-As-You-Go' element. The Town uses the Capital Improvement Program (CIP) to strategically invest in and develop capital projects. A project that is included in the Town's capital budget is defined as requiring the expenditure of public funds, for the purchase, construction, enhancement, or replacement of physical infrastructure and/or assets. Capital facilities and infrastructure refer to all public (both municipal and school) facilities such as buildings, streets, bridges, water and wastewater systems, parks, and solid waste disposal facilities. The formal document detailing the entire six year Capital Improvement Program for Fiscal Period 2016-2017 through 2021-2022 is available on the Town's website.



DEBT SERVICE

The Debt Service Fund is used to account for the principal and interest payments for the issuance of bonds, notes, or other obligations secured by the Town and in accordance with the Town charter, for municipal related debt.



FISCAL YEAR 2016-2017 IN REVIEW

ADOPTED BUDGET

The final budget for FY 2016-2017, inclusive of all funds, was adopted by the Town Council on April 25, 2016 in the amount of \$92,432,421.

Funding was allocated in the amount of \$31,277,700 (33.8%) for municipal programs and municipal related debt service and \$61,154,721 (66.2%) for school programs and school related debt service.

TAX LEVY

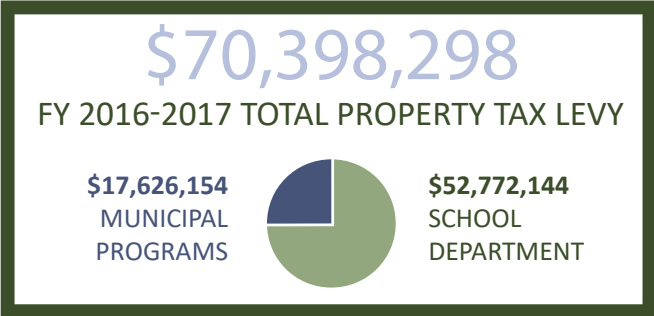
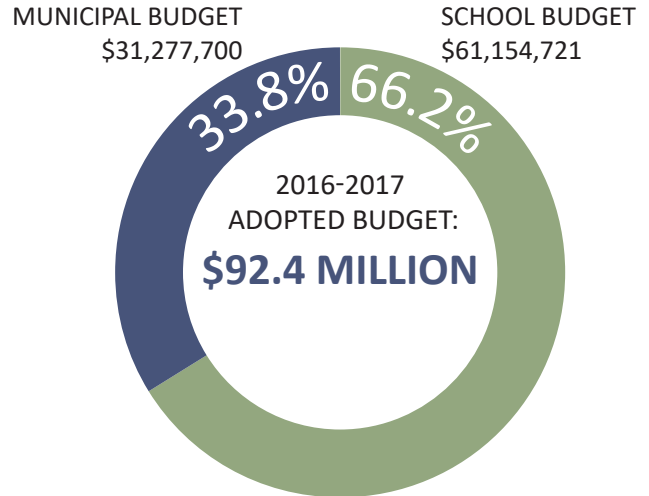
Based upon the historical state and local tax structure in Rhode Island, cities and towns must rely on property tax as the principal revenue source to support municipal and school services. In the FY 2016-2017 Adopted Budget, the required property tax levy inclusive of the motor vehicle excise tax and overlay, amounts to \$70,398,298. The property tax allocation for municipal programs was \$17,626,154 and \$52,772,144 for school services and facilities.

TAX RATE

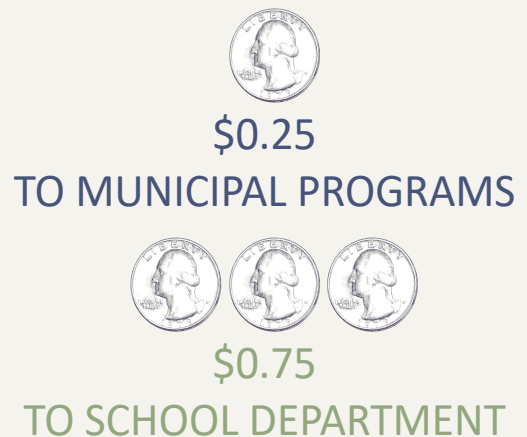
The property tax rate to support this tax levy equated to \$15.09 per thousand dollars, with \$11.31 allocated to school purposes and the remaining \$3.78 for municipal services.

PROPERTY TAX ALLOCATION

For every dollar paid in property tax, 75 cents was allocated to the School Department and 25 cents was allocated to municipal programs and services.

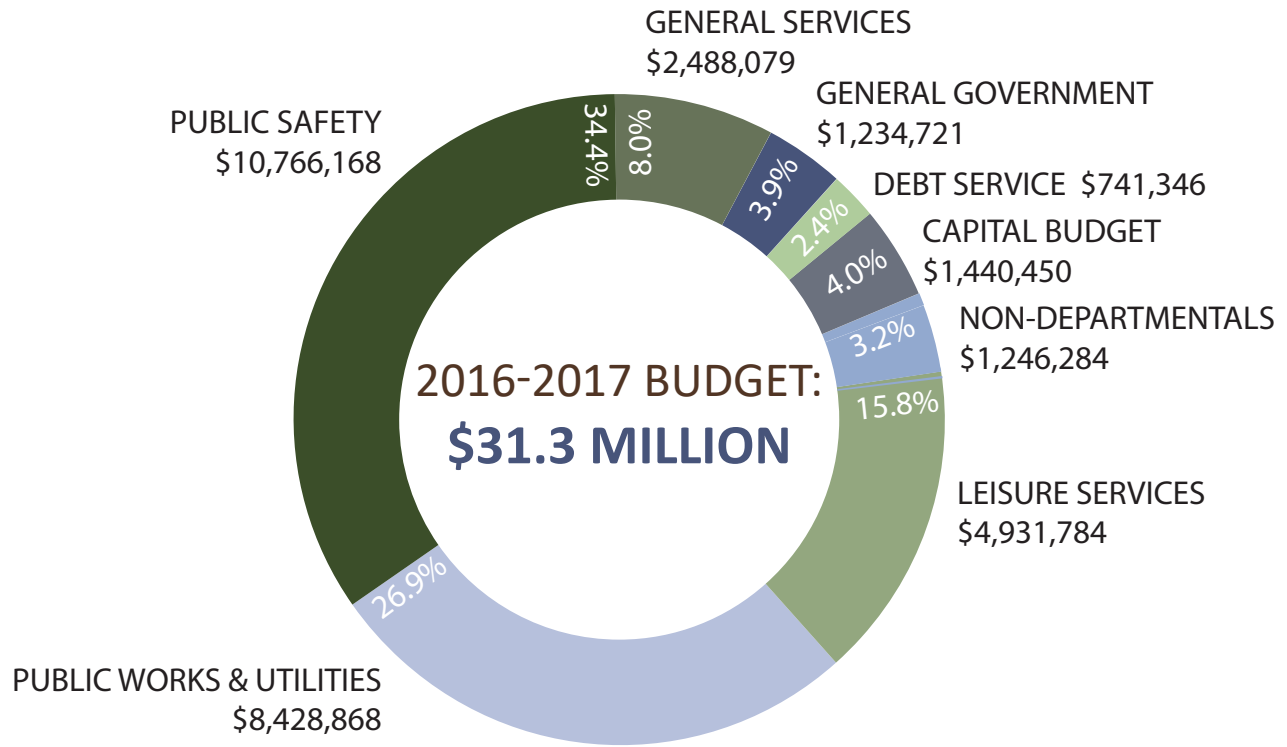


FOR EVERY \$1 PAID IN PROPERTY TAX

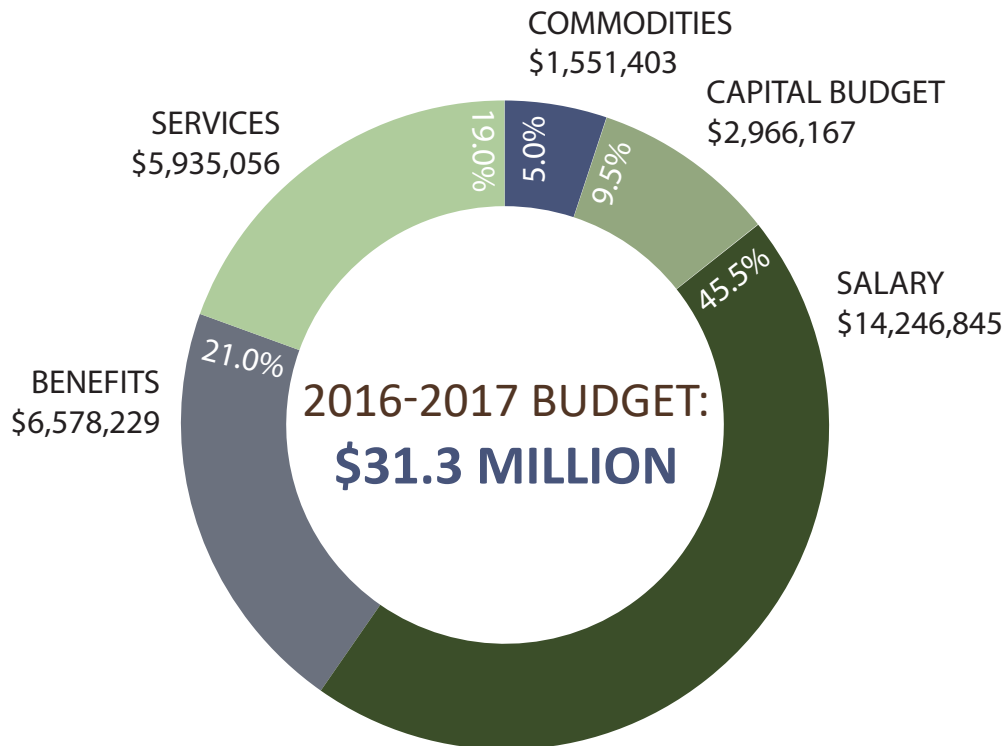


FY 2016-2017 MUNICIPAL PROGRAMS BUDGET

FY 2016-2017 MUNICIPAL ADOPTED BUDGET BY FUNCTION

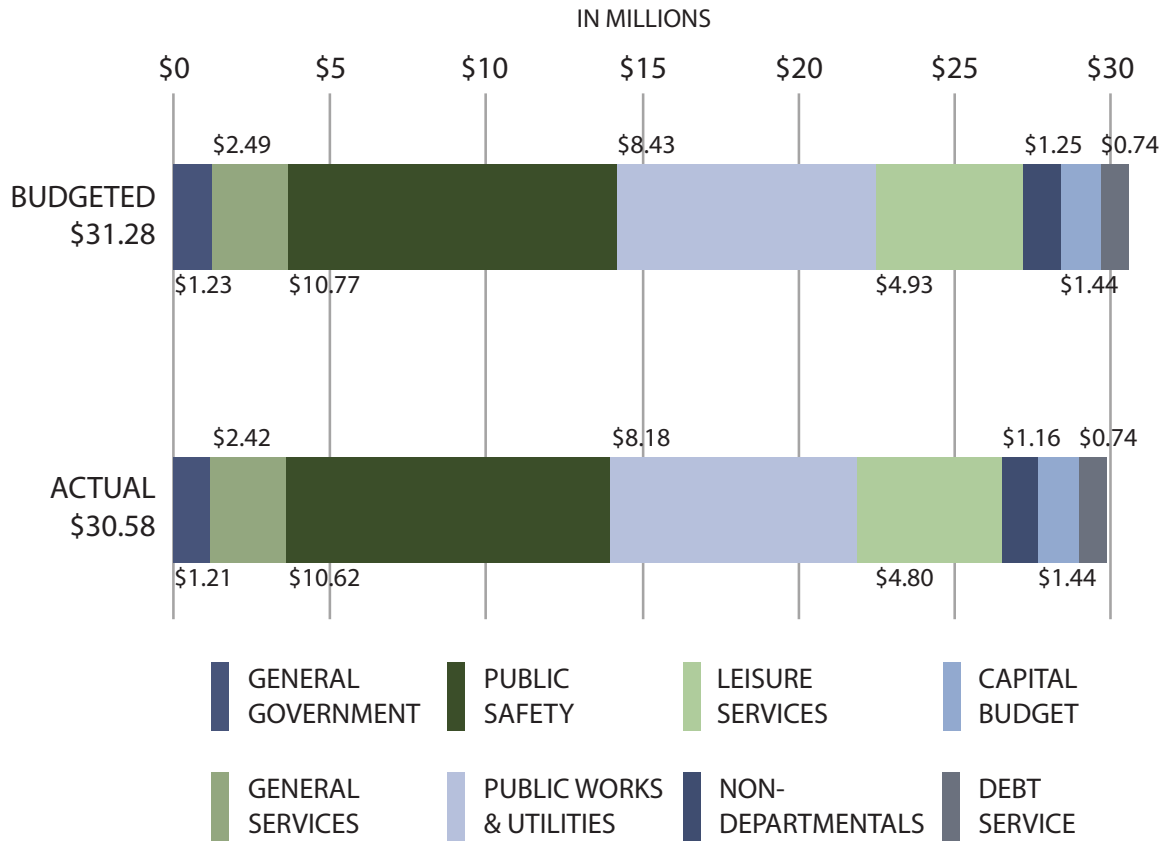


FY 2016-2017 MUNICIPAL BUDGET BY CATEGORY



FY 2016-2017 ACTUAL EXPENSES AS COMPARED TO ADOPTED BUDGET

The Town’s municipal programs were allocated \$31,277,700, and as of the close of the fiscal year, had expenditures totaling \$30,580,341.



The FY 2016-2017 actual expenditures were \$697,359 less than adopted expenditures, with \$390,185 less in General Fund, and \$307,174 less in the Town’s special revenue and enterprise funds. General Fund budget surplus transfers to the Unassigned Fund Balance, and special revenue and enterprise fund budget surplus are retained within the respective funds as unrestricted net assets.

FUND	\$	OVER/UNDER
101 General Fund	(\$390,185)	UNDER
302 PDOB Fund	\$6,270	OVER
304 Senior Services Fund	(\$2,384)	UNDER
306 Guild Fund	\$18,876	OVER
308 Community Recreation Center	(\$116,622)	UNDER
400 Town Debt Service	(\$440)	UNDER
702 Water	(\$163,927)	UNDER
704 Wastewater	\$22,578	OVER
706 Trash & Recycling	(\$71,525)	UNDER
EXPENSES LESS THAN ADOPTED	(\$697,359)	UNDER

BOARDS & COMMISSIONS

The Town has several Boards and Commissions, each serving a specific purpose. Members of the Town's Boards and Commissions are appointed by the Town Council. For further detail on the Town's Boards and Commissions, including current membership, meeting dates and times, as well as agendas and minutes, please visit the Town's website.

Residents who wish to be considered for appointment by the Town Council to a Town Board or Commission need to complete and submit an Application for Appointment. Applications and further information is available on the Town's website or in the Town Clerk's Office.

AFFORDABLE HOUSING COLLABORATIVE COMMITTEE

The Affordable Housing Collaborative assists the Town Council in overseeing the implementation of and advocates for affordable housing measures identified in the South Kingstown Affordable Housing Production Plan, a component of the South Kingstown Comprehensive Community Plan.

ASSESSMENT BOARD OF REVIEW

The Assessment Board of Review shall hear and consider the appeal of any property owner concerning the amount of his/her assessed valuation as determined by the Town Assessor.

BICYCLE-PEDESTRIAN ADVISORY COMMITTEE

The Bicycle-Pedestrian Advisory Committee (BPAC) promotes walking and biking initiatives across the community through education and outreach efforts and advising the Town Council on how to consider the needs of cyclists and pedestrians within the Town's circulation infrastructure.

BUILDING CODE BOARD OF APPEALS/ MINIMUM HOUSING

The Building Code Board of Appeals hears appeals from aggrieved parties regarding the

interpretation, requirements, direction, or failure to act under the State Code by the Building Inspector. This board also serves, when needed, as the Minimum Housing Board of Appeals.

CANVASSING AUTHORITY

According to the Election Laws of the State of Rhode Island, the Canvassing Authority shall have and discharge all of the functions, powers and duties of the Town Council concerning nominations, elections, registration of voters and canvassing rights, the preparing and correcting of the voting lists, and other matters relating thereto, which powers are transferred to the local board.

CONSERVATION COMMISSION

The Conservation Commission promotes and develops natural resources to protect watershed resources, and to preserve natural aesthetic areas, among other functions.

ECONOMIC DEVELOPMENT COMMITTEE

In order to promote a stable and diversified local economy and enhance the quality of life in South Kingstown, the Town Council appoints an Economic Development Committee to serve in an advisory capacity to the Planning Board and the Town Council.

HISTORIC DISTRICT COMMISSION

The Historic District Commission promotes historic preservation in South Kingstown, specifically reviewing projects having an impact on the Kingston Historic District.

HOUSING AUTHORITY

The Housing Authority of South Kingstown was established on April 24, 1961, to provide and maintain low income housing and housing for the elderly.

LIBRARY BOARD OF TRUSTEES

A Town ordinance enacted June 9, 1975, established a free public library. The Board of

Trustees govern and are the legal guardians of the South Kingstown Public Library.

PLANNING BOARD

The Planning Board is engaged in land use development management, which includes a broad spectrum of activities concerning land use, development and the regulations which govern the process.

RECREATION COMMISSION

The Recreation Commission was created to administer and oversee of the Town's parks and recreation program.

ROUTE 138 RECONSTRUCTION PROJECT AREA COMMITTEE

The Project Area Committee for the Reconstruction of Route 138 serves as an advisory body to the Town Council on matters concerning the planning, design, and construction of Route 138 by RIDOT.

SAUGATUCKET VETERANS' MEMORIAL PARK COMMISSION

The Saugatucket Veterans' Memorial Park Commission was re-established by the Town Council on June 23, 2014. It is the intent of the Town Council that additional names of those residents who have given military service to their Country in time of war or conflict be added in a timely fashion to the Memorial located in the Saugatucket Veterans' Memorial Park.

SOUTH KINGSTOWN PARTNERSHIP FOR PREVENTION

The South Kingstown Partnership for Prevention (SKPP) is charged to lead the Town of South Kingstown in substance abuse prevention activities by using a variety of strategies and resources in partnership with multiple, specifically required sectors of the community to design and control a multitude of prevention programs.

SUSTAINABILITY COMMITTEE

The South Sustainability Committee (SKSC) promotes the incorporation of green technologies

and behaviors across the community, including but not limited to the proper use of renewable energy resources through research, education and outreach efforts involving town officials, residents and commercial entities.

TECHNICAL REVIEW COMMITTEE

The Technical Review Committee (TRC) conducts technical reviews of applications for subdivisions and land development projects subject to Planning Board jurisdiction, and provides an advisory recommendation to the Planning Board.

TRAFFIC & TRANSPORTATION REVIEW COMMITTEE

The Traffic & Transportation Review Committee (T²RC) reviews all traffic and transportation related requests and projects, and provides direction to staff and advisory recommendations to the Town Council.

TRUSTEES OF SOUTH KINGSTOWN SCHOOL FUNDS

The Trustees of the South Kingstown School Funds is a corporation which was created by an Act of the General Assembly at its January Session in 1911, and is authorized to receive and manage all school and educational funds.

WATERFRONT ADVISORY COMMISSION

The Waterfront Advisory Commission serves as an advisory body to the Town Council on matters concerning the maintenance and development of the Town's property in the coastal zone and the management of recreational and commercial waterfront activities, the preservation of existing shoreline access and the expansion of both physical access and visual and scenic enjoyment of the shoreline by the public.

ZONING BOARD OF REVIEW

The Zoning Board of Review was established by the Town Charter, Section 4920, and its procedures are governed by the Zoning Ordinance, Article 5, which includes but is not limited to authorizing upon application special use permits and variances of the Zoning Ordinance.



The Town Manager and the Department Directors and Division Heads who served the Town of South Kingstown during FY 2016-2017 are listed below.

TOWN MANAGER	Stephen A. Alfred
TOWN SOLICITOR	Michael A. Ursillo
DIRECTOR OF ADMINISTRATIVE SERVICES	Aimee Y. Reiner
PERSONNEL ADMINISTRATOR	Sandra Sullivan
TOWN CLERK	Dale S. Holberton
FINANCE DIRECTOR	Patricia A. Sunderland
TAX COLLECTOR	Mary Ann Packer
INFORMATION TECHNOLOGY DIRECTOR	Lori Ann Fox
TOWN ASSESSOR	Jean Paul Bouchard
DIRECTOR OF PLANNING	Chelsea Siefert
BUILDING OFFICIAL	Jeffrey T. O'Hara
CHIEF OF POLICE	Joseph P. Geaber, Jr.
EMERGENCY MEDICAL SERVICES DIRECTOR	Craig E. Stanley
ANIMAL SHELTER MANAGER	Ann Marie Mitchell
HARBORMASTER	Michael Stach
FIRE ALARM SUPERINTENDENT	Lance Whaley
DIRECTOR OF PUBLIC SERVICES	Jon R. Schock
TOWN ENGINEER	Joshua Rosen
HIGHWAY SUPERINTENDENT	Paul Ferrandi
WATER SUPERINTENDENT	Lucien Masson
WASTEWATER SUPERINTENDENT	Kathy Perez
DIRECTOR OF LEISURE SERVICES	Theresa L. Murphy
RECREATION SUPERINTENDENT	Catherine Larlham
PARKS SUPERINTENDENT	Rex Eberly
RECREATION CENTER MANAGER	Craig Bryant
SENIOR CENTER DIRECTOR	Susan DiMasi
LIBRARY DIRECTOR	Laurel Clark
FACILITIES SUPERINTENDENT	Mark Russo

RESIDENT PHOTOGRAPHY

Page i, 10, 17: Victoria Dority

Thank you to the many staff members who also shared photographs used in this report.

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Giovanni Tagliente	Martin Vanco	
Gregor Črešnar	No More Heros	







SOUTH KINGSTOWN RECREATION CENTER



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