

Town of South Kingstown



Annual Report of Municipal Services FY 2017 - 2018





**TOWN OF SOUTH KINGSTOWN
FISCAL YEAR 2017-2018**

**ANNUAL REPORT OF MUNICIPAL SERVICES
OCTOBER 2018**

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 2017-2018**



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HONORABLE TOWN COUNCIL MEMBERS:

This Annual Report provides information about the Town's municipal services delivered to the community during fiscal year 2017-2018.

The Annual Report is designed to explain the municipal programs and services delivered to the community over the course of the most recent fiscal year. Readers will note the Annual Report includes identifying how each department's work relate to the Town Council's adopted Goals and Objectives. The Annual Report highlights key departmental projects, programs, and metrics as well as providing budgetary comparisons between adopted and actual expenditures for the year.

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 in the preparation of this year's Annual Report. Ms. Reiner's efforts in conjunction with Department Directors to provide informative content that identifies projects, accomplishments, and work efforts, combined with the Planning Department's assistance with graphic design, produced a useful and accessible report on how our 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. I am pleased to submit the FY 2017-2018 Annual Report of Municipal Services to the Town Council and to members of the South Kingstown community.

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

Sincerely,

ROBERT C. ZARNETSKE
TOWN MANAGER

SOUTH KINGSTOWN FUN FACTS



ESTABLISHED
1658
INCORPORATED
1723



56.98 SQ MI
LAND AREA



5.32 SQ MI
WATER AREA



POPULATION OF
30,788

2.9%
OF STATE
POPULATION

24%
OF WASHINGTON
COUNTY
POPULATION

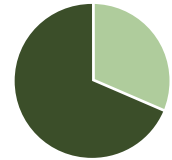
5

TOWN
COUNCIL
MEMBERS

13,218
HOUSING UNITS



11,640
ACRES OF
PRESERVED LAND



32% OF
LAND AREA

2,318
SEASONAL
HOUSING UNITS
17.5% OF TOTAL

612
AFFORDABLE
HOUSING UNITS
5.61% OF TOTAL

AVERAGE
HOUSEHOLD SIZE

2.9



\$73,801
MEDIAN
HOUSEHOLD
INCOME



1
PUBLIC
HIGH
SCHOOL

2
PUBLIC
MIDDLE
SCHOOLS

4
PUBLIC
ELEMENTARY
SCHOOLS

UNEMPLOYMENT
RATE
3.9% IN SK
4.5% IN RI

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 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 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 11,640 acres (32%) of the land area in the community as of September 2018.

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.

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 2017-2018 academic year consists of 18,318 students (with 14,726 undergraduates, 1,998 graduate students, and 1,594 certificate and non-degree students) and represents 48 states and 65 countries. URI is one of the top ten largest

employers in the State of Rhode Island, with a combined faculty and staff of 3,128.

EMPLOYERS & TOURISM

Besides URI, major employers in the Town include Schneider Electric, and South County Hospital. In calendar year 2017, 41.6% of residents worked in South Kingstown, 7.5% worked outside of Rhode Island, and the unemployment rate averaged 3.9% well below the state's average of 4.5%. 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.




10 MILES
OF UNDISTURBED
BEACHES

23
PUBLIC PARKS &
FACILITIES




HOME TO
KINGSTON TRAIN
STATION



HOME TO THE
UNIVERSITY OF RI

7 MILES


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



HOME TO SOUTH
COUNTY HOSPITAL

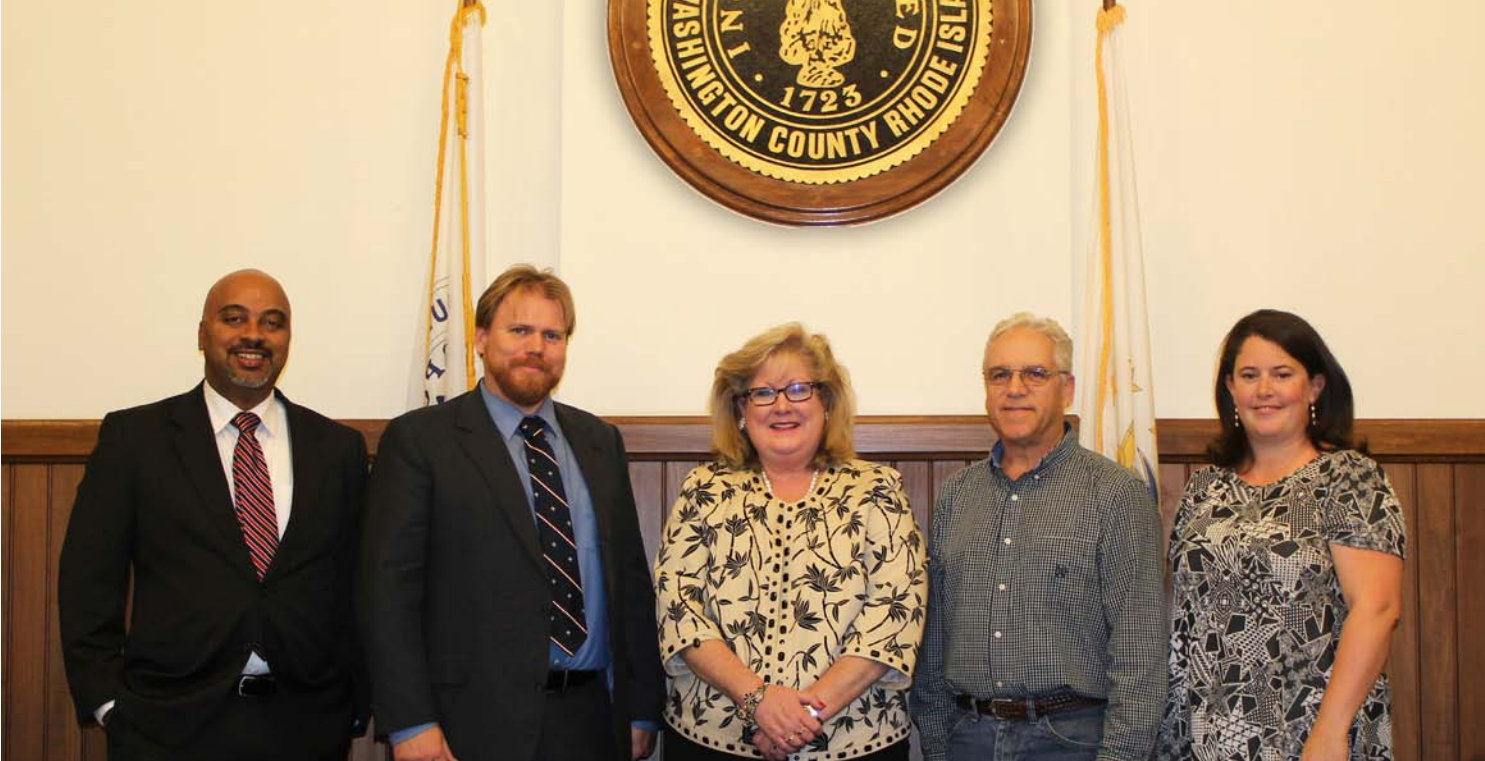


3
PUBLIC LIBRARIES

2
VOLUNTEER FIRE
DISTRICTS



KINGSTON FIRE
DISTRICT
&
UNION FIRE
DISTRICT



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.

TOWN MANAGER SEARCH

In early Fall 2017, the Town Council began working with a consulting firm to conduct an executive search for the recruitment of South Kingstown's next Town Manager, as a result of the announcement by Town Manager Stephen A. Alfred of his upcoming retirement after forty-two years of dedicated service to the Town. The Town Council greatly appreciated the valuable input of citizens and Town staff about the qualifications, experience, and characteristics that the Council should consider in looking for the next manager. Following a national search, the Town Council received 42 applications, considered a number of finalists, and held interviews in late November. On December 18th, 2017 the Town Council voted to appoint Robert C. Zarnetske as South Kingstown's

next Town Manager. Mr. Zarnetske assumed his new responsibilities effective January 16th, 2018.

VIEW MEETINGS LIVE & ON DEMAND

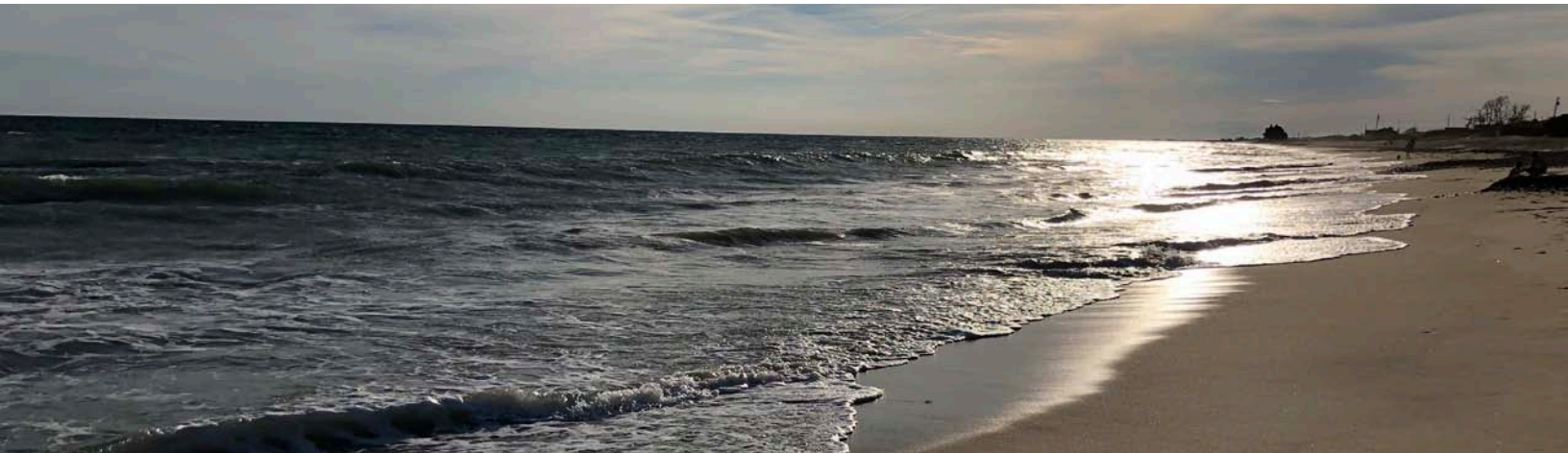
Regular Sessions of the Town Council can be viewed online as well as on television. Meetings are live streamed online, and are also available online on demand. Meetings are also aired live on public access television, as well as recorded and aired within a few days of the meeting. Links to view meetings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

CONTACT THE TOWN 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>26 REGULAR MEETINGS 9 CLOSED EXECUTIVE SESSIONS 16 WORK SESSIONS</p> <p>51 MEETINGS</p> 		<p>PRE-SESSION MEETING TIME  6:45 PM</p> <p>REGULAR SESSION MEETING TIME  7:30 PM</p>



TOWN COUNCIL GOALS

The Town Council's Goals and Objectives for the 2016-2018 term, as originally adopted February 13th, 2017 and as amended January 8th 2018, are organized and detailed within twelve main topics, identified below. Throughout this document, the topical areas are identified by the symbol shown.



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

- Compose annual municipal budgets that are efficient, transparent, and engage the general public
- Provide the community with adequate resources for essential public services and programs
- Continue to identify and implement efficiency and effectiveness improvements throughout the Town's municipal 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

- 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
- Utilize the Town's website and other online resources on a broader basis to communicate with and provide information and resources to residents, local business, and other interested parties
- 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 educational programming, facility usage, and capital planning
- Maintain and improve communications and cooperation with local institutional entities, including but not limited to URI, South County Hospital, and Union and Kingston Fire Districts



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

- Support a land use development model that maintains the rural small town qualities of the community, acknowledges the Town's historic villages, promotes sustainability, preserves open space and agricultural land, and enhances the health of our citizenry
- Support appropriately scaled aquaculture uses in the Town's salt ponds



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 10% of the year-round housing stock as low- and/or moderate-income housing
- Promote the production of affordable housing opportunities for young families and special needs populations
- 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



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

- Preserve and protect the cultural, historic, and prehistoric qualities and resources within the community, as appropriate and where possible
- Promote awareness of the community's cultural, historic, and prehistoric qualities and 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

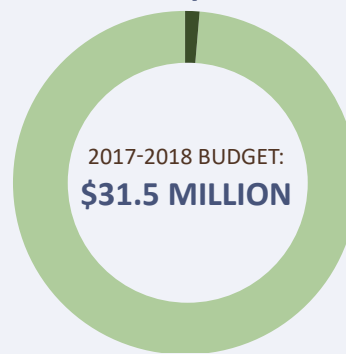
- Work in cooperation with South County Health administration to help ensure the long-term viability of South County Health's community health-care delivery model
- Work in cooperation with South County Health administration across areas of mutual interest, including but not limited to the Town's Public Safety functional areas



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:

\$423,076



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

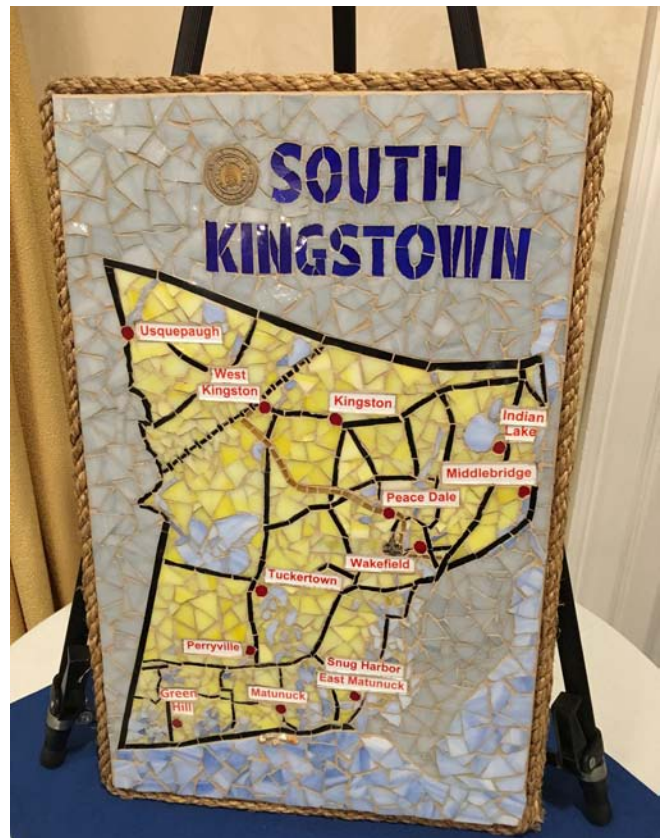
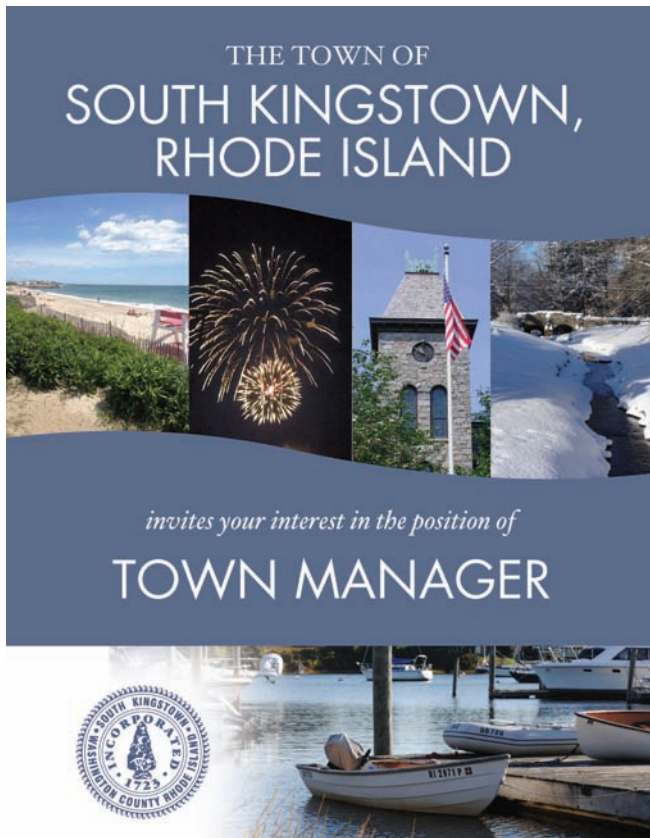
TOWN MANAGER ALFRED RETIRED, ZARNETSKA HIRED

In early Fall 2017, Town Manager Stephen A. Alfred announced his upcoming retirement after forty-two years of dedicated service to the Town. Following the announcement, the Town Council began working with a consulting firm to conduct an executive search for the recruitment of South Kingstown’s next Town Manager. Following a national search, the Town Council received 42 applications, considered a number of finalists, and held interviews in late November. On December 18th, 2017 the Town Council voted to appoint Robert C. Zarnetske as South Kingstown’s next Town Manager. Mr. Zarnetske began in his position as South Kingstown’s Town Manager effective January 16th, 2018.

FEATURED PROJECTS & ACCOMPLISHMENTS

GFOA DISTINGUISHED BUDGET PRESENTATION AWARD

The Town Manager’s Office in coordination with the Finance Director, prepared the FY 2017-2018 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. Receiving the award, especially in the first year of submission, is a notable achievement. For the second year in a row, GFOA presented a Distinguished Budget Presentation Award to the



Town of South Kingstown for its FY 2017-2018 municipal budget.

ANNUAL REPORT

Each year in October, the Town Manager's Office publishes an Annual Report of Municipal Services, which provides the Town Council and the community with information about the municipal programs and services delivered to the community over the course of the most recent fiscal year, highlighting key projects and metrics as well as providing comparisons of adopted and actual budgetary expenditures for the year. The Town Manager's Office published the FY 2016-2017 Annual Report in October 2017, and continued the goal of providing the community with 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 2018-2019 BUDGET, TAX LEVY & TAX RATE

The Town Manager's Office, working closely with the Finance Director, prepared the FY 2018-2019 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 2018.

The final budget for the 2018-2019 fiscal year, in the amount of \$96,620,268 was adopted by the Town Council in a regular session held April 30 2018. Funding is allocated in the amount of \$34,283,846 (35.48%) for municipal services (\$33,243,739) including municipal debt service (\$1,040,107) and \$62,336,422 (64.52%) for school operating programs (\$61,201,571) plus school related debt service (\$1,134,851). The 2018-2019 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 2018-2019 Adopted Budget, the required property tax levy amounts to \$73,798,570. The property tax allocation is budgeted at \$17,993,887 for municipal programs and \$53,952,664 for school services and facilities. The property tax rate to support this tax levy equates to \$15.68 per thousand dollars, resulting in 76 cents of every dollar paid in property tax



being spent on schools, and the remaining 24 cents spent on the municipal program.

CAPITAL IMPROVEMENT PROGRAM

The Town Manager presented the 6-year Capital Improvement Program (CIP) for the period FY 2018-2019 through FY 2023-2024 to the Town Council in January 2018. 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 22, 2018 with a FY 2018-2019 Capital Budget program in the amount of \$3,117,500 and a Six Year Long Term Element

program in the amount of \$19,799,878 for the period FY 2018-2019 through FY 2023-2024.

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.

In fiscal year 2017-2018, three of the Town's four municipal unions (IAFF Local 3365, NEARI Local SKMEA, and Council 94 Local 1612) completed the third year of three year agreements. Negotiations for successor agreements began in the Spring of 2018 with representatives from each of the bargaining units. Negotiations were completed successfully, and new three year contracts were implemented for each of the bargaining units effective July 1, 2018 through June 30, 2021. The International Brotherhood of Police Officers (IBPO), Local 489 representing the South Kingstown Police



Department, completed the second of a three year agreement which extends through June 30, 2019.

CodeRED EMERGENCY NOTIFICATION SYSTEM

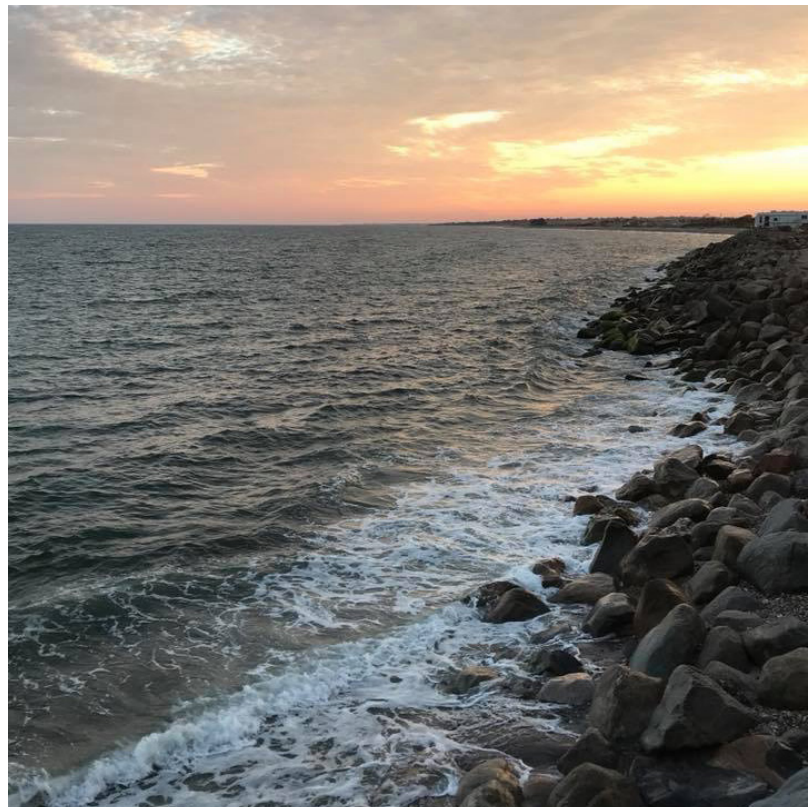
In 2011, the Town began to use a purchased service for resident emergency notification. The Town has used the system on several occasions in recent years in response to time sensitive events having potential impact on the community, including coastal and rain-based flooding events, hurricane/ tropical 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



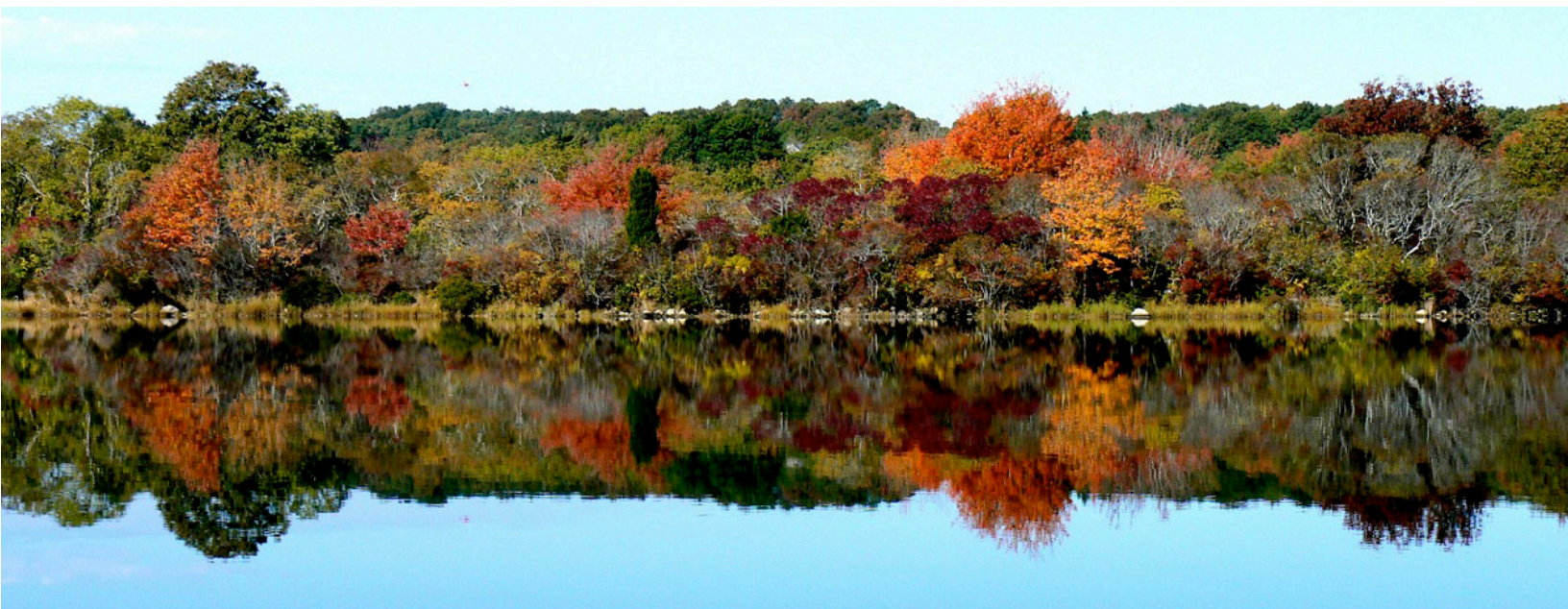
BUDGET DEVELOPMENT & FISCAL MANAGEMENT

- Prepared and submitted to the Town Council a 6-year Capital Improvement Program (CIP) for the period of FY 2018-2019 through FY 2023-2024
- Received the GFOA's Distinguished Budget Presentation Award for the FY 2017-2018 Municipal Budget for the second year in a row
- Prepared and submitted to the Town Council the FY 2018-2019 Town Manager Proposed Budget, and prepared the FY 2018-2019 Town Council Adopted Budget
- Prepared the FY 2018-2019 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 2017-2018 operating and capital budget program



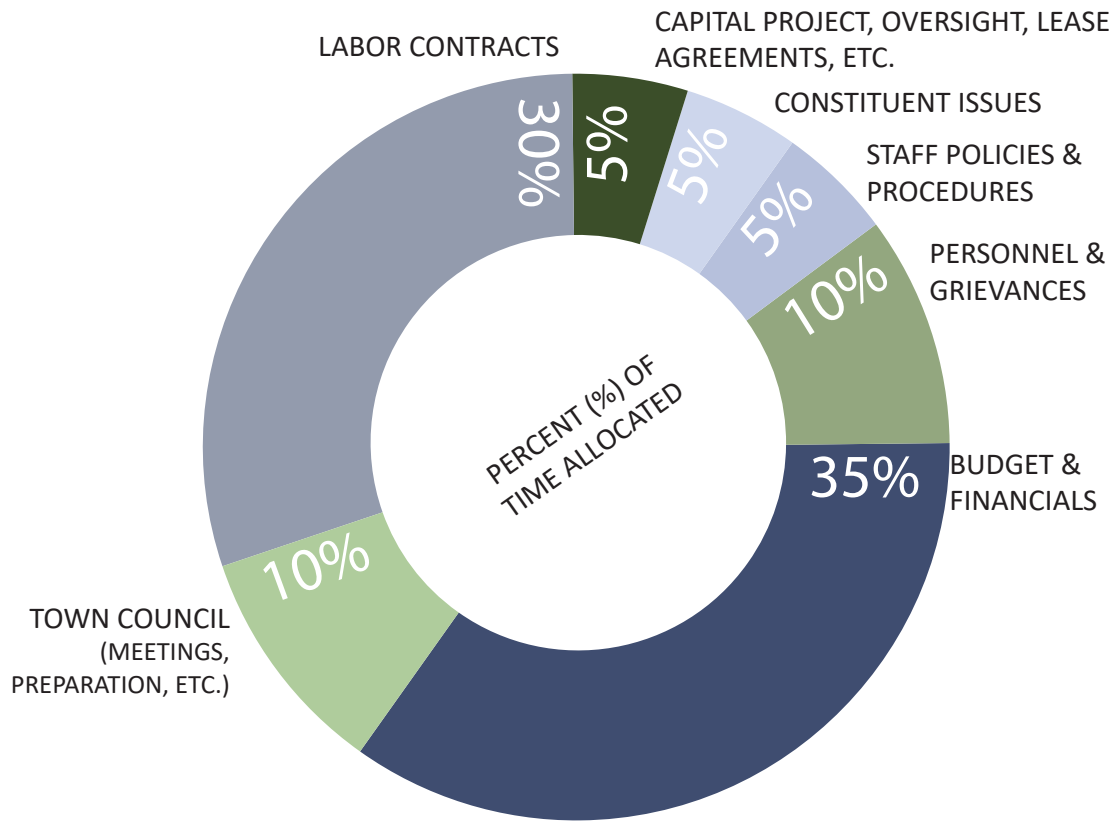
PROVISION OF CORE SERVICES & FACILITIES

- Prepared and submitted to the Town Council the FY 2016-2017 Annual Report of Municipal Services
- Provided management oversight of major Town projects
- Conducted negotiations with Council 94 Local 1612, IAFF Local 3365, and NEARI Local SKMEA, whose collective bargaining agreements expired June 30, 2018; Negotiations were completed successfully, and new three year contracts were implemented for each of the bargaining units effective July 1, 2018 through June 30, 2021
- Assisted the Town Council with the updating of their 2016-2018 term Goals & Objectives



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

51
TOWN COUNCIL MEETINGS

26 REGULAR MEETINGS
9 CLOSED EXECUTIVE SESSIONS
8 WORK SESSIONS
8 BUDGET WORK SESSIONS

Aa1
MOODY'S BOND RATING

2017-2018 ADOPTED BUDGET
2ND YEAR IN A ROW

GFOA
DISTINGUISHED BUDGET PRESENTATION AWARD

26
DEPARTMENT & DIVISION HEADS

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

4 MUNICIPAL UNION CONTRACTS

3 IN 3RD YEAR OF 3 YEAR CONTRACT

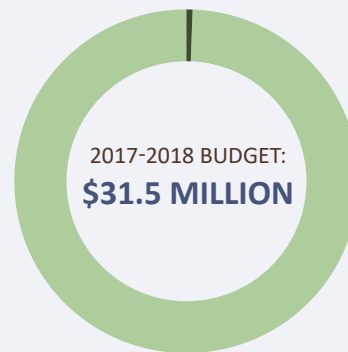
1 IN 2ND YEAR OF 3 YEAR CONTRACT



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:

\$181,556



2017-2018 BUDGET:

\$31.5 MILLION



**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

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 firm supported the Town Council during the recruitment and selection process for the Town's new Town Manager.

The firm assisted with the execution of a Solar Agreement that will result in significant long term savings with regard to electrical expenses for the Town.

The firm 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 firm 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 firm 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.

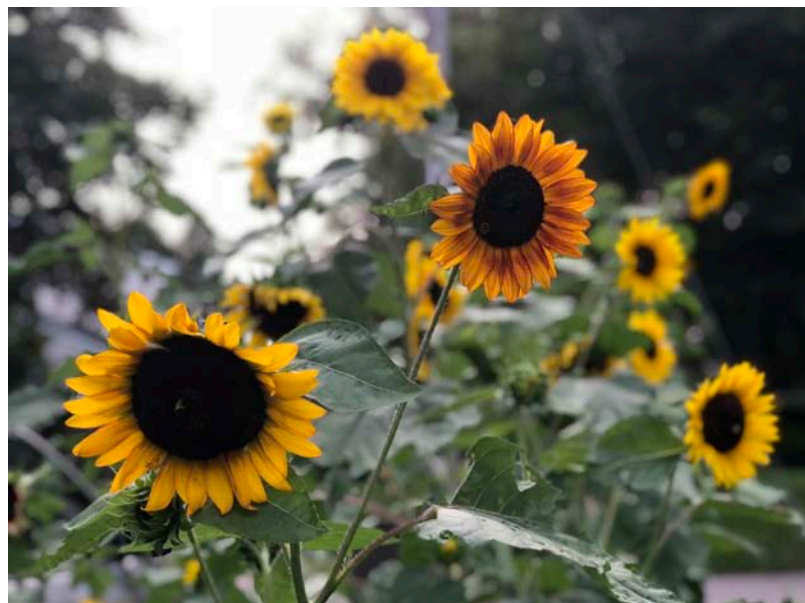
The firm has assisted the Town in connection with collecting monies due various Town departments for services rendered.

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 firm has also provided counsel to various Town boards and departments relative to long-range planning, affordable housing production, solar fields, and other special projects.



Town of South Kingstown, Rhode Island



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

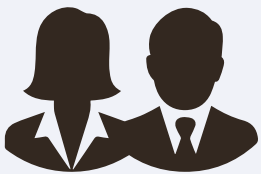
PERFORMANCE METRICS





1.25

EMPLOYEES



DEPARTMENT BUDGET:

\$100,788



2017-2018 BUDGET:

\$31.5 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.

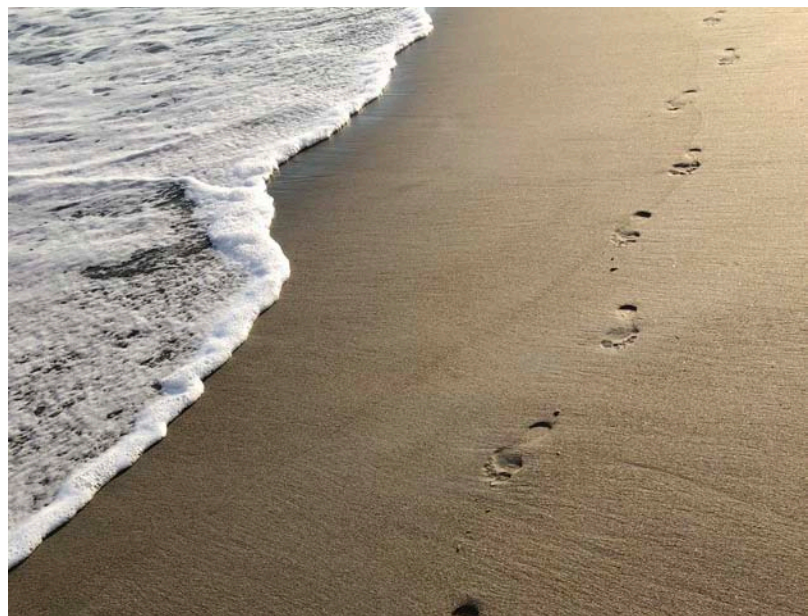
The Town’s employment application is posted online and is available as a fillable PDF. For applicants who desire a hard copy, printed applications are also available at Town Hall. Helpful FAQs regarding the employment application and hiring process are posted on the Town’s website and available within the Employment Opportunities binder located in the Town Hall lobby.

Through jobs@southkingstownri.com, 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. Job seekers can also use the Notify Me feature on the Town’s website to receive an email or text message when positions are posted. Simply click the Notify Me button on the homepage to sign up, and select what types of positions you are interested in, and be one of the first to know when a new job is posted.

NONDISCRIMINATION

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



FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

- Continued to oversee and provide staff support for the Town's employee Wellness Committee in partnership with The Trust; including the expansion of the Town's Wellness Program to promote employee health and wellness through physical fitness, nutrition, and mental health related initiatives
- Continued to oversee and provide staff support for the Town's employee Safety Committee in partnership with The Trust, to promote awareness of safety-related issues through training, programs, and workshops; initiatives included development functional job descriptions, and review of the Town's Workers Comp, OJI, and Light Duty policies, processes, and forms
- Developed new and updated forms to improve and streamline the Annual Open Enrollment and Benefits Election process for all employees, consistent with branding on the Town's website and other public documents and allowing a fillable PDF version
- 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
- 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
- Continued to expand information capture of employee information within the HR database in order to allow a single system of record, improved tracking of employee data, and reporting functionality



PROVISION OF CORE SERVICES & FACILITIES

- Worked collaboratively with Town departments in the recruitment and selection of appropriately qualified employees for available employment opportunities
- In collaboration with IT and the Police Department, purchased a new employee badging software, which will allow for the redesign of and issuing new employee badges and/or fobs which integrates with and will allow for proximity card reader building access functionality
- Managed the Town's Workers Compensation and Public Safety's On the Job Injury (OJI) claims process for employees who have been injured while at work
- Coordinated with Town department and division heads to ensure the continued use of the Town's employee performance appraisal program
- 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 perform a review of current personnel related processes and policies with the goal of updating as needed in order to create efficiencies, cost savings, and process improvements; develop new and updated forms, policies, and create process documentation

- 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

83 NEW HIRES



24	13	46
FULL TIME NEW HIRES	PART TIME NEW HIRES	SEASONAL & PER DIEM NEW HIRES*

*NOT INCLUDING RE-HIRES FROM PREVIOUS SEASONS

23
ON THE JOB
INJURIES

13
LOST WORKTIME

10
REPORT ONLY

9
WORKER’S
COMPENSATION
CLAIMS

14
INJURED ON DUTY
CLAIMS
(POLICE & EMS)

203
HEALTH & WELLNESS
PROGRAM
PARTICIPANTS



79 MORE THAN
LAST YEAR

24
FULL TIME OR
REGULAR PART TIME
STAFF MEMBERS
LEFT TOWN SERVICE

INCLUDING
9
RETIREMENTS

23
SEASONAL OR PER
DIEM EMPLOYEES
LEFT TOWN SERVICE



18
PROMOTIONS



EMPLOYEES



DEPARTMENT BUDGET:

\$491,036



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.

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, memos and other materials related to items on the agenda are 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 following each meeting are posted online 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. While there were no elections held during FY 2017-2018, there were 117 declarations for candidacy recent and processed in advance of the elections that will be held in September and November of 2018.

A voter registration drive was held at the South Kingstown High School on April 24, 2018. At the close of FY 2017-2018, the Town had 22,148 eligible voters, and the Office of the Town Clerk had managed 1,045 new voter registrations, and 350 voter affiliation changes.

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.

In collaboration with the Town's IT Department, the staff in the Office of the Town Clerk has reviewed all license applications and procedures in order to transition for the ViewPermit Licensing Program to the Viewpoint License Program which will allow for an online application process in the 2018-2019

Licensing Year. It is planned to send all license renewals out electronically in the September 2018.

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 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. The Commission subsequently recommended that the War Monument located at the Hazard School property and exhibiting compromising factors of its overall integrity be restored. The monument was built and dedicated in 1932 and it honors the Revolutionary, Civil and Spanish American War Veterans as well as World War I Veterans.

In July 2017 the Town Council awarded a contract to Geisser Engineering to evaluate and provide a structural engineering analysis for the War Memorial. In November 2017 a report was issued by Geisser indicating that the memorial was structurally sound. In May 2018 a Request for Proposal seeking proposals from qualified monument conservators to undertake the restoration and conservation of the War Monument was issued and in June 2018 a contract was awarded to Smith Art Conservation, LLC, of Long Beach, CA for the restoration of the War Monument. The restoration is expected to be complete by August 2018 and a rededication is planned for November 11, 2018 the 100th anniversary of the Armistice of World War I.

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 2017-2018 boating season, 204 mooring licenses were issued, and 10 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 26 Regular Council meetings and 16 Work Sessions and 9 Closed Executive Sessions
- Documented 5 amendments to the Town Code and 3 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 10,789 land evidence documents including 61 maps
- Held a Voter Registration Drive at the South Kingstown High School in August 2018
- Processed 117 declarations of candidacy for various offices including State Representatives, State Senators, Town Council, School Committee, Town Committees, and District Committees
- Processed 1,045 new voter registrations, and 350 voter affiliation changes, managing a total of 22,148 eligible voters
- Received and processed 186 marriage records (126 marriage licenses issued), 424 death records, and certified a total of 3,396 vital records
- Held 12 regular and 1 special sessions of the Probate Court, with 163 estates opened
- Issued 21 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 the issuance of a request for proposal for restoration of the War monument located at Hazard School



ECONOMIC DEVELOPMENT

- Issued 432 Business licenses, 44 liquor licenses, 6 nineteen hour beverage licenses, 3 industrial wastewater licenses, 9 waste haulers, 12 septage haulers, and 2 zero discharge licenses

PERFORMANCE METRICS

529 BUSINESS LICENSES ISSUED



432
GENERAL BUSINESS

- 44 LIQUOR
- 6 NINETEEN-HOUR BEVERAGE
- 3 INDUSTRIAL WASTEWATER
- 9 WASTE HAULER
- 12 SEPTAGE HAULER
- 2 ZERO DISCHARGE
- 21 MISCELLANEOUS (ROAD RACES, ETC.)

22,148 ELIGIBLE VOTER RECORDS MAINTAINED

1,045 NEW VOTERS REGISTERED

350 VOTER AFFILIATION CHANGES

3,396 VITAL RECORDS CERTIFIED

163 PROBATE ESTATES OPENED

10,789 LAND EVIDENCE TRANSACTIONS RECORDED

1,300 DOG LICENSES ISSUED

TOWN COUNCIL

1,292 TRANSACTIONS PROCESSED (INCLUDING AGENDAS, MINUTES, ADVERTISEMENTS, ETC.)

51 MEETINGS

26 REGULAR MEETINGS

9 CLOSED EXECUTIVE SESSIONS

16 WORK SESSIONS

8 TOWN CODE & ZONING AMENDMENTS

117 DECLARATIONS FOR CANDIDACY IN NOVEMBER 2018 ELECTIONS

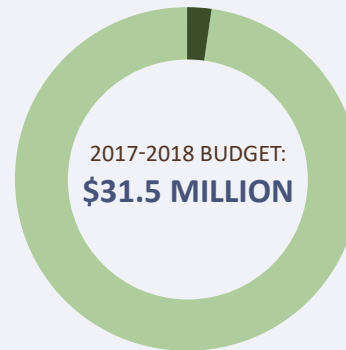
126 MARRIAGE LICENSES ISSUED



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.

DEPARTMENT BUDGET:

\$731,223



8.3

EMPLOYEES



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 six 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 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. The 2017-2018 fiscal year recognized a slight increase in the average investment rate of 0.17%; from 0.66% in the prior year to 0.83%.

BUDGET PREPARATION IN CONFORMANCE WITH GFOA REQUIREMENTS

The Finance Director worked closely with the Town Manager's Office to prepare the FY 2018-2019 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 2018-2019 Proposed Budget was presented to the Town Council in March 2018. The FY 2018-2019 Town Council Adopted Budget has been submitted to GFOA for award consideration, and is currently in the review process.

A notable achievement for the Town on behalf of was the submission of the 2016-2017 budget for consideration and receiving of the Distinguished Budget Presentation Award in the first year of submission. 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. For the second consecutive year, GFOA presented a Distinguished Budget Presentation Award to the Town of South Kingstown for its FY 2017-2018 municipal budget.

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 2017-2018, there were 4,451 quarterly tax payments paid via ACH, totaling \$3,569,061.

CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE AWARD FOR FY 2016-2017 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 2016-2017 Comprehensive Annual Financial Report (CAFR) from the GFOA.

This represents the 28th 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 Nyhart Company completed the Town’s required biannual actuarial report showing the plan’s financial status as of July 1, 2017 and has presented cost figures that were included in the Town’s FY 2017-2018 budget. The Town is in its tenth year of fully funding its Actuarially Determined Contribution (ADC), which is an employer’s required contribution to a defined benefit Other Post Employment Benefit (OPEB) plan. The target or recommended contribution to a defined benefit OPEB plan, which if paid on an ongoing basis, will provide sufficient resources to fund future costs for services to be earned and liabilities attributed to past services. This is typically higher than the pay-as-you-go cost because it includes recognition of employer costs expected to be paid in future accounting periods. Of the 39 cities and towns in Rhode Island, the Town of South Kingstown remains one of only a few municipalities that fully funds its ADC. The most recent actuarial valuation shows an increase in OPEB liability of \$563,283 in one year from \$18.3 million to \$18.9 million, and as of July 1, 2017 the plan’s fiduciary net position as a percentage of total OPEB liability is 63.0%.

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 2015. In FY 2017-2018, there were 3,625 credit card transactions



processed in the Tax Collector’s office totaling \$1,219,959 of which 501 were accepted over-the-counter. The amount collected over-the-counter was \$191,232; an increase of 21 transactions and \$66,852 in revenue. The municipal sewer and water customers can also experience the convenience of credit card processing for their utility bill payments.

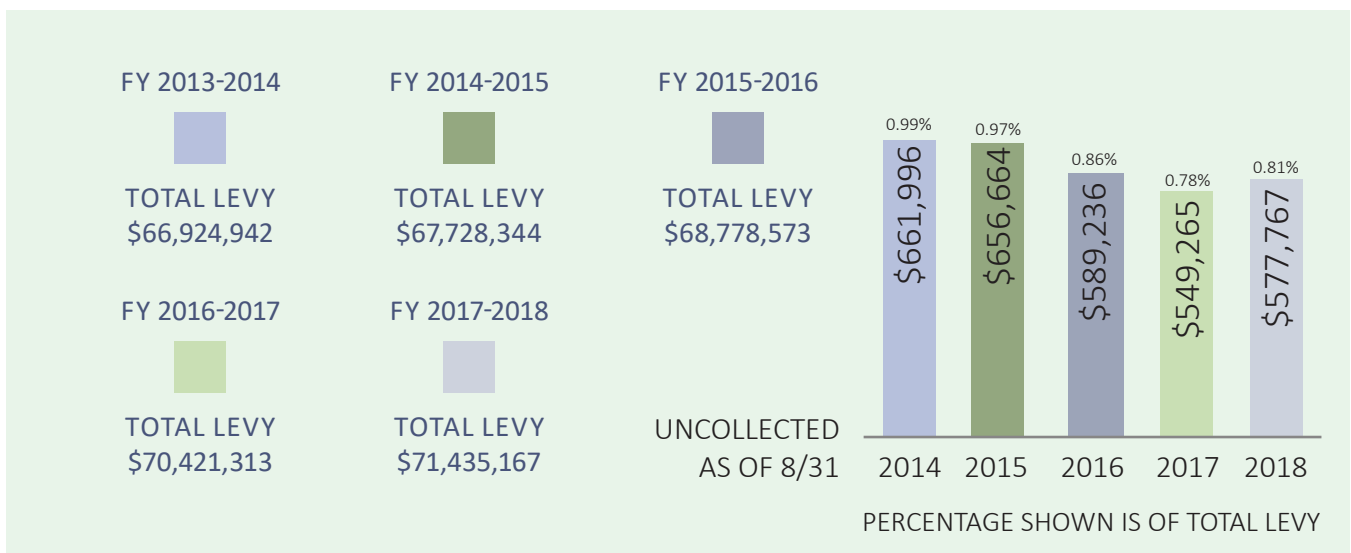
FISCAL YEAR	CREDIT CARD TRANSACTIONS	TOTAL AMOUNT PAID
2017-2018	3,625	\$1,219,959
2016-2017	3,256	\$1,049,104
2015-2016	2,807	\$944,774
2014-2015	1,809	\$677,954
2013-2014	542	\$314,302



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, 2018, are listed within the chart, along with the percentage of net levy for each of the past few years.

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
- Further utilization of the financial management systems to reduce reliance on manual processes. Benefiting the finance department and taxpayers in allowing for prompt responses to state requirements, removing redundancies in department submissions, while continuing towards full electronic storage of documents



COMMUNICATION & EDUCATION

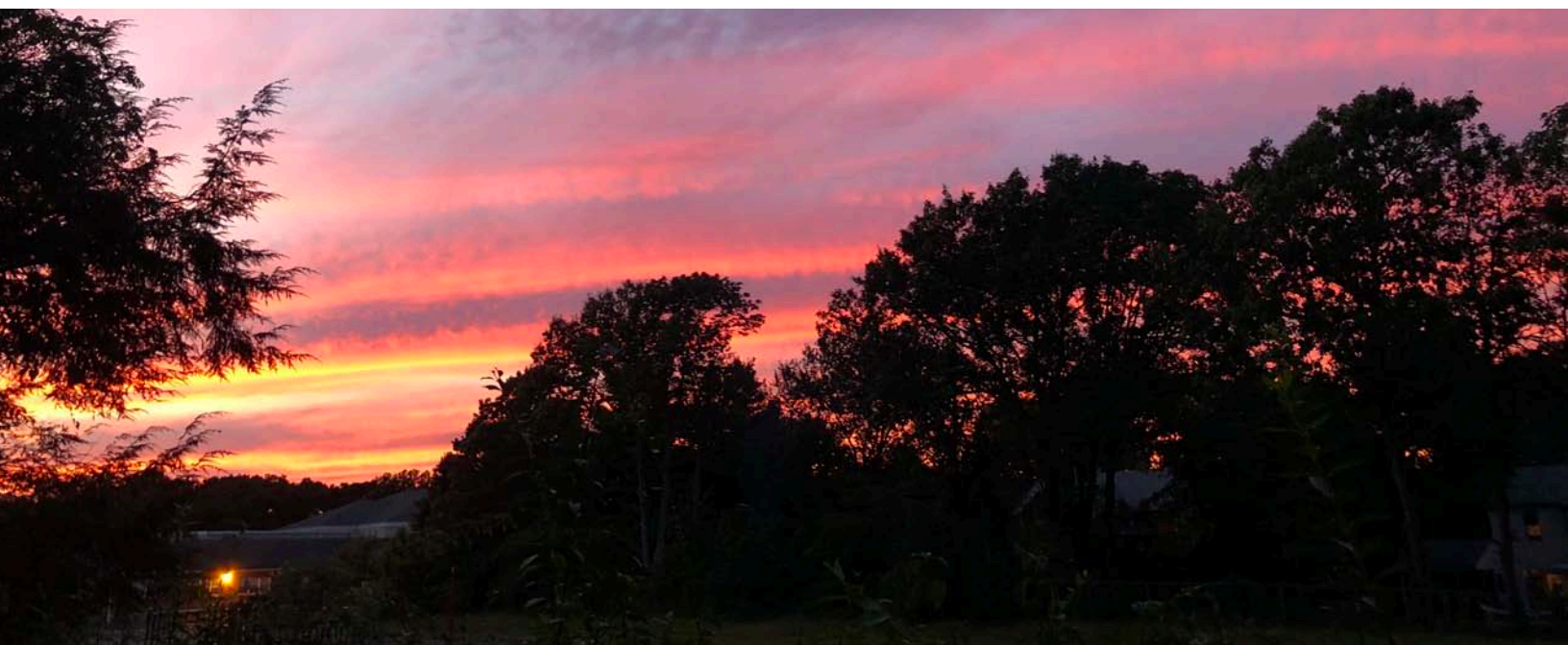
- Continued to create and enhance the Finance Department’s pages of the Town’s new web site to provide promote transparency and ease in access to information and public documents

- 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



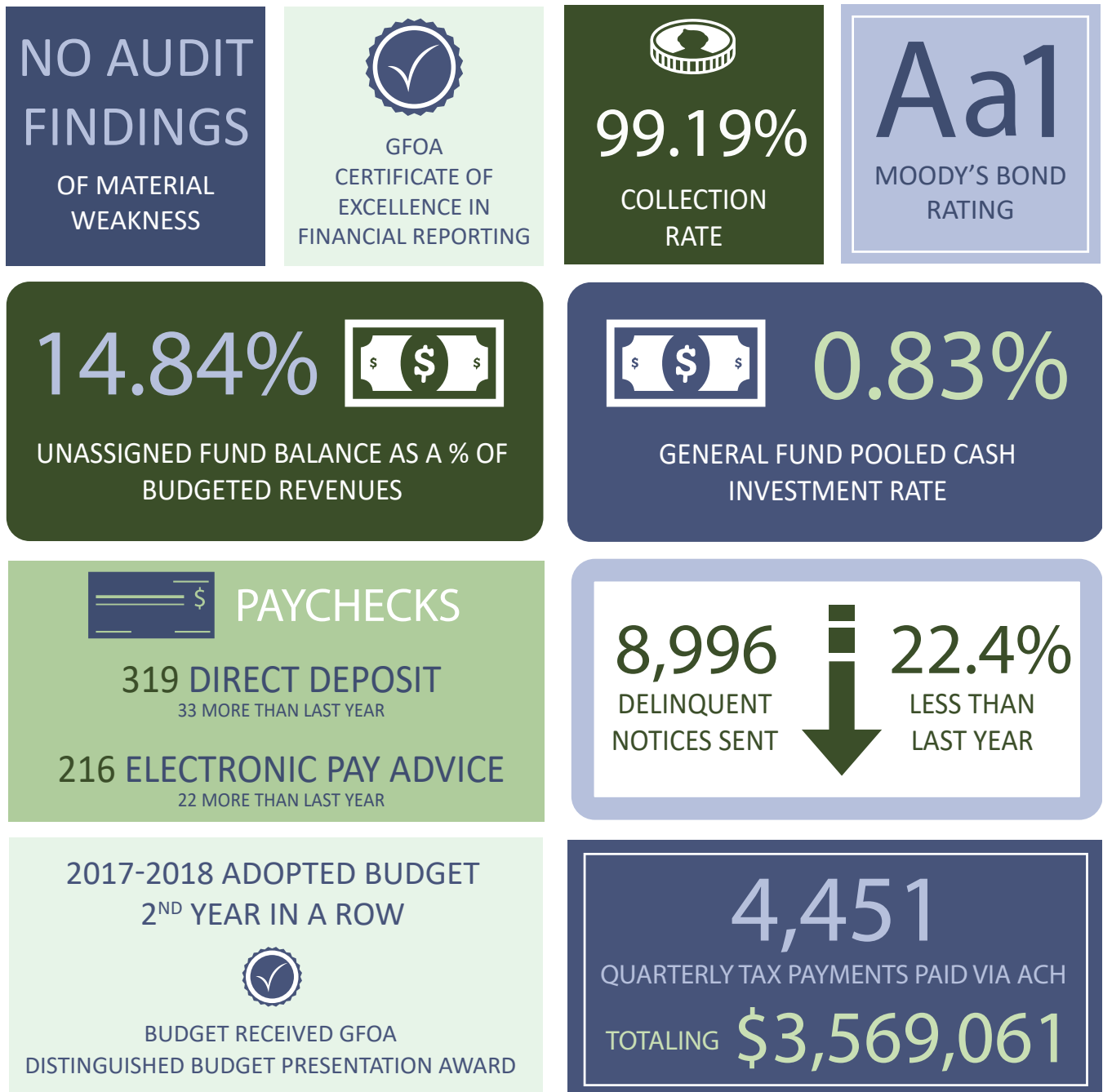
BUDGET DEVELOPMENT & FISCAL MANAGEMENT

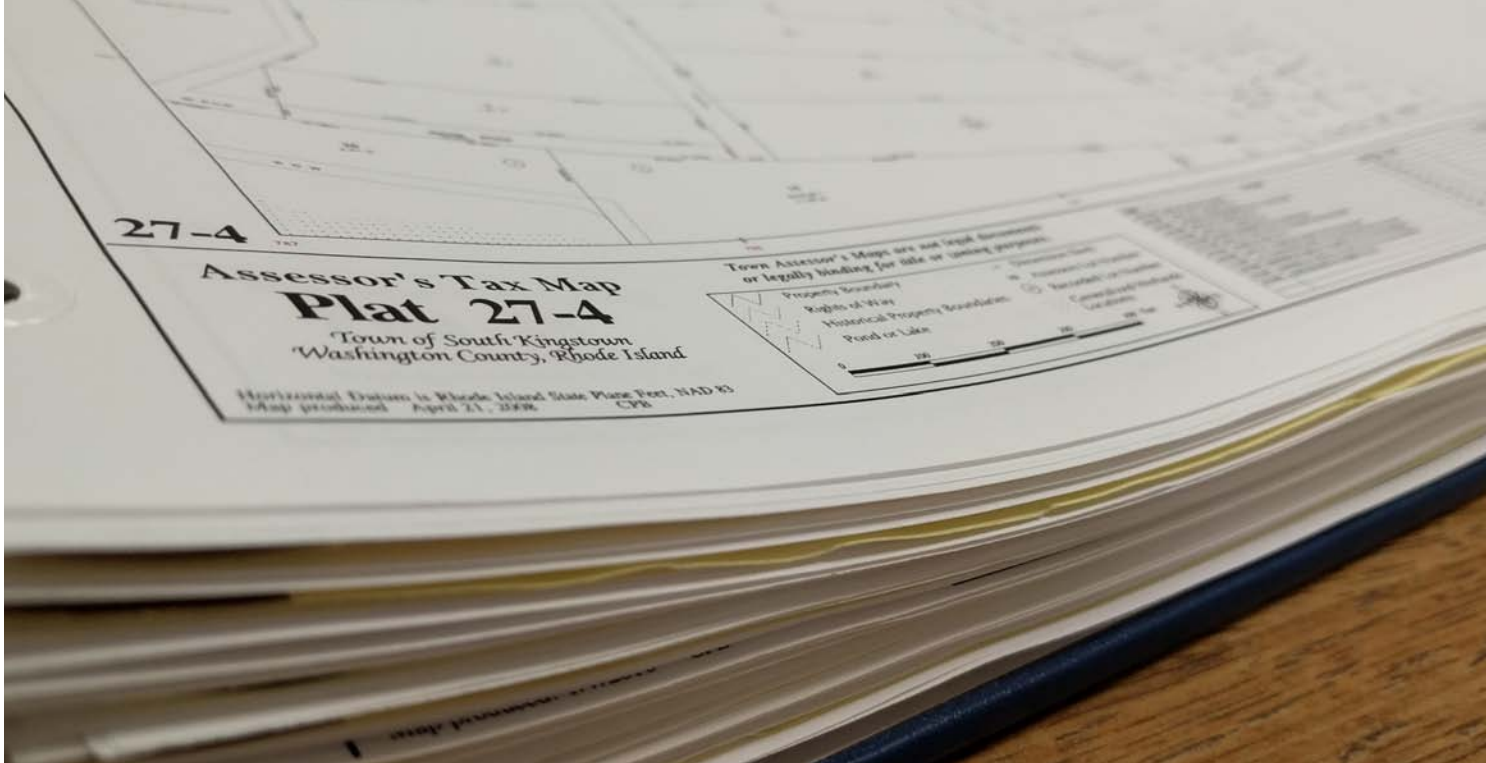
- Received the Certificate of Achievement For Excellence in Financial Reporting Award from the Government Finance Officers Association (GFOA) for the 27th consecutive year in recognition of the FY 2016-2017 Comprehensive Annual Financial Report (CAFR)
- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the 2nd consecutive year in recognition of the FY 2017-2018 municipal budget document
- Prepared the FY 2018-2019 personnel and benefit budget programs for all Town departments
- Prepared the FY 2018-2019 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 2017-2018, and submitted the Town Council Adopted Budget for award consideration
- Contributions made to the OPEB Trust to achieve greater fund investment earnings stability which is a program administered by the RI Interlocal Trust and utilizes PARS as the Trust Administrator. The market value of the Trust Fund as of June 30th increased from \$11.9 million to \$14.2 million; the policy of the Fund is to maintain a 60/40 allocation which is referred to as a balanced portfolio
- Implemented the use of bank remote deposit services whereby checks are scanned by Town staff and submitted for deposit electronically Electronic submission of checks has improved cash flow and increased fund availability for investing
- 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; provide training and oversight to department heads who are interested in managing and understanding their revenue sources applicable to capital projects

PERFORMANCE METRICS

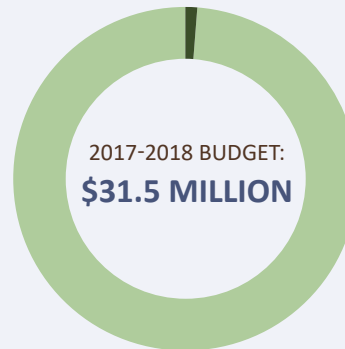




THE TOWN ASSESSOR'S OFFICE provides for the orderly valuation of all real estate, motor vehicles, and tangible personal property located in the Town of South Kingstown. The primary objective of the Department is to discover, list, and value all taxable and exempt property, to ensure that assessments 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:

\$342,354



EMPLOYEES



FEATURED PROJECTS

STATISTICAL REVALUATION

The Town Assessor's Office is currently working on the 2018 Statistical Revaluation. The bid for the 2018 Statistical Revaluation was awarded by the Town Council to Vision Government Solutions on February 26, 2018. In March the planning and organization of the revaluation began with Vision. The revaluation work is continuing with the sales analysis and field review for properties that sold during 2018. 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 is currently being worked for 2018.

2017 TAX ROLL

Property taxes generated from the 2017 Tax Roll supported the 2017-2018 fiscal year operating budget. Traditionally the tax roll is certified each year on June 15th. After the 2017 tax roll was certified, the State General Assembly passed motor vehicle legislation, effective July 1st, 2017, that phased out taxation on motors in six years. As a result of the new legislation, the value of motor vehicles will be reduced annually by 5%, the State exemption will be increased each year, and vehicles older than 15 years will be tax exempt.

This legislation also requires the State to reimburse each city and town for the lost tax revenue due to the phase out. Due to this legislation being passed after the Town had certified the tax roll on June 15th, the State required a re-certification of the motor vehicle tax roll.

2017 TAX ROLL AFTER MOTOR VEHICLE RE-CERTIFICATION DUE TO MOTOR VEHICLE PHASE OUT

The total assessed values of real estate and tangible property after exemptions were applied amounted to \$4,433,866,157 which represented an increase over the prior year tax roll in the amount of \$15,202,713 (0.34%). The net assessed values of the motor vehicle tax roll amounted to \$184,249,032 which reflected a decrease from the previous year in the amount of \$14,680,231 (-7.4%), which was primarily due to the phase out.

After the 2017-2018 budget was approved, the total tax need to support the budget amounted to \$71,670,394. Taxes generated from the real estate and tangible property amounted to \$67,881,102. After phase out, the revised motor vehicles taxes generated \$3,446,627. These figures represent 94.7% and 4.8% respectively, of the total tax levy needed to support the 2017-2018 adopted budget. These percentages total 94.7% and 4.8% respectively of the total tax levy needed to support the 2017-2018 adopted budget, and the remaining .05% is from State reimbursement.

For the 2017-2018 fiscal year, the Town utilized two tax rates:

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

2018 TAX ROLL

The 2018 Property Tax Roll was certified on June 15, 2018 in the amount of \$4,477,862,095, and will support the 2018-2019 fiscal year operating budget. This figure represents the total assessed values of real estate and tangible property after exemptions were applied. This represents a 0.99% increase over the prior year tax roll, or \$43,995,940. The net assessed values of the motor vehicle tax roll amounted to \$175,178,185 which reflected a 4.92% decrease from the previous year in the amount of \$9,070,847 which was due to the phase out.

For the 2018-2019 fiscal year, the Town is utilizing two tax rates:

- \$15.68 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*

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	FY 2018-2019
Veteran	\$126.00	\$146	\$168	\$175
100% Disabled Veteran	\$252.00	\$272	\$272	\$305
Ex-POW	\$409.65	\$430	\$430	\$430
Unmarried Widow(er) of Veteran	\$126.00	\$146	\$168	\$175
Gold Star Parent	\$378.00	\$378	\$378	\$378

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 2017-2018, 159 residents participated in the program, saving a combined \$240,215.

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.



FEATURED ACCOMPLISHMENTS



SPECIAL NEEDS POPULATIONS

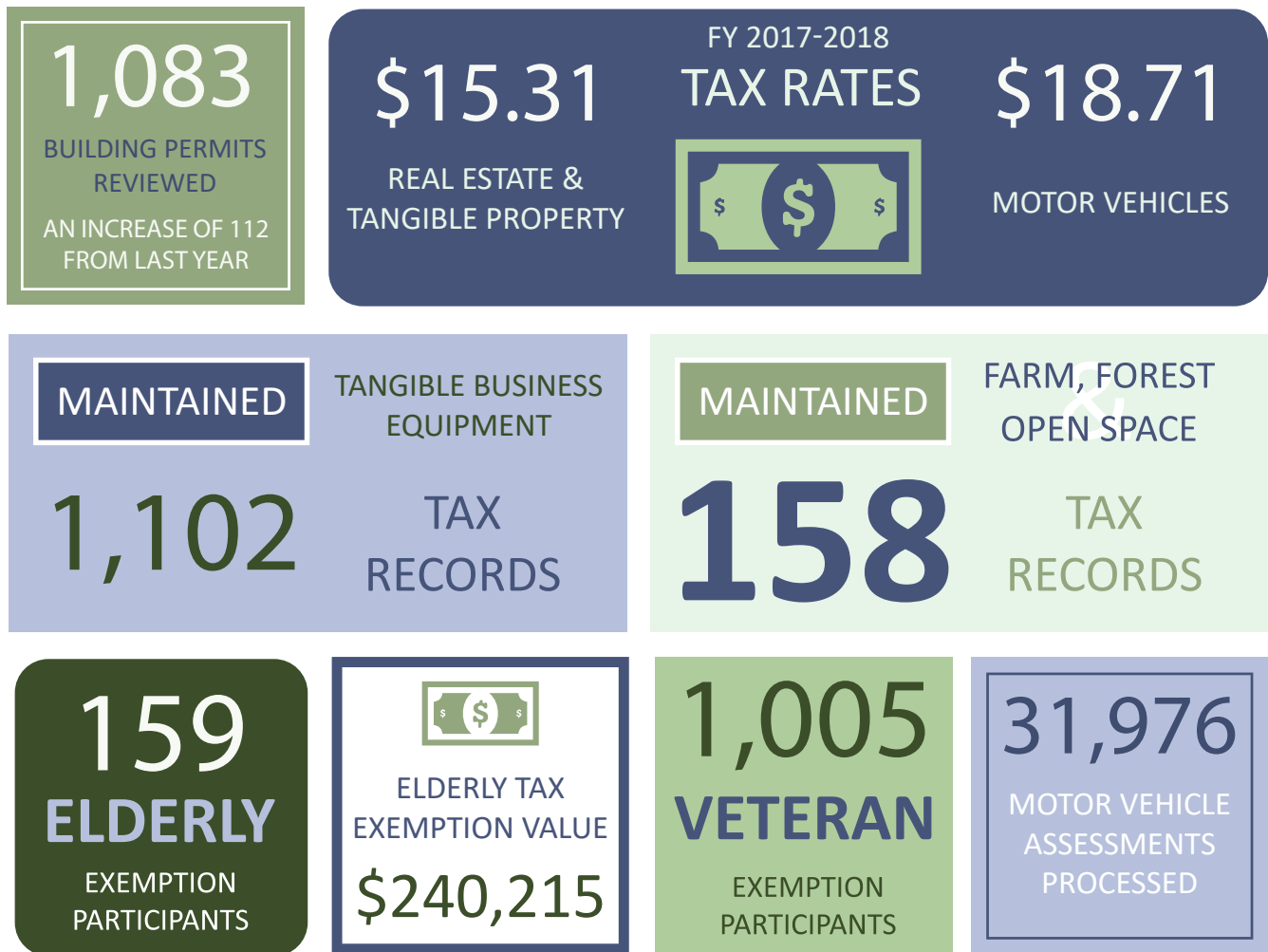
- Increased the Town’s Veteran exemption amounts following a State-wide review of Veteran exemptions



BUDGET DEVELOPMENT AND FISCAL MANAGEMENT

- Certified the Tax Roll by June 15, 2018
- 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 6 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

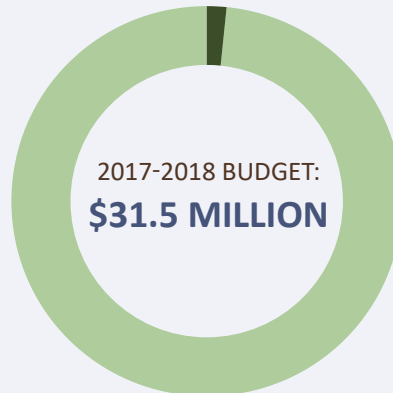




THE PLANNING DEPARTMENT’S mission is to provide professional planning services across a broad spectrum of policy and regulatory considerations including: administration of land use regulations and ongoing planning programs, coordination with Federal and State agencies, administrative and management support 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.

DEPARTMENT BUDGET:

\$532,401



2017-2018 BUDGET:

\$31.5 MILLION



EMPLOYEES

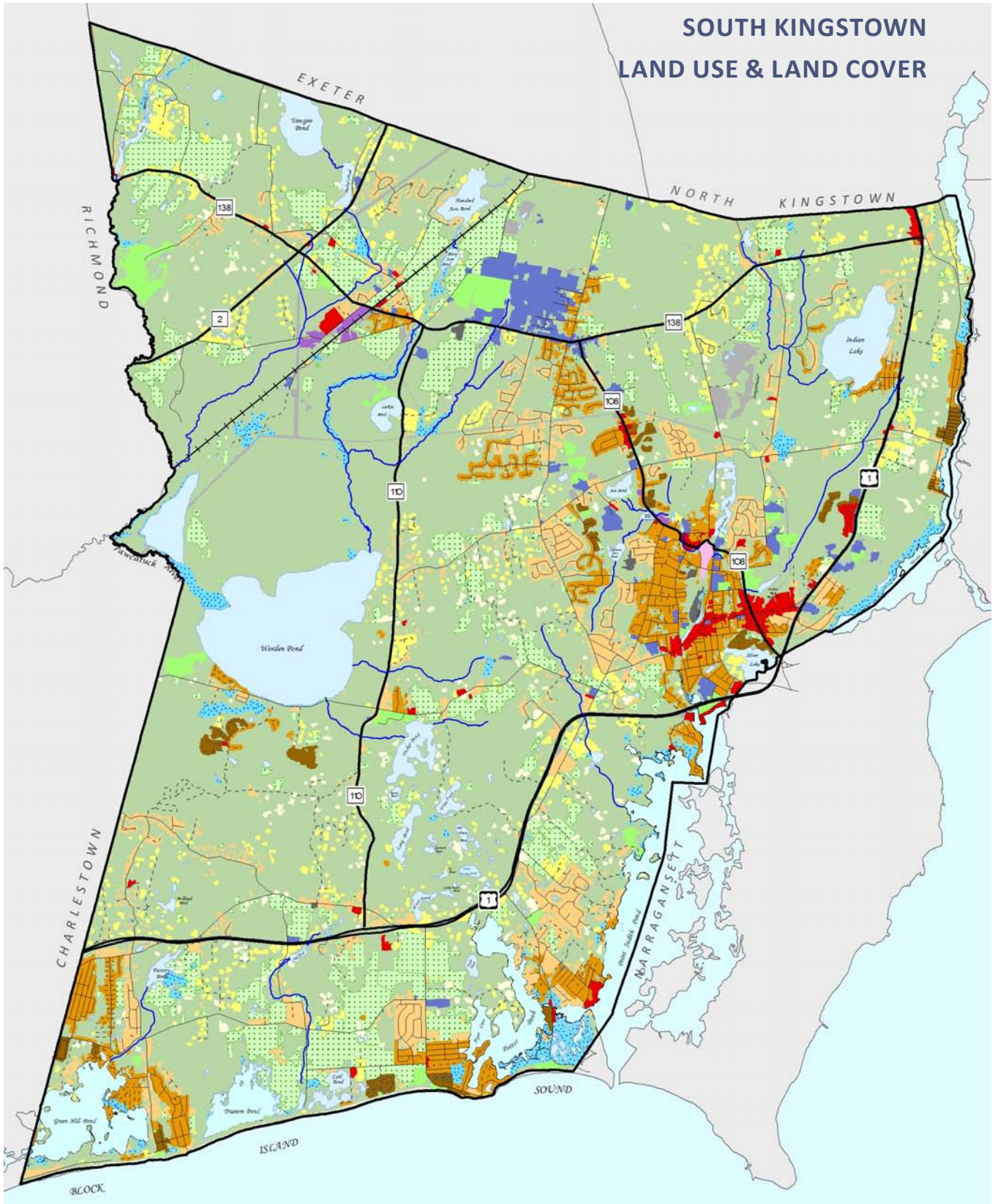

















FEATURED PROJECTS

ROUTE 1 DESIGNATED AS A SCENIC ROADWAY

On May 9, 2018, the Rhode Island Scenic Roadways Board voted to designate the entirety of U.S. Route 1 within the Town of South Kingstown as a Rhode Island Scenic Roadway. The designation came 20 years after the Town made its initial application to have the road protected.

U.S. Route 1 totals 11.8 miles within South Kingstown. The predominant views of the roadway include open space, agricultural land, marinas, and forested areas. The Scenic Roadway also passes numerous historic sites, including the Hale House, the Hannah Robinson Tower, and several historic monuments. In order for a roadway to be eligible for designation as a scenic roadway, significant scenic resources must be present within the viewshed, which create an unusually attractive, continuous and integrated traveling experience. Six types of scenic resources are considered in evaluation of



	LOW DENSITY RESIDENTIAL		COMMERCIAL		DEVELOPED RECREATION
	MEDIUM LOW DENSITY RESIDENTIAL		INDUSTRIAL		AGRICULTURAL
	MEDIUM DENSITY RESIDENTIAL		MIXED USE		UNDEVELOPED
	MEDIUM HIGH DENSITY RESIDENTIAL		INSITUTIONAL		WATER
	HIGH DENSITY RESIDENTIAL		TRANSPORTATION & UTILITIES		WETLAND

an application for designation – natural, historical, cultural, archeological, recreational, and visual – and roadways must include, at a minimum, at least one type of resource. During the Scenic Roadways Board public hearing, the Board asserted that U.S. Route 1 within South Kingstown includes all six types of scenic resource. The next step, to be completed in FY 2018-2019, will be for the Town to craft a Stewardship Plan for Route 1.

BICYCLE-PEDESTRIAN ADVISORY COMMITTEE

The Town Council has established a nine-member Bicycle and Pedestrian Advisory Committee, which is staffed through the Planning Department. The Committee’s first meeting was held in August of 2017, and the Committee is working towards developing a bicycle and pedestrian master plan for the Town to inform and prioritize projects to improve safety and accessibility for walkers and bikers throughout South Kingstown.

HAZARD MITIGATION PLAN UPDATE

In January of 2017, the Planning Department began work on an update to the South Kingstown Multi-Hazard Mitigation Plan. The Multi-Hazard Mitigation Plan is a planning tool used to reduce the Town’s vulnerability to natural hazards and storm events. The Federal Emergency Management Agency (FEMA) requires each community to maintain a current hazard mitigation plan to remain eligible for federal funding. Plans must be updated every five years, which allows the Town to



learn from recent storm events, assess the status of previous mitigation actions, and consider new actions to reduce our community’s vulnerability to natural hazards and improve emergency response. The update is supported by a \$25,000 grant from the Rhode Island Emergency Management Agency (RIEMA).

MULTI-HOUSEHOLD DEVELOPMENT AND INCLUSIONARY ZONING

Based on a recommendation from the Affordable Housing Collaborative and the Planning Board, on February 12, 2018, the Town Council voted to authorize use of the \$100,000 in funding allocated to the Town’s Affordable Housing Trust Fund to obtain consultant services to update and modernize the South Kingstown Zoning Ordinance relative to inclusionary zoning and multi-household

development. Subsequent to this authorization, the Planning Department crafted and issued a Request for Proposals to obtain such services, focusing on community education and awareness, building form-based regulations into the zoning ordinance, and developing design guidelines for multi-household development. This work continues to move forward, with multiple public input events anticipated in FY 2018-2019.

NOYES FARM OPEN SPACE MANAGEMENT PLAN

In March 2018, the Planning Department, staff from the Town’s Parks and Recreation and Engineering Divisions, and members of the Planning Board, Recreation Commission, and Conservation Commission began development of an Open Space Management Plan for Noyes Farm. The Town



GRANTS ADMINISTRATION

The Department received the following grant awards during the past fiscal year.

PROGRAM	AMOUNT
Community Development Block Grant (CDBG) Housing Rehabilitation Set-Aside	\$100,000

The Department oversaw the administration of the following grant monies expended during the past fiscal year.

PROGRAM	AMOUNT
Community Development Block Grant (CDBG) Small Cities Annual Award (PY14)	\$63,117
CDBG Housing Small Cities Annual Award (PY15)	\$49,071
Pre-Disaster Mitigation Grant Program - Multi-Hazard Mitigation Plan Update	\$6,431
TOTAL GRANT MONIES ADMINISTERED	\$118,619

purchased the 248 +/- Noyes Farm property in early 2006 for approximately three million dollars, using a combination of land dedication fees, Recreation Impact Fees, and State and private grants. Noyes Farm, a historic farmstead, is one of the largest undeveloped tracts of land in the community, and is characterized by extensive wooded areas, stone walls, wetland areas, and a stream complex.

The Open Space Management Plan will result in a Master Plan for the property, which depicts proposed access points, trail systems, viewsheds, and other improvements necessary for passive recreation, as well as recommendations relative to long-term management, monitoring and maintenance. This project is expected to conclude in FY 2018-2019.

COMPREHENSIVE COMMUNITY PLAN UPDATE

The update to the Comprehensive Community Plan is nearing completion. Beginning in July of 2017, the Planning Department and Planning Board held monthly work sessions to review and discuss each element of the Comprehensive Plan. During these sessions, staff, Planning Board members, members of other Boards and Commissions, and community members reviewed updated data for each topic and reviewed the goals, policies, and implementation actions from the 2014 Comprehensive Plan, with the goals of removing completed actions, improving clarity, and considering new actions related to land

use, housing, open space and natural resources, cultural and historic resources, circulation, and economic development. New elements addressing the topics of energy, and natural hazards and climate change were also developed.

In June of 2018, the Planning Department and Planning Board held a final public workshop on the update that included a review of the public feedback received since the update began, and a description of how that feedback has been incorporated. This interactive event invited residents to move around the room to discuss changes with Planning Board members and staff in small groups related to each topic addressed in the Plan. Over 50 residents attended the workshop to hear about the changes and provide feedback.

It is anticipated that the Comprehensive Community Plan update will be completed in FY 2018-2019.

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. The Division continues to explore new ways to make the Town’s geographic information more accessible to the public, and is actively working on developing more targeted web-based maps for both Town staff and the public.

FEATURED ACCOMPLISHMENTS



LAND USE

- Continued the 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 91 applications for subdivisions and land development projects (which is 24 applications more than the previous year) in accord with the legally established regulatory review time frames
- Performed administrative review and processing of 3 applications for zoning map amendments and 1 application for a zoning text amendment
- Initiated discussions with the Town Council and Planning Board regarding the future redevelopment potential of government and institutional parcels



CULTURAL & HISTORIC RESOURCES

- Provided staff support to the Town’s Historic District Commission, including support of review and issuance of 8 Certificates of Appropriateness, research of historic preservation needs in Wakefield, and investigation of potential resources available to assist with property improvements
- Submitted the application for, and received designation of the entirety of Route 1 as a State Scenic Roadway
- Completed an assessment of the historic preservation needs existing relative to the village of Wakefield





PROVISION OF CORE SERVICES & FACILITIES

- Began an update to the Town’s Multi-Hazard Mitigation Plan, leading the Town’s Local Hazard Mitigation Committee to identify mitigation needs and priorities
- Provided ongoing administrative and technical support to 9 Town boards and commissions during 120 meetings
- 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



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

- Provided administrative processing of an application for the Town’s Open Space Acquisition Bond Funding relative to acquisition of “the Boy Scout property,” a 43-acre parcel located on Worden’s Pond Road and Ministerial Road, by the South Kingstown Land Trust
- Provided staff support to the Town’s Conservation Commission, including support of 19 advisory project reviews



HOUSING

- Drafted and received Town Council approval for amendments to the Town’s Zoning Ordinance to remove outdated regulations relative to age-restrictions for multi-household development
- Began the process of updating and modernizing the Town’s Zoning Ordinance and Subdivision and Land Development Regulations relative to multi-household development and inclusionary zoning
- Provided staff support for an Affordable Housing Forum hosted by the Affordable Housing Collaborative to collect opinions from residents on the need and purpose of affordable housing



COMMUNICATION & EDUCATION

- Updated the Planning Department website to include flow charts of the different subdivision and development review processes, application submittal deadline calendars, all necessary application forms and checklists, information about ongoing projects, and a summary of Frequently Asked Questions.
- Provided public notice of and held 9 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 2 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 outreach to business and property owners along the Old Tower Hill Road corridor to ascertain views on potential zoning changes to increase development capacity
- Continued 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 a Bicycle and Pedestrian Master Plan to improve safety, accessibility, and conditions for walking and biking in South Kingstown



UNIVERSITY OF RHODE ISLAND

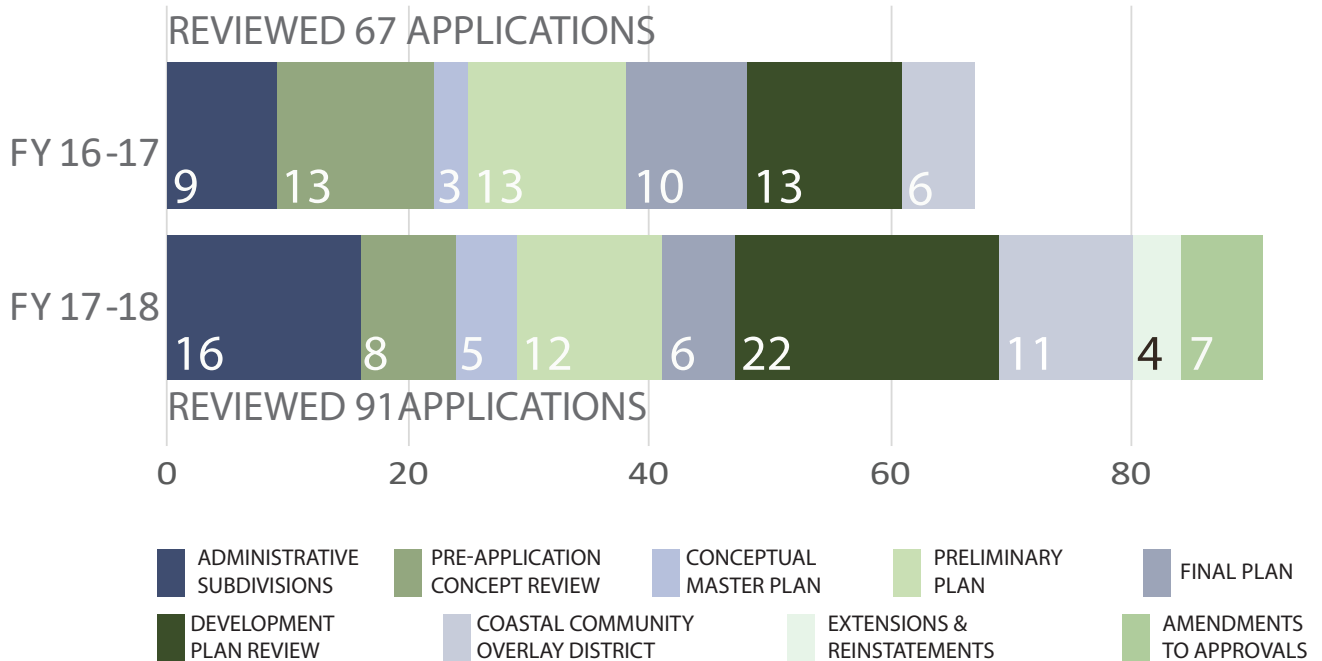
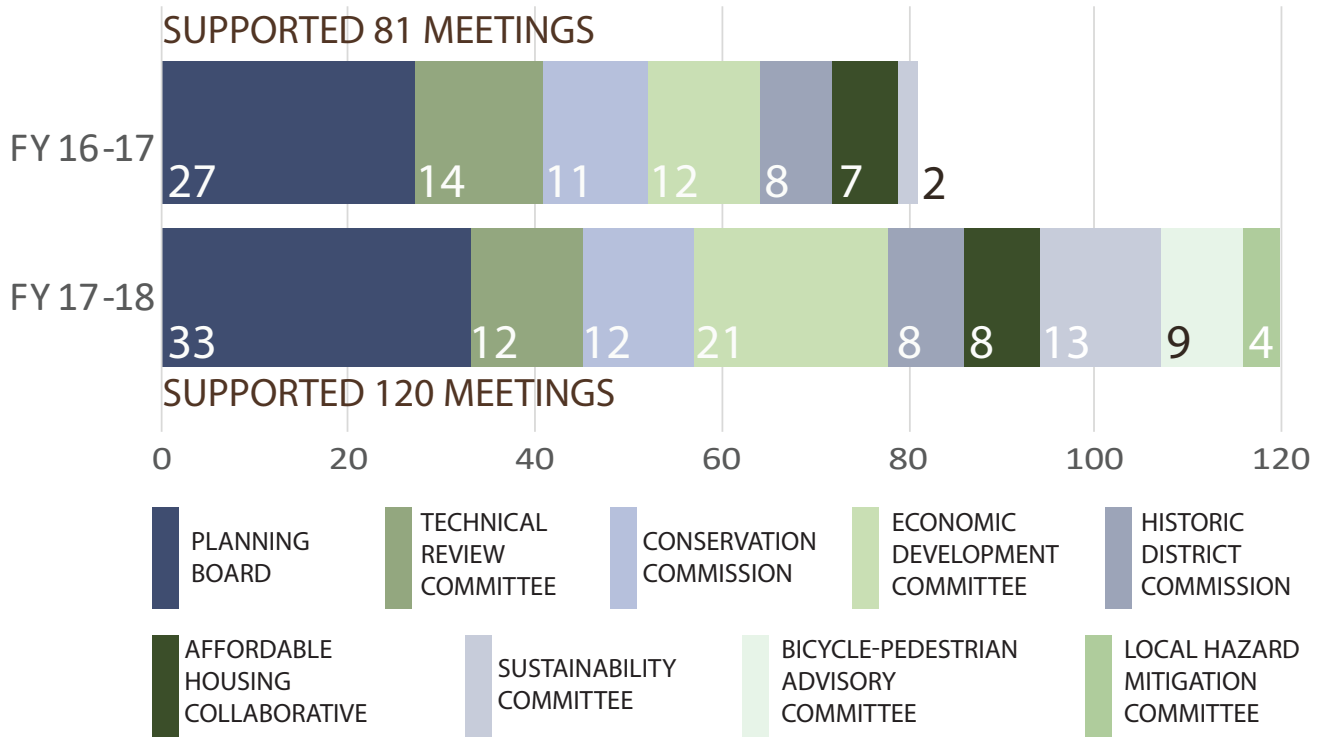
- Maintained Town presence on the URI Master Plan Review Team and provided input into URI’s Landscape Master Plan
- Participated in discussions between URI, the Town, the RI Department of Environmental Management, and the RI Department of Transportation to implement development of the South County Bike Path extension to URI



SOUTH COUNTY HOSPITAL

- Worked with other Town staff to move South County Hospital towards compliance with the Town’s regulations relative to their required Institutional Master Plan

PERFORMANCE METRICS



APPLICATIONS PROCESSED/ REVIEWED

1	3
ZONING ORDINANCE AMENDMENT DRAFTED/ADOPTED	ZONING MAP AMENDMENTS REVIEWED

19

CONSERVATION
COMMISSION
ADVISORY REVIEWS



UPDATED TOWN
ASSESSOR'S MAPS
40 CUTS ON 43 MAPS



HISTORIC DISTRICT
COMMISSION
CERTIFICATES OF
APPROPRIATENESS

190

COPIES OF
RECORDED MAPS
PRINTED FOR
THE PUBLIC

155

MAPS PRINTED
FOR 10 TOWN
DEPARTMENTS



PUBLIC HEARINGS

612



AFFORDABLE
HOUSING UNITS
5.61% OF TOTAL

WEBGIS UPDATES

25	8
UPDATES OF VISION CAMA DATA	UPDATES OF PARCEL DATA LAYER

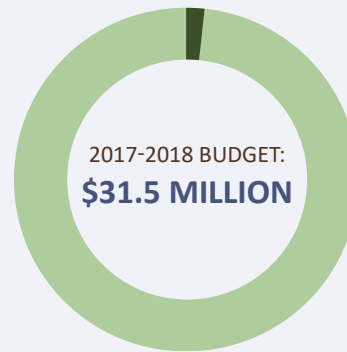


**BUILDING INSPECTOR
AND
ZONING CLERK
MINIMUM HOUSING
INSPECTOR**

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:

\$548,804



4.5

EMPLOYEES



CLOUD BASED PERMITTING SYSTEM & TABLETS

The Department migrated to the new Statewide permitting system technology during the 2017-2018 fiscal year, in order to continue the initiative, of converting from a paper based application and filing system to a digital cloud based system which began in FY 2015-2016. This system allows residents and contractors to apply for permits online and receive all necessary documents (permit, inspection reports, Certificate of Occupancy) via email. Inspection services are also entered and tracked online through this system by the Building Officials office, as well as by the Communications Department and the Town’s two fire districts, Kingston Fire District and Union Fire District (UFD).

Since implementation, the Department has 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. To assist the public with this, kiosks within the Department were installed for public use. The Department also continued to expand the use and functionality of onsite inspection recording through the use of handheld tablets.

TOWN HALL ROOF & BELL TOWER CRESTING

The historic Town Hall building’s roofline and bell tower feature distinctive roof cresting which has aged and in the last year, several pieces on the bell



tower were damaged during a storm. Preparations began in Summer 2018 to put the work out to bid for the repair and reinstallation of the bell tower cresting, back to its original 1877 display. Repair and refinishing of the lower roof cresting will take place in the future as CIP funds become available.

TOWN HALL BUILDING REPAIRS

The Council Chambers on the second floor of Town Hall is where the Town Council and other 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 improvements are necessary, and in the last year, the Council Chambers received repairs to fix some small leaks causing modest damage near the historic windows, along with the removal and replacement of the water damaged drywall.

The Town Hall saw additional building maintenance in FY 2017-2018, including repair to the distinctive windows on the Bell Tower and the Council Chambers, and the installation of storm windows. In addition, the building’s second floor roof was replaced and leaks repaired. FY 2017-2018 also saw the transition of Town Hall building and grounds maintenance from the Building Official’s Office to the Facilities Division.

PERMITTING, REVIEW & INSPECTIONS

Over the course of the year, the Department issued a combined 2,843 permits, 34 Zoning Certificates, reviewed 39 applications to CRMC for zoning compliance, performed 4,406 inspections, and administered the Minimum Housing Program. A summary of the Department’s activity is detailed in the charts on the following page.



FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

- Continue to 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
- Continue to refine the permitting application process which allows for 100% electronic submittals, eliminating the requirement for paper submittal
- Implemented the ability to accept online payments for fees through the online permitting system



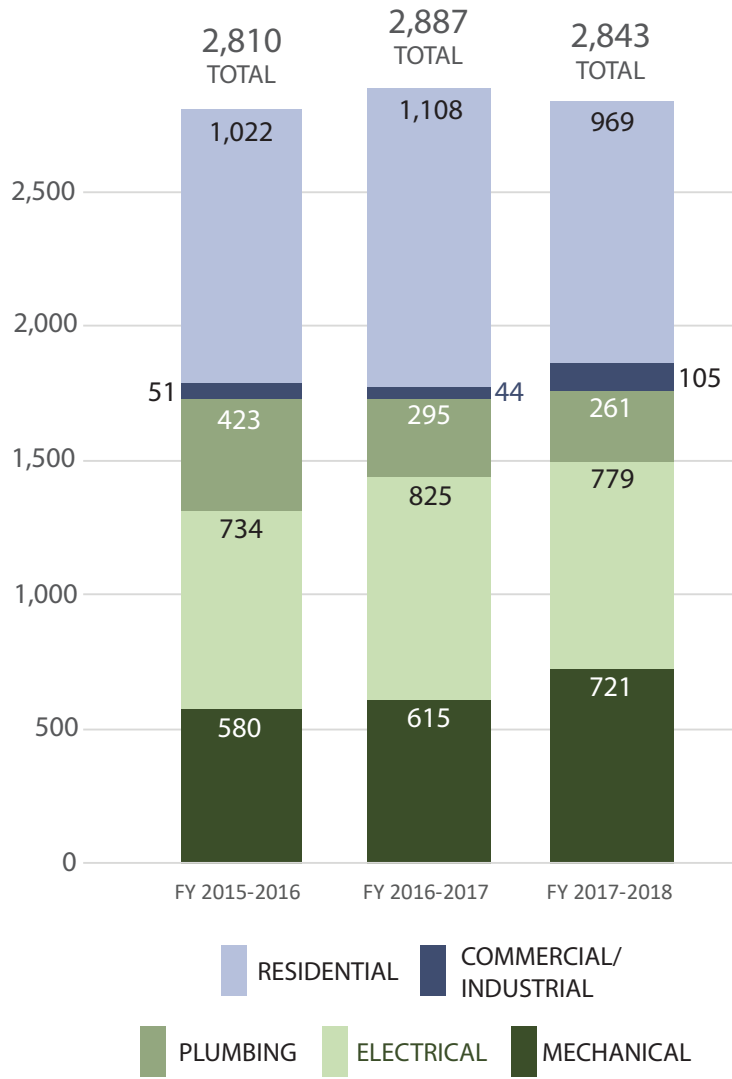
PROVISION OF CORE SERVICES & FACILITIES

- 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 took place in Summer 2018
- Maintained the Town Hall building and grounds with care, making improvements and repairs as needed, including to the Council Chambers
- Began the transition of Town Hall building and grounds maintenance from the Building Official's Office to the Facilities division

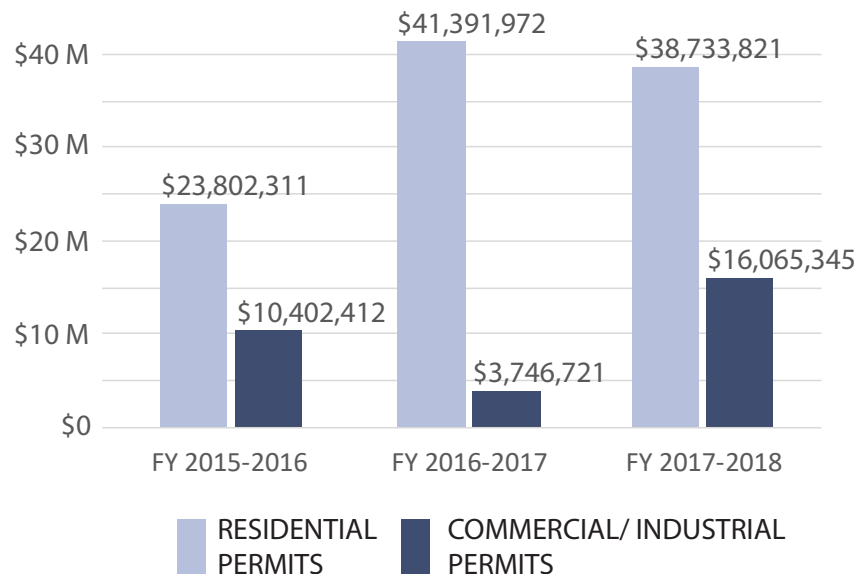
PERFORMANCE METRICS



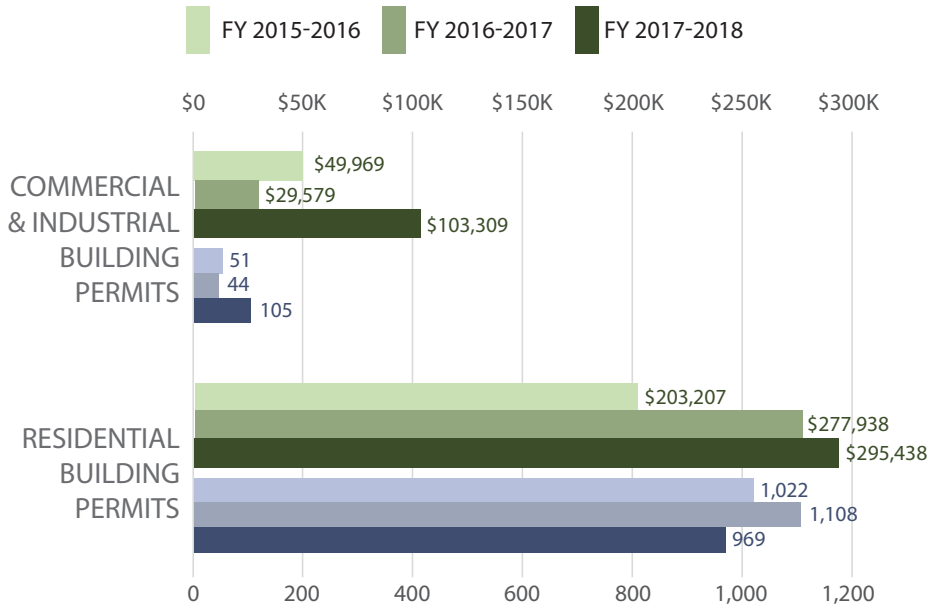
PERMITS ISSUED



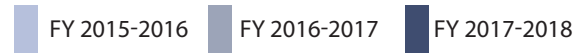
CONSTRUCTION VALUE



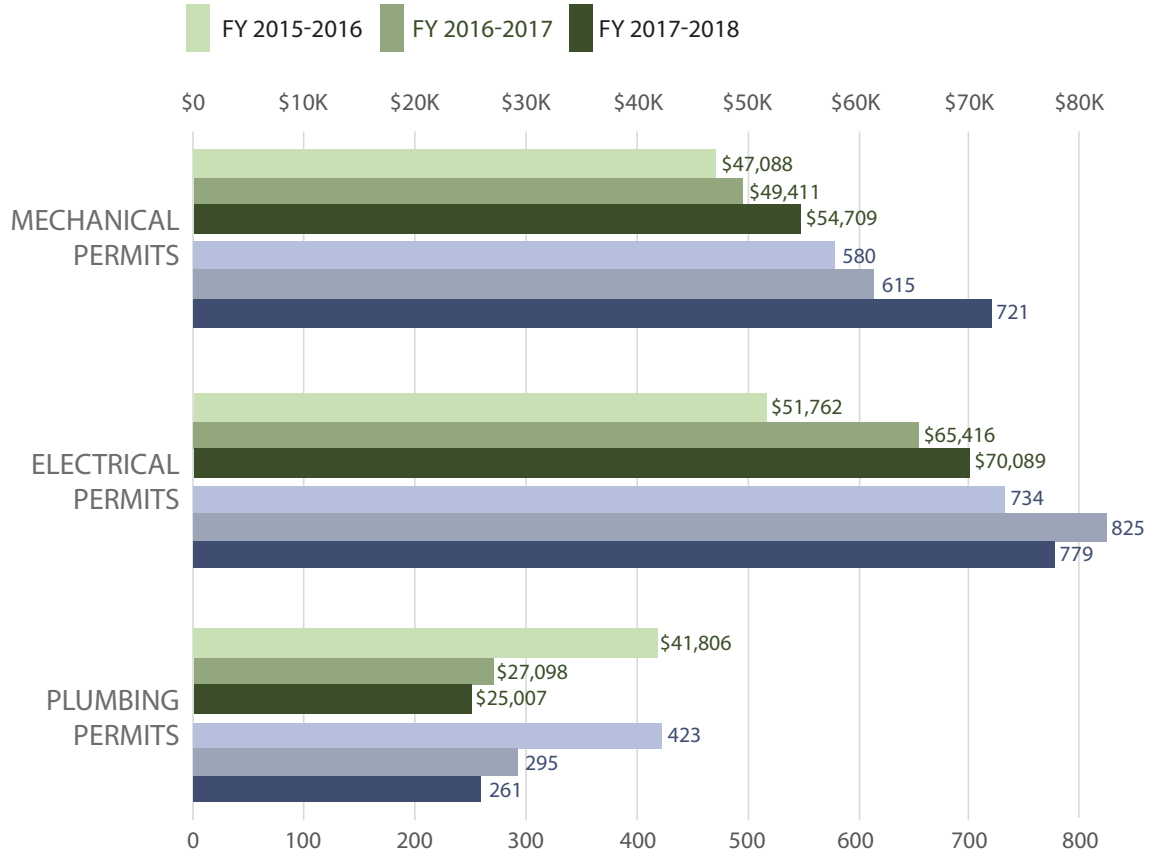
FEES COLLECTED



PERMITS ISSUED



FEES COLLECTED



PERMITS ISSUED





1.8

EMPLOYEES



DEPARTMENT BUDGET:
\$325,583



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:

- Provide oversight and project management to any project involving technology
- Maintain the hardware and software needs for all Town locations
- Create a standards based database environment while increasing the productivity and functionality for Town and School staff to service our constituency
- 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

TOWN SERVER ENVIRONMENT UPGRADE

The Town's server infrastructure is a critical component that houses multiple databases (i.e. Financial, Payroll, Tax and Utility, etc.), Town staff files and email communications. A server upgrade was necessary and IT investigated a new technology called hyper-convergence. Hyper-convergence allows servers and storage to be hosted on a single platform. This project involved months of planning and testing prior to implementation. In order to reduce impact to staff and the public, the actual upgrade was performed off hours. The cutover was seamless to the end users with no disruption in service.

STATEWIDE PERMIT SYSTEM

In conjunction with the Building and Communications Departments, migrated to the statewide permitting system. This system allows residents and contractors to apply for permits online and receive all necessary documents (permit, inspection reports, Certificate of Occupancy) via email. Inspectional services are also entered and tracked online by the Building and Communications Departments along with the Town’s two fire districts, Kingston Fire District and Union Fire District (UFD).

FIRE ALARM PROJECT

In collaboration with the Communications Department, IT worked to develop an RFP, award the bid, and began the implementation of new master fire alarm boxes in municipal owned buildings. To date, equipment has been placed in the Public Safety Dispatch area to receive fire alarm alerts, and 24 municipal and business sites have been brought online. This will be a multi-year project encompassing current businesses that are connected to the copper line Gamewell system.

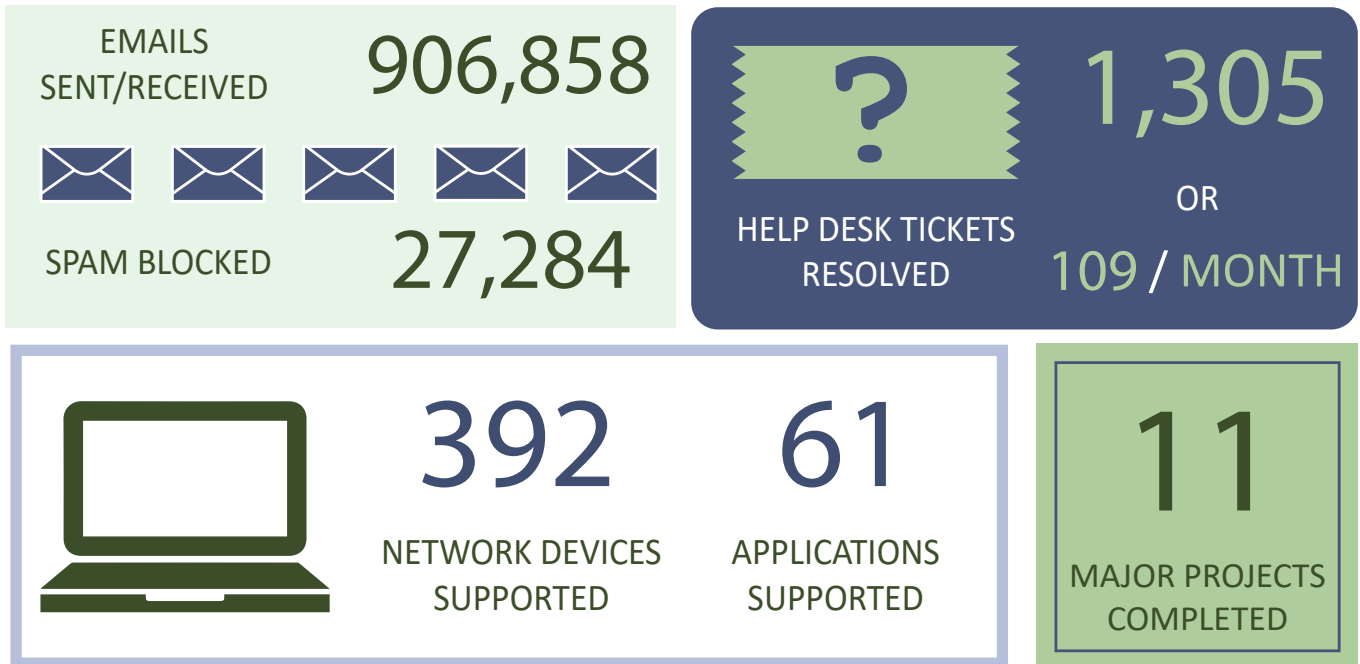
FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

- Successfully completed upgrade of the Town’s virtual server environment
- Successfully completed upgrade of the Town’s Microsoft Office software
- Fire Alarm radio box migration project (multi-year project)
- Implemented the Statewide permitting system
- Commenced Windows server operating system upgrade (multi-year project)
- Began Windows 10 deployment (multi-year project)

PERFORMANCE METRICS





DEPARTMENT BUDGET:

\$8,566,273



72.5

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, as amended. 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

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all our citizens. Officers of the South Kingstown 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 54 sworn officers, eight dispatchers, and ten civilian support staff. The complement of sworn officers consists of the Chief, two Captains, six Lieutenants, eight 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 Chaplin, Father Taillon, of the St. Thomas Moore Parish.

FEATURED PROGRAMS & ACCOMPLISHMENTS

PROMOTIONS & NEW EMPLOYEES

The South Kingstown Police Department experienced new growth and development this past fiscal year. The Department was fortunate to see the addition of another officer to the force with the creation of a new Detective Sergeant position in January 2018, bringing the Department from 53 to 54 sworn officers. This new position of Detective Sergeant provides additional supervisory oversight of the Department's Detective Division. With the creation of this new position, and following several retirements and transfers to other departments, the Department saw several Command Staff promotions. In July 2017, Officers Dolock and Sgalia were promoted to the rank of Sergeant, and November 2017 saw Lieutenant Bucco promoted to the rank of Captain, Sergeant Houghton promoted to Detective Lieutenant, and Officer Lamont promoted to Sergeant. An additional series of promotions occurred in the Spring of 2018 when Sergeants Sgalia and Orton were each promoted to the rank of Lieutenant, and Officer Sousa was promoted to Sergeant.

During FY 2017-2018, the Department filled seven vacancies within the Patrol Officer Division, with two hired from the department's eligibility list in July 2017 and another two in January 2018. Three recruits were hired during the Department's 2017-2018 recruitment process and are currently in the RI Municipal Police Training Academy. All recruits receive 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. Upon graduation, new officers are assigned to an SKPD Field Training Officer for 15 weeks in order 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.

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.

TRANSITION TO LOAD BEARING VESTS

In 2017, the Captain of Operations began to recognize a correlation between an increase in the number of back injuries among officers and the increased amount of equipment necessary on the officers' duty belts. The standard police duty belt contains a hand gun, extra ammo, one or two sets of handcuffs, portable radio, flashlight, baton, and Tasers, which combined typically weighs close to 15 pounds. Two officers were initially outfitted with a modified uniform, consisting of an outer carrier

(vest) that contained the panels of their ballistic vest on the inside and additional pouches and pockets to carry and attach the equipment that use to weight down their duty belts. After successfully piloting this modified uniform, the program was expanded to outfit 10 officers by year end. This program has benefited the department by reducing the officers' risk of injury or re-injury, and minimizes time out of work and expenses related to on the job injuries. While currently still a modified uniform, the outer carrier is in consideration to become an issued part of the uniform for all officers in the future.

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.

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 seventh 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.

ROAD & HIGHWAY SAFETY AND ACCIDENT REDUCTION

The South Kingstown Police Department was awarded a \$50,105 grant to participate in RIDOT’s Operation Blue Riptide program to reinforce traffic

safety efforts; including Impaired/Drunk Driving Enforcement, Speed Management, Distracted Driving, Child Safety Seat, and Seatbelt Safety Efforts. Through our multifaceted and balanced approach of highway safety programs we have successfully lowered the number of accidents in South Kingstown and made the roads safer. The Department conducted approximately 800 hours in directed patrols in addition to our daily routine patrols. The Department also participated in both statewide and nationwide awareness and enforcement operations during specific holidays, peak travel times, or during NITSA national mobilizations. Our officers issued over 3,700 traffic warnings and approximately 1,700 traffic tickets. These efforts helped to contribute to a reduction in the number of vehicle accidents in the community; there were 46 less car crashes than the previous year.

The Department’s Highway Safety Program also employs eight Car Seat Technicians who are trained to conduct Safety Seat checks and installations for our community. This past year, these officers conducted child safety seat installations at four daycares and nursery schools as well as maintaining a regular checkpoint at the Wakefield Mall. In addition, the team of car seat technicians will welcome community members on a walk in basis at the Public Safety Complex, and are available to assist with safety seats checks or installation. Parents and caregivers receive education and



hands-on assistance with the proper use of child restraint systems and seat belts, to help promote everyone being safely buckled up all the time. The technicians inspected or installed over 600 seats during this past year.

Officers Chappell and Marler were recognized by the Rhode Island Department of Transportation - Office on Highway Safety for making a significant difference in the community through traffic safety activities. Officer Chappell has been a Child Passenger Safety Technician for sixteen years and Child Passenger Safety Instructor for four years, and was recognized for his efforts in the Category of Child Passenger Safety. Officer Marler was recognized for his efforts in Speed Management and Enforcement. Officer Marler lead our department with 586 motor vehicle stops, resulting in 114 speeding citations and 120 additional criminal or civil violations.

The South Kingstown Police Department activated their bike patrol for the summer months and early fall. The bike patrol focuses primarily on the villages of Peace Dale and Wakefield, the Town's south shore areas, and the bike path. The bike patrol also collaborated with members of the University of Rhode Island Police Department's bike patrol to assist them with large events. 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.

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 2017 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 2017-2018 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 2017-2018 there were 27 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.

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.

PERFORMANCE METRICS



PROVISION OF CORE SERVICES & FACILITIES

- Administered promotional processes, promoting one officer to the rank of Captain, three officers to the rank of Lieutenant and four officers to the rank of Sergeant
- Hired four new officers in 2017-2018 from existing eligibility list. Conducted a recruitment drive in November 2017 and hired three additional officers in July 2018 who are currently in the Rhode Island Municipal Police Training Academy
- 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
- Provided officers with over 2,500 hours of professional development training
- Continued assignment of undercover officer to a statewide multi-jurisdictional investigative task force



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

- Worked collaboratively with Finance Department to prepare bid specifications and complete acquisitions for police equipment budgeted for replacement
- Received \$50,105 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
- Received \$9,314 SHSP grant to upgrade the Radio Room and EOC with Wireless Access Point, laptops and two Smart TV's/Monitors
- Received \$7,497 SHSP grant to purchase portable VHF radios for CERT team use during emergencies
- Used \$24,000 in Federal Asset Forfeiture money to purchase 58 Sig Sauer P320 9mm weapons with accessories and simunition training supplies
- 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)



COMMUNICATION & EDUCATION

- Implemented a centralized online employment application submission process through PoliceApp.com, which created efficiencies during the recruitment and hiring processes for both applicants and the training officer, and allowed for ease in tracking and communication during the various recruitment stages
- Worked collaboratively with municipal radio user groups to review and plan for future communication resources and system development
- Worked collaboratively with the Town's IT Division to replace twenty older workstations and four laptops resulting in improved network security and operation efficiency
- Prepared and submitted the SKPD Annual Report for 2017; posted on the Town's website for public access



ENVIRONMENTAL & NATURAL RESOURCES

- Completed several facilities improvements; including to the HVAC system chilled water loop with high efficiency motors and variable speed drives



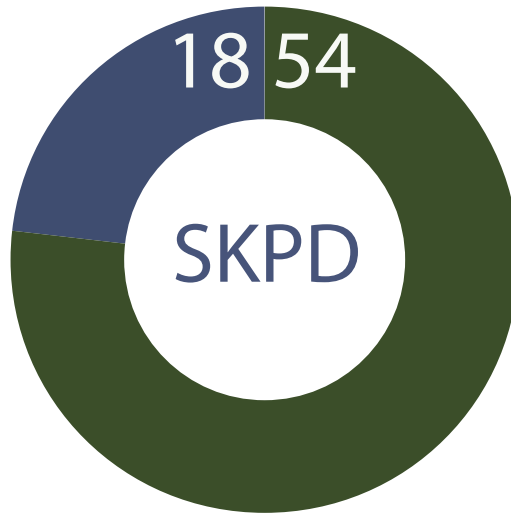
CIRCULATION

- 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
- 8 SARGEANTS
- 37 PATROL OFFICERS
- 8 DISPATCHERS
- 10 SUPPORT STAFF

48,017
CALLS RESPONDED TO OR INITIATED

RESPONDED TO
1,121
VEHICULAR ACCIDENTS
242 ACCIDENTS RESULTING IN INJURY

DOWN 46 FROM LAST YEAR

1,829
OFFENSE REPORTS GENERATED

TOTAL OFFENSES
370
DOWN 116 OVER THE LAST 4 YEARS

WITHIN UCR MAJOR CRIME CLASSIFICATIONS

92
DUI SUSPECTS ARRESTED
6 MORE THAN LAST YEAR

27
DRUG RELATED ARRESTS
6 LESS THAN LAST YEAR

\$50,105 RIDOT HIGHWAY SAFETY ENFORCEMENT GRANT

\$16,811 STATE HOMELAND SECURITY PROGRAM GRANT

\$24,000 FEDERAL ASSET FORFEITURE FUNDS SPENT

2,880
HOURS LOGGED BY 2 SCHOOL RESOURCE OFFICERS

101
CALLS HANDLED BY SCHOOL RESOURCE OFFICERS
DOWN 7 FROM LAST YEAR, & 23 OVER 2 YEARS

507
ADULT ARRESTS
WITHIN UCR MAJOR CRIME CLASSIFICATIONS

32
JUVENILE ARRESTS

TRAINING

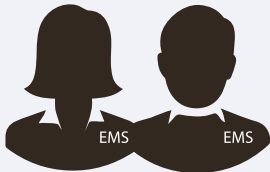
54
OFFICERS

PARTICIPATED IN OVER
2,500
HOURS



17

EMPLOYEES



DEPARTMENT BUDGET:
\$1,631,531



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 fourth year, the EMS Department continued coordinating with the Medical Simulation Laboratory at Rhode Island Hospital to provide our Paramedics with courses necessary maintain paramedic skills. The Department conducted advanced airway management training in the simulation laboratory, which provides our Paramedics quality training with high-fidelity manikins by emergency physicians to simulate

real critical patient conditions that would be experienced in the field.

The Department continues daily training on each shift, which includes continuous review of the Rhode Island State EMS protocols, clinical case study reviews, and review of departmental EMS



operational procedures. Practical scenario training continues related to potential mass-causality events from natural or man-made disasters. The Department conducts training related to identifying potential areas or locations that may generate an EMS response.

Department personnel received training certification in Emergency Vehicle Operations and Defensive Driving through Q On Q Safety-Driving Training and Analytics. The Department also received extensive training in 12 lead EKG interpretation to better identify heart attacks. The training was provided by a world-renowned subject matter expert in the field of EMS EKG interpretation.

The Department continues to conduct training with Union Fire District, Kingston Fire District, Narragansett Fire Department, Charlestown Ambulance Rescue Service, and URI Emergency Medical Services to promote agency familiarization to prepare for potential response needs for routine and major incidents.

Department personnel participated in a joint active-shooter training exercise at Narragansett Beach called Operation Red Tide with Narragansett's Police Department and Fire Department, North Kingstown's Police Department and Fire Department, and the Rhode Island Emergency Management Agency.

Department personnel have conducted walk-thru scenarios with SKPD School Resource Officers on



potential responses to South Kingstown School facilities for routine or active-shooter type situations.

Professional development training for Lieutenants continues, focusing on leadership and conflict resolution. The command staff attended professional leadership training with Pryor Professional Seminars with the topic of Leading Employees. Command staff meetings have been established on a monthly basis to maintain communication, discuss operational needs, and continuous leadership training. Leadership case study reviews and articles from academic and professional leadership journals are discussed on a monthly basis.

RECRUITMENT

The Department recently conducted recruitment testing and anticipates filling current 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.

INVENTORY MANAGEMENT

The Department continues to enhance the inventory management program, 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 Department implemented an asset inventory management process through online software that provides scheduling for preventive maintenance, replacement cycles for equipment, and tracking of assets. The inventory management program will provide asset inventory for the Department of Health Medical Point of Distribution supply cache located at the EMS South Station.

COMMUNITY RISK REDUCTION

The Department continues to develop a Community Risk Reduction program to identify and prioritize risks specific to EMS services within the community. Department initiatives include developing strategies and tactics to mitigate potential risk, and coordinating with community partners and critical stakeholders to minimize emergency incidents in populations susceptible to ground level falls, stroke, cardiac events and outdoor recreation. The Department has implemented special response plans for identified citizens within the community who may have special medical needs.

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES AND FACILITIES

- Implemented a medical quality improvement process linking performance data to RIDOH protocols and established standards
- Implemented EMS Lieutenant responsibilities and priorities related to continuity of operations and strategic planning



COMMUNICATION & EDUCATION

- Provided professional development training for Lieutenants focusing on leadership and conflict resolution
- Provided training for potential mass-gathering events and potential transportation disasters
- Coordinated with RI Hospital to provide Department staff with advanced airway training at the Medical Simulation Laboratory
- Established communication process with mutual aid partners relating to service demands and event awareness
- Established cyclic case-study review of EMS calls with personnel
- Implemented quarterly Department meetings with personnel
- Established quarterly communication of medical quality improvement data
- Provided CPR and AED training to citizens, CERT teams, local business partners, SK Libraries and the School Department
- Established a blood pressure screening program with the South Kingstown Senior Center which also provides educational materials related to fall prevention, stroke and cardiac event recognition
- Coordinated with SKPD on community programs to promote quality of life enhancement for residents
- Conducted operational training with mutual aid partners



SOUTH COUNTY HOSPITAL

- Established an inventory process with the pharmacy at South County Hospital to improve medication exchange reducing cost of expired medications
- Established a pharmacy intern ride-along program where interns from South County Hospital spend time riding with SKEMS and providing education for Department personnel on medications



BUDGET DEVELOPMENT AND FISCAL MANAGEMENT

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

PERFORMANCE METRICS

CPR TRAINING

15 COURSES CONDUCTED
5 MORE THAN LAST YEAR

150 PEOPLE TRAINED
90 MORE THAN LAST YEAR

24/7
365
SERVICE

2,135
EMS TRANSPORTS
431 MORE THAN LAST YEAR

16 FULL TIME STAFF PARAMEDICS

4 LIEUTENANT PARAMEDICS

12 STAFF PARAMEDICS

3,112
CALLS FOR SERVICE ANSWERED
78 MORE THAN PRIOR YEAR

MUTUAL AID

307 CALLS
INCREASE OF 108 FROM LAST YEAR

133 UP 52 FROM LAST YEAR
ASSISTING NEIGHBORING COMMUNITIES

171 UP 147 FROM LAST YEAR
ASSISTANCE RECEIVED

7AM - 7PM
1 LT & 4 STAFF

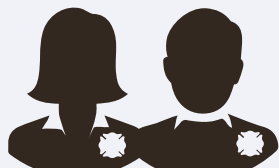
7PM - 7AM
1 LT & 2 STAFF





2.5

EMPLOYEES



DEPARTMENT BUDGET:

\$243,941



2017-2018 BUDGET:

\$31.5 MILLION

THE FIRE ALARM DEPARTMENT (also known as the Public Safety 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. The Department is further charged with promoting interoperability and efficient communication and response as it relates to Public Safety Communications.

FEATURED PROJECTS

RADIO BOX MIGRATION

A major project for the Department this year has been the installation of the 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 serves multiple municipal buildings. The project scope, costs, and implementation schedule has been defined

in coordination with the Town's IT Department, and the initial 27 buildings were identified for migration. The Department will be working with the Town's legal counsel 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. At this time there have been 24 radio boxes put on line, including 14 Town Buildings, 2 fire stations, and 8 businesses (7 of which were expedited due to cable damage under Route 1).

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 the community. 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 2018.

HIGH SCHOOL RADIO PROJECT

The radio system utilized by the South Kingstown High School was updated with a new frequency and portable radios. The Fire Alarm Department played a major role in getting the FCC license, and the programming of the repeater and all existing radios. Moving forward, the Fire Alarm Department will continue to oversee the radio system for the School Department.

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 2017-2018, there were a total of 207 commercial fire alarm incidents, with 88 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 39 resets. The program has seen continued success, with the percentage of resets completed by UFD continuing to increase, and the need for Department callbacks continuing to decrease. 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 248 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 2017-2018:

- New wire run on Matunuck Beach Road due to the poles being moved from the southern side of the road to the northern side, due to the installation of the new sea wall
- New wire run from the Narragansett Town line to Dale Carlia Corner intersection, due to aging cable
- New wire run in The Oaks neighborhood to feed Scallop Shell, due to needed repair of storm damage
- As a result of a guardrail piercing the underground cable on Route 1 during the installation of a replacement guardrail, and the resulting damage too costly to repair, the south end businesses previously connected via the cable saw the conversion to radio boxes timeframe expedited and were moved to the new radio box system
- Initiated work to investigate using radio boxes for enhanced security purposes within Town Buildings

FEATURED ACCOMPLISHMENTS



BUDGET DEVELOPMENT AND FISCAL MANAGEMENT

- Continued to see a reduction in the number of Call Back responses and related overtime expenses for municipal fire alarm system resets due to UFD resetting 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
- Began training Public Safety Dispatchers on how to use the new radio box equipment within the dispatch center
- Began developing training program for UFD and KFD with the purpose of holding classes at night to help firefighters learn how to use and interact with the new radio boxes



PROVISION OF CORE SERVICES AND FACILITIES

- Continued the Radio Box Migration Project, defining scope of project, costs, and implementation schedule
- Continued to work on the 5-year plan for municipally connected businesses to convert to the radio box system
- Continue removal of on-street fire alarm call boxes
- Completed radio upgrade project at South Kingstown High School

- Initiated a project for the Department to ‘go paperless’ beginning with the conversion of all existing files and plans to digital
- New Municipal Fire Alarm System Connections: the new Westerly Credit Union was the first non-Town building to install a radio box
- Cable relocation projects: Matunuck Beach Road due to the poles being moved from the southern side of the road to the northern side, due to the installation of the new sea wall
- Cable replacement projects: Narragansett Town line to Dale Carlia Corner intersection, due to aging cable
- Cable replacement projects: Within The Oaks neighborhood to feed Scallop Shell, due to needed repair of storm damage
- Cable obsolete: Following damage to an underground cable on Route 1 during the installation of a guardrail, and the resulting damage being deemed too costly to repair given the upcoming conversion to a new system, the south end businesses were converted to radio boxes
- Initiated work to investigate using radio boxes for enhanced security purposes within Town Buildings

PERFORMANCE METRICS





DEPARTMENT BUDGET:

\$42,238



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.

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. 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 PROJECTS

NEW PATROL BOAT PURCHASED AND PLACED INTO SERVICE (PB2)

In advance of the 2018 season the Harbor Patrol took delivery of a new patrol boat, a Brunswick Commercial and Government Products Boston Whaler 17' Guardian, that was commissioned and placed in service as the new PB2 in April 2018. This model boat is built by one of the leading manufacturers of commercial and government watercraft. It replaced two aging boats (1990 21' HBI ridged hull inflatable and 1995 14' Mirrocraft jon boat) which had significant maintenance

issues, critical hull failures, and each had reached the end of service life. The new patrol boat is multi-functional since it can be used to patrol the waterways of the Town that have shallow draft and low bridge height requirements, and can also serve as a backup boat for the larger boat used to patrol Point Judith Pond and Block Island Sound (PB1).

EQUIPMENT & MAINTENANCE IMPROVEMENTS (PB1)

The following improvements were completed on the 19' Boston Whaler (PB1) that has been in service for over 17 years.

EQUIPMENT REPLACEMENT – RADAR UNIT AND SONAR

The radar unit, which was no longer operational, was replaced with a state-of-the-art Garmin Doppler technology radar and side scan sonar. This equipment provides better capabilities for safe operation in night operations and inclement weather. It also provides significantly enhanced technology to deploy on search and rescue operations on the water.

MAINTENANCE – BOTTOM PAINT REMOVAL (SODA BLASTING PROCESS)

The paint buildup that occurred over the last 17 years was removed from the hull bottom through an environmentally safe soda blasting process. A barrier coat treatment was then applied to accept new bottom paint. This maintenance step will help preserve the integrity of the bottom of the hull to allow for many additional years of continued service for the Town.

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 \$35,372 in rental fees during the 2017-2018 fiscal year. There are 10 people on the waiting list. The Harbormaster continues efforts to fill all available mooring spaces within the Town mooring fields.

MANAGE MOORING LICENSES ONLINE

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.

INFORMATION ONLINE TO ASSIST LOCAL BOATERS

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.

2018 SEASON

The Town's waterways are patrolled seven days a week for the entire fifteen-week summer season each year. During the 2018 season, the Harbor Patrol conducted 40 safety checks, and issued 12 warnings to boaters. Recognizing that some years, we see an early spring and summer, and other years the recreational boating season begins a bit later due to inclement weather. It is noted that the 2018 season's figures are lower than the previous year's figures, which can be directly attributed to the significantly later start of the recreational boating season as a result of poor weather. The Harbor Patrol noted many boats were not yet in the water at dock slips or moorings during the month of May and June. Lighter than normal boating traffic was observed through most of the month of June as well, which can be attributed to the late start of the spring and summer weather slowed spring launch prep, and to inclement weather on many of the weekends in the month of June.

SEPTAGE PUMP OUT STATION

The South Kingstown boat pump-out station, located at Ram Point Marina, offers boaters with on-board sewage disposal systems a convenient facility to discharge septage to the Town sewers instead of the tidal waters. Ram Point Marina personnel, at no charge to the users, operate the

facility. During the 2018 season, boaters used the pump-out 120 times, diverting 2,766 gallons of septage from Point Judith Pond.

FEATURED ACCOMPLISHMENTS



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



COMMUNICATION & EDUCATION

- Worked collaboratively with the Town Clerk’s Office to streamline the mooring application process, leveraging the online system easily accessed and used by residents



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

- Worked to ensure all available mooring spaces within the Town’s mooring fields are filled in order to realize all available program revenue potential

PERFORMANCE METRICS

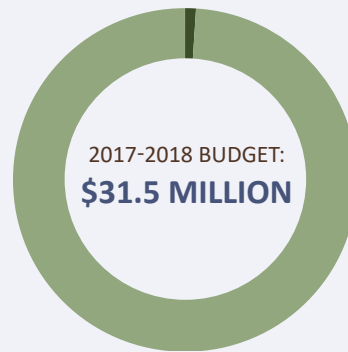




The mission of **THE ANIMAL CONTROL PROGRAM**, under the direction of the Police Department, is to enforce all animal related Town Ordinances and State laws, house the Town's stray animal population, provide humane education to the general public in regard to the proper treatment and care of animals, 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:

\$315,774



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
- Completed facility improvements at the Shelter including replacing the hot water heating loop as an energy savings measure
- Expanded the electronic building access system at the Shelter by adding a staff only entrance door to provide an additional level of security
- Continued ongoing improvements including the exterior post and beam rehabilitation project, anticipated to be complete during FY 2018-2019



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
- Enhanced public relations and awareness with increased visibility through Donation Banks, Aluminum Can Drive, Yard Sale Fundraisers, Social Media, and Holiday Newsletter

PERFORMANCE METRICS





DEPARTMENT BUDGET:

\$629,083



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 2017-2018. Roads reclaimed and/or paved during the year included South Road (between Curtis Corner Road and Main Street), Pond Street (from Route 1 to Billington Avenue), Coast Guard Avenue, Carpenter Drive, Browning Street, and a portion of Rosebriar Avenue.

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 was completed by June 1, 2018. This work included approximately 180' of steel sheet piles encapsulated with a cast-in-place concrete cap, 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. In accordance with the CRMC Assent, annual beach replenishment of the sacrificial sand layer is required, and was completed seaward of the wall by the Town's Highway Division in May of 2018.

The Town's project to protect the Matunuck Beach Road right of way (ROW) was undertaken to address the most critical vulnerable area and scaled to utilize available resources; however, severe coastal erosion continues to occur to the

west of the recently completed seawall. 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.

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 solar farms have been constructed and are expected to go on-line in the Fall of 2018 upon final review and approval by National Grid. 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 streetlights 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 in 2016; however, only one proposal was received whereby the Towns of South Kingstown and Narragansett elected not to award a contract without additional bids for comparison purposes. The Town of South Kingstown subsequently teamed with the Towns of Narragansett and North Kingstown to solicit a new LED streetlighting conversion RFP. A total of five (5) proposals were received in May of 2018, whereby an award for LED streetlighting conversion and maintenance services is expected in the Fall of 2018. An additional component of the

LED conversion will require the Town to purchase the streetlighting inventory from National Grid.

SAUGATUCKET ROAD CULVERT/ROAD WIDENING

In 2014, the Town of South Kingstown was selected as one of three Rhode Island municipalities to participate in a new Federal Highway Administration (FHWA) funded piloting program through Rhode Island Department of Transportation (RIDOT) for safety improvements to local roadway systems. The resulting road safety assessment (RSA) report presented to the Town identified one major project, the widening of the Saugatucket River culvert and roadway between Broad Rock Road and Rose Hill Road.

On November 14, 2016, the Town Council authorized the award of consulting engineering and design services for this project to Vanasse Hangen Brustlin, Inc. (VHB). VHB's scope of work required them to proceed with design services in accordance with a multi-phase approach. The initial design stage including a preliminary design and analysis of probable construction costs which was completed in the Spring 2017. Upon receiving the Town's approval to proceed beyond the preliminary phase in early Summer 2017, VHB prepared the requisite environmental permitting materials and design plans, which were submitted to RIDEM for review and approval on November 28, 2017. A RIDEM Insignificant Alteration Permit was issued June 4, 2018.

Presently, VHB is preparing bid documents including bid plans and specifications with the intention to put the construction bid out in the Spring 2018 for construction in the Summer 2018. The funding received for this project through RIDOT is reimbursable for construction related costs not to exceed \$310,000.

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

- Completed the third of a three-year contractual Town-wide catch basin cleaning program
- Contract awarded for a tree and stump removal contract

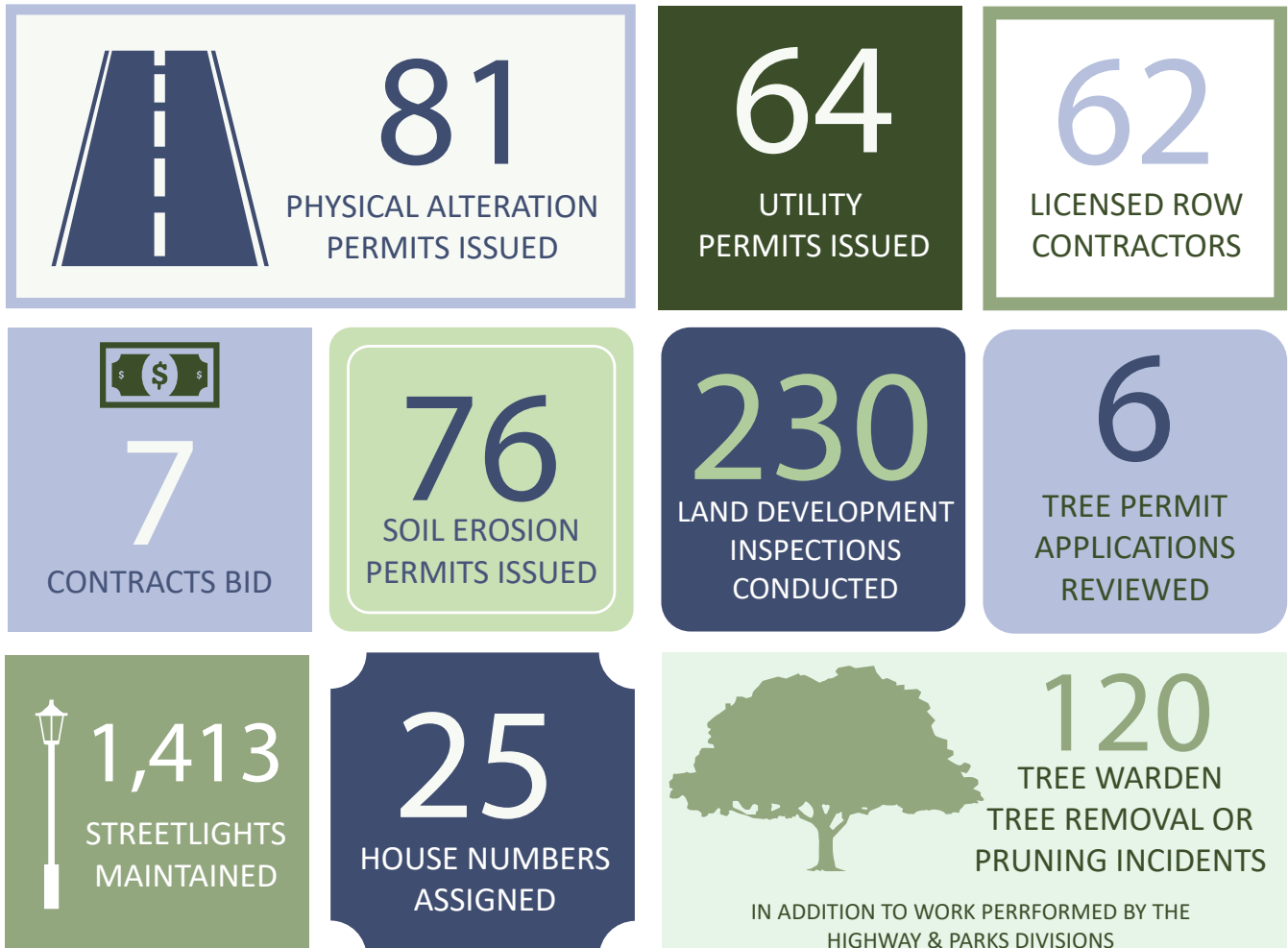
- Managed the Town’s Pavement Management Program, including stone sealing and crack sealing
- Contract awarded for a regional road striping program
- Assisted in the preparation of the regional street lighting operation and maintenance bid specifications
- Repaired ornamental and municipal parking lot lighting in Wakefield and Peace Dale on an as needed basis
- Coordinated streetlight outages with National Grid on an as needed basis



CIRCULATION

- Completed a reconstruction and pavement overlay project on South Road (Curtis Corner Road to Main Street) and Pond Street (Route 1 to Billington Avenue)
- Completed a milling and pavement overlay project on Coast Guard Avenue, Carpenter Drive, Browning Street, and a portion of Rosebriar Avenue
- Coordinated with RIDOT during the State’s Route 1 Pavement and Reconstruction project

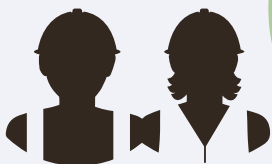
PERFORMANCE METRICS



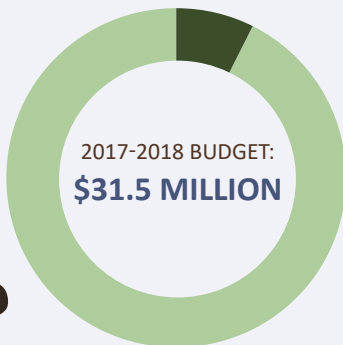


18.5

EMPLOYEES



DEPARTMENT BUDGET:
\$2,308,667



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 2017-2018 Winter Storm Operations, 1,111 tons of winter sand and 1,699 tons of de-icing salt were used. Fifteen off-hour Winter Storm Operation call-back events resulted

in 1,442 overtime hours and 614 hours of compensatory hours, for a total of 2,056 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

BIKE PATH RAIN GARDEN

The South County Bike Path, in proximity to the Main Street Comfort Station, was experiencing stormwater sheet flow from an adjacent up-gradient property. The sheet flow was especially problematic during the winter time when it was subject to freezing on the bike path travel surface. In an effort to remedy this, the Highway Division installed a rain garden adjacent to the Main Street Comfort Station to capture and infiltrate impervious surface stormwater from the adjacent property. The project included design, excavation, and installation rip rap, river stone, and a collection of plants compatible with treating and absorbing stormwater.

MATUNUCK POINT STEPS

The Highway Division continued rebuilding sections of the Matunuck Point Steps which provide public access between East Matunuck State Beach and the village of Matunuck. Severe winter coastal storms dislodge the concrete walking tables from time-to-time, whereby the tablets become misaligned creating a tripping hazard. Annual springtime work includes removing and re-bedding the tablets’ rock foundation, and resetting and realigning of the walkway. The approach from the beach to the walkway and hand rails are also rebuilt on an as needed basis to ensure safe passage for pedestrians.



MATUNUCK SEAWALL SAND REPLENISHMENT

As a condition of the Coastal Resources Management Council (CRMC) Assent for the recently completed sheet pile seawall that runs along Matunuck Beach Road, the Town must perform annual beach sand replenishment seaward of the wall. FY 2017-2018 was the first year of such replenishment, which required approximately 70 tons of beach sand to be trucked in and graded by the Highway Division. This project will continue annually each spring in advance of Memorial Day.



MARINA PARK BOAT RAMP

Spring storms rendered the Marina Park boat dock and access ramp unusable. As such, the Highway Division rebuilt the Marina Park dock along with the adjoining access ramp. The project included removing the dock from the water, installing new structural members, floats, and deck surface, and using new marine stainless steel hardware. The damaged wooden access ramp was replaced with a new aluminum ramp to promote a longer life expectancy.

improvement systems, placement of pedestrian walkway warning signs at key locations throughout the Town, assisting with the excavation necessary for the construction of the new kiosk at the Transfer Station in coordination with the School Department, well as refilling the orange flags at all pedestrian crosswalk flag stanchions in 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: assisted in the installation of catch basin medallions, maintaining newly installed High Street off-site stormwater quality

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 miscellaneous drainage improvements on an as needed basis
- 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: pickup truck, street sweeper, and road grader



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
- Swept the downtown area of Main Street (a State Road) on an as needed basis in advance of community events
- Provided traffic control devices to community groups on an as-needed basis for various events



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
- Excavated the site and installed new informational kiosk at Rose Hill Regional Transfer Station, which was constructed by the SK High School wood working class

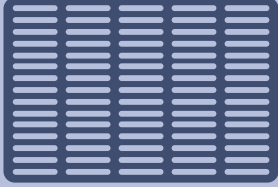


CULTURAL & HISTORIC RESOURCES

- Completed the installation of a water cistern at the recently relocated the historic granite watering trough at the Peace Dale Library

PERFORMANCE METRICS

CATCHBASINS




280
CLEANED

2,654
INSPECTED

39
CLEANED
6 MORE THAN PREVIOUS YEAR

6
MARKED

DRAINAGE OUTFALLS



604

LANE MILES SWEEPED
151 ROAD MILES
2X PER YEAR

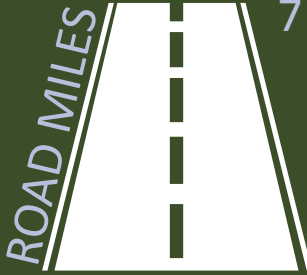


440

TONS OF SWEEPING SPOILS DISPOSED




ROAD MILES



7 CRACK SEALED
5 STONE SEALED/ MICRO SURFACED
3 REPAVED
19 GRADED
33 RESTRIPE

22 DEDICATED SNOW PLOW ROUTES

163 ROAD MILES SNOWPLOWED
IT TAKES 4 PASSES TO CLEAR A SINGLE LANE ROAD WIDTH ONCE



15 WINTER STORM CALL-BACK EVENTS
2 MORE THAN PREVIOUS YEAR

2,056 WINTER STORM OPERATION HOURS LOGGED
1,422 OVERTIME HOURS
614 COMPENSATORY TIME HOURS

TONS

1,111 WINTER SAND
412 TONS LESS THAN 16-17

1,699 DE-ICING SALT
922 TONS LESS THAN 16-17

SPREAD

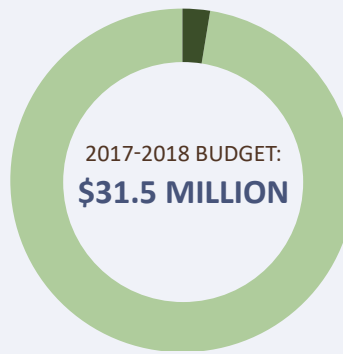





The mission of THE WATER DIVISION, under the Department of Public Services, is to provide the Town’s two municipal water systems, the South Shore water district and Middlebridge water district, continuous municipal water for both domestic use and fire protection that meets or exceeds requirements of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

DEPARTMENT BUDGET:

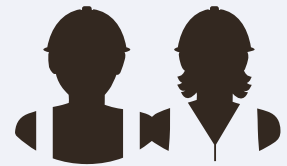
\$922,186



2017-2018 BUDGET:
\$31.5 MILLION

2.7

EMPLOYEES



PROGRAM OVERVIEW

In addition to the many properties that receive water from a private well, residents of the Town are serviced by one of five water providers. The Town operates and provides water to residents in two of these five water districts, Middlebridge and South Shore. The South Shore water system consists of the area of Town south of Route 1, including Green Hill, Matunuck, East Matunuck, and Snug Harbor, as well as the Perryville area. The majority of residents along Middlebridge Road are 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 State’s goal is maintaining 10% or less unaccounted for water, and the Town’s water systems have each consistently been well under 10%. After an increase in unaccounted water levels was identified in each of the water systems, both the South Shore and Middlebridge water systems underwent a comprehensive investigation for leaks by a third party contractor in May 2017 using acoustic technology; however, no significant leaks were found. As the Town purchases water from SUEZ for each of the water systems, SUEZ was



continued unaccounted for water loss in FY 2017-2018 continues to be perplexing. It is noted losses for hydrant flushing and Fire Department use are already taken into consideration when calculating this figure. 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. Different leak detection technology will be considered during the next comprehensive system-wide detection program. In the meantime, Water Division staff will remain vigilant to replace any distribution system leaks as soon as they are identified.

MATUNUCK BEACH ROAD WATER MAIN REPLACEMENT

In conjunction with the recently completed seawall along Matunuck Beach Road, approximately 300' of new class 52 ductile iron water main was installed in May 2018 in lieu of the existing Transite water main. The ductile iron water main will provide far greater durability and incorporates isolation valves to facilitate additional replacement water main should the seawall be extended further to the west.

contacted as part of the investigation. SUEZ'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 significant increase in FY 2016-2017, the results of Matchpoint's field investigation, and the re-calibration of the SUEZ water meters, the

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES AND FACILITIES

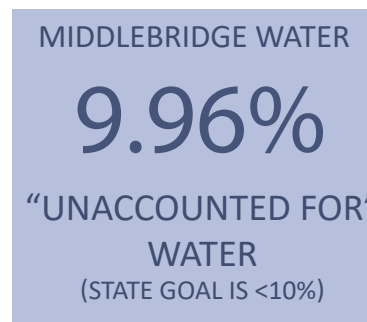
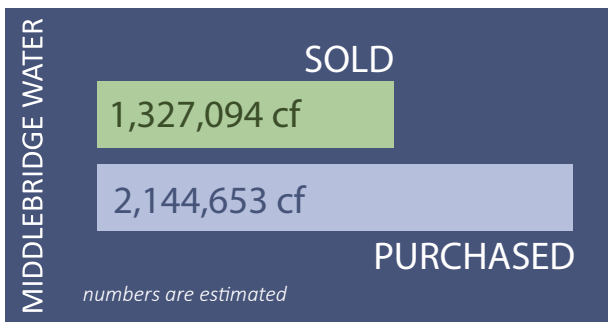
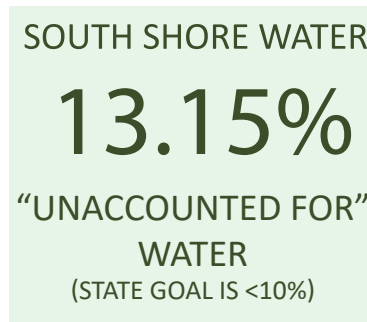
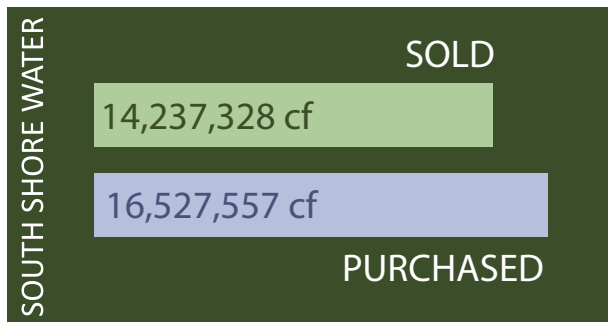
- Read all water meters within both water systems each month for customer leak detection purposes



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

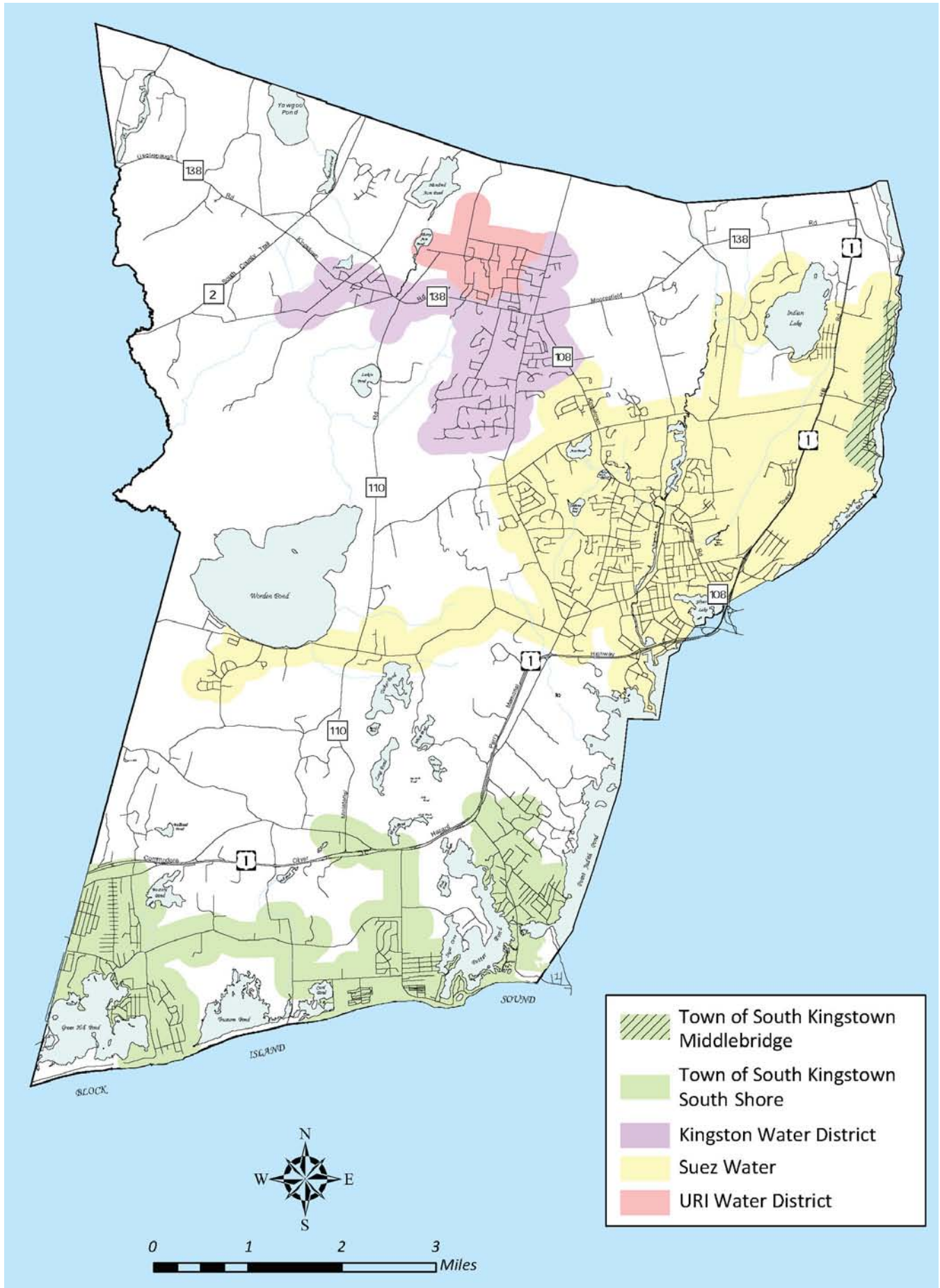
- Continue ongoing distribution system leak detection and repair efforts
- Continue water quality testing to ensure water meets or exceeds requirements

PERFORMANCE METRICS



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

SOUTH KINGSTOWN WATER SUPPLY DISTRICTS

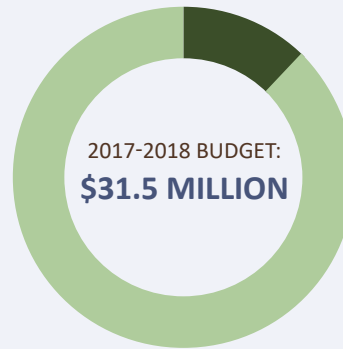




The mission of **THE WASTEWATER DIVISION**, under the Department of Public Services, is to provide for continuous treatment of wastewater from residential and non-residential users that meets or exceeds requirements in accordance with its Rhode Island Pollution Discharge Elimination System (RIPDES) permit 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.

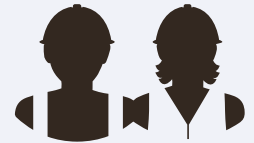
DEPARTMENT BUDGET:

\$3,797,625



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

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. Beginning in 2017, the Town transitioned from hard copy inspection forms to an online portal for OWTS inspections using the Carmody Information System. Town licensed OWTS inspectors are now required to enter OWTS inspection data into the Carmody online portal, creating cost savings and other efficiencies, as well as eliminating paper usage.

FEATURED PROJECTS

WWTF IMPROVEMENTS

The Town's wastewater engineering consultant James J. Geremia & Associates (JGA) is currently designing a number of system improvements for the regional wastewater treatment facility (WWTF), which include:

- Headworks concrete work and air scrubber repair
- Secondary clarifier #4 concrete repair
- Primary Clarifier #4 wall re-construction

- Primary tank mechanism upgrade
- Chemical feed building exterior repair

Construction of the above noted improvements will commence in FY 2018-2019, whereby the costs will be shared by the Towns of South Kingstown and Narragansett, and the University of Rhode Island, as the three regional partners.

PUMP STATION IMPROVEMENTS

In addition to upcoming improvements to the wastewater treatment facility, JGA is also completing design work for the following:

- Silver Lake Pump Station: wet well electric, HVAC, and grit removal system upgrades
- Kingston Pump Station: wet well electric and HVAC upgrades
- Kingston force main replacement

Construction of the above noted pump station improvements will commence in FY 2018-2019, whereby the costs will be shared by the Towns of South Kingstown and Narragansett, and the University of Rhode Island, as the three regional partners. The Kingston force main work is expected to commence in FY 2019-2020 and will be paid for by the Town of South Kingstown and the University of Rhode Island.

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

- Provided the engineering consultant with all necessary documentation and plans for upcoming major projects
- 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
- Collection system internal inspection with telemetry camera equipment on an as needed basis
- 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

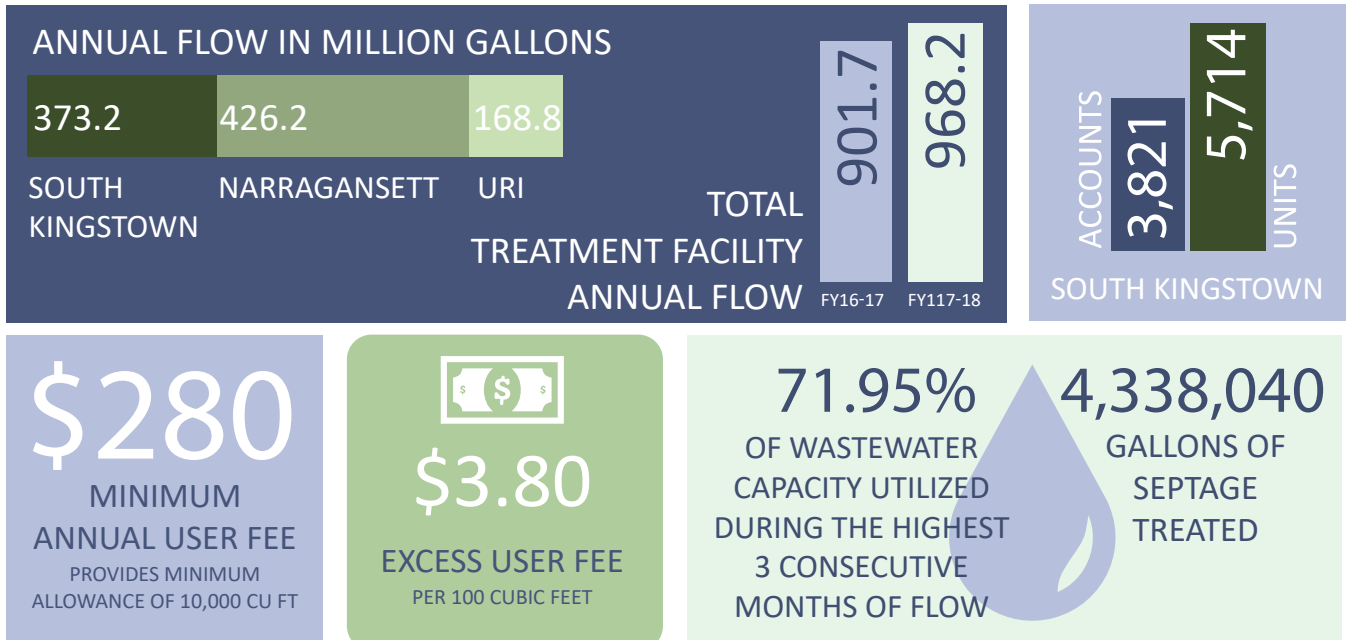
- Continued proactive collection system cleaning to prevent blockages and by-passes
- Received and treated septage from outlying, non-sewered areas of Town that rely on OWTS wastewater disposal
- Procured an F350 pickup truck with an aluminum lift gate



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

- 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



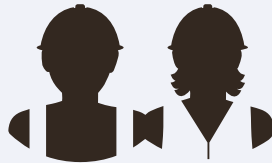


DEPARTMENT BUDGET:
\$714,707



.5

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, 2018, the cost per tag will increase from \$2 to \$2.10, and the cost per lot of five will increase from \$10 to \$10.50. 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.

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. In conjunction with their operations contract with the Town, LINK completed all capital improvements in FY 2017-2018, which have been well accepted by both residential and commercial customers.

E-WASTE COLLECTION REESTABLISHED

In July 2014, the State reduced the number of approved E-Waste disposal drop offs to a total of five (5), which did not include the Rose Hill Regional Transfer Station (RHRTS), whereby the Narragansett Highway Garage was designated as the State's local E-waste drop-off center. In order to offer residents an in-town option for E-Waste disposal, the Town, in partnership with IndieCycle, began hosting quarterly residential E-waste drop off and collection events in February 2017.

However, in 2018 the RIRRC requested the Town of South Kingstown re-establishing an E-Waste drop off center at RHRTS, which was subsequently implemented in May 2018, thereby giving residents a more convenient means of E-Waste disposal. Since an E-Waste drop off has been re-established at the Transfer Station, quarterly residential E-Waste drops offs events will no longer be held.

SHREDDING EVENTS

In March 2017, the Towns of South Kingstown and Narragansett began holding regional shredding events where residents can drop off personal paperwork they wish to have shredded. During FY 2017-2018, two shredding events were held. The shredding 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.

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 26, 2018, a total of 18,418 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.

SOUTH KINGSTOWN ECO-DEPOT HOUSEHOLD HAZARDOUS WASTE COLLECTION



Town Hall
180 High Street
Saturday, June 30
8:00 to 1:00



Appointment Required
Please call RIRRC at 942-1430 ext. 241
www.rirrc.org

For more information or questions about recycling call 789-9331 ext. 2259.

FEATURED ACCOMPLISHMENTS



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

- Town recorded a recycling diversion rate of 49.3%; and 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
- Major capital improvement projects at RHRTS including a redesigned residential area, new scale house, and main building upgrading was completed in December 2017; The new entrance sign was completed in February 2018
- In partnership with the RIRRC, the Town hosted an Eco-Depot hazardous waste drop off event, where residents were able to properly dispose of 18,418 pounds of Hazardous Waste
- The Town hosted two residential e-waste drop off events at the Town Hall in partnership with IndieCycle, where residents disposed of over 12,000 pounds of e-waste; ORS, the RHRTS e-waste vendor collected almost 19,000 pounds of e-waste between May and June 2018
- The Towns of South Kingstown and Narragansett partnered in a RIRRC grant funded project hosting residential shredding events; Residents dropped off 3,212 pounds of personal paperwork they wished to have shredded
- The Town of South Kingstown collaborates with Save the Bay in an International Coastal Cleanup generally in May and September every year; The cleanups include the South Kingstown Town Beach as well as Green Hill and Moonstone beaches
- The Town of South Kingstown partnered with South Kingstown High School Woodshop class, who built an informational kiosk for the Rose Hill Regional Transfer Station; The instructor and students constructed an outstanding centerpiece informational board for transfer station users, which was subsequently installed by the Town's Highway Division



PERFORMANCE METRICS

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

**\$2
PER BAG**

FREE RECYCLING

CAN BUY AT TOWN HALL
OR TRANSFER STATION

**SOUTH
KINGSTOWN
RECYCLING
DIVERSION
RATE**

50.7% 49.3%

UP FROM 41%

TOWN APPROVED PRIVATE HAULERS

4
RESIDENTIAL
10
COMMERCIAL

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

5,279

TOTAL RECYCLING
TONS TRANSFERRED
TO RIRRC

AN INCREASE OF 1,021 TONS

7,987

TOTAL MUNICIPAL
SOLID WASTE TONS
TRANSFERRED TO
RIRRC

DOWN 124 TONS FROM
PREVIOUS YEAR

**RIRRC RECYCLING
TIP FEE REBATE**

\$11,501

AN INCREASE OF \$4,111

OVER
31,000 LBS
OF E-WASTE
COLLECTED

3,212 LBS
OF RESIDENTIAL
SHREDDING
PERFORMED AT
SHREDDING EVENT

18,418 LBS
OF HAZARDOUS
WASTE COLLECTED
AT THE ECO DEPOT

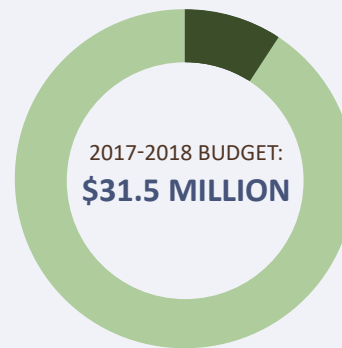


THE PARKS AND RECREATION DEPARTMENT serves the community by providing enriching recreation experiences and quality facilities. The Department’s mission is to provide a well-rounded and balanced leisure services program for all segments of the community by striving to attain the following objectives:

- 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

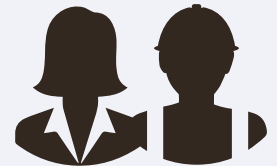
DEPARTMENT BUDGET:

\$2,951,954



23.6

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 29,000 square foot Rec Center was opened in June 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, offering year-round leisure programming and housing the Department administrative offices. 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 offered “overflow” recreational programming in 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 FIRST YEAR IN OPERATION

The Rec Center celebrated its one-year anniversary in June 2018. The facility’s first year of operation ran smoothly in the hands of a capable team of employees. Rec Center operations is broken down into four categories: rentals, special events, interscholastic sports, and programs.

The programmatic and scheduling goal is to provide a balance within all four categories in order to meet both community demand and budgetary benchmarks.



SPECIAL EVENTS

- **Harlem Rockets:** This group of former collegiate and professional players use skills, comedy, and audience participation to perform and entertain their audience. During the day they traveled to local elementary schools to advocate against bullying, and at night participated in an exhibition game against the South Kingstown All-Stars, a team comprised of local teachers. Their enthusiasm and high-quality showmanship entertained an audience of over 400.
- **Police vs Fire Basketball Game:** In partnership with the South Kingstown Police Department and Union Fire District, the Rec Center hosted a Police vs. Fire Basketball game. Along with an entertaining basketball game, the event included a barbecue, bounce houses, music, and touch a truck activity. Over 150 people were in attendance for the festivities.

INTERSCHOLASTIC SPORTS

South Kingstown High School and Curtis Corner Middle School athletics utilized the gymnasium for



basketball, volleyball, and indoor track during the fall and winter seasons. In total there were nine interscholastic competitions held at the Rec Center. The SK Athletic Department also held a number of JV/varsity practices in the gymnasium. In addition, the Rhode Island Interscholastic League utilized the Rec Center to hold the semi-finals of the state Middle School Basketball Tournament.

RENTAL

Residents and nonresidents are allowed to rent both of the multipurpose rooms and individual basketball courts for events spanning from birthday parties to holiday craft fairs. Organizations utilizing the Rec Center for meetings and events included: SKYBA, South County Soccer Association, South County Adventure Boot Camp, Ocean State Pickleball, Rhode Island Parks and Recreation Association, NationalGrid, Solarize South County, Swarm AAU, South Kingstown Boy Scouts, and South County

Volleyball. In addition, private rentals included 36 birthday parties and 10 baby showers.

PROGRAMS

In addition to camps (basketball, Champ’s Camp, badminton) and classes (Zumba, Barre Fitness, Tai Chi, Journey Dance), the Rec Center offered open gymnasium programs which are free for residents and a nominal fee for non-residents. Open programs are designed for individual and unorganized play, and small sided games for all skill levels. Open basketball is offered to all age groups, individualized by families, high school, adult, and mixed ages. Drop-in programs are designed and encouraged for organized play, with full court basketball games, and round robin games for other sports. Drop-in programs included 18+ basketball, volleyball, pickleball, batting tunnels, futsal, and ping pong. Participation in these programs in FY 2017-2018 saw 17,095 basketball, 2,212 pickleball, and 832 volleyball participants. The fitness room and track, available throughout the year, saw the following usage in FY 2017-2018 from residents

and non-residents: 1,335 Fitness Room users and 3,593 Track users.

VILLAGE GREEN TENNIS COURT LIGHTING REPLACEMENT (PCSF)

As identified in the FY 2015-2016 and FY 2016-2017 Capital Improvement Program, a new LED sports lighting system was installed at the Village Green tennis courts in March 2018 to replace the failing lights that were over 30 years old. The Village Green courts are used on a daily basis after daylight hours for youth instructional tennis programs, adult drop in leagues, interscholastic leagues, and by the general public. The new lights present a more sustainable option with long term efficiency benefits such as an expected annual reduction in energy consumption by up to 30%. They also generate significantly less light pollution on surrounding properties; and there is no re-lamping required with LED which eliminates the need to dispose of mercury containing HID lights. It is expected that LED sports lighting will be the new standard for future lighting upgrades to the Town’s outdoor athletic facilities.

NEIGHBORHOOD GUILD ELEVATOR PROJECT

The Neighborhood Guild elevator, which is accessible from the exterior of the building and accesses the basement level and first floor level of the Guild, was replaced with a new hydraulic lift with a 750 pound capacity and technologically current power controls. Due to the age and structural limitations of the historic building, this required enlargement of the existing lift shaft, structural retrofits to the floor framing, venting, lighting, and new doors. During this project, access to the Guild was limited, however accommodations, including relocation of programs, were made in order to allow for all to participate.

WEST KINGSTON PARK PLAYGROUND - RIDEM RECREATION DEVELOPMENT GRANT

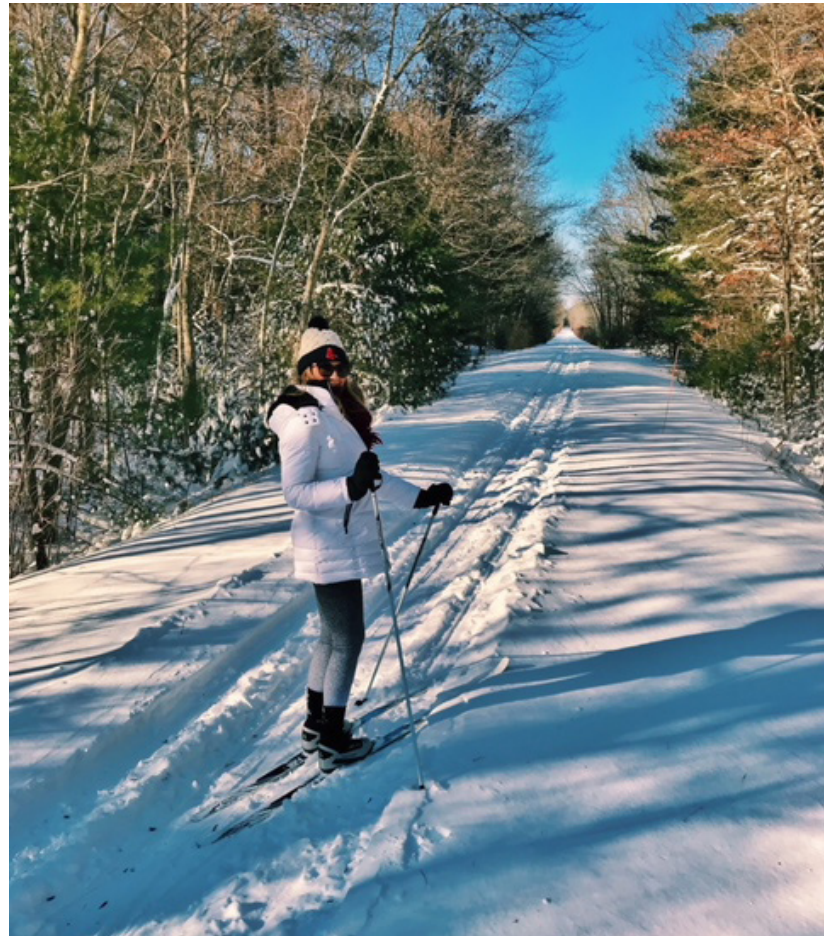
In May 2018 the Town received notification of a \$100,000 grant award from the RI Department of Environmental Management Recreation (RIDEM)



Acquisition and Development Grant Program. It was one of 19 grants awarded to communities throughout the state. The grant application was submitted in December 2017 and detailed the request for funding to replace two play structures at West Kingston Park. The project was identified in the Capital Improvement Program with total municipal funding of \$30,000. The plan called for replacement of worn components on the play structures, however with the additional funding available through the RIDEM grant program, complete replacement of the play structures with new ADA accessible structures is now planned. The project is scheduled for completion in Fall 2019.

SAUGATUCKET RIVERWALK LINEAR PARK – FORMALLY ESTABLISHED

In August 2017, the Recreation Commission voted to formally add the Saugatucket Riverwalk to the Town’s inventory of public parks. Similar to the bike path, it is a linear park and stretches from the pedestrian footbridge on the east side of the Saugatucket River, to the dam and fish ladder at Main Street. It provides desirable public greenspace within the downtown Wakefield area that compliments the historic Main Street. Trash and recycling receptacles have been installed, along with bicycle racks; and further improvements have been proposed to be undertaken through future Adopt-A-Spot possibilities by local community groups or downtown businesses. Since the formal park designation in 2017, additional work has been undertaken by the Parks division to clear brush between the park and the river’s edge to create improved viewsheds of the river; as well as the removal of invasive plant species such as poison ivy.



FEATURED ACCOMPLISHMENTS: RECREATION DIVISION



PROVISION OF CORE SERVICES & FACILITIES

SOUTH COUNTY SPEED TRACK CLUB Expanded the program to include an indoor program utilizing the Rec Center’s indoor track.

- 109 participants in the indoor track program
- 20 participants in the outdoor track program
- Several athletes set club records while participating in local youth track meets
- Obtained a \$1,500 grant to purchase track

NFL FLAG FOOTBALL COMBINE Working with the URI football team, the Recreation Division hosted the first annual Flag Football Combine. Participants went through agility challenges similar to prospective NFL players.

- 123 participants
- Over 150 registrations were processed for the NFL Flag Football Program
- Flag Football League has been expanded to accommodate 228 participants utilizing 3 fields at Broad Rock and Old Mountain Field

SPECIAL EVENTS The Department offered a total of 43 special events with 37 running (86% success rate; goal as set by the National Recreation and Parks Association is 80%) with over 11,130 participating. Program examples include:

- | | | | |
|-------------------------|-------------------------------|-----------------------------|---------------------------|
| 4th of July celebration | Turkey Shoot | Back to School celebration | Kickball Tournament |
| Stories n’ S’mores | Pumpkin Launch | Swap It | Fishing Derby |
| Harlem Rocket | Tree Lighting | Eat Ice Cream for Breakfast | NFL Flag Football Combine |
| Children’s Fest | Concerts on the Village Green | Community Yard Sale | Easter Egg Hunt |
| Wag-O-ween | | | New Year’s Eve party |

*The ever popular Pumpkin Launch event was listed as one of the top 10 events in November by SoRI Magazine



PRESCHOOL FAMILY EVENTS Offered a total of 9 special events with 7 running (78% success rate; goal as set by the National Recreation and Parks Association is 80%) with over 162 participating. These programs were geared to ages 4 and under with adult accompaniment. Each 45-minute program consisted of hands-on activities and a story to go along with each event’s theme. With a cost of \$3 per child, each event provided a fun, low cost activity for parents/grandparents to do with their child/grandchild. Events included:

Pirate Day	Jr. Inventor Day	Mommy & Me Snowflake Tea	Leprechaun Hunt
Play-doh Day			Dr. Seuss Birthday

SUMMER CAMPS In addition to Discovery Camp day camp, 123 different camps were offered with 101 running (82% success rate; goal as set by the National Recreation and Parks Association is 80%). Camps were enjoyed by over 1,345 children ages 5 through 12. The diversity in the types of camps available allowed for parents to have an abundance of choices in determining the best camp for their child. Camp examples included:

ATHLETIC:

Tennis	Skateboarding	Basketball	Multi-Sport
Basebal	Flag Football	Badminton	Golf
Surf	Field Hockey	Soccer	Volleyball
Skim board	Champ’s Camp	Lacrosse	

CULTURE AND TECHNOLOGY:

Art & Soul	Lights, Camera, Fashion	Dance	Minecraft Engineering
Spanish	Red Hot Rockets	Kids Cabaret	

ENVIRONMENTAL:

Jr. Oceanographer	Joyce’s Jungle for Preschoolers	Farm Explorers	Farm Friends
My Big Backyard	Bugs and More	Growing Together	Little Ducklings

RECREATION CENTER

The Rec Center celebrated its one-year anniversary in June. The facilities first year of operation ran smoothly under the direction of the Rec Center Manager and the staff of Recreation Specialists and Maintenance personnel.

FEATURED ACCOMPLISHMENTS: PARKS DIVISION



PROVISION OF CORE SERVICES & FACILITIES

- Installed new LED sports lighting system at Village Green Tennis Courts
- Removed brush and invasive species along the Saugatucket River to improve viewshed to river; replaced/added chain-link fencing

- Replaced fire escape at Stepping Stone to meet current building code
- Painted exterior of Green Hill Park restroom building
- Rehab of Curtis Corner cross country trails; cut back brush, repaired washouts, added gravel, and wood chips for safer, more defined course
- Renovated Neighborhood Guild kitchen; paint, cabinets, appliances, flooring
- Repaired Guild Fire Escape
- Staff attended National Playground Safety Inspector training and received national certification
- Worked with Old Mountain Field Skate Park Committee to identify priority capital improvement for the skate park
- Repaired Marina Park lamp post lighting around the walking path
- Renovated West Kingston Park softball field
- Replaced broken split rail fence at West Kingston Park
- Replaced metal bollards on William O’Neill bike path with new reflective, collapsible bollards
- Painted interior of Main Street Comfort Station restrooms
- Installed new safety signage at Curtis Corner Disc Golf Course
- Replaced handicapped accessible swing at Tuckertown Park to meet updated playground standards
- Renovated Senior Center bocce court



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

- Trimmed tree limbs around Old Mountain Field parking lots using in-house resources
- Implemented Comprehensive Turf Maintenance Plan at the Dog Park
- Installed electric hand dryers at West Kingston Park Restrooms
- Facilitated litter cleanup projects with volunteer groups at Matunuck Beach, West Kingston Park, the Bike Path, and Old Mountain Field
- Installed trash and recycling containers in the Main Street/Saugatucket Riverwalk area
- Litter cleanup projects with volunteer groups at Matunuck Beach, West Kingston Park, the Bike Path, and Old Mountain Field



PERFORMANCE METRICS

1,060
PROGRAMS OFFERED

943 PROGRAMS RAN

89% SUCCESS RATE
(GOAL IS 80%)




26,377

TOTAL PROGRAM & SPECIAL EVENT PARTICIPANTS

(NOT INCLUDING 4TH OF JULY FIREWORKS)

27,817
TOTAL REC CENTER VISITS




FOR BASKETBALL, PICKLEBALL, VOLLEYBALL, TRACK & FITNESS ROOM

STEPPING STONE PRESCHOOL REGISTRATION

38



129
NEW PROGRAMS OFFERED



1,698
TOTAL NUMBER OF MUSIC LESSONS

8
RESTROOM FACILITIES

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



24
PUBLIC PARKS & FACILITIES




425

TOTAL PARKS
ACREAGE

1:53.1

FULL TIME STAFF TO
PARK ACREAGE

103

ACRES OF TURF
MAINTAINED

100%

OF PLAYGROUNDS
MEET CURRENT
ASTM & CPSI
SAFETY STANDARDS

WEEKLY MAN HOURS

235

MOWING &
LANDSCAPING



48

REMOVING
LITTER

435

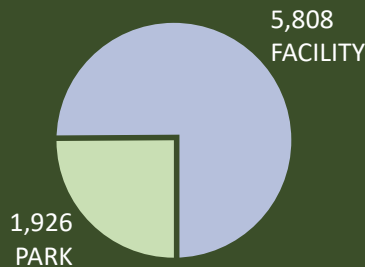
TIMES ATHLETIC
FIELDS WERE
REPAINTED

175

TIMES BASEBALL &
SOFTBALL FIELDS
WERE PREPPED

7,734

TOTAL PARK &
FACILITY
RESERVATIONS



\$29,351
RENTAL INCOME



30,500

ORGANIZED
PARK & EVENT
PROGRAM
PARTICIPANTS

140

OUTDOOR TRASH &
RECYCLING RECEPTACLES
AT PARKS & ON TOWN
PROPERTY



AN INCREASE OF 5 FROM LAST YEAR

40

MUTT MITT
DISPENSERS
AN INCREASE OF 2
FROM LAST YEAR

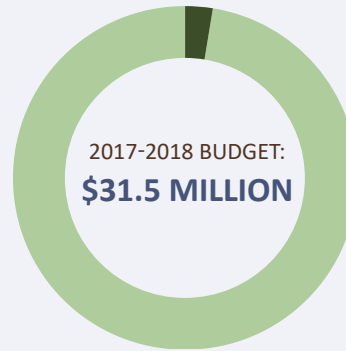




THE SENIOR SERVICES DEPARTMENT mission is to ensure excellence in service delivery, advocacy, and public policy dedicated to the needs of older residents of the Town of South Kingstown, their families, and caregivers through a single, visible and responsive department. The department is responsible for 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.

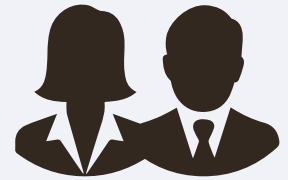
DEPARTMENT BUDGET:

\$867,581



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 three of our neighboring communities, Narragansett, North Kingstown, and Richmond.

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 1,690 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 2017-2018 fiscal year: 66% of the participants were 80 years or older; 69% of the registered members were female and 31% were male; and a total of 27 new programs were added to the schedule this year including Aging Gracefully,



Bocce, Ladies Lunch Bunch, Chinese Culture, and a Billiards Clinic, to total 247 programs and classes available.

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 2017-2018 a total of 1,754 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 by Southern Rhode Island Volunteers 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 \$3 however, seniors may take part in the daily meal



regardless of their ability to pay. Favorable reviews of the food and its presentation continue to be received. During the year, 10,075 meals were served which is a decrease of 1,198 meals from the previous year. A total of 454 unduplicated individuals participated in the nutrition program, which is a decrease of 19 individuals from the previous year. It not unusual to see modest fluctuations in participation numbers annually, due to the population served; participants may become unable to attend the lunch program due to changes in health, living arrangements, transition to using other Senior programs such as Adult Day Services, or their passing.

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 2017-2018, the program saw an average daily attendance of 14 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 also 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, and pharmacy visits. 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 2017-2018, 16,446 miles were logged and a total of 5,883 trips were provided to participants. On average, 202 rides were provided each month, and 82 unduplicated individuals utilized the transportation program.



FEATURED ACCOMPLISHMENTS



SPECIAL NEEDS POPULATIONS

- Expanded health and wellness programs by adding monthly Aging Gracefully Group, Brain Games, Healthy Eating for Success, Hearing and Balance, Pre-Diabetes Program, Walking Club and Arthritis Class; Offered new programs that support healthy, independent aging, and promote a high quality of life such as a Chess Club, Elder Law Workshops, Genealogy and Vision Board Workshop
- 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 165 guests; also delivered 50 meals to shut-ins
- 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
- Continued to meet quarterly with the Narragansett-South Kingstown Senior Advisory Council, addressing such issues as local senior transportation and health care options
- Coordinated with state-contracted transportation vendor, Logisticare, which offers non-emergency medical transportation services, to provide 3,943 transports to and from Adult Day Services
- Safely transported 82 unduplicated 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 4% from previous year, and involvement in health and wellness programs and activities increased 8%
- Provided therapeutic care and enrichment activities to a daily average of 14 memory impaired and frail senior participants in a secure setting
- The monthly charitable giving program continued, providing items such as hats, mittens, food supplies and bird seed to local agencies
- Adult Day Services received 1% error rate after Utilization Review in conjunction with the Executive Office of Health and Human Services Office of Program Integrity
- The Adult Day Care deck was constructed and a ribbon cutting ceremony was attended by Town Council, Town Staff, and donors to the project
- Coordinated with various Town departments, the opening of a warming shelter at The Center, several times during the winter months
- Coordinated first Blood Drive held at The Center
- Received donation from Center participants of a new billiards table which is housed in The Annex
- Collaborated with Perspective Cooperation to provide programs for their participants in order to help people with disabilities participate in and contribute to community life

- Collaborated with South Kingstown High School's Health Careers Pathway Program to provide training opportunities through the Adult Day Services 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
- 1,453 volunteer hours were provided by Pharmacy, Gerontology, Kinesiology, and Nursing students from the University of Rhode Island



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

- Received \$20,000 in Title IIIB Senior Centers and Supportive Services grant funding
- Received \$119,259 in program funding support from the Town of Narragansett as a Cost Share Community
- Received \$33,099 in program funding support from the Town of North Kingstown as a Cost Share Community
- Received \$2,350 Grant from the Rhode Island Foundation for the purchase of new fitness equipment at The Center



- Received \$1,000 from the Trust Safety Enhancement Grant for parking blocks for The Center parking lot



PROVISION OF CORE SERVICES & FACILITIES

- Completed the construction of the Adult Day Services outdoor deck; The project was funded through community donations and the South Kingstown Capital Improvement Program
- Bocce court was revitalized and bocce playing group was reinstated

PERFORMANCE METRICS

247
TOTAL PROGRAMS OFFERED

27 NEW PROGRAMS

1,690 ACTIVE SENIOR CENTER PARTICIPANTS
427 MORE THAN LAST YEAR

AGE 80 & OVER 66% UNDER AGE 80 34%

1,754
INFORMATION SPECIALIST CONTACTS WITH SENIORS
97 MORE THAN LAST YEAR

10,075 CONGREGATE MEALS SERVED
1,442 MORE THAN LAST YEAR

454 UNDUPLICATED INDIVIDUALS SERVED

HEALTH & WELLNESS PARTICIPATION INCREASE OF

8%
OVER PRIOR YEAR

FITNESS CLASS PARTICIPATION INCREASE OF

4%
OVER PRIOR YEAR

\$23,350
IN GRANTS RECEIVED

1,453 VOLUNTEER HOURS PROVIDED BY URI STUDENTS

IN THE FIELDS OF PHARMACY, GERONTOLOGY, KINESIOLOGY, & NURSING

AVERAGE OF

14
ADULT DAY PARTICIPANTS

82
UNDUPLICATED PASSENGER TRANSPORTS

5,883 TRIPS PROVIDED **202**
AVERAGE PER MONTH

16,446
MILES LOGGED



DEPARTMENT BUDGET:

\$1,246,8132017-2018 BUDGET:
\$31.5 MILLION

9

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

In 2016-2017, the South Kingstown Public Library system successfully launched a new, feature rich website, available at www.skpl.org. After the successful launch of the new Town site earlier in the year, 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. The 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. The Library continues to add information, resources, and

leverage the tools and functionality of the new site. We hope that residents and visitors alike will find our site helpful and easy to use.

UPDATED AND STREAMLINED ACTION PLAN

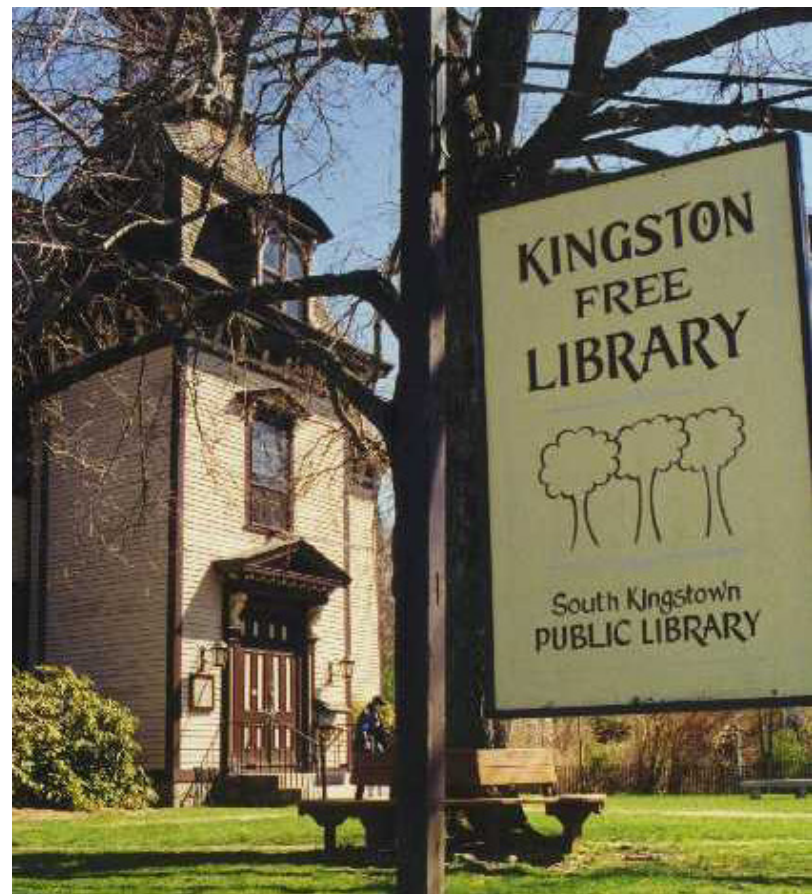
As the existing plan expired June 2018, the Board of Library Trustees set out to work on the revision of the Library's long range plan at each of their monthly Board meetings. Focusing on raising awareness of library services and engaging the community, the plan now includes measurable goals and direction to guide the library for the next 3 years. Other areas of attention are programming, technology, professional development, and community partnerships.

NEW DIGITAL SERVICES

As outlined in the Library's FY 2018-2019 goals and objectives, the Library's electronic database and e-book collection continues to be developed with the addition of Ancestry.com and Hoopla. Hoopla, a simultaneous use digital platform, allows patrons to download e-book, audio books, graphic novels, music and movies. With Ancestry.com Library Edition, patrons can visit any library branch to search billions of genealogical records. Additionally, the Peace Dale Library now has a state-of-the-art digital microfilm reader that not only offers crystal clear pictures of old newspapers, but also has ability to save images and articles to a USB, scan to an email or scan to cloud.

REPLACED 16 PUBLIC INTERNET COMPUTERS

Due to the discontinuation of the existing Virtual Desktop Infrastructure, all 16 public internet computers at the Peace Dale Library were replaced with new desktop computers and monitors. With 15,903 desktop and 20,211 wireless sessions in the last year, it is clear that patrons come to the library for many of their technology needs. For those who need it, the Library also offers one-on-one technology help by appointment and of course basic help whenever the library is open.





NEW FURNITURE AND YOUNG ADULT SPACE

Benefiting from the generosity of a Champlin Foundation grant, the Peace Dale Library was able to install new furniture and media shelving for the main adult areas of the library. In addition, the new chairs, tables, and study cubicles allowed for a reconfiguration of space to create a dedicated young adult area. Complete with stylish,

comfortable seating, a workspace, and a magnetic chalkboard wall, teens can do homework, express their creativity, or just hangout!

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 of unique programs totaled 707 with 15,999 participants, which was 626 more participants than the previous year. While maintaining a commitment to expand the print material collection, now numbering over 80,000 between the three libraries with 414 new titles added in the last year, the Library staff worked to expand the audio and e-book collection, which now offers a combined 344,445 options.

FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

- Developed action plan to guide and improve the Town's library services, formulated by Trustees, staff, and members of the public



PROVISION OF CORE SERVICES & FACILITIES

- Installed new furniture and shelving
- Reconfigured existing space to create a new dedicated young adult space
- Added new digital services expanding electronic database and e-collection
- Replaced 16 public internet computers at the Peace Dale Library
- Continued to develop a plan to improve the Town's library services, formulated by Trustees, staff, and members of the public



CULTURAL & HISTORIC RESOURCES

- Started conservation process of a large, 19th century needlework picture of George Washington with funding from the Daughters of the American Revolution



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

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

- Submitted a grant to The Champlin Foundation to purchase a new phone system for all three branches, new boilers at the Kingston Free Library and restoration of the front door of the Peace Dale Library



UNIVERSITY OF RHODE ISLAND

- Partnered with URI's Library & Information Studies graduate program to offer internships and engage graduate students for professional field experience
- Participated in the American Library Association's Committee on re-accreditation for the Graduate Studies of Library and Information Science

PERFORMANCE METRICS



NON-DEPARTMENTALS

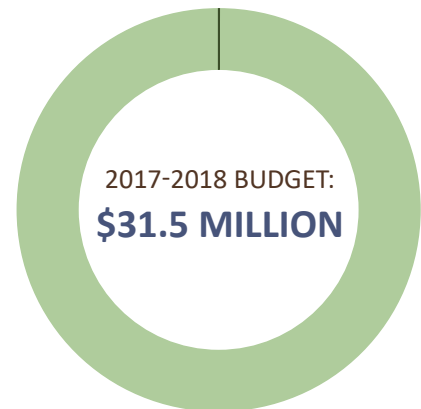
The following items were also included within the Town's municipal budget program for FY 2017-2018:

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:

\$47,205



INSURANCE & CLAIMS

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

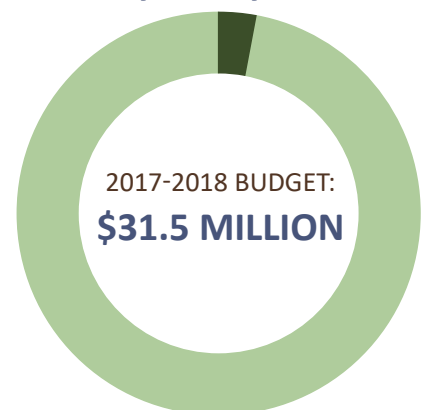
MUNICIPAL INSURANCE: This account provides funding for the payment of all insurance premiums for public liability, comprehensive liability, auto liability, public officials liability, and fire and building insurance for all Town agencies and departments that are resident to the General Fund. All enterprise 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 statutes 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:

\$1,114,834



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.

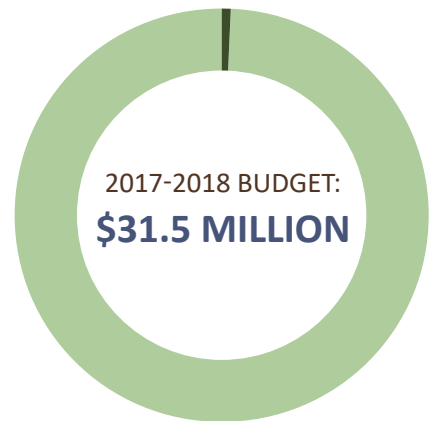
HUMAN SERVICE & OUTSIDE AGENCIES

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 of South County |
| 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:

\$174,758



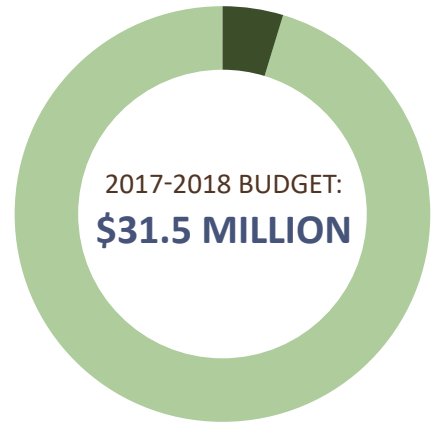
OUTSIDE AGENCIES: The Town strives to support local outside agencies that work toward the betterment of the community, often with limited funding support. Outside agencies are comprised of a number of types of organizations including neighborhood and/or village groups, as well as local commerce, economic 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 | Peace Dale Neighborhood Revitalization, Inc. |
| The Veterans Day Parade, the Memorial Day Parade, and the Firefighters’ Memorial Parade | Washington County Regional Planning Council |
| Union & Kingston Fire Districts | South Kingstown Partnership For Prevention |
| Narrow River Preservation Association | Wakefield Village Association |
| Southern RI Chamber Of Commerce | Southern Rhode Island Volunteers |

CAPITAL BUDGET

This account provides funding for the Capital Budget portion of the FY 2017-2018 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 2017-2018 through 2022-2023 is available on the Town's website.

CAPITAL BUDGET:
\$1,499,500

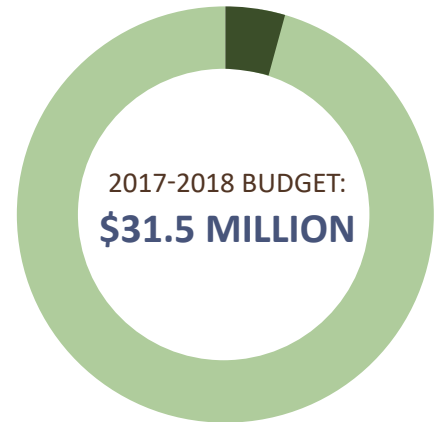


DEBT SERVICE

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.

TOWN DEBT SERVICE BUDGET:

\$776,566



FISCAL YEAR 2017-2018 IN REVIEW

ADOPTED BUDGET

The final budget for FY 2017-2018, inclusive of all funds, was adopted by the Town Council on April 24, 2017 in the amount of \$94,641,712.

Funding was allocated in the amount of \$32,795,430 (34.7%) for municipal programs and municipal related debt service and \$61,846,282 (65.3%) 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 2017-2018 Adopted Budget, the required property tax levy inclusive of the motor vehicle excise tax and overlay, amounts to \$71,670,394. The property tax allocation for municipal programs was \$18,711,655 and \$52,958,739 for school services and facilities.

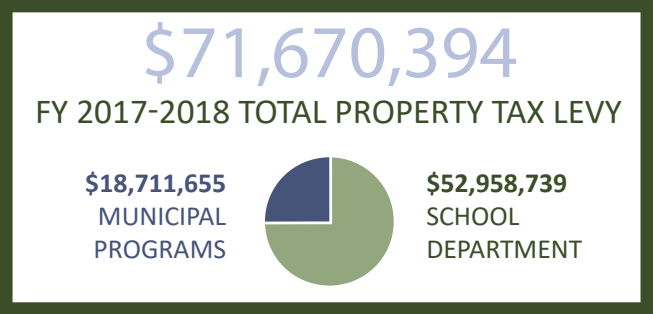
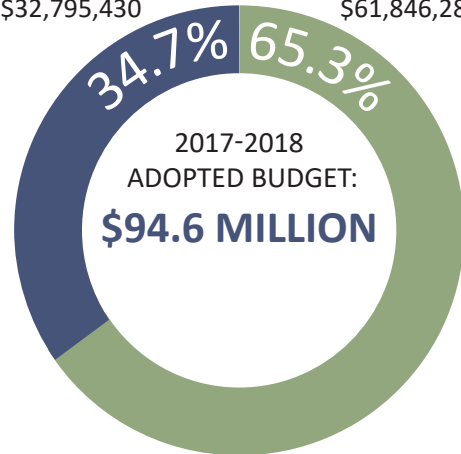
TAX RATE

The property tax rate to support this tax levy equated to \$15.31 per thousand dollars, with \$11.47 allocated to school purposes and the remaining \$3.84 for municipal programs.

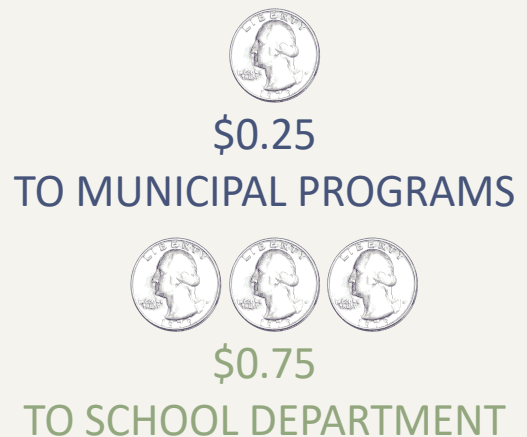
PROPERTY TAX ALLOCATION

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.

MUNICIPAL BUDGET \$32,795,430
SCHOOL BUDGET \$61,846,282

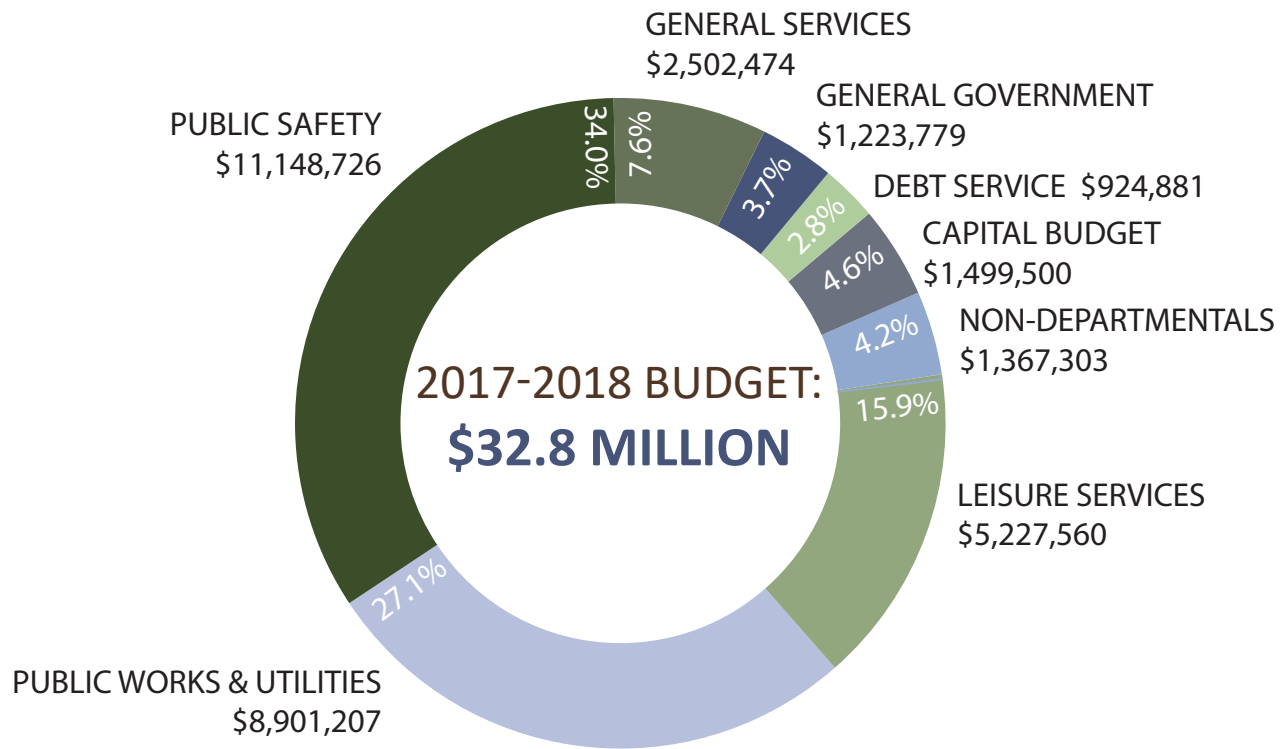


FOR EVERY \$1 PAID IN PROPERTY TAX

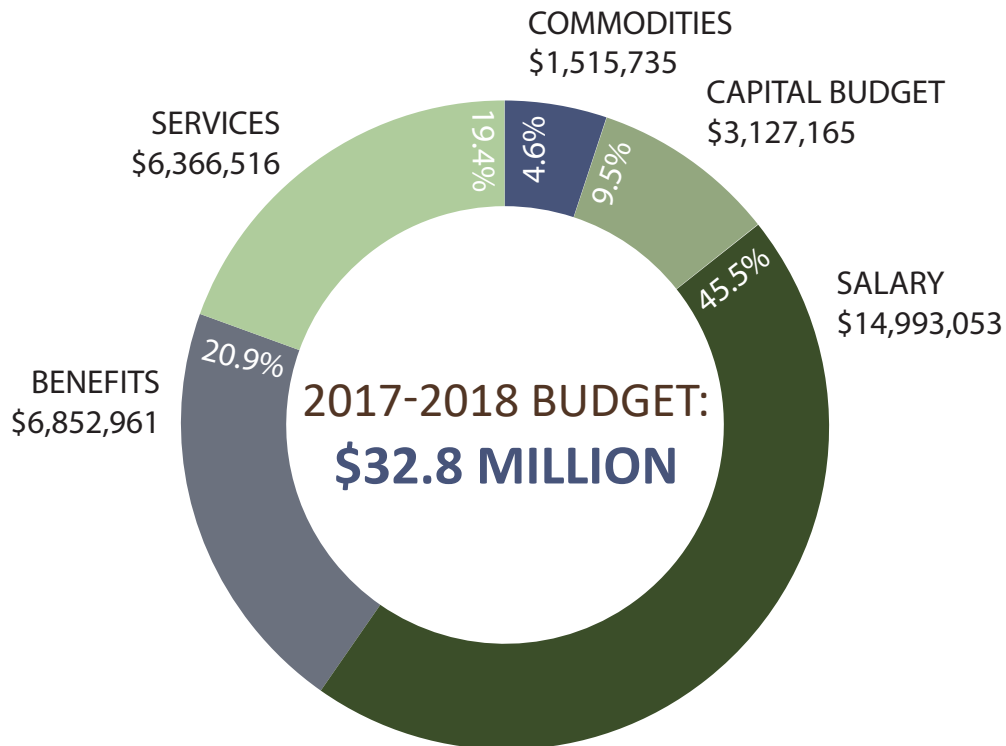


FY 2017-2018 MUNICIPAL PROGRAMS BUDGET

FY 2017-2018 MUNICIPAL ADOPTED BUDGET BY FUNCTION

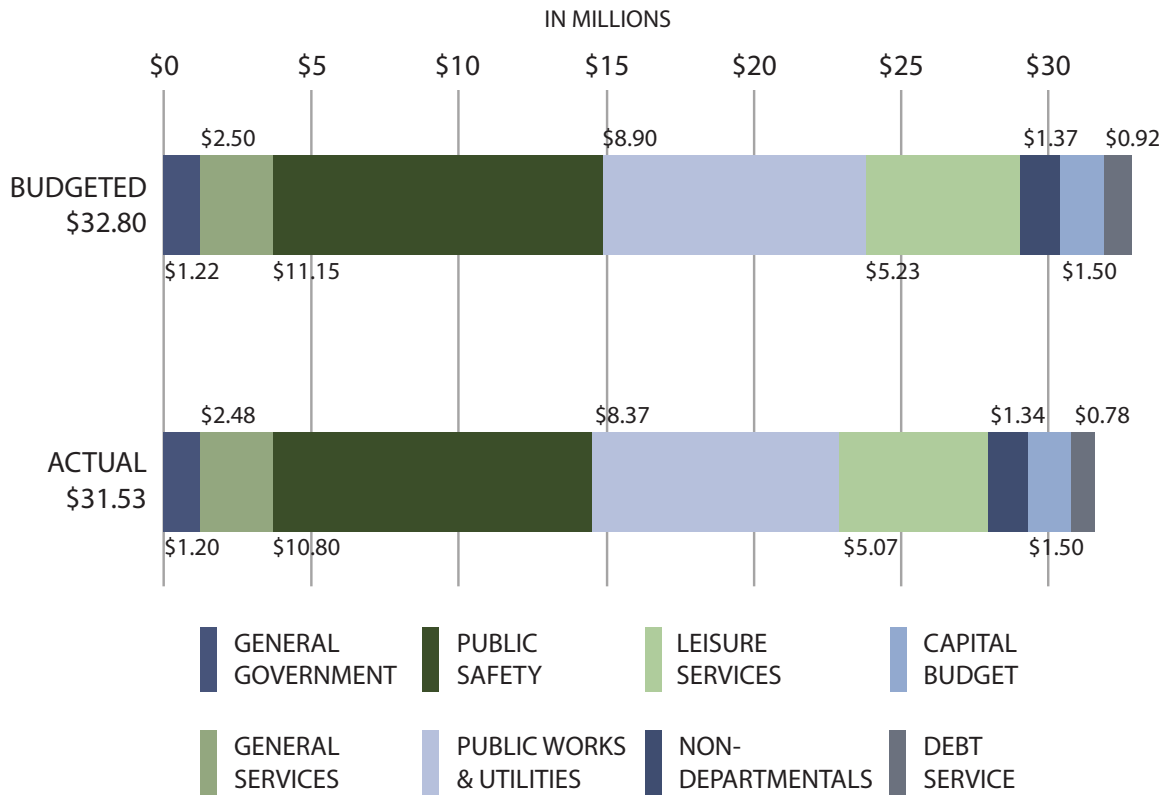


FY 2017-2018 MUNICIPAL BUDGET BY CATEGORY



FY 2017-2018 ACTUAL EXPENSES AS COMPARED TO ADOPTED BUDGET

The Town’s municipal programs were allocated \$32,795,430, and as of the close of the fiscal year, had expenditures totaling \$31,528,057.



The FY 2017-2018 actual expenditures were \$1,267,373 less than adopted expenditures, with \$628,703 less in General Fund, and \$638,670 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	(\$628,703)	UNDER
302 PDOB	(\$8,572)	UNDER
304 Senior Services Fund	\$7,807	OVER
306 Guild	(\$17,574)	UNDER
308 Community Recreation Center	(\$17,936)	UNDER
400 Town Debt Service	(\$148,315)	UNDER
702 Water	(\$87,954)	UNDER
704 Wastewater	(\$325,691)	UNDER
706 Trash & Recycling	(\$40,435)	UNDER
EXPENSES LESS THAN ADOPTED	(\$1,267,373)	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 Town’s Department Directors and Division Heads as of June 2018 are listed below.

TOWN MANAGER	Robert C. Zarnetske
TOWN SOLICITOR	Michael A. Ursillo
DIRECTOR OF ADMINISTRATIVE SERVICES	Aimee Y. Reiner
PERSONNEL ADMINISTRATOR	Aimee Campbell
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	Wayne Pimental
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	Richard Bourbonnais
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

Thank you to the following residents, who provided images for this publication:

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- Page 12 - Victoria Dority

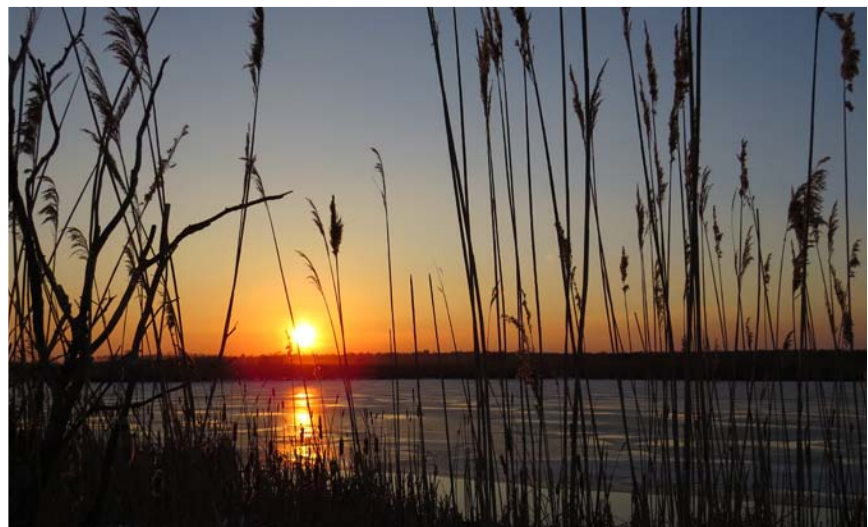
Thank you to the many staff members who also shared photographs used in this report.

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