

Town of South Kingstown



Annual Report of Municipal Services FY 2018 - 2019





**TOWN OF SOUTH KINGSTOWN
FISCAL YEAR 2018-2019**

ANNUAL REPORT OF MUNICIPAL SERVICES

TOWN COUNCIL PRESIDENT
ABEL G. COLLINS

DEBORAH J. KELSO, COUNCIL MEMBER

TOWN COUNCIL VICE
PRESIDENT BRYANT C. DA CRUZ

RORY H. McENTEE, COUNCIL MEMBER

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

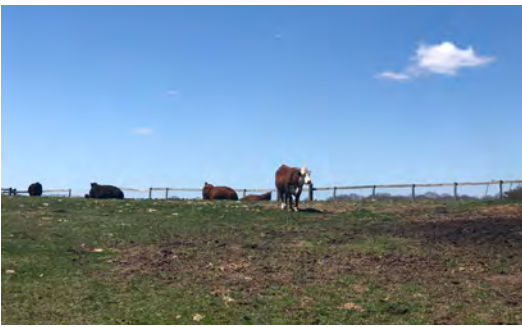
283 Post Road
Wakefield, RI 02879
(401) 783-8736



TOWN OF SOUTH KINGSTOWN ANNUAL REPORT OF MUNICIPAL SERVICES FY 2018-2019



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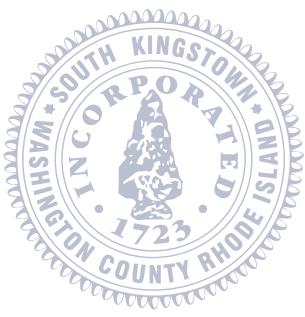


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HONORABLE TOWN COUNCIL MEMBERS:

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, 2018-2019. Readers will note the Annual Report includes identifying how each department's work relates 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 Director of Administrative Services Aimee Reiner and each of the Department Directors 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, 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 2018-2019 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 QUICK FACTS



ESTABLISHED
1658
INCORPORATED
1723

5.32 SQ MI
WATER AREA
56.98 SQ MI
LAND AREA

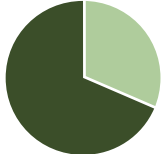
13,218
HOUSING UNITS


POPULATION OF
30,735

2.9% OF STATE POPULATION
24% OF WASHINGTON COUNTY POPULATION

5
TOWN COUNCIL MEMBERS

30.4% INCREASE AGE 60+
POPULATION CHANGE SINCE 2010
13.9% DECREASE AGE 0-4
18.3% DECREASE AGE 5-14

11,781 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
2.46



\$81,735 MEDIAN HOUSEHOLD INCOME


1 PUBLIC HIGH SCHOOL
2 PUBLIC MIDDLE SCHOOLS
4 PUBLIC ELEMENTARY SCHOOLS

UNEMPLOYMENT RATE
3.1% IN SK
3.6% 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 2018-2019 academic year consists of 17,974 students (with 14,511 undergraduates, 1,982 graduate students, and 1,481 certificate and non-degree students). URI is one of the top ten largest employers in the State of Rhode Island, with a combined faculty and staff of 2,577.

EMPLOYERS & TOURISM


Besides URI, major employers in the Town include Schneider Electric, and South County Hospital. In calendar year 2018, 44.5% of residents worked in South Kingstown, 6.8% worked outside of Rhode Island, and the unemployment rate averaged 3.1% well below the state's average of 3.6%. 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
ABEL G. COLLINS

TOWN COUNCIL VICE PRESIDENT
BRYANT C. DA CRUZ

COUNCILMEMBER DEBORAH J. KELSO

COUNCILMEMBER RORY H. McENTEE

COUNCILMEMBER JOE VIELE

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

ELECTION & MEETING INFORMATION

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

ELECTION OF THE 2018-2020 TOWN COUNCIL

In November 2018, the residents of South Kingstown voted to re-elect Abel G. Collins, Bryant C. Da Cruz, and Joe Viele to the Town of South Kingstown's Town Council. Residents also voted to elect Deborah J. Kelso and Rory H. McEntee as the newest members of the Town Council. The first meeting of the new Town Council was held on November 19th, 2018 where all members of the Council were sworn in by the Town Clerk. Members of the Council then voted to elect Councilman Collins as Town Council President, and Councilman Da Cruz as Town Council Vice President for the 2018-2020 term.

VIEW MEETINGS LIVE & ON DEMAND

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

CONTACT THE 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>32 REGULAR MEETINGS</p> <p>11 CLOSED EXECUTIVE SESSIONS</p> <p>9 WORK SESSIONS</p> <p>52 MEETINGS</p>  | | <table border="1"> <tr> <td data-bbox="824 1142 1143 1461"> <p>PRE-SESSION MEETING TIME</p>  <p>6:45 PM</p> </td> <td data-bbox="1161 1142 1479 1461"> <p>REGULAR SESSION MEETING TIME</p>  <p>7:30 PM</p> </td> </tr> </table> | | <p>PRE-SESSION MEETING TIME</p>  <p>6:45 PM</p> | <p>REGULAR SESSION MEETING TIME</p>  <p>7:30 PM</p> |
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TOWN COUNCIL GOALS

The Town Council's Goals and Objectives, 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

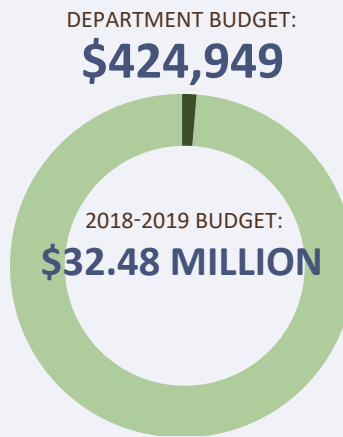


SOUTH COUNTY HOSPITAL

- 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.



PRINCIPLE FUNCTIONS

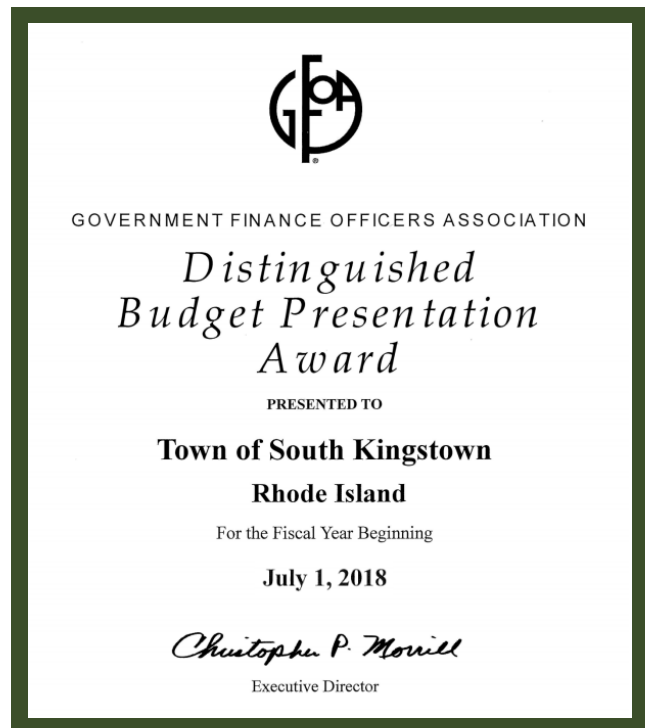
The principle functions of the Town Manager’s Office include, but are not limited to:

- 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
- Responsible for overseeing the Personnel program for all municipal departments and divisions
- Manage employee and labor relations including contract negotiation, implementation, and grievance process
- Policy and program development including preparation, administration, and fiscal management of the annual operation budget and the six-year capital improvement program
- Perform special studies and issue analyses and evaluations as needed to promote informed decision making.



FEATURED PROJECTS & ACCOMPLISHMENTS

GFOA DISTINGUISHED BUDGET PRESENTATION AWARD

The Town Manager's Office in coordination with the Finance Director, prepared the FY 2018-2019 Town Manager Proposed Budget in conformance with defined Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award requirements. For the third year in a row, GFOA presented a Distinguished Budget Presentation Award to the Town of South Kingstown for its FY 2018-2019 municipal budget.

The Town's 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.

ANNUAL REPORT

Each year, 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 2017-2018 Annual Report in October 2018, 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 2019-2020 BUDGET, TAX LEVY & TAX RATE

The Town Manager’s Office, working closely with the Finance Director, prepared the FY 2019-2020 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 2019. The final budget for the 2019-2020 fiscal year, in the amount of \$98,182,916 was adopted by the Town Council in a Regular Session held April 29, 2019. Funding is allocated in the amount of \$26,060,434 to the General Fund, and \$61,797,342 to the School Fund. The FY 2019-2020 Budget has been submitted to GFOA for award consideration, and is currently in the review process.

| FY 2019-2020 Budget Program | 2020 ADOPTED |
|----------------------------------|---------------------|
| All Funds | |
| General Fund | \$ 26,060,434 |
| School Fund | 61,797,342 |
| Peace Dale Office Building Fund | 94,901 |
| Senior Services Fund | 953,982 |
| Neighborhood Guild Fund | 780,400 |
| Community Recreation Center Fund | 502,736 |
| Debt Service Fund | 1,985,294 |
| Water Fund | 1,101,355 |
| Wastewater Fund | 4,085,347 |
| Solid Waste Fund | 821,125 |
| Total Municipal Program | \$98,182,916 |

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. To support the FY 2019-2020 Adopted Budget, the Town Assessor notified the Town Manager in June 2018 the required property tax levy amounts to \$76,148,651. The property tax rate to support this tax levy equates to \$14.45 per thousand dollars of assessed value.

CAPITAL IMPROVEMENT PROGRAM

The Town Manager presented the 6-year Capital Improvement Program (CIP) for the period FY 2019-2020 through FY 2024-2025 to the Town Council in January 2019. 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 28, 2019 with a FY 2019-2020 Capital Budget program in the amount of \$3,697,000 and a Six Year Long Term Element program in the amount of \$95,482,441 for the period FY 2019-2020 through FY 2024-2025, inclusive of over \$80M for School Department programs.

SCHOOL FACILITIES PROJECT & SCHOOL BUILDING COMMITTEE

In June 2017, the South Kingstown School Department embarked upon a wide ranging research process called Educational Legacy Planning, to study the educational needs and facility options of our community.

The mission was to help establish a long range vision and master plan for the schools for decades to come. The goal was to help the School Committee, Town Council, and administration make future decisions based upon the educational needs of children, address necessary facility improvements, identify operational savings, and to allow the community to have meaningful input into the future vision of the South Kingstown Schools.

The School Building Committee was re-established in the spring of 2018, with members representing the Community, Town Council, School Committee, School Department Staff, and Municipal Staff - including the Town Manager, Director of Administrative Services, the Finance Director, and other municipal Department Heads. The School Building Committee is charged with monitoring the planning and construction activities associated with the South Kingstown School District's plan to make repairs, improvements, renovations, and/or construction to school facilities.

UNION CONTRACTS

The Town's municipal staff consists of nonunion employees as well as employees who hold bargaining unit positions. 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. These three bargaining units completed the first of three year agreements during FY 2018-2019.

In fiscal year 2018-2019, the International Brotherhood of Police Officers (IBPO), Local 489 representing the South Kingstown Police Department, completed the third year of a three year agreement. Negotiations for a successor agreement began in the Spring of 2019 with representatives from the bargaining unit. Negotiations were completed successfully, and a new three year contract was implemented effective July 1, 2019 through June 30, 2022.

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 2019-2020 through FY 2024-2025
- Received the GFOA's Distinguished Budget Presentation Award for the third year in a row, recognizing the FY 2018-2019 Municipal Budget
- Prepared and submitted to the Town Council the FY 2019-2020 Town Manager Proposed Budget, and prepared the FY 2019-2020 Town Council Adopted Budget
- Prepared the FY 2019-2020 Town Manager Proposed Budget document in accordance with GFOA Distinguished Budget Award Requirements, and submitted for award consideration
- Administration of the FY 2018-2019 operating and capital budget program



PROVISION OF CORE SERVICES & FACILITIES


- Prepared and submitted to the Town Council the FY 2017-2018 Annual Report of Municipal Services
- Provided management and oversight of major Town projects
- Conducted negotiations with IBPO local 489 representing the South Kingstown Police Department, whose collective bargaining agreement expired June 30, 2019; Negotiations were completed successfully, and a new three year contract was implemented for the bargaining unit effective July 1, 2019 through June 30, 2022
- Worked towards implementing the Town Council Goals & Objectives through coordinating the efforts and activities of all Town Departments
- Promoted positive communication with all stakeholders to foster citizen awareness and involvement in Town government, to maintain a high level of engagement and transparency to maintain credibility with local media and the general public
- Provided timely and accurate responses to inquiries and service requests from the public and promoted a culture of respect for the public within the organization
- Promoted programs and an environment that support employee morale and enhance effectiveness to ensure the highest level of customer service for the general public
- Diligently conducted labor related contract management, and grievance resolution in a fair and appropriate manner
- Established and maintained positive working relationships with other municipalities, the state, businesses, and agencies
- Received and responded to Town Government public records requests, embracing transparency

| 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

APRAS RECEIVED

21

OFFICE TIME ALLOCATION 

| | |
|---------------------|-------------------------------|
| 15% TOWN COUNCIL | 20% PERSONNEL |
| 10% BUDGET | 10% STAFF POLICIES |
| 10% CITIZEN MATTERS | 10% LABOR CONTRACTS |
| 25% DEPT PROJECTS | 25% SCHOOL BUILDING COMMITTEE |

ATTENDED

52
TOWN COUNCIL MEETINGS 

32 REGULAR MEETINGS
 11 CLOSED EXECUTIVE SESSION
 9 WORK SESSIONS

Aa1
MOODY'S BOND RATING

2018-2019 ADOPTED BUDGET
 3RD YEAR IN A ROW



GFOA DISTINGUISHED BUDGET PRESENTATION AWARD

26
DEPARTMENT & DIVISION HEADS

ALMOST
500
 EMPLOYEES
 (FULL TIME, PART TIME, SEASONAL & PER DIEM)

4  MUNICIPAL UNION CONTRACTS

3 IN 1ST YEAR OF 3 YEAR CONTRACT
1 IN 3RD YEAR OF 3 YEAR CONTRACT

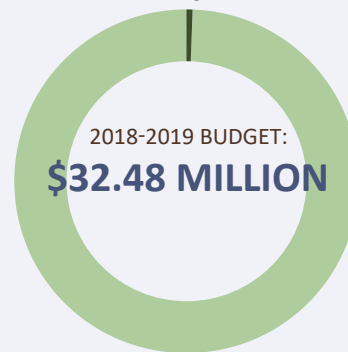




THE MUNICIPAL LEGAL SERVICES PROGRAM encompasses the Town Solicitor, Special Legal Counsel, and the Criminal Prosecutor, who are each appointed by, and serve concurrently with, the Town Council. The School Department retains legal representation independent of the Town.

PROGRAM BUDGET:

\$198,840



2018-2019 BUDGET:

\$32.48 MILLION



4

FIRMS



OVERVIEW

The following law firms provide the Town with legal services:

- Ursillo, Teitz & Ritch, Ltd. provides general municipal and special legal counsel representation
- Whelan, Corrente, Flanders, Kinder & Siket LLP provides special legal counsel related to labor and employment law
- 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.

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 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.

The need for employment and labor related legal counsel has increased, which is not unique to South Kingstown, and the Town also has special legal counsel for related matters. In addition to the Town Solicitor, Timothy Cavazza, of Whelan, Corrente, Flanders, Kinder & Siket LLP, supports the Town through providing labor and employment law related legal services, assistance, and advice.



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:

\$109,119



2018-2019 BUDGET:

\$32.48 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 Injured On Duty (IOD) 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. 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.



WELLNESS GRANT AWARD

The Town of South Kingstown's Employee Wellness Committee is lead by the Personnel Division. The Wellness Committee promotes health and wellness initiatives for employees, and partners with the RI Interlocal Risk Management Trust in offering a variety of wellness classes and initiatives throughout the year.

In FY 2018-2019, the Town of South Kingstown applied for, and was awarded, the Thomas E. Dwyer Wellness Program Innovation Award by The Trust in the amount of \$5,000. The Trust awards only one grant per year to its members, and looks for health and wellness initiatives that show ingenuity, creativity, and innovation.

The grant funding was used to implement a one year wellness program designed to help employees incorporate meditation and mindfulness into their everyday lives, through a program called "Headspace for Work", a self paced and individualized program employees can participate in at work, at home, or on the go.



FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

- Continued to oversee and provide staff support for the Town's employee Wellness Committee in partnership with The Trust, and continued to promote awareness of the Wellness Program to promote employee health and wellness through physical fitness, nutrition, and mental health initiatives; Received a \$5,000 grant from The Trust to implement a 1 year Wellness and Mindfulness program for employees
- Per the Town Council's Request, updated the Sexual Harassment Policy & Ordinance to expand the scope of the policy to Elected and Appointed Town Officials, in addition to municipal employees
- 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, IOD, and Light Duty policies, processes, and forms
- Continued to develop and update employee 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
- Continued to leverage the Town's internal shared drive to develop an electronic knowledge base for dissemination and sharing of current personnel policies, forms, and related information for Town-wide employee access of up to date information and resources

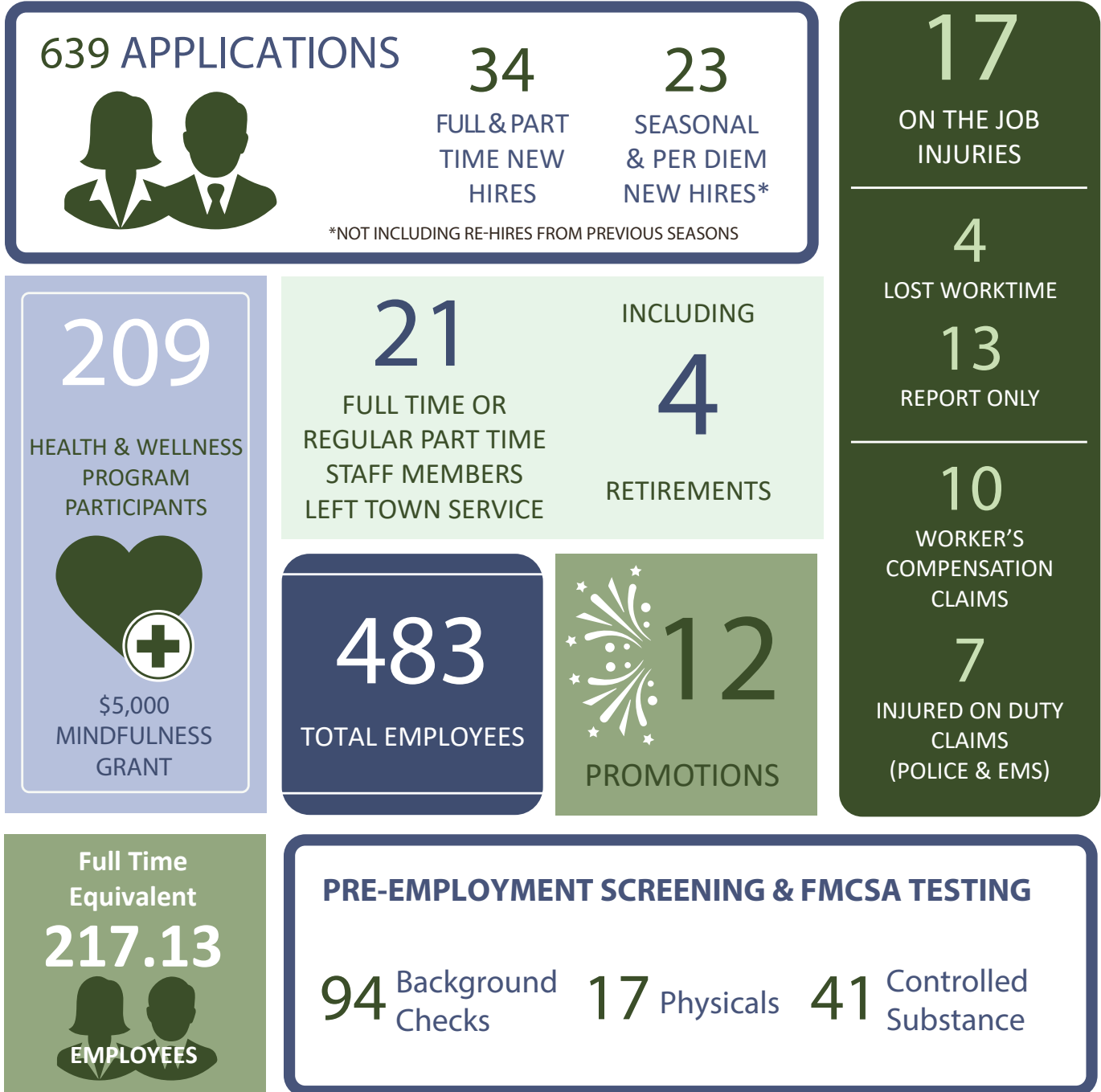


PROVISION OF CORE SERVICES & FACILITIES

- Worked collaboratively with Town departments in the recruitment and selection of appropriately qualified employees for available employment opportunities; reviewing application materials, communicating with applicants, scheduling and attending interviews, and managing the pre-employment screening process.
- 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
- In collaboration with the Finance Department, initiated a campaign to promote increased adoption of direct deposit, and electronic receipt of biweekly pay advices
- In collaboration with the Police Department, implemented new employee badging software, redesigning and issuing Officers new badges, including improved security features
- Managed the Town's Workers Compensation and Public Safety's Injured On Duty (IOD) claims process for employees who have been injured while at work
- 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

PERFORMANCE METRICS





EMPLOYEES



DEPARTMENT BUDGET:

\$547,056



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. Twenty-two Town Boards, Committees, and Commissions consisting of one-hundred forty-five members are also managed through the Office of the Town Clerk. Applications for appointment consideration, and additional information regarding Town Boards, Committees, and Commissions is available on the Town's website.

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 March 2019, an award of bid to NewVision Systems Corporation was granted for the Next Generation Official Records System RecordsNG, a new recording and data storage system. Implementation of the new system and training was expected to commence over the 2019 summer season. During FY 2018-2019, 14,834 transactions were logged through the Land Evidence System including documents and maps recorded, real estate conveyance stamps purchased and land evidence copies purchased. 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.

There were two elections held during FY 2018-2019, the Primary Election held on September 12, 2018 and the General Election held on November 6, 2018.

In the September 2018 Democratic and Republican Primary Elections, 5,044 total ballots were cast (23%) of the 22,309 eligible voters. Of the 5,044 ballots cast, 3,927 ballots were cast in the Democratic Primary and 863 ballots were cast in the Republican Primary. In the November 2019 General Election, 12,858 (56.83%) of the 22,624 eligible voter cast ballots. Voter registration drives were held at the South Kingstown Public Safety Complex in August and October 2018 and at the South Kingstown High School in March 2018.

The 2018 Primary and General Elections were the first elections that electronic poll books were used at the polls in South Kingstown instead of paper-based poll books and master lists. E-Poll books consist of an electronic device upon which Supervisors and Clerks can look up voter information directly on the screen. The complete list of registered voters can be accessed from each device, which eliminates the need for multiple hard copy books and separate lines separated by alphabet. For the Primary Elections, 78 poll workers were recruited and trained by staff on the new equipment, and 99 poll workers for the General Election. Four training sessions were held, two for Moderators and Clerks and another two for Supervisors and Greeters. At the close of the FY 2018-2019 election season the Town had 22,624 eligible voters, and the Office of the Town Clerk had managed 1,788 new voter, 3,995 party changes and 897 voter cancellations. In an effort to keep the voter rolls current, the National Change of Address Program commenced in June and 1,892 NCOAs were received and processed for South Kingstown.

VITAL RECORDS

The Town Clerk serves as the Registrar of Vital Statistics for the Town. All records associated with marriages and deaths that occur in the Town of South Kingstown are filed, indexed, and 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 RI hospitals and the Town Clerk's Office can access the records online for issuance of 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. 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 scanned and placed into an electronic jacket and the Probate Court database.

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 has used ViewPermit to manage business licensing since FY 2015-2016. The software enables the Town Clerk's Office to manage the application, investigation, and approval process electronically for businesses seeking any business license, and for the process to be streamlined. The Office coordinates with other departments involved in the review, 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, and depending on the type of business license, what had previously taken several weeks to facilitate, now takes as little as one week.

SAUGATUCKET VETERANS' MEMORIAL COMMISSION

The Town Clerk serves as the staff liaison to the Saugatucket Veterans' Memorial Park Commission, which was re-established by the Town Council in June 2014. The intent 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 recommended that the War Monument located at the Hazard School property and be restored. The monument was built and dedicated in 1932 and it honors the Revolutionary, Civil, Spanish American, and World War I Veterans.

In July 2017, the Town Council awarded a contract to Geisser Engineering to evaluate and provide a structural engineering analysis. In November 2017 a report was issued indicating that the memorial was structurally sound. In May 2018 a Request for Proposal seeking 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. The restoration was completed, and a small ceremony was held on November 11, 2018 commemorating the 100th anniversary of the Armistice of World War I, and on May 26, 2019 the War Memorial was rededicated at a ceremony held at the Hazard School site.

BOAT MOORINGS

The Office 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 online.

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 2018-2019 boating season, 242 mooring license or wait list records were processed.

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

- Prepared agendas, minutes, and required legal advertisements, ordinances, resolutions, proclamations, commendations, and correspondence for 32 Regular Council meetings, 9 Work Sessions, and 11 Closed Executive Sessions
- Documented 6 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 242 moorings
- 14,834 land evidence transactions were logged
- Held Voter Registration Drives at the South Kingstown High School in March 2018 and at the Public Safety Complex in August and October 2018
- Held the Primary Election September 12, 2018 with 5,044 total ballots cast (23%) of the 22,309 eligible voters, with 3,927 ballots cast in the Democratic Primary and 863 in the Republican Primary
- Held the the General Election November 6, 2019 with 12,858 total ballots cast (56.83%) of the 22,624 eligible voters
- Processed 1,788 new voter registrations, and 3,995 voter affiliation changes, managing a total of 22,624 eligible voters
- Received and processed 147 marriage records (123 marriage licenses issued), 408 death records, and certified a total of 3,377 vital records
- Held 12 regular and 5 special sessions of the Probate Court, with 211 estates opened



SPECIAL NEEDS POPULATION

- Staff liaison to the Veterans' Memorial Park Commission

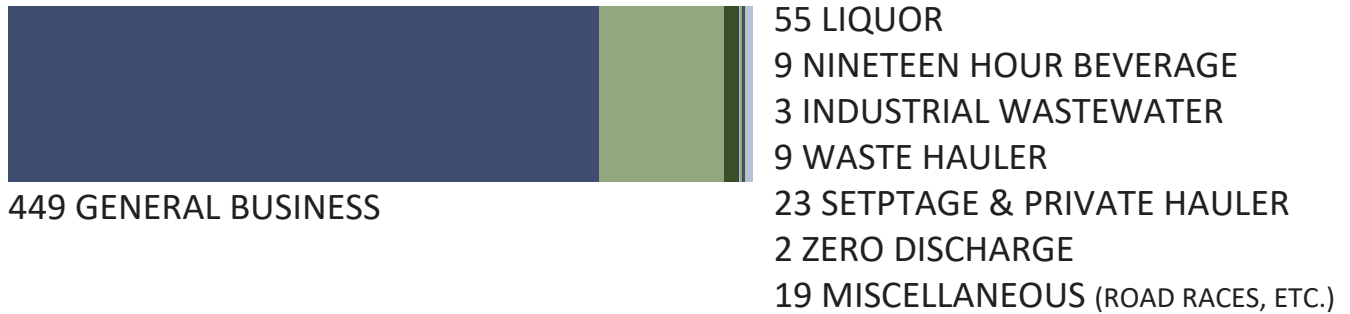


ECONOMIC DEVELOPMENT

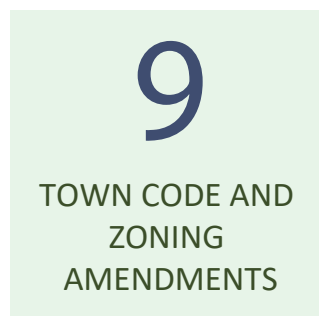
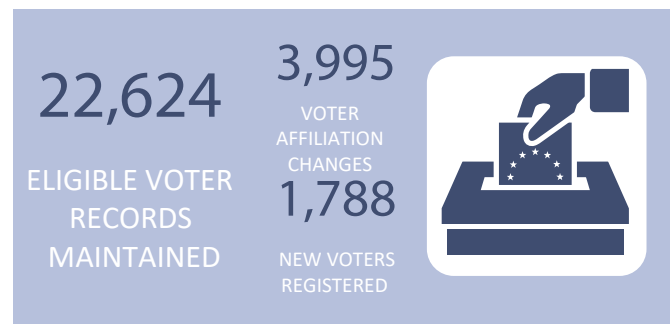
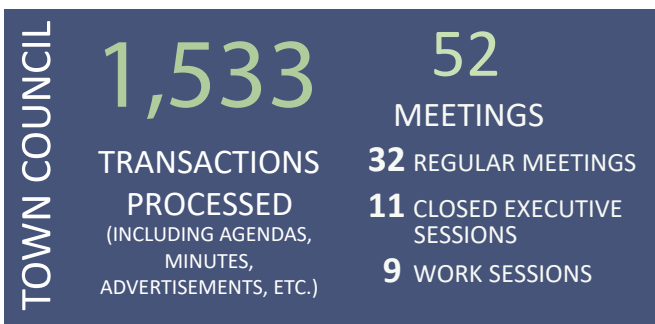
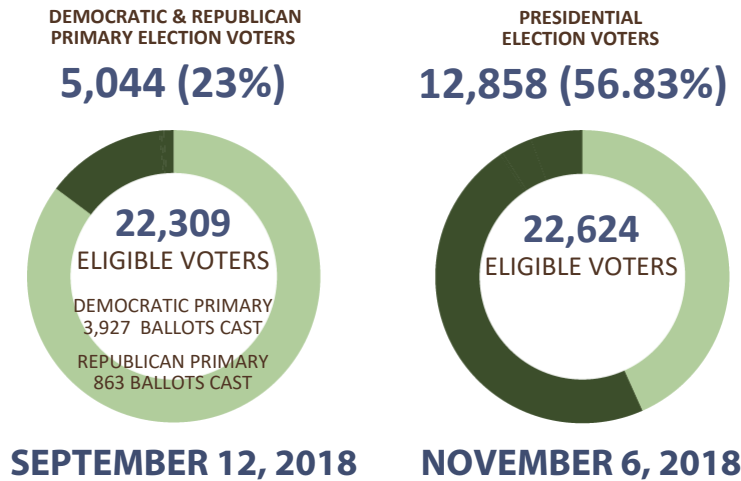
- Issued 569 Business licenses, including 55 liquor licenses, 9 nineteen hour beverage licenses, 3 industrial wastewater licenses, 9 waste haulers, 23 septage and private haulers, and 2 zero discharge licenses
- Issued 19 Miscellaneous Licenses for Road Races, Festivals and Block Parties, each requiring the execution of indemnification agreements, certificates of insurance and verifying that any required state licenses are obtained

PERFORMANCE METRICS

569 BUSINESS LICENSES ISSUED



VOTER TURNOUT

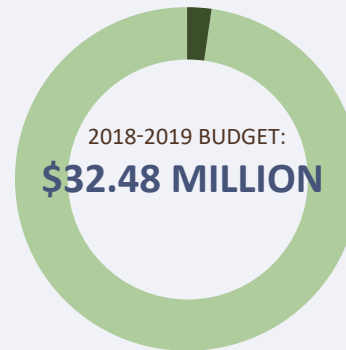




The mission of THE FINANCE DEPARTMENT is to lead the Town’s financial management efforts and to serve the public, and all officials and departments of the Town as an information gathering and control center, providing both internal and external reports relative to any financial information involving 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:

\$696,819



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

MOODY'S BOND RATINGS

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

FEATURED PROJECTS

INVESTMENT POLICY

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. During fiscal year 2017-2018, 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, which the Town Council adopted. The policy provides for future opportunities with 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. FY 2018-2019, the second year with the investment policy, recognized an increase in the average investment rate of 0.61%; from 0.83% in the prior year to 1.44%.

BUDGET PREPARATION AND AWARD RECOGNITION BY GFOA

The Finance Director worked closely with the Town Manager's Office to prepare the FY 2019-2020 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 2019-2020 Proposed Budget was presented to the Town Council in March 2019. The FY 2019-2020 Budget Document has been submitted to GFOA for award consideration, and is currently in the review process.

The Town recognizes the importance of and takes great pride in preparing the budget in conformance with standards set forth by GFOA.

The GFOA 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 third consecutive year, GFOA presented a Distinguished Budget Presentation Award to the Town of South Kingstown for its FY 2018-2019 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, eliminating the need to mail a check or to pay in person at Town Hall. In addition, paying via automatic deduction provides 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 2018-2019, there were 4,594 quarterly tax payments paid via ACH, an increase of 143 over the prior year.

CAFR AWARD RECOGNITION BY GFOA

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 2017-2018 Comprehensive Annual Financial Report (CAFR) from the GFOA.

This represents the 29th 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, 2018 and has presented cost figures that were included in the Town’s FY 2018-2019 budget. The Town is in its 11th 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 \$1.9M in one year from \$18.9M to \$20.8M, and as of July 1, 2018 the plan’s fiduciary net position as a percentage of total OPEB liability is 68.4%.



TAX & UTILITY PAYMENTS BY CREDIT CARD

The number of residents opting to use a credit card to make tax payments continues to increase, and this change in payment method preference prompted the Town to offer the convenience of accepting over-the-counter credit card payments as of December 2015. In FY 2018-2019, there were 3,957

credit card transactions processed in the Tax Collector’s office, with 516 of these accepted over-the-counter. This was an increase of 332 transactions over the prior year. In addition, municipal sewer and water customers can also experience the convenience of credit card processing for their utility bill payments.

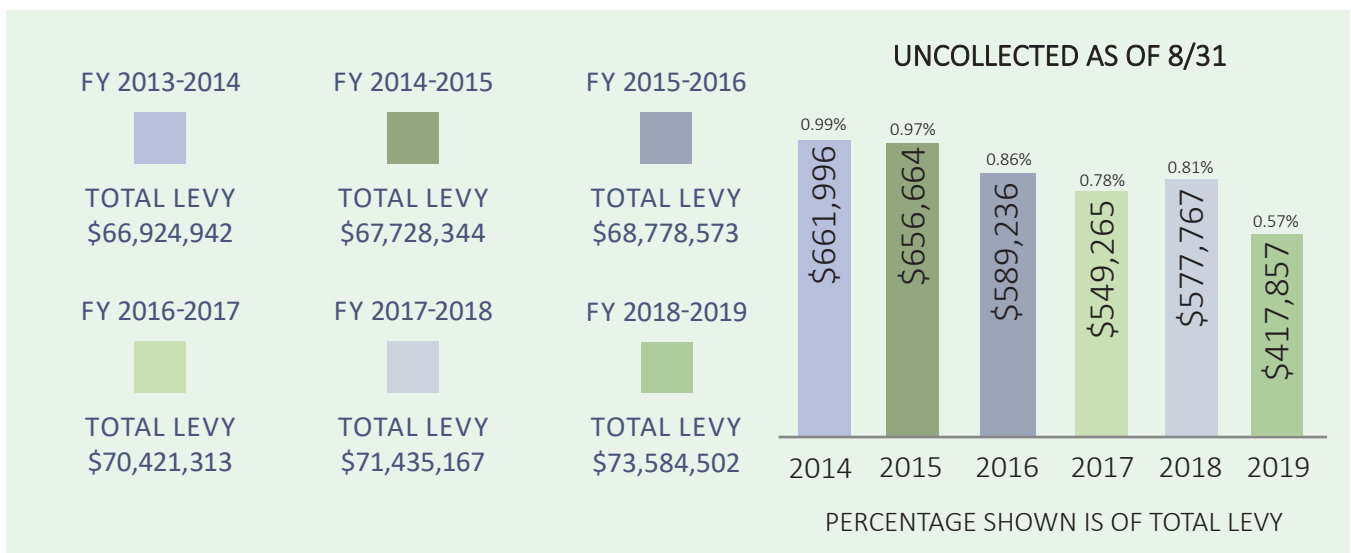
| FISCAL YEAR | CREDIT CARD TRANSACTIONS | TOTAL AMOUNT PAID |
|-------------|--------------------------|-------------------|
| 2018-2019 | 3,957 | \$1,308,645 |
| 2017-2018 | 3,625 | \$1,219,959 |
| 2016-2017 | 3,256 | \$1,049,104 |
| 2015-2016 | 2,807 | \$944,774 |
| 2014-2015 | 1,809 | \$677,954 |



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 below. Prior year tax receivables, as of August 31, 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

- Continued to refine a centralized purchasing division to administer 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
- 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 web site to promote transparency and ease of 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

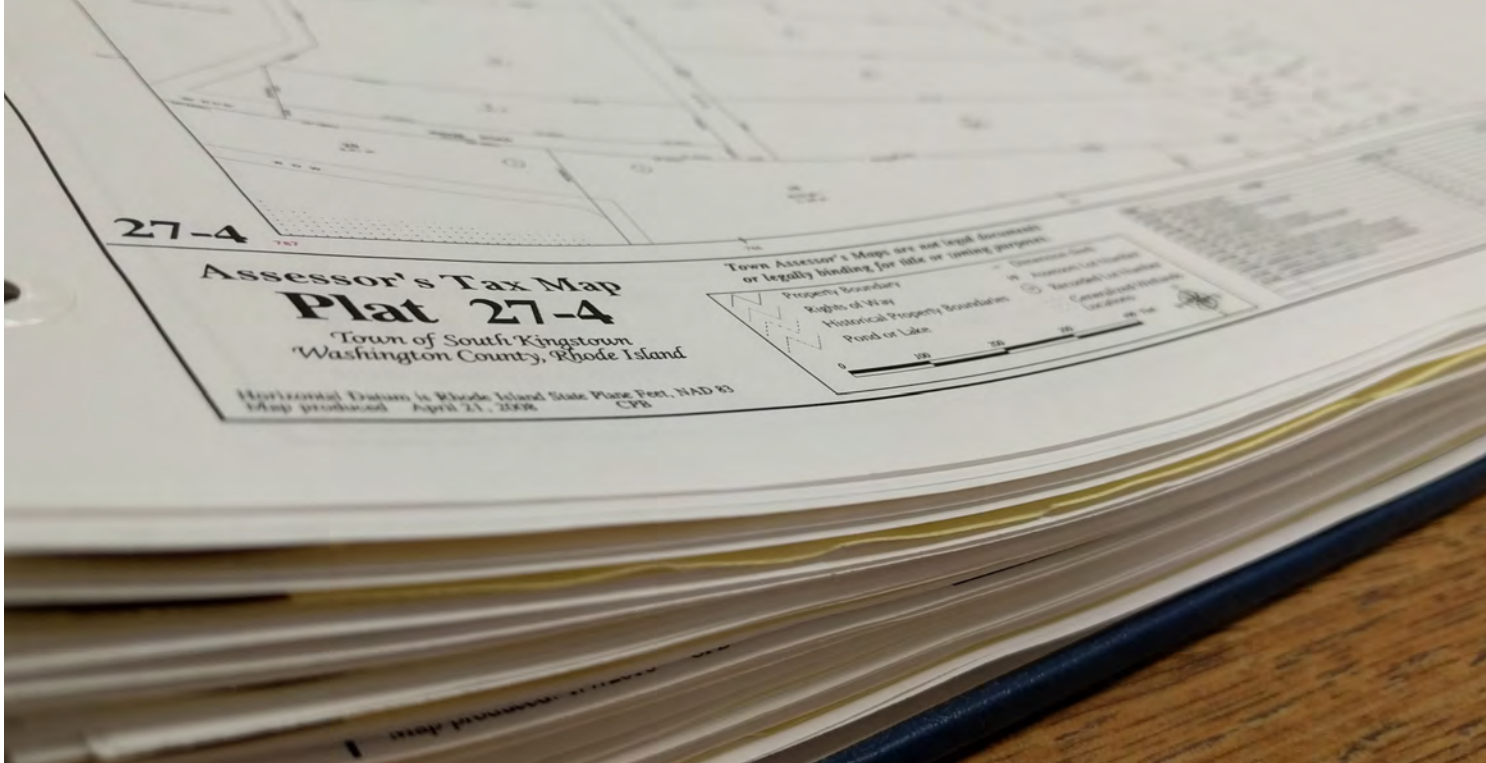
- Received the Certificate of Achievement for Excellence in Financial Reporting Award from the Government Finance Officers Association (GFOA) for the 29th consecutive year in recognition of the FY 2017-2018 Comprehensive Annual Financial Report (CAFR)
- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the 3rd consecutive year in recognition of the FY 2018-2019 municipal budget document
- Prepared the FY 2019-2020 personnel and benefit budget programs for all Town departments
- Worked closely with the Town Manager's Office to prepare the FY 2019-2020 budget document in accordance with GFOA Distinguished Budget Presentation Award requirements, further enhanced the budget document based on feedback from GFOA reviewer feedback, and submitted the FY 2019-2020 Budget Document 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, 2019 increased from \$14.2M to \$16.3M; The policy of the Fund is to maintain a 60/40 allocation which is referred to as a balanced portfolio
- Continued to implement 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

| | | | |
|--|--|--|--|
| <p>NO AUDIT FINDINGS</p> <p>OF MATERIAL WEAKNESS</p> |  <p>GFOA CERTIFICATE OF EXCELLENCE IN FINANCIAL REPORTING</p> |  <p>99.43%</p> <p>COLLECTION RATE</p> | <p>Aa1</p> <p>MOODY'S BOND RATING</p> |
|  <p>PAYCHECKS</p> <p>331 DIRECT DEPOSIT 12 MORE THAN LAST YEAR</p> <p>228 ELECTRONIC PAY ADVICE 12 MORE THAN LAST YEAR</p> | |  <p>1.44%</p> <p>GENERAL FUND POOLED CASH INVESTMENT RATE</p> | |
| <p>4,594</p> <p>QUARTERLY TAX PAYMENTS PAID VIA ACH</p> <p>TOTALING \$3,973,665</p> | | <p>RECEIVED GFOA DISTINGUISHED BUDGET PRESENTATION AWARD</p>  <p>THIRD YEAR IN A ROW</p> | |



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:

\$350,245



EMPLOYEES



FEATURED PROJECTS

STATISTICAL REVALUATION

The bid for the 2018 Statistical Revaluation was awarded to Vision Government Solutions on February 26, 2018. The revaluation project began in March and concluded in February 2019 with new assessment notices being mailed to property owners. During March of 2019, appeal hearings with the Revaluation Company were conducted in the Town Hall. There were 518 appeal hearings, resulting in 169 reduced assessments. 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 2018, and a full revaluation will be conducted in 2021. Statistical revaluations require only the properties that have sold during the revaluation year to be inspected, full revaluations require all properties to be inspected.

2018 TAX ROLL & MOTOR VEHICLE TAXATION PHASE OUT

Property taxes generated from the 2018 Tax Roll supported the 2018-2019 fiscal year operating budget, with the tax roll certified each year on June 15th.

The State General Assembly passed motor vehicle legislation, effective July 1st, 2017, that will phase 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.

The total assessed values of real estate and tangible property after exemptions were applied amounted to \$4,477,862,095 which represented an increase over the prior year tax roll in the amount of \$43,995,940 (1.0%). The net assessed values of the motor vehicle tax roll amounted to \$175,178,185 which reflected a decrease from the previous year in the amount of \$9,070,847 (-4.9%), which was primarily due to the phase out.

After the 2018-2019 budget was approved, the total tax need after real estate proration income and other income additions were considered, the total net tax need to support the budget amounted to \$73,481,611. Taxes generated from the real estate and tangible property amounted to \$70,211,264. After phase out, the motor vehicles taxes generated \$3,270,347. These figures represent 95.5% and 4.5% respectively, of the total tax levy needed to support the 2018-2019 adopted budget.

**The Town Notes that the total motor vehicle assessment exemption is \$3,000. The State provides a \$500 exemption and the Town proves an additional \$2,500 exemption. The Governor signed House Bill 5175 Sub A into law adopting the State Budget for fiscal year 2017-2018 which provided for changes to Article 11 entitled Relating to Taxation - Excise on Motor Vehicles and Trailers, which the Town has complied with. This legislation addresses the motor vehicle taxation phase out.*

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

- \$15.68 for real estate and tangible personal property
- \$18.71 for motor vehicles*

2019 TAX ROLL

Due to the December 31, 2018, Town-wide Statistical Revaluation the 2019 Property Tax Roll was certified on June 15, 2019 in the amount of \$5,049,660,471, and will support the 2019-2020 fiscal year operating budget. This figure represents the total assessed values of real estate and tangible property after exemptions were applied. This represents a 12.77% increase over the prior year tax roll, or \$571,798,376. The net assessed values of the motor vehicle tax roll amounted to \$168,826,026 which reflected a 3.62% decrease from the previous year in the amount of \$6,352,159 which was due to the phase out.

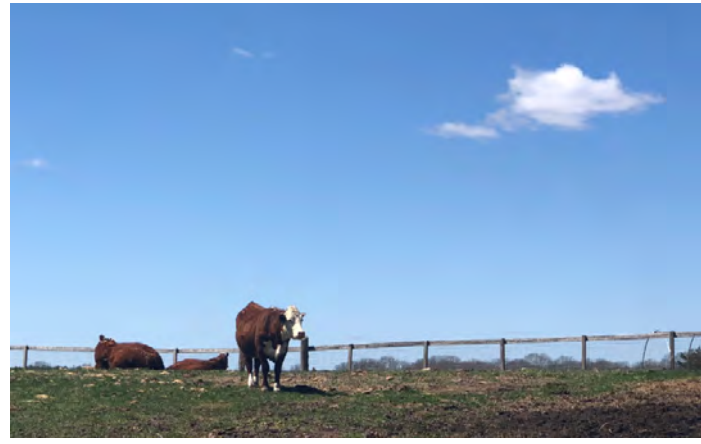
For the 2019-2020 fiscal year, the Town is utilizing two tax rates:

- \$14.45 for real estate and tangible personal property
- \$18.71 for motor vehicles*

VETERANS EXEMPTIONS INCREASED

The Town offers several Veterans' Exemptions to qualified residents. Following annual State-wide reviews of Veteran exemptions, the Town Council has voted several times to authorize increases.

| 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 |



ELDERLY HOMEOWNER 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 2018-2019, 157 residents participated in the program, saving a combined \$241,793. To learn more about Elderly Tax Credit Program, please contact the Town Assessor's Office or visit the Town's website.

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.

ADDITIONAL TAX EXEMPTION PROGRAMS

The Town offers additional tax exemption programs, including a Veteran's Exemption, Legally Blind Exemption, Specially Adapted Motor Vehicle Exemption, and Development Property/Foreclosed Property Exemption. To learn more about these programs, please contact the Town Assessor's Office or visit the Town's website.



FEATURED ACCOMPLISHMENTS



SPECIAL NEEDS POPULATIONS

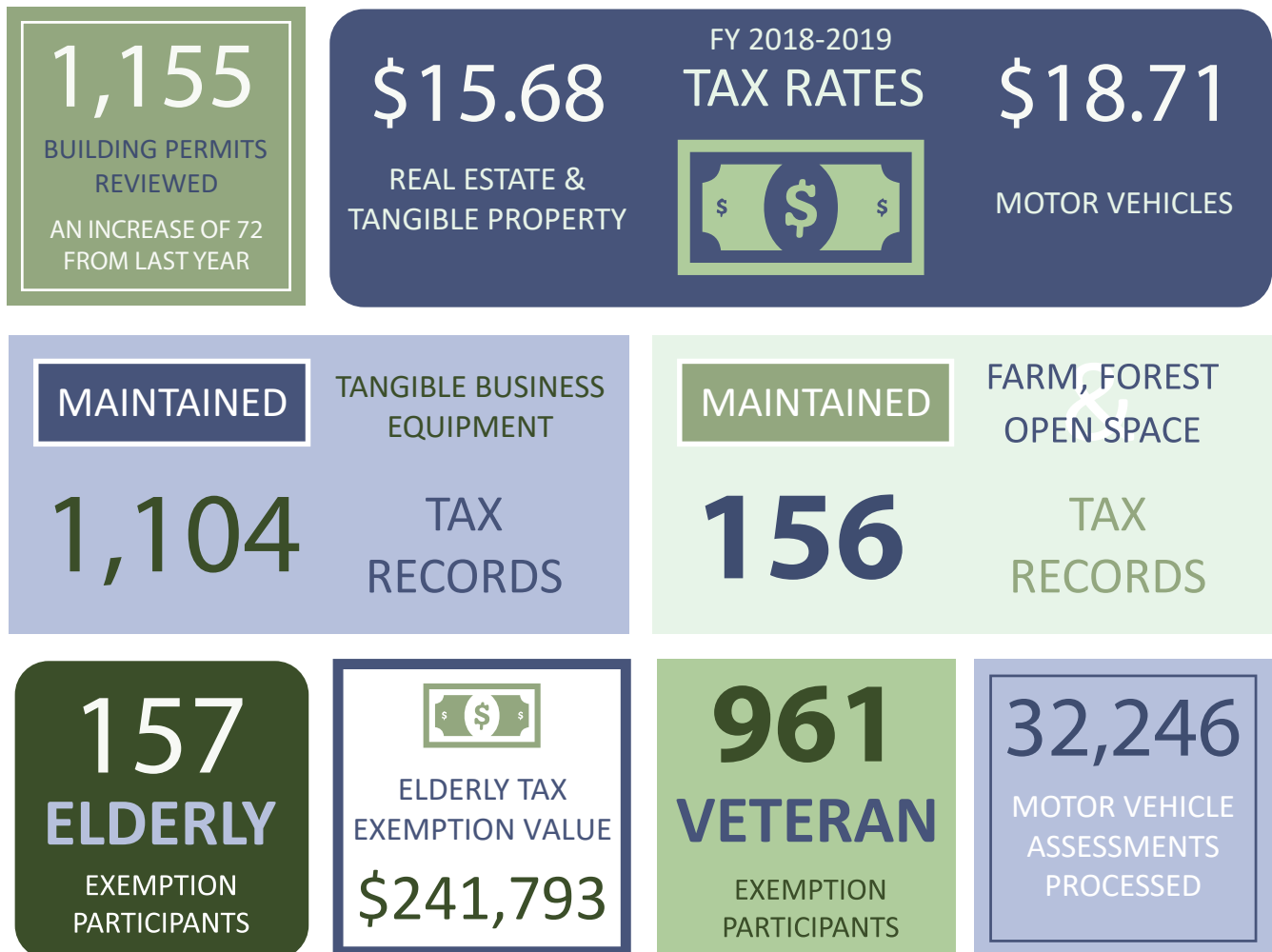
- Increased the Town’s Veteran exemption amounts following a State-wide review of Veteran exemptions



BUDGET DEVELOPMENT AND FISCAL MANAGEMENT

- Certified the Tax Roll by June 15, 2019
- 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
- For the 2018 tax roll, and prior to the adoption of the December 31, 2018 revaluation assessments, 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

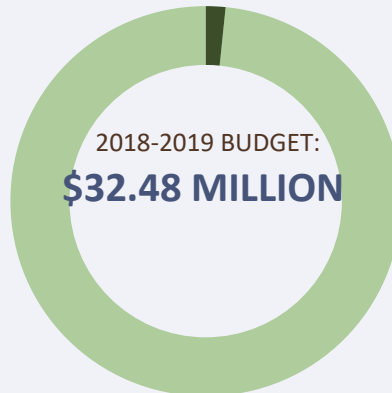




THE PLANNING DEPARTMENT’S mission is to provide professional planning services across a broad spectrum of policy and regulatory considerations including: administration of land use regulations and ongoing planning programs, coordination with Federal and State agencies, administrative and management support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

\$534,963



2018-2019 BUDGET:

\$32.48 MILLION



EMPLOYEES

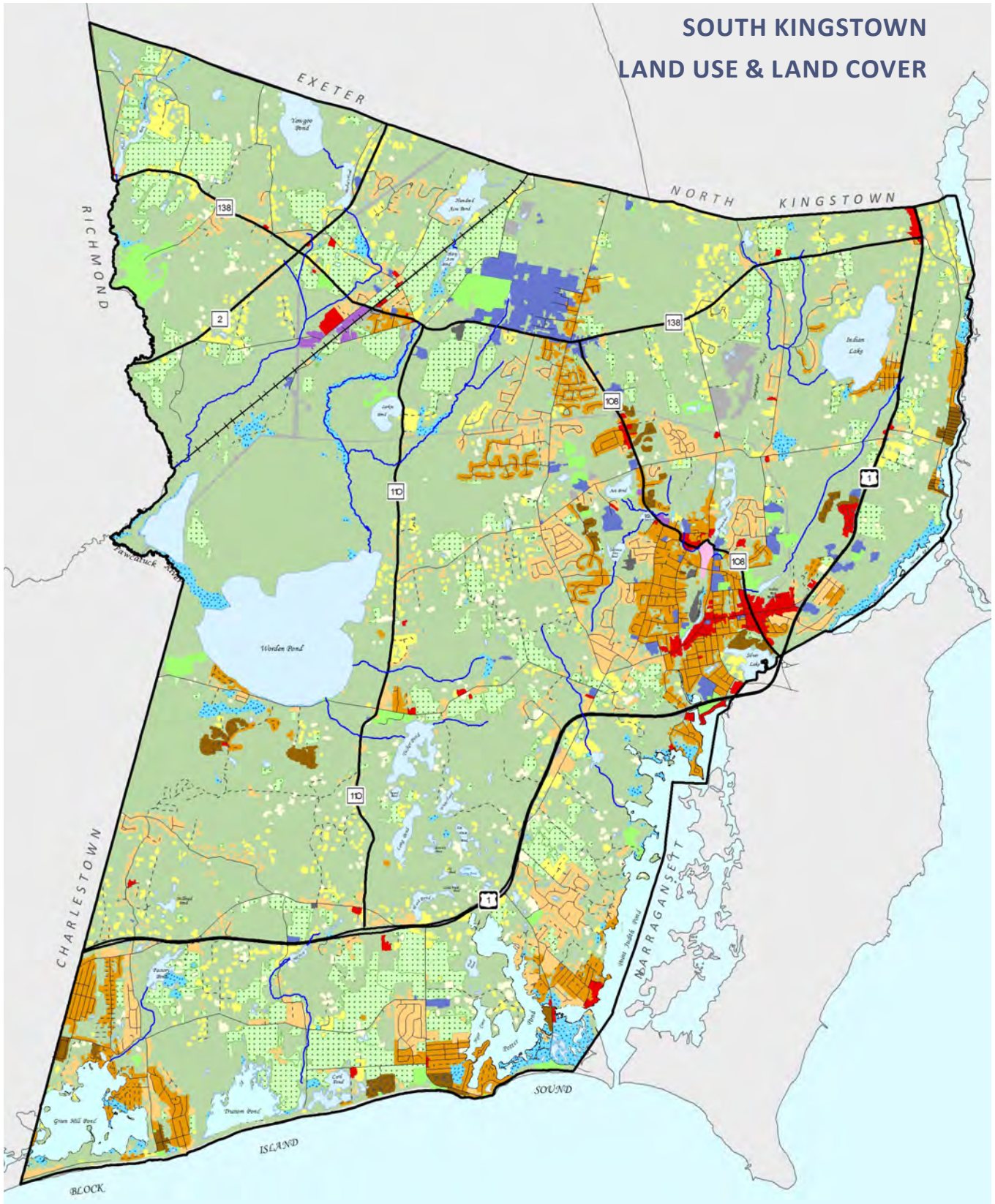

















FEATURED PROJECTS

SPECIAL FLOOD HAZARD AREA OVERLAY DISTRICT ORDINANCE

Spurring from state legislative action that changed the definition of ‘building height’ in 2018, the Planning Department immediately began working with the Planning Board in drafting ordinance language to help preserve the community character of our coastal neighborhoods while building in opportunities to effectuate and promote resiliency.

After multiple months of discussion, including discussions during the July 10, October 11, and December 11, 2018 and January 8, 2019 work sessions, the Planning Board crafted a Zoning Ordinance amendment intended to 1) address the problem posed by the new definition of building height, 2) maintain South Kingstown’s coastal community character to the extent possible, and 3) promote resilient development. The Planning Board recommended amendments for this ordinance to the Town Council in January 2019, which was later adopted by the Town Council on February 25, 2019 with a sunset



| | | | | | |
|---|---------------------------------|---|----------------------------|---|----------------------|
|  | 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 |

provision to allow for further amendment of the ordinance prior to the state law going into effect. Upon adoption, Planning Staff and the Planning Board immediately began working on further amending the ordinance throughout the spring of 2019 based on input from the Town Council and the public. Those amendments were finalized and forwarded to the Town Council in June 2019 for consideration during public hearings scheduled in July.

HAZARD MITIGATION PLAN UPDATE

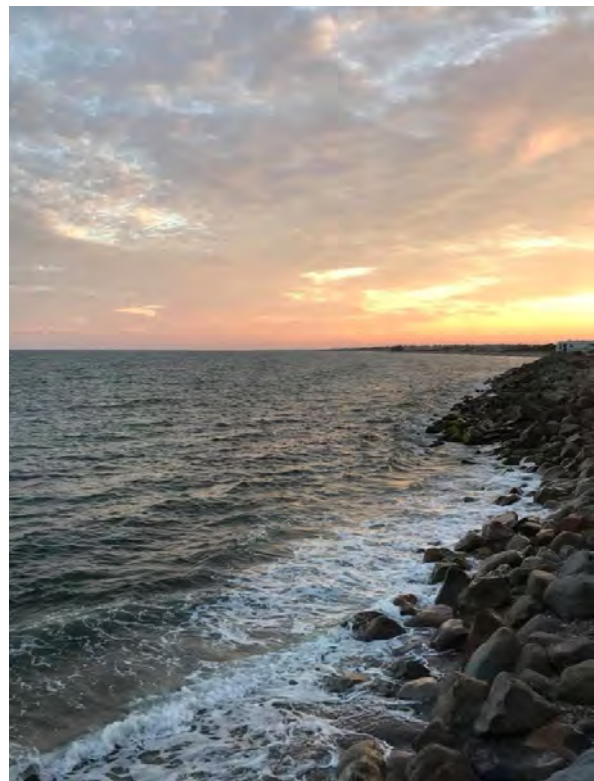
Beginning in January of 2017, the Planning Department began work on an update to the South Kingstown Multi-Hazard Mitigation Plan. The Multi-Hazard Mitigation Plan is a planning tool used to reduce the Town’s vulnerability to natural hazards and storm events. The Federal Emergency Management Agency (FEMA) requires each community to maintain a current hazard mitigation plan to remain eligible for federal funding. Efforts in performing this update, which included stakeholders from various town municipal departments and other local agencies, continued into through 2018 and the final draft was completed in December 2018. On February 20, 2019 the Town Council authorized transmittal of the Final Draft 2019 Hazard Mitigation Plan Update to the Rhode Island Emergency Management Agency (RIEMA) and the Federal emergency Management Agency (FEMA). Minor clerical revisions were received from both RIEMA and FEMA, and the Hazard Mitigation Plan 5-year update was later officially approved by FEMA on June 18, 2019. The 2019 Hazard Mitigation Plan Update is effective from June 10, 2019 through June 9, 2024.

MUNICIPAL RESILIENCY PROGRAM - RI INFRASTRUCTURE BANK

In March 2019, the Planning Department responded to a Request for Responses (RFR) to participate in the Resilient Rhody: Municipal Resilience Program (MRP) to help assess our vulnerability to and prepare for climate change impacts, build community resilience, and receive designation as a Resilient Rhody MRP municipality.

This designation enables the Town to apply for funding to implement identified projects and helps to ensure the municipality can make investments, set policy, and implement infrastructure projects, and to better understand the risk and vulnerabilities from climate change impacts. The Planning Department submitted an application to participate in this program and was soon after selected to be the first of three municipalities in the State to participate.

This program centered around a Community Resilience Building (CRB) workshop which was held in June 2019. Participants in this all-day event totaled more than 40 attendees and included local officials, representatives from several municipal departments, emergency responders, local agencies, non-profit groups, and interested members from the general public. Attendees worked in groups to prioritize vulnerabilities and potential impacts to the community and identified current challenges and community strengths. The MRP process culminated in a Summary of Findings that identifies priority actions and strategies to improve our community resiliency to natural and climate-related hazards and enables the Town to pursue future funding through the RIIB that would otherwise not be obtainable.



MINISTERIAL ROAD SCENIC ROADWAY ZONING ORDINANCE AMENDMENT

In July 2018, the Planning Board recommended the Town Council enact revisions to the South Kingstown Zoning Ordinance changing the standards and review procedures relative to properties along the Ministerial Road Scenic Roadway (“the Scenic Roadway”) contained within Section 505.6. The proposed amendments help to clarify the standards for development and conservation along the Scenic Roadway, and to relate the level of review required to the scale of potential impact. These amendments were later approved as proposed by the Town Council in September 2018.

MULTI-HOUSEHOLD DEVELOPMENT AND INCLUSIONARY ZONING

In October of 2018, the Town executed a contract with Horsely Witten Group, Inc. to update and modernize the South Kingstown Zoning Ordinance relative to inclusionary zoning and multi-household development. The project is focused 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 2019-2020.

NOYES FARM OPEN SPACE MANAGEMENT PLAN

The Noyes Farm Open Space Management Plan was completed in June 2019, and culminated in Town Council endorsement of the management plan. During the course of FY 2018-2019 staff from the Town’s Parks and Recreation Department, Engineering Division, Planning Department, and representatives of the Planning Board, Recreation Commission, and Conservation Commission worked alongside a team of consultants to develop the plan for the 248 acre Noyes Farm property. The Open Space Management Plan envisions the development of a passive recreation area on the site which highlights its unique historic and environmental resources. The plan also provides recommendations relative to long-term management, monitoring, and maintenance.



GRANTS ADMINISTRATION

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

| PROGRAM | AMOUNT |
|---|------------------|
| Community Development Block Grant (CDBG) Small Cities Annual Award (PY18) | \$576,250 |
| CDBG Disaster Recovery Award | \$13,225 |
| Certified Local Government Grant | \$7,000 |
| TOTAL GRANT MONIES AWARDED | \$596,475 |

PLANNING BOARD DEVELOPMENT MAP

In April of 2019, the Planning Department and GIS Division launched an interactive web-mapping application in order to improve public access to information regarding developments under review by the Planning Board. This development map is embedded in the Planning Department webpage and provides users with a visual understand of where development is proposed. The map shows all properties with recently approved developments or developments currently under review, and provides access to site plans and application information for members of the public.

WAKEFIELD NATIONAL REGISTER HISTORIC DISTRICT UPDATE

In September of 2018, the Planning Department and Historic District Commission began a project to update the information contained within the 1996 National Register of Historic Preservation nomination for downtown Wakefield. The effort included expansion of the Wakefield National Register District to include key structures located along the boundaries of the original 1996 district. Update of the district was supported by Certified Local Government grant funding awarded to the Town by the National Parks Service and Rhode Island Historic Preservation and Heritage Commission. It is anticipated that the proposed changes to the district will be considered by the National Park Service and Rhode Island Historic Preservation and Heritage Commission during FY 2019-2020. If approved by state and federal partners, expansion of the district will provide new opportunities for tax credit funding to support façade improvements to any newly included resources.

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 69 applications for subdivisions and land development projects in accord with the legally established regulatory review time frames
- Provided direct support to the TRC in reviewing 36 project applications
- Performed administrative review and processing of 2 applications for zoning map amendments and 8 applications for a zoning text amendments
- Initiated discussions with the Town Council and Planning Board regarding shared goals and objectives toward the thoughtful development of the Town



CULTURAL & HISTORIC RESOURCES

- Provided staff support to the Town’s Historic District Commission, including support of review and issuance of 7 Certificates of Appropriateness, research of historic preservation needs in Wakefield, and investigation of potential resources available to assist with property improvements
- Began update and expansion efforts for the Wakefield District of the National Register of Historic Places





PROVISION OF CORE SERVICES & FACILITIES

- Completed update to the Town’s Multi-Hazard Mitigation Plan, leading the Town’s Local Hazard Mitigation Committee through the update and adoption process
- Provided ongoing administrative and technical support to 9 Town boards and commissions during 116 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 staff support to the Conservation Commission, including support of 7 advisory project reviews
- Provided staff support to the Conservation Commission and the Sustainability Committee for the Town's new Plastic Reduction Ordinance effective January 1, 2019; Public outreach included to the community as well as to businesses, with informational packets and fliers created and distributed
- Provided staff support to the Sustainability Committee with the 2nd Annual Sustainability forum in October 2018; More than 20 residents attended to participate in discussions regarding waste management, recycling, and reuse



HOUSING

- Continued the process of updating and modernizing the Town's Zoning Ordinance and Subdivision and Land Development Regulations relative to multi-household development and illusionary zoning



COMMUNICATION & EDUCATION

- Updated the Planning Department website to include a development map for residents and property owners to track development projects under review by the Planning Board
- Provided public notice of and held 9 public hearings on subdivision and land development projects under consideration by the Planning Board
- Maintained GIS data layers for the departments of Planning, Town Assessor, Town Clerk, and Public Services, and provided 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 3 new Housing Rehabilitation applications to assist eligible low- and moderate-income households with housing improvements to meet health and code standards
- Awarded \$576,250 in CDBG funding to support development of a new laundry facility and building renovations for the South Kingstown Housing Authority, workforce training programs of Education Exchange, operating assistance to Welcome House, and building renovation for the South Kingstown Adult Day Center



ECONOMIC DEVELOPMENT

- Provided staff support to the Town’s Economic Development Committee, including discussion of implementation of improvements along the Saugatucket River corridor, and potential for increased growth in the Town’s Commercial Highway (CH) zoning district
- 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 RIDLT Real Jobs in RI program



CIRCULATION

- Assisted the Town's BPAC with initiating development of a town-wide Bicycle & Pedestrian Master Plan and several local topics relating to bicycle and pedestrian safety, accessibility, and conditions for walking and biking
- Provided support in reviewing the Old Tower Hill Road improvements proposed by RIDOT



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, RIDEM and RIDOT regarding the connection of the South County Bike Path 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

126
DEPARTMENT
SUPPORTED
PUBLIC MEETINGS



11
AFFORDABLE
HOUSING
COLLABORATIVE



HISTORIC DISTRICT
COMMISSION

7



11



TECHNICAL REVIEW
COMMITTEE

PLANNING
BOARD

26



18




ECONOMIC
DEVELOPMENT
COMMITTEE

9
LOCAL
HAZARD
MITIGATION

SUSTAINABILITY
COMMITTEE

12



CONSERVATION
COMMISSION

11



BICYCLE
PEDESTRIAN
ADVISORY
COMMITTEE

11



69
DEPARTMENT
REVIEWED
APPLICATIONS



11
PRE-
APPLICATION
CONCEPT PLAN
REVIEW

10
CONCEPTUAL
MASTER PLAN

ADMINISTRATIVE
SUBDIVISION

10

8
PRELIMINARY
PLAN

11
DEVELOPMENT
PLAN REVIEW

COASTAL
COMMUNITY
OVERLAY
DISTRICT

2

2
AMENDMENTS
TO APPROVALS

2
EXTENSIONS
AND
REINSTATEMENTS

13
FINAL PLAN
REVIEW

7
HISTORIC DISTRICT
COMMISSION
CERTIFICATES OF
APPROPRIATENESS

206
COPIES OF
RECORDED MAPS
PRINTED FOR
THE PUBLIC

137
MAPS PRINTED
FOR 10 TOWN
DEPARTMENTS

9
PUBLIC HEARINGS

614
AFFORDABLE
HOUSING UNITS
5.63% OF TOTAL

WEBGIS UPDATES
26 6
UPDATES OF VISION CAMA DATA UPDATES OF PARCEL DATA LAYER

APPLICATIONS PROCESSED/REVIEWED
8 1
ZONING ORDINANCE AMENDMENT DRAFTED/REVIEWED ZONING MAP AMENDMENT REVIEWED

7
CONSERVATION
COMMISSION
ADVISORY REVIEWS

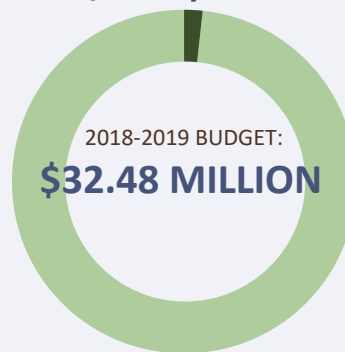
UPDATED TOWN
ASSESSOR'S MAPS
38 CUTS ON 47 MAPS

**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.

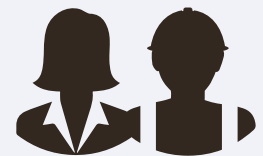
DEPARTMENT BUDGET:

\$369,329



4.5

EMPLOYEES



CLOUD BASED PERMITTING SYSTEM & TABLETS

The Department migrated to the new Statewide E-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. 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. The Department continues to fine tune the Statewide E-permitting system capabilities and has streamlined interdepartmental communication and review of electronic documents. The cloud based system allows expedited plan review and immediate delivery of records, and eliminated the significant amount of paper records that were historically required to be



retained by the Town. The Department has also leveraged the platform to include other addressing complaint, records access, and property records.

DEPARTMENT INFORMATION ONLINE

The Department's webpage has been expanded to provide members of the public with expansive information relative to Building Codes, and answers to frequently asked questions. Weblinks are included to helpful resources for floodplain awareness, as well as to State and local regulatory agencies. By updating and maintaining current information on our webpage, the goal is to assist contractors and members of the public to be better prepared for proposed projects, big or small.

PERMITTING, REVIEW & INSPECTIONS

Over the course of the year, the Department issued a combined total of 3,355 permits, including 1081 residential, 69 commercial/industrial, 514 plumbing, 805 electrical, 786 mechanical, and 100 solar permits, as well as 54 Zoning Certificates. In addition, the Department conducted a combined total of 4,781 inspections, including 2,607 building, 833 electrical, 827 mechanical, and 514 plumbing inspections. The Department also investigated 116 complaints received, issued 53 notice of violations, 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

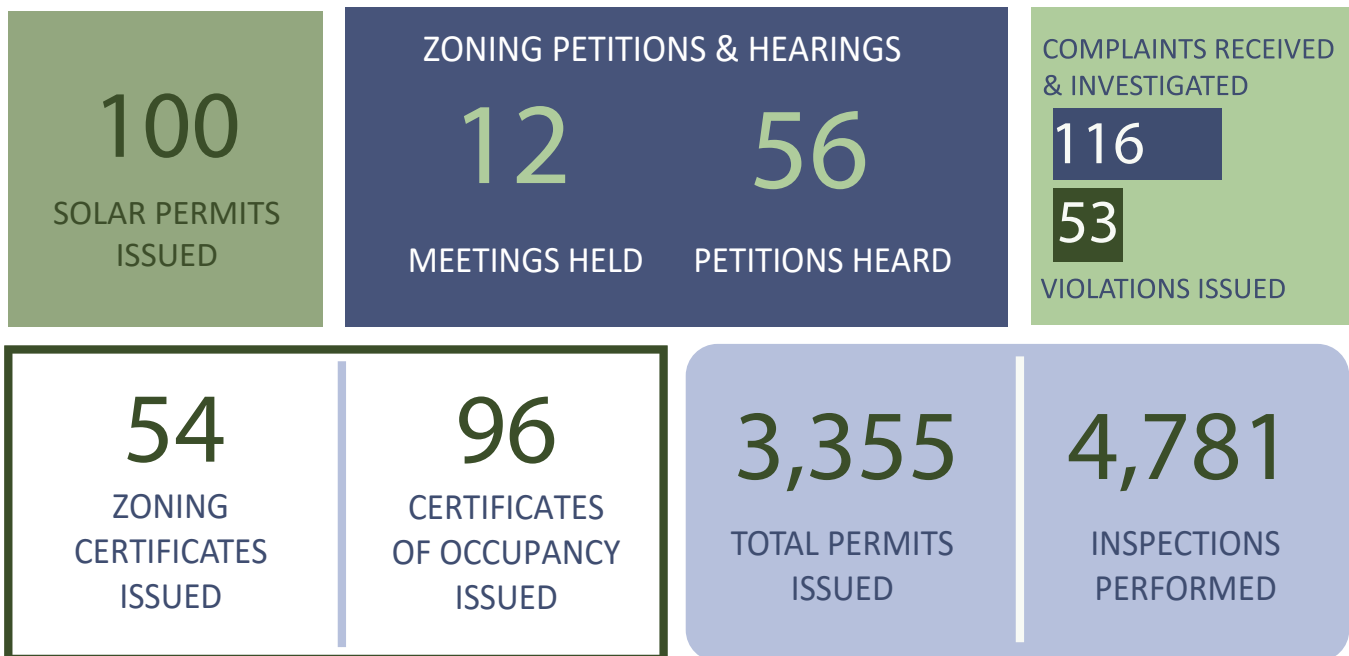
- Continue to identify efficiencies and leverage functionality relative to the recent transition to a cloud based electronic permitting system, expanding to include addressing complaints, records access, and property records
- Continue to expand the use and functionality of onsite inspection recording through the use of tablets
- Continue to refine the permitting application process which allows for 100% electronic submittals, eliminating the requirement for paper submittal
- Expand the information on the Department's webpage to provide helpful tools and resources

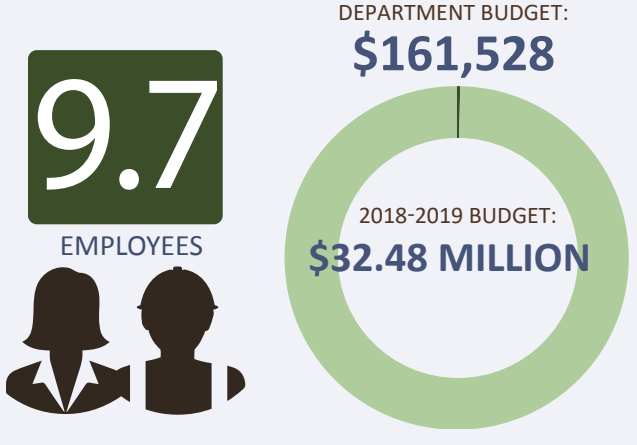


PROVISION OF CORE SERVICES & FACILITIES

- Reviewed plans, issued permits, and performed required inspections in a timely manner
- Continued to ensure that all construction is in conformance with State law, and the State Building Code and the Town Zoning Ordinance
- Purchased the Town's first electric vehicle, used as the Department's main inspection vehicle
- Completed the transition of Town Hall building and grounds maintenance from the Building Official's Office to the Facilities division

PERFORMANCE METRICS





THE FACILITIES DIVISION maintains a diverse portfolio of municipal facilities, and in addition to providing custodial services, the Division is responsible for routine, preventative, and emergency maintenance, overseeing building construction and renovation projects, assisting with building security, as well as planning for the future integrity and sustainability of all municipal buildings. The Division also works to ensure compliance with laws and regulations for safety, environment, health, fire, and energy efficiency.

PROGRAM SUMMARY

The Town is moving away from having municipal facilities and custodial staff being managed by individual departments, to a centralized facility maintenance service system supported by the Facilities Division. This migration to a formal Facilities Division will take time to implement town-wide, and is anticipated to be fully implemented for FY 2020-2021. It is noted the budget for this division currently consists of funding formerly allocated to Town Hall Operations, and in future years, will include additional funding reflective of town-wide expenditures.

CUSTODIAL SERVICES

The new Facilities Division works to provide clean and sanitary buildings for all who enter each of the 16 municipal buildings. The Division is

responsible for providing routine and as needed custodial services to all municipal buildings.

ROUTINE & PREVENTATIVE MAINTENANCE

The Division is responsible for providing routine and preventative inspections and maintenance for over 190,000 square feet of space in each of the 16 municipal buildings, including supporting winter storm operations.

LONG TERM PROACTIVE MAINTENANCE

The Division is responsible for planning for the future integrity of the municipal buildings, including maintaining a long term maintenance strategy and Capital Improvement plan, and developing a master plan for energy efficiency and use reduction.

SAFETY & CODE COMPLIANCE

The Division is responsible for ensuring safety and code compliance for all municipal buildings, and coordinates with other code enforcement agencies including State, local, and other municipal departments.

TOWN HALL ROOF CRESTING

The historic Town Hall building's roofline and bell tower feature distinctive roof cresting which has aged and needed repair, after 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 re-installation of the bell tower cresting, back to its original 1877 display. Using the original as a template, new pieces were created, and installed atop the bell tower.



PEACE DALE LIBRARY IMPROVEMENTS

After being out of service for 29 years, the original main doors at Peace Dale Library have re-opened for use by the Public. The Facilities Division coordinated with the Library, and through generous funding from the Champlin Foundation, the historic oak doors were refurbished and reopened. In addition, the historic light fixture above the doors was refurbished and once again shines bright. Additional projects at the Town's Libraries included the replacement of boilers at the Kingston Free Library, and exterior painting, power washing, trim painting, and shingle seal coating at Robert Beverly Hale Library.

ELECTRIC VEHICLE CHARGING STATIONS

The Facilities Division, in coordination with other municipal departments, managed the installation



of electronic vehicle charging stations, located at Town Hall for use by municipal electric vehicles, and the other was installed for public use within the municipal parking lot on Main Street next to the Bike Path and Intermodal Comfort Station.

SOUTH ROAD SCHOOL LEASE

In July 2018, care and control of the South Road School building was turned over to the Town's Facilities Division by the South Kingstown School Department, as the building was no longer being used to support their programs. Shortly thereafter, the Meadowbrook Waldorf School experienced a fire at their school site in Richmond, RI with the building being a total loss. The Town signed a lease agreement with MWS, and South Road School became it's temporary home. The Facilities Division worked closely with the MWS Facilities Manager, staff, and numerous volunteers to prep the building to receive students in September, and then to oversee the building's maintenance needs throughout the year.



FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

- Provided for the routine maintenance and repair needs of all municipal buildings, both interior and exterior
- Provided for the daily custodial cleaning of all municipal buildings
- Oversaw the maintenance and care of grounds around municipal buildings, coordinating with the Parks Division as needed, and with contracted Gardner to provide for aesthetically pleasing gardens and grounds
- Created a priority list for maintenance and repair of all municipal buildings
- Begin to develop a long term maintenance strategy and capital improvement plan for municipal buildings
- Coordinated with Department and Division heads to identify unique facility needs based upon department specific uses
- Managed the Town's surplus disposal needs, utilizing the Town's online auction site to sell obsolete and surplus items, creating a revenue source from disposal of items
- Managed the electronic key fob access system for municipal buildings, and continue to convert the remaining buildings to this system
- Lead the South Road School facility and maintenance needs, coordinating with MWS facility and staff personnel
- Lead several projects at municipal buildings, including the installation of a new coil and condenser at the Public Safety Building



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

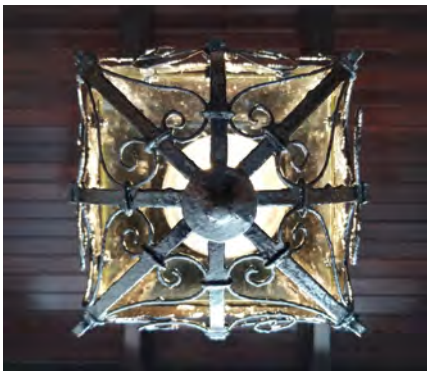
- Begin to develop a master plan for energy efficiency and use reduction throughout municipal buildings
- Managed the installation of electronic charging stations at Town Hall (municipal use only) and at the Main Street Comfort Station public parking lot (for public use)
- Began to provide staff support to the Sustainability Committee on related initiatives



CULTURAL & HISTORIC RESOURCES

- Lead the repair and re-installation of Town Hall's distinctive roof and bell tower cresting, back to its original 1877 display
- Lead several projects at the Peace Dale, Kingston Free, and Robert Beverly Hale Libraries, including the refurbishing and reopening of Peace Dale's historic doors, boiler installation at Kingston Free, and exterior work at Robert Beverly Hale
- Completed work on the Granite Trough relocation and re-installation project on the Peace Dale Library grounds, with running water and surrounding garden beds

PERFORMANCE METRICS





EMPLOYEES



DEPARTMENT BUDGET:

\$430,349



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
- Increase the productivity and functionality for Town staff to service our constituency
- Establish traditional audit trails and controls
- Assist in the training and orientation of technology users
- Adopt new and emerging technologies
- Empower Town staff to embrace and utilize technology

FEATURED PROJECTS

LAND RECORD MANAGEMENT SYSTEM

Working in collaboration with the Town Clerk's office, IT developed a request for proposal for a new land record system with functionality input provided by the Clerk's office along with the capability to eRecord. This system contains records such as deeds, maps, mortgage filings and discharges.

WINDOWS SERVER & WINDOWS 10 DEPLOYMENT

Began the upgrade of nineteen (19) Windows server operating system and replacement of sixty (60) desktop/laptop computers. This multi-year project should be completed by Q1 of calendar year 2020.



COMMUNICATION & EDUCATION

- Successfully completed upgrade of the Town’s Financial and Payroll/Human Resources system which included building 5 new servers
- Upgrade and migration of Exchange
- Upgrade Police server operating system
- Develop proposals and advertise for a new telephone system
- Develop proposals and advertise for an email upgrade

PERFORMANCE METRICS

PERSONAL COMPUTERS AND DEVICES 290

15
PHYSICAL SERVERS AND APPLIANCES

18
VIRTUAL SERVERS

56
PRINTERS

5
FIREWALLS

SWITCHES
24

12
WIRELESS ACCESS POINTS

EMAILS SENT/RECEIVED **1,886,492**

SPAM BLOCKED **144,204**

?

HELP DESK TICKETS RESOLVED **1,384** OR **115 / MONTH**

421 NETWORK DEVICES SUPPORTED

65 APPLICATIONS SUPPORTED

11
MAJOR PROJECTS COMPLETED



DEPARTMENT BUDGET:

\$8,823,123



69.4

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 full time and one part time dispatchers, and nine civilian support staff. The complement of sworn officers consists of the Chief, three Captains, five 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 Chaplain, Father Taillon, of the St. Thomas Moore Parish.

FEATURED PROGRAMS & ACCOMPLISHMENTS

PROMOTIONS & NEW EMPLOYEES

The Department saw two promotions. Lt. Healy was promoted to the rank of Captain in October 2018, and a Patrol Officer was promoted to the rank of Sergeant in 2018. The new Captain's position was implemented to serve as Deputy EMA Director and oversee the critical function area of emergency management relating to Police services, as well as to coordinate the Department's Professional Services Division.

The Town of South Kingstown welcomed seven new police officers to the community this past year to replace officers who have retired, transferred to other departments or taken on new careers. Four of our new officers were hired through our newly implemented lateral transfer program. These veteran officers provided the department with a tremendous amount of experience, maturity, and law enforcement knowledge that has already proved beneficial to the entire community. Two of our lateral officers were raised in South Kingstown, and we are happy to help them serve their hometown.

Three recruits were hired from the department's eligibility list established through an extensive recruitment and interview process. 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. This year, a department-wide active shooter drill was conducted in a local school to train our officers in rapid response and prepare them for a variety of active threat situations.

The department used Federal Forfeiture proceeds funds to purchase smart TV's for training purposes in both our rollcall and second floor conference rooms. The TV/monitors are integrated with our computers and department network and allow officers to review computerized reports and participate in webinars

prior to going on patrol. The TV/monitor in the second floor conference room has been used for administrative review of cases, incident planning, and video conferencing.

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, program we now have 48 officers outfitted with outer carriers. 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. The success of this program is evidenced by not having any back injuries reported since the inception of this program in 2017.



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 engagement and 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.

DRUG TAKE BACK PROGRAM

Throughout the year, the South Kingstown Police have collaborated with the Drug Enforcement Administration to participate in the Drug Take Back Program. This program coordinates efforts to safely collect and dispose of pharmaceutical controlled substances or prescriptions in a convenient, secure and safe manner. This year the South Kingstown Take Back efforts resulted in the disposal of 221 pounds of unused or expired prescriptions from local residents.

JUVENILE DIVISION & SCHOOL RESOURCE OFFICERS

The South Kingstown Police Department takes a proactive stance on all aspects of Juvenile Justice. The Juvenile Division involves the handling of criminal investigations as well as public relations and juvenile safety initiatives throughout Town, and one of the main goals 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 are a key components 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 eighth consecutive year to manage the School Resource Officer (SRO) Program.

The two SROs 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 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. The School Resource Officers were also active participants with the School District Safety Team.

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 3,817 traffic warnings and approximately 2,390 traffic tickets. These efforts helped to contribute to a reduction in the number of vehicle accidents in the community for four consecutive years and 20 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.



Members of the South Kingstown Police Department's Detective Division were recognized at the South Kingstown Town Council meeting on October 22nd, 2018 for their work regarding a joint investigation with neighboring Narragansett Police Department. Representative Carol Hagan McEntee presented each member of the Detective Division with Senate Citations for their part in the investigation.



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 Captain Healy 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 seventeen years and Child Passenger Safety Instructor for five years, and was recognized for his efforts in the Category of Child Passenger Safety. Captain Healy was recognized as the RI Highway Safety Grant Manager of the Year. Through his efforts, the department has received over \$150,000 in Highway Safety Enforcement Grants over the past three years that have resulted in a reduction in the number of accidents each year.

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 2018 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 2018-2019 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 2018-2019 there were 50 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.

This past year, the Department issued numerous CodeRED notices to the community during emergencies. CodeRED is a telephone, text, and email automated mass communication service that allows us to quickly notify citizens about emergency situations. This service was effectively activated and provided pertinent information during the “boil water” advisory on Labor Day Weekend and during severe weather conditions throughout the winter.



PERFORMANCE METRICS



PROVISION OF CORE SERVICES & FACILITIES

- Administered promotional processes for the ranks of Lieutenant and Sergeant, created a new Captain position, and promoted one officer to the rank of Sergeant
- Hired seven officers in 2018-2019; Conducted a recruitment drive in the Spring of 2019 to fill anticipated vacancies within the patrol division
- Completed duty weapon upgrade, program funded by Federal forfeiture proceeds; Trained all officers and issued new weapons during Fall 2018 range qualifications
- 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
- Continued to participate in the Department of Justice Bulletproof Vest Grant Program to obtain 50% cost share toward the purchase of body armor for the safety of the Town's officers; 28 officers were outfitted with new protective vests
- Performed Alcohol and Tobacco Compliance inspections as directed by RI Department of Behavioral Health (BHDDH grant funded)
- Detective Division continued to work with US Marshals Service to identify/manage sexual offenders in the community (grant funded)



COMMUNICATION & EDUCATION

- Continued to expand the 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 SK Communications Consortium (SKCC) to review and resolve interoperability issues with the goal of developing a common town-wide radio communications system that will meet the needs of each agency individually and all agencies collectively
- Prepared and submitted the SKPD Annual Report for 2018; Posted on the Town's website for public access
- Continued working collaboratively with URI and neighboring Department on public safety matters and strategic planning, participating in cross training
- Continued to foster multiple partnerships with community groups, and State and Federal law enforcement agencies



ENVIRONMENTAL & NATURAL RESOURCES

- Completed several facilities improvements, including the HVAC system condenser and coil upgrade to run more efficiently through the use of environmentally friendly R410 refrigerant



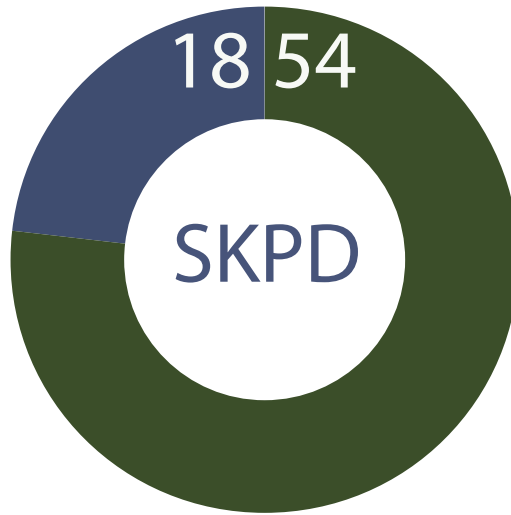
CIRCULATION

- 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
- 3 CAPTAINS
- 5 LIEUTENANTS
- 8 SARGEANTS
- 37 PATROL OFFICERS
- 9 DISPATCHERS (1 PT)
- 9 SUPPORT STAFF

47,717

CALLS RESPONDED TO OR INITIATED

RESPONDED TO

1,101

VEHICULAR ACCIDENTS

DOWN 20 FROM LAST YEAR

220 ACCIDENTS RESULTING IN INJURY

1,935

OFFENSE REPORTS GENERATED

TOTAL OFFENSES

354

WITHIN UCR MAJOR CRIME CLASSIFICATIONS

DOWN 16 OVER THE LAST YEAR

100 DUI SUSPECTS ARRESTED

8 MORE THAN LAST YEAR

50 DRUG RELATED ARRESTS

23 MORE THAN LAST YEAR

\$50,105

RIDOT HIGHWAY SAFETY ENFORCEMENT GRANT

2,880 HOURS LOGGED BY 2 SCHOOL RESOURCE OFFICERS

CALLS HANDLED BY SCHOOL RESOURCE OFFICERS

102

DOWN 22 OVER 4 YEARS

3,817 WARNINGS

TRAFFIC STOPS

TICKETS **2,390**

503 ADULT ARRESTS

23 JUVENILE ARRESTS

WITHIN UCR MAJOR CRIME CLASSIFICATIONS

TRAINING

54 OFFICERS PARTICIPATED IN OVER **2,500** HOURS

600+

CHILD SAFETY SEAT CHECKS PERFORMED



DEPARTMENT BUDGET:
\$1,746,380



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. Professional development training for Lieutenants continues, focusing on leadership and conflict resolution. Command staff meetings maintain communication; review operational needs and leadership training. Leadership case study reviews/articles from academic and professional leadership entities are reviewed on a monthly basis.

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 a response for EMS.





Department personnel participated in Drivers Training in a joint exercise with Charlestown Ambulance-Rescue. The training concentrated on operating and maneuvering emergency vehicles. The training was sponsored by the Rhode Island Southern Firefighter's League and VFIS. Department personnel received training and certification in Mental Health First Aid. The training enables responders to provide initial help to people experiencing problems such as depression, anxiety, psychosis, and substance use disorders. Department personnel received specialized training on how to respond and communicate with people that have autism in an emergency situation. The Department continues to conduct training with UFD, KFD, NFD, CARS and URIEMS to promote agency familiarization to prepare for potential response needs for routine and major incidents. The Department conducted pediatric airway management training provided by an Anesthetist from a local hospital in Rhode Island. The training provides our paramedics quality training to simulate real patient conditions that may occur in the field.



RECRUITMENT

This year, the Department conducted recruitment, testing, and hired Paramedic personnel. 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.

COMMUNITY RISK REDUCTION

The Department continues to develop a Community Risk Reduction program to identify risks in target populations, for example ground level falls, and provide safety tips and develop strategies and tactics to mitigate those potential risks. The Department has implemented special response plans for identified citizens within the community to ensure patient population

As part of the South Kingstown Community Overdose Engagement team (CODE), South Kingstown EMS collaborated with SK Partnership for Prevention to bring REST kits (Resource Education and Support Together) to our community. REST kits are given to families whose loved ones are experiencing an addiction to opioids, and include a single dose of nasal Narcan, a Deterra bag for deactivating medications, a 12-panel drug test including for Fentanyl, a few self-care items for families, an action plan and local resources, as well as a membership to Allies in Recovery.





The Rhode Island Emergency Management Agency implemented a program with regional mass casualty vans assigned across Rhode Island. South Kingstown EMS is one three agencies in Rhode Island designated to deploy the asset in the case of a multiple patient event.



FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES AND FACILITIES

- Continued to enhance medical quality improvement process linking performance data to RIDOH protocols and established standards
- Worked collaboratively with SKPD, UFD, and KFD to improve EMS response capabilities relating to Dispatch and EMS response assignments



COMMUNICATION & EDUCATION

- Continued to provide professional development training for Lieutenants focusing on leadership and conflict resolution
- Provided training for potential mass-gathering events and potential transportation disasters
- Conducted training with mutual aid partners and established continuous communication for regional response challenges, service demands, and event awareness
- Continued to conduct ongoing operational training initiatives with UFD, KFD, and CARS
- Provided "Stop the Bleed" training for URI Campus Police, and CPR and Narcan administration training to SKPD
- Members of the department received certification in Pediatric Education for Pre-Hospital Professionals (PEPP)
- Continued Community Risk Reduction initiatives providing public AED & CPR training, and identifying risks for mitigation within the community
- Established a partnership with the South County Chamber of Commerce to provide SKEMS departmental information to the special needs populations, as well as to provide SKEMS patient information cards to new Chamber members
- Established a mentoring program on leadership with South Kingstown High School and Narragansett High School
- Continue to work with SKPD on community programs to promote quality of life enhancements for residents



SOUTH COUNTY HOSPITAL

- Continued to work with the pharmacy at South County Hospital to improve medication exchange and reduce cost of expired medication disposal
- Continued the 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

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

PERFORMANCE METRICS

CPR TRAINING

16 COURSES CONDUCTED

130 COMMUNITY MEMBERS TRAINED

24/7
365
SERVICE

2,271
EMS TRANSPORTS

136 OVER LAST YR & UP 33% OVER FY 2016-2017

16 FULL TIME STAFF PARAMEDICS

4 LIEUTENANT PARAMEDICS

12 STAFF PARAMEDICS

3,325
CALLS FOR SERVICE ANSWERED

213 OVER PRIOR YEAR

MUTUAL AID **200** UP 67 FROM LAST YEAR

433 CALLS INCREASE OF 126 FROM LAST YEAR

ASSISTING NEIGHBORING COMMUNITIES

230 UP 59 FROM LAST YEAR

ASSISTANCE RECEIVED

7AM - 7PM
1 LT & 4 STAFF

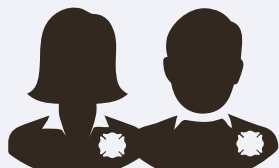
7PM - 7AM
1 LT & 2 STAFF





2.5

EMPLOYEES



DEPARTMENT BUDGET:

\$246,375



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 250 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 47 radio boxes put on line, including 27 Town Buildings, 3 fire stations, and 11 businesses, plus 4 local alarms have converted to radio boxes and 2 are newly constructed building.

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 Department 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 2020. To date, 37 boxes have been removed.

TOWN WIDE RADIO SYSTEM

The Communications Department has taken on the task of implementing an RFP and needs assessment for a Town wide UHF radio system including Police, EMS, Highway, Water, Wastewater, Parks & Recreation, and Senior Services, and incorporating the UFD and KFD fire districts. Schools will be part of this system in the future. This radio system will be the first of its kind in the Town of South Kingstown. A needs Assessment and Conceptual design report is being done by Federal Engineering the consultant the Town has hired.

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 2018-2019, there were a total of 205 commercial fire alarm incidents, with 84 occurring during the Department’s normal working hours. Of the remaining incidents, UFD Deputy Chiefs reset the alarm on 78 occasions, and the Department was needed for only 35 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 Department will continue to work with the Union Fire District on this program.

MUNICIPAL FIRE ALARM SYSTEM CABLE

The Municipal Fire Alarm System supports 205 businesses in Town, along with servicing all Town and School properties for fire 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 2018-2019:

- Abandoned wire was removed from Barbers Pond Road (3,000 ft), Matunuck Beach Road (2,000 ft), and Saugatucket Road (2,000 ft).
- 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



Superintendent Whaley is pictured with his wife and two sons, who are also both Town of South Kingstown employees and both serve with the Union Fire District.

FEATURED ACCOMPLISHMENTS

Fire Alarm Superintendent Lance Whaley, who also serves as UFD Assistant Chief, was recognized with a Proclamation by the Town Council and a special commendation from Union Fire District for his life saving skills demonstrated at a recent rescue.



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
- Continued training Public Safety Dispatchers on how to use the new radio box equipment within the dispatch center
- Continued 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

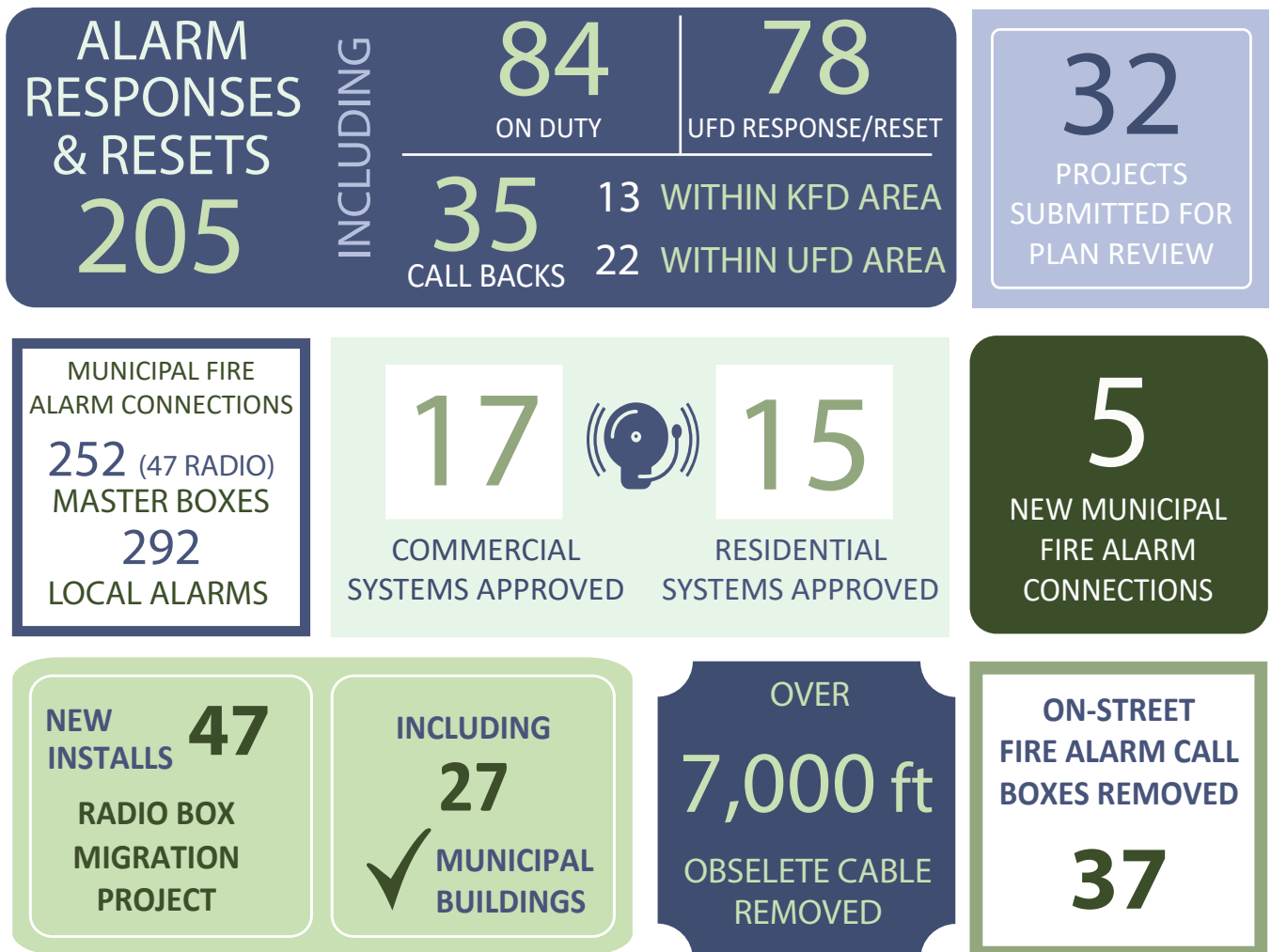


PROVISION OF CORE SERVICES AND FACILITIES

- 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
- Continued removal of on-street fire alarm call boxes
- Began developing a radio upgrade project at for the South Kingstown Town-wide Radio System
- Continued 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; with 11 buildings having now been converted
- 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
- Cable obsolete: a combined over 7,000 ft of obsolete wire was removed from Barbers Pond Road, Matunuck Beach Road, and Saugatucket Road
- Initiated work to investigate using radio boxes for enhanced security purposes within Town Buildings

PERFORMANCE METRICS





DEPARTMENT BUDGET:

\$38,641



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

MOORING FIELD CAPACITY

The Harbormaster manages the Town’s mooring fields, working collaboratively with the Town Clerk’s Office. There are currently 212 Town moorings rented, which generated \$41,391 in rental fees during the 2018-2019 fiscal year. There are currently 32 people on the waiting list. The Harbormaster continues efforts to fill all available mooring spaces within the Town mooring fields.

2019 SEASON

The Town’s waterways are patrolled seven days a week for the fifteen-week summer season each year. During the 2018-2019 fiscal year, the Harbor Patrol conducted 71 safety checks, and issued 27 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, this can impact activity levels of the Harbor Patrol year over year. It is noted that the Summer 2018 season’s figures were lower than prior year’s figures, which can be directly attributed to the significantly later start of the recreational boating season as a result of consistent poor springtime weather through most of June. Many boats were not yet in the water at their dock slips or moorings through May and June. Fortunately, for the 2019 Season, the weather cooperated with boaters, and the season was back on track with Harbor Patrol noting boats were back in the water at usual time during the spring.

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 117 times, diverting 2,428 gallons of septage from Point Judith Pond.



EQUIPMENT IMPROVEMENTS PLANNED

Maintaining the Harbor Patrol Division's fleet and equipment is of critical importance, and the Division has made great gains in the last few years. The Division plans to procure and place in service a new outboard motor for the Harbor Patrol Boat (PB1) for the Summer 2020 season. The newly designed replacement outboard will be more efficient and lighter weight in an effort to reduce fuel consumption.

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.



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 WELFARE 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 Program is separated into two divisions; the Animal Shelter and the Road Division.

DEPARTMENT BUDGET:

\$313,947



3

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 & ADOPTION 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. 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



www.facebook.com/skanimalshelter



access to the Shelter. Other strays need forever homes, and the Animal Shelter also focuses on placement and adoption, and carefully screens adoption applicants. To learn more about the adoption process, please visit the Animal Shelter's page on the Town's website or call the Animal Shelter.

KEEPING OUR PETS SAFE

The Town is 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, newspapers, and social media. The Animal Shelter Staff and Animal Control Officers are committed to providing access to the Shelter 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 with the Town of Narragansett
- 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 or an 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.

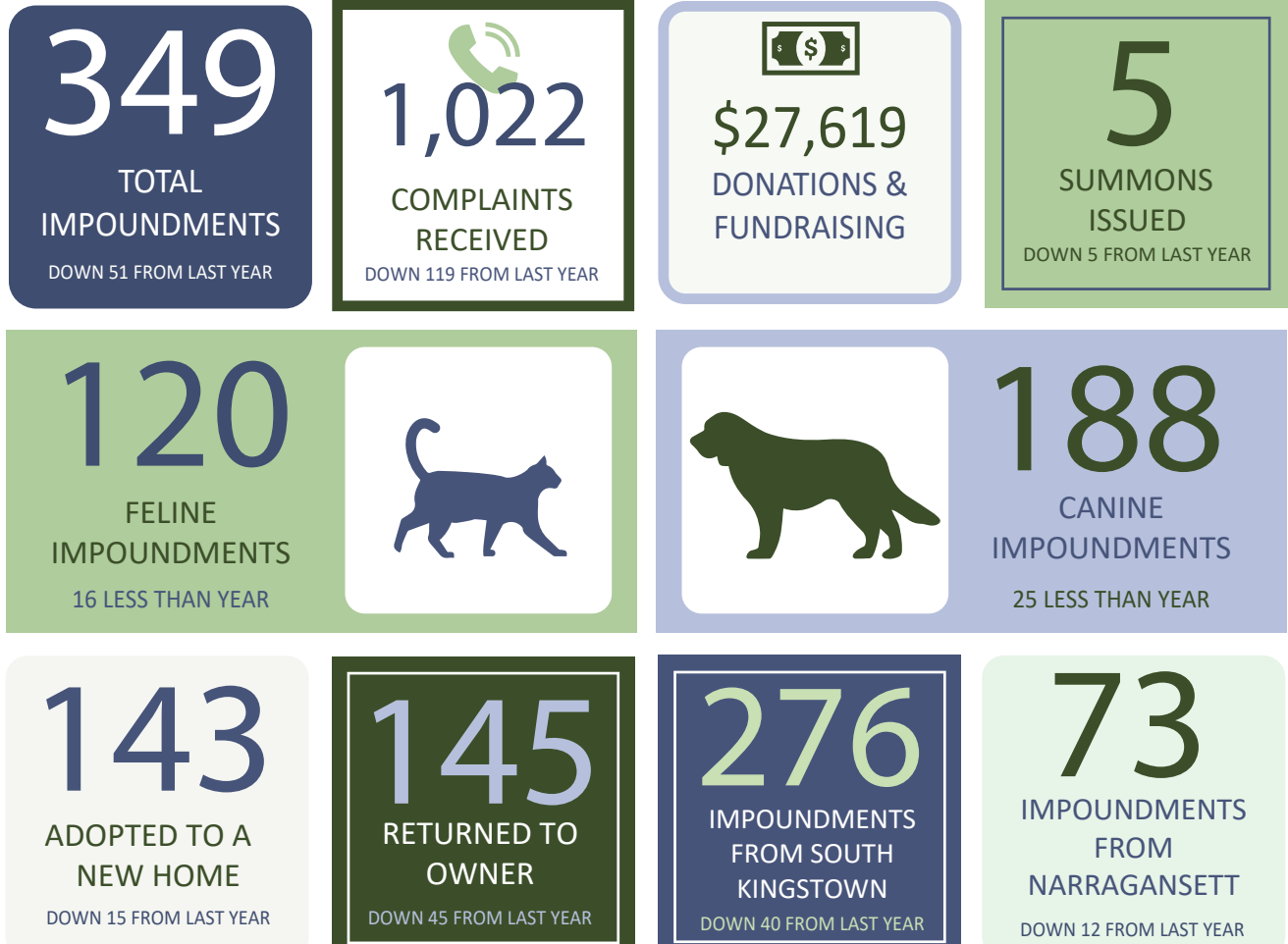
- Completed exterior post and beam rehabilitation project in the front entrance area



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
- Find forever homes for animals surrendered to the Town and stray animals, and return lost animals surrendered to the Town to their owners
- As the Shelter is unable to accept animals from outside South Kingstown and Narragansett, assist residents of other communities identify local shelters and/or resources available
- Continued to create awareness of the Town’s low cost pet spay/neuter assistance program for qualifying residents
- Continued to refine and update facility procedures to ensure the Animal Shelter meets necessary standards, state law, and local ordinances, and to improve operational efficiency, effectiveness, and safety standards

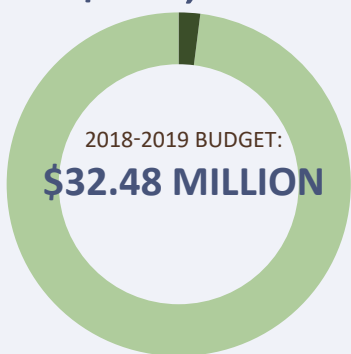
PERFORMANCE METRICS





DEPARTMENT BUDGET:

\$668,989



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 2018-2019. Roads reclaimed and/or paved during the year included Jerry Brown Farm Road, Waites Corner Road (between Fairgrounds Road and Route 2) and Wordens Pond Road (between Leisure Drive and the Charlestown Town Line). In addition, approximately 7.97 miles of roads underwent pavement preservation (stone sealing) during FY 2018-2019.

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.

Phase 1 of seawall 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 Coastal Resources Management Council (CRMC) Assent, annual beach replenishment of the sacrificial sand layer is performed each spring by the Highway Division in advance of Memorial Day.

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.



At the completion of the design plans in the Spring of 2019, a formal application was filed with CRMC. The project is presently under review at CRMC and will require a CRMC public hearing once CRMC staff review has concluded. The Town will continue to seek Federal and State funding sources given the significant expense associated with completing the next phase of the wall.

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 "on-site" Superfund landfill solar farm and "off-site" virtual net metering (VNM) solar energy. Both "on-site" solar farms have been constructed and became operational in October 2019. The EDP "off-site" solar farms began construction in the Summer of 2019 and are expected to be operational in the 4th quarter of 2019. Since the Town is a public entity, the Town will be able to off take solar energy generated by each project under the State's VNM program and receive energy credits for electrical costs to its municipal facilities electrical accounts.

REGIONAL STREETLIGHT OPERATIONAL AND MAINTENANCE PROGRAM

In 2013, the RI General Assembly passed RIGL § 39-30 The Municipal Streetlight Investment Act, which provides the opportunity for Rhode Island





cities and towns to purchase the street lights within their community from National Grid. Subsequently in 2014, the Rhode Island Public Utilities Commission (PUC) adopted a new tariff (Rate S-05) that provides for new National Grid 'energy charge only' rates for those municipalities that purchase the streetlights within their community. The Towns of Westerly, Narragansett, South Kingstown, and North Kingstown worked together to develop and issue a regional bid solicitation for the operation and maintenance of streetlights 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 was made to Siemens in November of 2018. An additional component of the LED conversion will require the Town to purchase the streetlighting inventory from National Grid. Implementation of the LED conversion project has been delayed due to a recent decision by RIDOT to accept ownership and electrical costs of streetlights on State roads, provided the community converts the existing streetlights to LED technology.

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

- Completed the fourth of a four-year contractual Town-wide catch basin cleaning program

The annual expense is not inconsequential, as 30.24% of all streetlights in South Kingstown are located on State roads. The Town will realize an annual savings of approximately \$57,000 once RIDOT takes over monthly payments of State road streetlights. Additional energy savings will also be realized for streetlights converted to LED on Town roads.

PETTAQUAMSCUTT (NARROW) RIVER

Beginning in 2001, RIDEM issued 7 Total Maximum Daily Loads (TMDLs) for impaired surface water bodies in South Kingstown. Each TMDL identifies specific pollutants and establishes a threshold for necessary pollutant reductions in order for the surface water body to meet water quality standards. After significant dialogue with the US Environmental Protection Agency (USEPA) and RIDEM, the Town has agreed to begin design and construction of stormwater structural best management practices (BMPs) for impaired surface waters in South Kingstown. This long-term program will occur over the next 20-30+ years at significant expense to the Town, with Pettaquamscutt (Narrow) River targeted as the first surface water body scheduled for BMPs.

An engineering services contract was awarded to Fuss & O'Neil in January 2013 to design stormwater improvements for the Narrow River watershed. In an effort to fund the proposed stormwater improvements, the Town has received a total of \$658,100 (2015 = \$195,300 + 2017 = \$462,800) in RIDEM Watershed Restoration Fund (WRF) grant awards (50% local funding match), for Narrow River TMDL improvements. A public outreach informational hearing was conducted in August 2017. Final design and regulatory agency permitting has been completed and BMP's construction will begin in Fall 2019, weather dependent, and are expected to be completed on or before June 30, 2020.

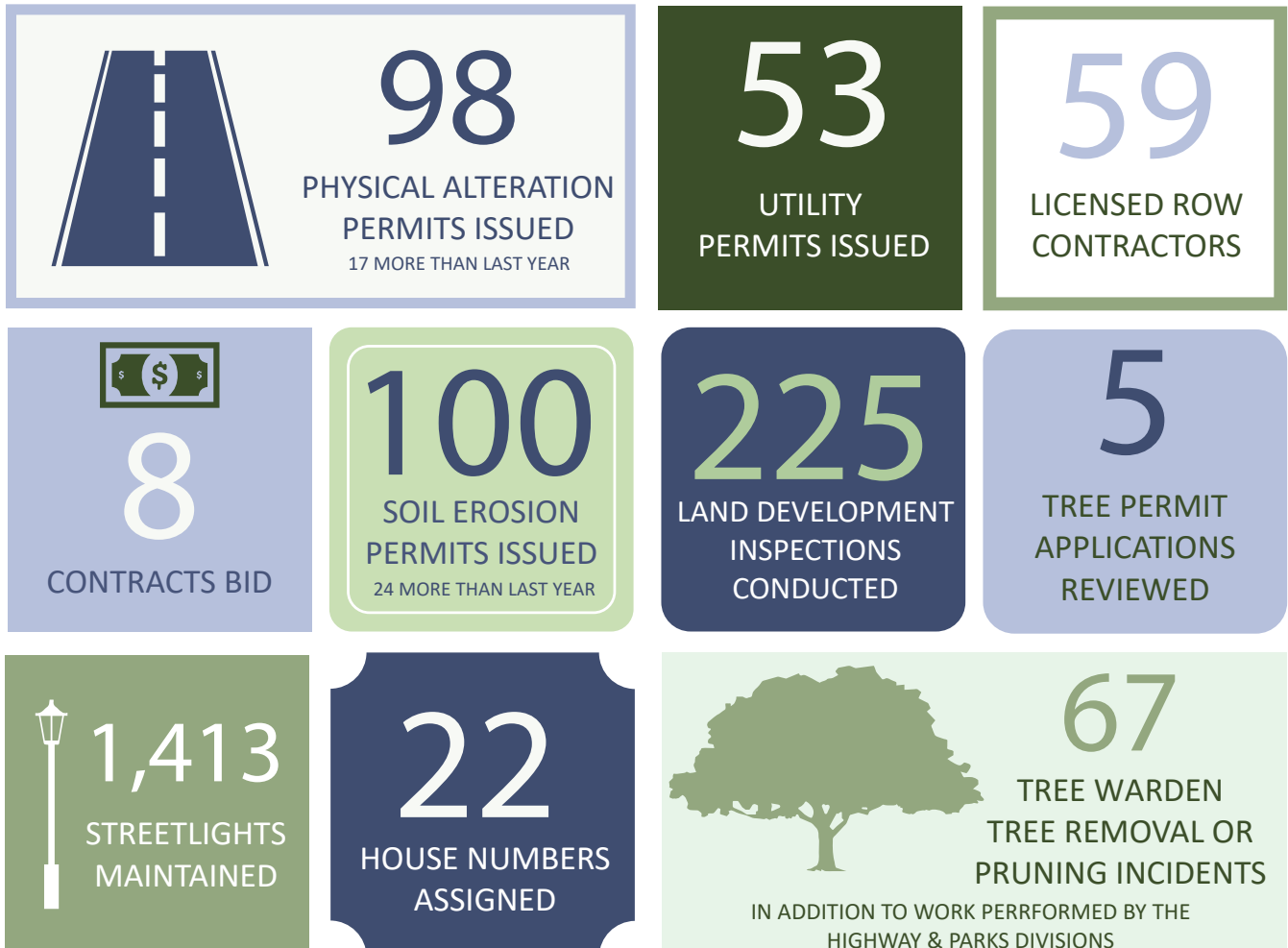
- Contract awarded for a tree and stump removal contract
- Managed the Town’s Pavement Management Program, including stone sealing and crack sealing
- Contract awarded for a regional road striping program
- Awarded an LED street lighting conversion project and post conversion operation and maintenance contract bid
- Repaired ornamental and municipal parking lot lighting in Wakefield and Peace Dale as needed
- Coordinated streetlight outages with National Grid as needed



CIRCULATION

- Completed a reconstruction and pavement overlay project on Jerry Brown Farm Road, Waites Corner Road (from Fairgrounds Road to Route 2) and Wordens Pond Road (from Leisure Drive to Charlestown town line)
- Coordinated with RIDOT during design and bidding for the reconstruction of Old Tower Hill Road (from Route 1 to Route 108) in Wakefield

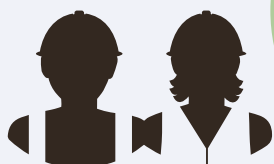
PERFORMANCE METRICS



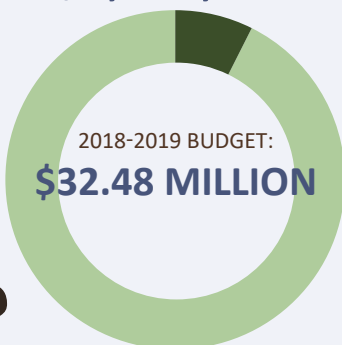


18

EMPLOYEES



DEPARTMENT BUDGET:
\$2,327,050



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 serviced by the 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 2018-2019 Winter Storm Operations, 777 tons of winter sand and 1,558 tons of de-icing salt were used. Twelve off-hour Winter

Storm Operation call-back events resulted in 878 overtime hours and 378 hours of compensatory hours, for a total of 1,256 hours logged. The responsibility for ordering personnel and equipment into service for Winter Storm Operations rests primarily with the Highway Superintendent or 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

CARDS POND ROAD CULVERT REPLACEMENT

In advance of the Cards Pond Road pavement overlay project, the Highway Department replaced a damaged corrugated steel drainage culvert crossing under roadway, thereby eliminating the need to cut the newly paved road should the steel pipe fail. Work included damming and dewatering the excavation site removal of the old pipe and installation of a new 18 inch reinforced concrete pipe. Approaches to both sides of the culvert were cleaned and regraded to ensure adequate water flow and eliminate flooding.

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 2018-2019 was the second year of such replenishment, which required approximately 170 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.



ELECTRIC VEHICLE CHARGING STATIONS

Highway staff, in conjunction with Facilities staff, provided logistical and site work for two (2) electrical vehicle charging stations to support the Town's first electrical vehicle purchase. One charging station is located at Town Hall and the second charging station is located at the intermodal parking lot on Main Street. Work consisted of excavation and installation of electrical conduit along with signage, finish pavement and landscaping. Support was received by the Highway Department, wastewater Department, engineering and recreation departments to ensure the project was completed within the grant funding available.



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: continued maintenance of newly installed High Street off-site stormwater quality improvement systems, placement of pedestrian walkway warning signs at key locations throughout the Town, and refilling the orange flags at all pedestrian crosswalk flag stanchions in town.

VEHICLE & FLEET MAINTENANCE

The Highway Division oversees fleet maintenance for all Town vehicles, including but not limited to, Highway and Utility Divisions, Parks and Recreation, Police, EMS and Senior Services. Preventative maintenance is performed by Highway Division in-house mechanics for all vehicles and equipment, with each department/division responsible for expenses associated with fuel, lubricants, and parts for their respective vehicles. The Highway Division vehicle maintenance staff serve as a resource for consultation on new vehicle procurement and specialized vehicle equipment.

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

- Prepared roads in advance of stone sealing preservation treatments
- Installed miscellaneous drainage improvements on an as needed basis
- Maintained the Town's vehicle fleet
- Mowed all Town earthen dam impoundments and cleaned Main Street gravity stone arch dam spillway
- Continued the installation of high reflective prismatic inserts on municipal roadway guardrails
- Acquired the following pieces of capital equipment: 10 wheel dump truck, wood chipper, and roadside mower



CIRCULATION

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

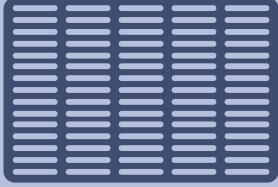


SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

- Mowed and maintained the Rose Hill and the West Kingston landfill perimeter and fence line area
- 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

PERFORMANCE METRICS

CATCHBASINS




337
CLEANED

2,712
INSPECTED

27
CLEANED

4
MARKED

DRAINAGE OUTFALLS




302

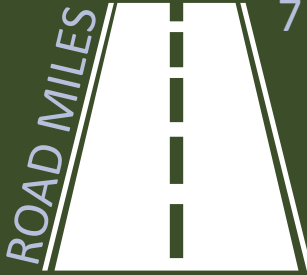
LANE MILES SWEEPED
151 ROAD MILES
2X PER YEAR



880

TONS OF SWEEPING SPOILS DISPOSED


ROAD MILES



7 CRACK SEALED
8 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



12 WINTER STORM CALL-BACK EVENTS

1,256 WINTER STORM OPERATION HOURS LOGGED
878 OVERTIME HOURS
378 COMPENSATORY TIME HOURS



777 WINTER SAND

1,558 DE-ICING SALT

TONS **SPREAD**

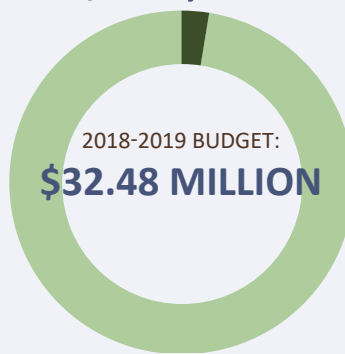




The mission of THE WATER DIVISION, under the Department of Public Services, is to provide the Town’s two municipal water systems, the South Shore water district and Middlebridge water district, continuous municipal water for both domestic use and fire protection that meets or exceeds requirements of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

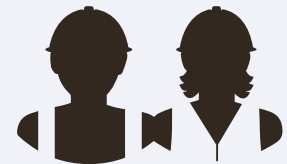
DEPARTMENT BUDGET:

\$888,592



2

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 Water - RI, formerly United Water-RI, 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 Water-RI for each of the water systems, SUEZ Water-RI was contacted as part of the investigation. SUEZ Water-RI's three wholesale water meters, which supply water to both water systems were calibrated in June 2017, with no significant re-calibration noted.

Given the low unaccounted for readings for FY 2015-2016, the significant increase in FY 2016-2017, the results of Matchpoint's field investigation, and the re-calibration of the SUEZ Water-RI water meters, the continued unaccounted for water loss in FY 2017-2018 and continued through FY 2018-2019 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.



WATER METER REPLACEMENT PROGRAM

A comprehensive meter replacement project has been proposed to replace approximately 2,839 water meters used in the South Shore and Middlebridge water systems, which were last replaced in 2008.

The current water meters utilize "drive-by" radio read technology to transmit the meter readings to transceiver equipment. However, the lithium batteries in the existing water meters have reached their 10 year life, whereby the Water Division is starting to lose meter readings during each meter reading cycle. Although the meters continue to accurately record water consumption, some meters are no longer able to transmit the meter readings.

As such, all water meters must now be replaced with new water meters. Similar to most other technology, the water meter reading technology has significantly advanced in the last 11 years. In 2008, there was a significant price differential between the "drive-by" system that is currently being used and a "fixed-base" system, which reads all water meters on a daily basis from a fixed-base location (ex.: the DPS office building).

The current fixed-based meter technology is now similar in price to drive-by systems and in some cases less than a drive-by system. The fixed-base system has some distinct advantages over a drive-by system, whereby water customer user alerts (ex.: backwards meter, water leaks, meter tampering reports) are received every morning by the Water Division staff rather than once per month during monthly meter reading duties.

Further, meter readings for real estate closings can be done from the office rather than send a Water Division field technician to the property to read the water meter.

Bid specifications were developed during FY 2018-2019 and an award of contract was authorized by the Town Council in September 2019. It is anticipated that all water meters will be completed during FY 2019-2020.

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES AND FACILITIES

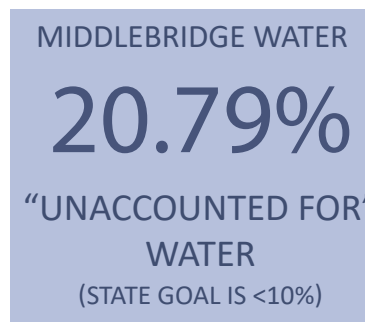
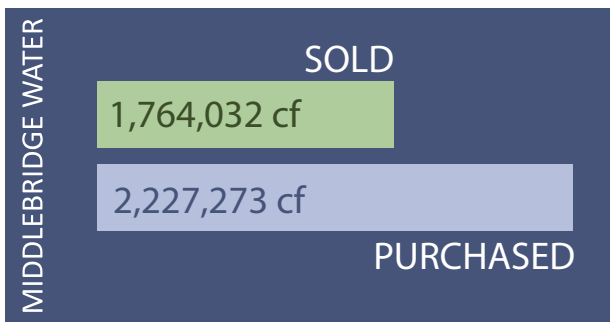
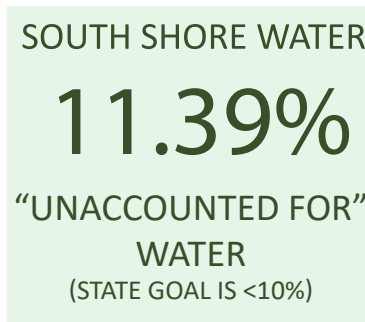
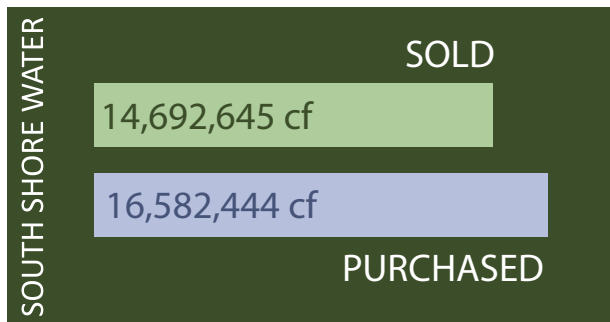
- Read all water meters within both water systems each month for customer leak detection purposes



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

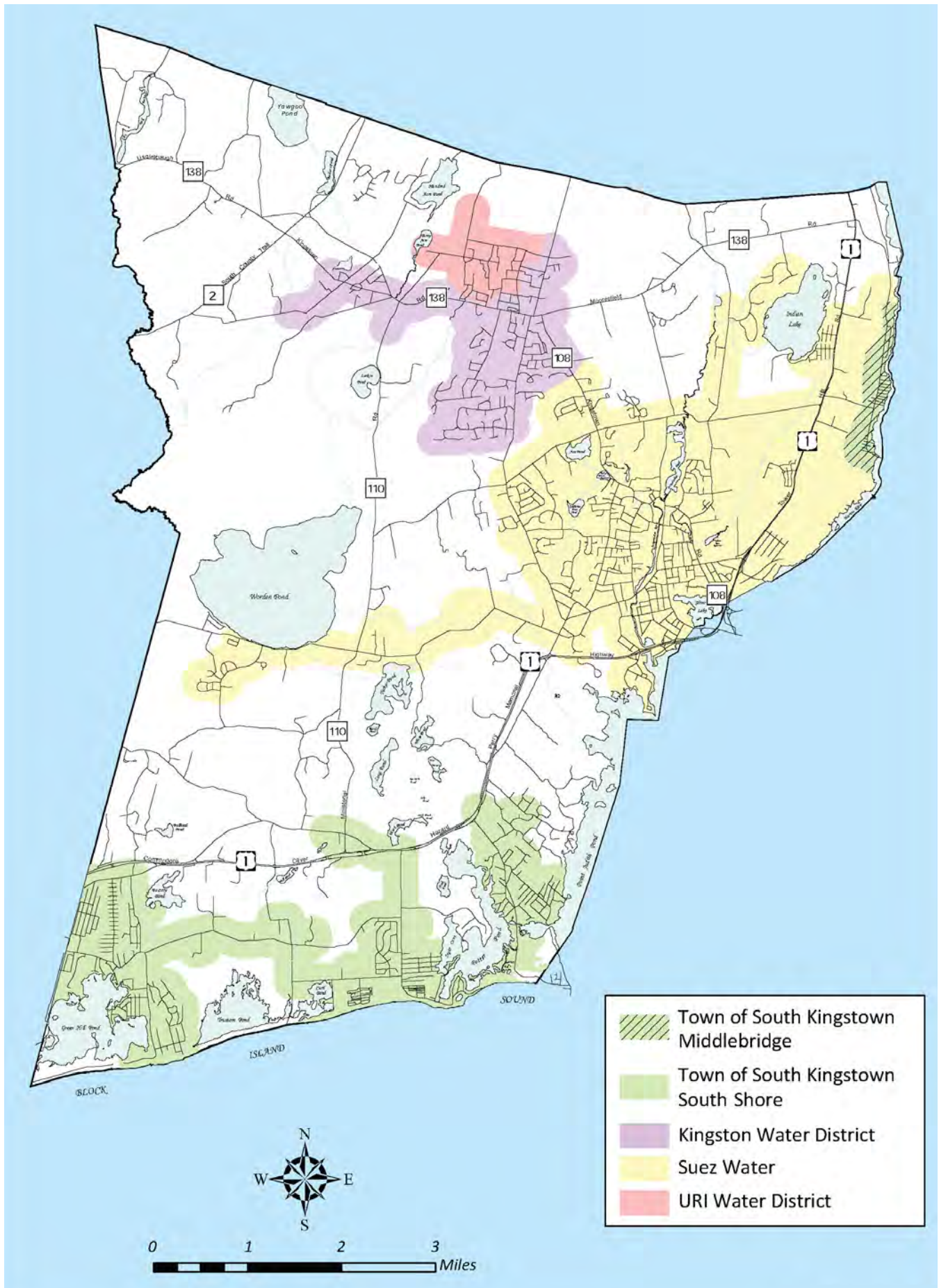
- Continue ongoing distribution system leak detection and repair efforts
- Continue water quality testing to ensure water meets or exceeds requirements

PERFORMANCE METRICS



ONGOING SYSTEM WIDE LEAK DETECTION FOR BOTH WATER SYSTEMS TO REDUCE UNACCOUNTED FOR WATER

SOUTH KINGSTOWN WATER SUPPLY DISTRICTS

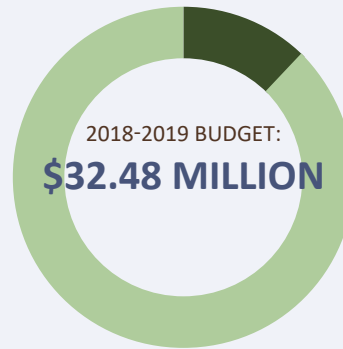




The mission of **THE WASTEWATER DIVISION**, under the Department of Public Services, is to provide for continuous treatment of wastewater from residential and non-residential users that meets or exceeds requirements in accordance with its Rhode Island Pollution Discharge Elimination System (RIPDES) permit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

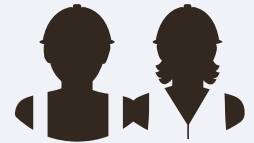
DEPARTMENT BUDGET:

\$3,699,777



16

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 dewatered, 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 Council is anticipated to authorize a \$2.5M contract to Hart Engineering in July 2019 for regional wastewater improvements which include:

- WWTF headworks concrete work and air scrubber repair
- WWTF secondary clarifier #4 concrete repair
- WWTF primary Clarifier #4 wall re-construction
- WWTF primary tank mechanism upgrade
- WWTF chemical feed building exterior repair
- 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 during FY 2019-2020 and are anticipated to be completed on or before December 2020. The costs for WWTF improvements will be shared by the Towns of South Kingstown and Narragansett, and the

University of Rhode Island (URI), as the three regional partners. Since no Narragansett wastewater flow passes through the Silver Lake and Kingston pump stations all pump station improvements will be paid by the Town of South Kingstown and URI.

In addition to the above noted active construction project, the Wastewater Division's engineering consultant (James J. Geremia & Associates - JGA) is currently designing the following additional wastewater projects, which will be bid as separate bid solicitations:

- WWTF Solids handling upgrade
- Kingston pump station force main replacement

It is expected that Kingston pump station force main replacement will be constructed in advance of Route 138 reconstruction, which is currently scheduled for 2023.

WWTF RECOGNIZED WITH GOLD AWARD

The Town of South Kingstown's WWTF was selected as the winner of the Narragansett Water Pollution Control Association's prestigious Gold Award for Complete Permit Compliance in 2018. The Award was accepted by members of the Wastewater Division, pictured below.



FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

- Provided the engineering consultant with all necessary documentation and plans for upcoming major projects

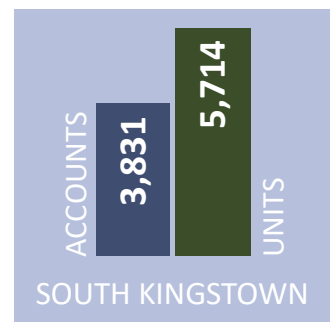
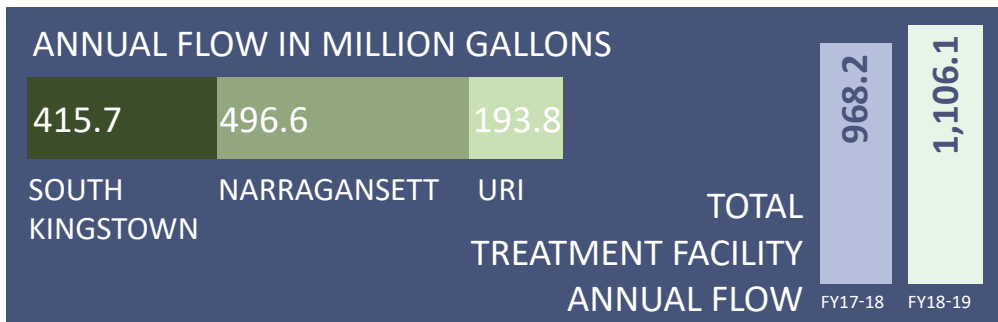
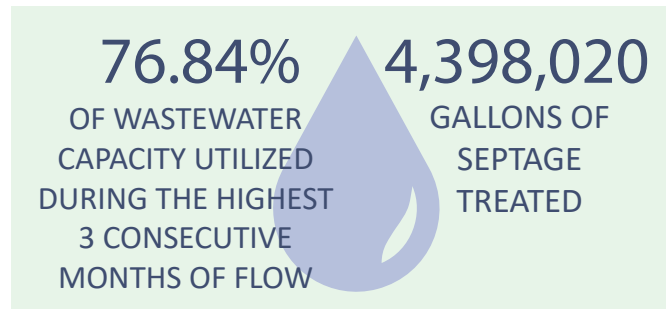
- Continued the ongoing wastewater collection system jet-spray maintenance program
- Continued the installation of manhole cover inserts to reduce surface water inflow
- Contracted the cleaning of 9 outside station wet wells
- Collection system internal inspection with telemetry camera equipment on an 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 new software (iFix), and installed in SCADA

SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES



- Recorded NOV 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
- The WWTF was selected as the winner of the Narragansett Water Pollution Control Association's prestigious Gold Award for Complete Permit Compliance in 2018

PERFORMANCE METRICS





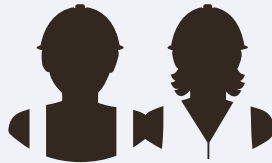
DEPARTMENT BUDGET:

\$757,989



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. As a direct result of increased municipal solid waste (MSW) tip fees at the RIRRC, the cost of residential refuse tags increased from \$2 per tag to \$2.10 per tag for FY 2018-2019. In addition, the cost per lot of five (5) tags increased 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. Link recently installed a 22KW propane fired generator to support weight scale operations during periods of power outages.

E-WASTE COLLECTION

The Town of South Kingstown re-established an E-Waste drop off center at RHRTS in May 2018, 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.

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

In 2019, RIRRC notified the Town that they would no longer host Eco-Depot hazardous waste drop off days at several locations throughout the state, including South Kingstown and Narragansett. However, RIRRC continues to host collection days in Johnston Central Landfill facility and at other sites around the state on certain Saturdays. Residents can access the full calendar of event dates, and make an appointment on RIRRC's website.

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.

PLASTIC REDUCTION ORDINANCE AND PROGRAM

In November 2018, the Town began implementation of a Plastic Reduction Program. The South Kingstown Town Council adopted a Plastic Reduction Ordinance in June 2018 with the purpose to protect wildlife and coastal ecosystems of South Kingstown and promote the health, safety, and welfare of South Kingstown's residents and visitors by banning the use of plastic carryout bags for retail checkout of goods, encouraging the use of reusable bags, and reducing the number of plastic carryout bags that enter our waste streams and environment.

Beginning January 1, 2019, the ordinance prohibited business establishments from providing or making available any plastic carryout bag (except medical necessity and garbage bags) to members of the public for any sales transaction or other use.



FEATURED ACCOMPLISHMENTS



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

- Town recorded a recycling diversion rate of 54.3% reaching an over 50% diversion rate for the first time
- Exceeded the required RIRRC 35% recycling diversion rate; exceeded the Town's minimum recycling diversion rate of 36%
- Transferred over 5,033 tons of recyclables to RIRRC
- Re-established an E-Waste drop off center at RHRTS, giving residents a more convenient means of E-Waste disposal; Collected over 197,024 of E-Waste
- Promoted the Town's new Plastic Reduction Ordinance and Program
- Received RIRRC recycling tip fee rebate in the amount of \$11,907
- Continued to work with curbside private haulers to track and ensure residential recycling compliance
- Major capital improvement projects completed at the RHRTS facility include a new 22KW, propane fired generator and a new waste oil tank
- 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



PERFORMANCE METRICS

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

**\$2.10
PER BAG**

FREE RECYCLING


CAN BUY AT TOWN HALL
OR TRANSFER STATION



**SOUTH KINGSTOWN
RECYCLING
DIVERSION
RATE**

54.3% 45.7%

ALL COMMODITIES



TOWN APPROVED PRIVATE HAULERS

3
RESIDENTIAL

9
COMMERCIAL

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



5,033

TOTAL RECYCLING
TONS TRANSFERRED
TO RIRRC



OVER
197,024
POUNDS
OF E-WASTE
COLLECTED



8,269

TOTAL MUNICIPAL SOLID
WASTE TONS
TRANSFERRED TO RIRRC



RIRRC RECYCLING
TIP FEE REBATE

\$11,907

AN INCREASE OF \$406



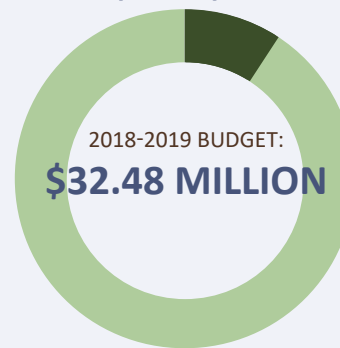


THE PARKS AND RECREATION DEPARTMENT serves the community by providing enriching recreation experiences and quality facilities. The Department’s mission is to provide a well-rounded and balanced leisure services program for all segments of the community by striving to attain the following objectives:

- 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

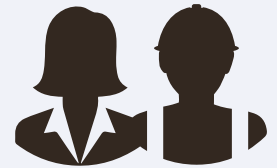
DEPARTMENT BUDGET:

\$3,164,001



19.13

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 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 Recreation Superintendent supervises three full-time Recreation Supervisors, the Recreation Center Manager, Administrative Support Associate, and Stepping Stone Preschool teachers.

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 the 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

WEST KINGSTON PARK PLAYGROUND

The play structures at West Kingston Park were replaced with a new, ADA accessible playground. The project was funded with a \$100,000 grant from RIDEM Recreation Acquisition and Development Grant matched with \$30,000 of town capital funds. Staff worked in concert with private contractors to complete the project under budget and ahead of schedule. The farm theme design of the playground is in keeping with the surrounding rural character of West Kingston.



SKATE PARK BOWL

In January 2019, the Department celebrated the grand opening of the long awaited bowl feature at the Old Mountain Field skate park. This additional feature makes OMF a one of a kind park in Rhode Island. This project was several years in the making through the South Kingstown Skate Park Committee, which included Department staff, and local skaters of all ages. Thanks to the hard work by park maintenance staff, fund raising efforts by local skateboarding enthusiasts, donations from several local businesses, and the expertise of local contractor, Pivotal Concrete, the project was completed for a fraction of what it would have cost if completely outsourced.



NOYES FARM MASTER PLAN

Staff worked collaboratively with the Planning Department, a trail development committee, and Applied Bio-Systems to develop a master plan for the Noyes Farm property. The final plan includes approximately 2 miles of natural walking trails, several footbridges over wetland areas, parking for 6-8 cars, trail signage, and minor landscape improvements. Construction of the trail system will be funded in future capital budgets and will incorporate volunteers as significant contributors of labor necessary to mark and clear trails.



STAFF DEVELOPMENT & PROFESSIONAL RECOGNITION

As of June 30, 2019, the South Kingstown Parks and Recreation Department employs five of only eight nationally certified CPRP's in the State of Rhode Island. Adhering to professional standards is an important component of the Department's commitment to providing exceptional facilities and programs. Craig Bryant, Recreation Center Manager, obtained his certification as a Certified Parks and Recreation Professional (CPRP) through the National Recreation and Parks Association. Long time South Kingstown Parks & Recreation Department employee, Rex Eberly, our Park Superintendent, was inducted into the Rhode Island Parks & Recreation Association Hall of Fame for his years of service and professional contributions.



NFL FLAG FOOTBALL COMBINE & FALL RECREATION LEAGUE

Over 150 youth participants, ages 7-13, took part in agility challenges similar to NFL prospect players. The Flag Football league had 230 players utilizing eight fields at Broad Rock and Old Mountain Field. It has become a fall favorite for local families to gather and enjoy the excitement of “Friday Night Lights.”

MATUNUCK BEACH PAVILION RENOVATION

The park maintenance division renovated the interior of the men’s and women’s restrooms in the beach pavilion building. The project included removing all plumbing fixtures, sheet rock, and interior partitions. The sheet rock walls were replaced with a vinyl coated marine grade plywood and all wood trim was replaced with composite trim boards. The ceiling and floors were repainted, and interior lighting upgraded to LED fixtures. The project also include the replacement of a set of exterior double doors that were rusted beyond repair.

COMMUNITY RECREATION CENTER

The Rec Center completed its second full year of operation in June. Attendance figures for the Rec Center in FY 2018-2019 were 84,823. The facility operation 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.

INTERSCHOLASTIC SPORTS

South Kingstown High School and Curtis Corner Middle School athletics utilized the gymnasium for basketball, and indoor track during the fall and winter seasons. In total there were 14 interscholastic competitions held at the Rec Center. The SK Athletic Department also held a number of freshman basketball and track team practices. In addition, the Rhode Island Interscholastic League utilized the Rec Center to hold the semi-finals of the Girls State Middle School Basketball Tournament.

RENTALS

Residents and nonresidents are allowed to rent both 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, Special Olympics, South County Soccer Association, South Lacrosse, South County Adventure Boot Camp, Rhode Island Blood Bank, Swarm and Warriors AAU Basketball, The Compass School, and South County Volleyball. In addition, private rentals included 40 birthday parties and 8 baby/wedding showers.



PROGRAMS

In addition to camps (basketball, Champ’s Camp), and classes (Zumba, Barre Fitness, Tai Chi, Journey Dance), the Rec Center offered “open gym” 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, categorized 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, and Pickle ball. Participation in these programs in FY 2018-2019 was as follows:

| | |
|--------------|--------|
| Basketball: | 21,260 |
| Pickle ball: | 4,592 |
| Volleyball: | 1,063 |

The fitness room and track are also available for use throughout the year. The fitness room participants are charged a nominal annual fee and per visit usage fee, while the track is free for residents and \$1 for nonresidents. The number of visits in FY 2018-2019 were:

| | |
|---------------|-------|
| Fitness Room: | 3,061 |
| Track: | 5,380 |

SOUTH KINGSTOWN TOWN BEACH

With 1,300 linear feet of beachfront, a picnic area, sand volleyball court and a pavilion with restrooms and outdoor showers, the Town Beach continues to be a popular summer destination for both South Kingstown residents and non-residents. The weekly surf camps remained popular for youth and teens. On-going rentals included the Field of Artisans weekend market, and All That Matters conducted daily yoga classes. More recently, the beach was also featured in a New York Times Travel section article entitled “A Hidden Gem in Rhode Island” which discussed South County coastal destinations.



FEATURED ACCOMPLISHMENTS: RECREATION DIVISION



PROVISION OF CORE SERVICES & FACILITIES

COUCH TO 5K This new program was designed to help individuals learn how to set and accomplish a personal wellness goal by training for a 5K road race. To date 5 individuals participated in the program with great enthusiasm learning that they could go from no experience in walking/running a race, to training, to participating, and finishing a 5K. Upon posting the participants' accomplishments, the Department's social media page was overwhelmed with positive feedback for the participants and the program.

SPECIAL EVENTS The Recreation Division offered a total of 40 special events with 33 running (83% success rate exceeds NRPA standard of 80%) with over 9,068 participating. Program examples include:

- | | | | |
|-------------------------|-------------------------------|-----------------------------|---------------------------|
| 4th of July celebration | Turkey Shoot | Back to School celebration | Explore SK Parks |
| Stories n' S'mores | Pumpkin Launch | Swap It | Fishing Derby |
| Pizza & Ping Pong | Tree Lighting | Eat Ice Cream for Breakfast | NFL Flag Football Combine |
| Kid's Fest | Concerts on the Village Green | Community Yard Sale | Easter Egg Hunt New |
| Pitch, Hit and Run | | | Year's Eve party |

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 | Superhero Day | Snowflake Tea | Summer Fun Here We Come |
| Junior Inventor Day | Dr. Seuss Birthday | Leprechaun Hunt | Mom & Grandmother Day |



SUMMERCAMPS Summer camps are a staple of Recreation Department program offerings. In addition to Discovery Camp day camp, 130 different camps were offered with 118 running (91% success rate exceeds NRPA standard of 80%). Camps were enjoyed by over 1,586 children ages four through 12. The diversity of the camps allowed for families to have an abundance of choices in determining the best camp for their child. Camp examples included:



ATHLETIC:

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

CULTURE AND TECHNOLOGY:

- | | | | |
|------------|---------------------|-------------|----------------------|
| Art & Soul | Wicked Cool Science | Dance | Hands-On Engineering |
| Spanish | Lego Engineering | Color Guard | |

ENVIRONMENTAL:

- | | | | |
|---------------|----------------|----------------------|-----------------------|
| Farm Friends | Joyce’s Jungle | Lil Nature Explorers | Super Sensory Science |
| Under the Sea | Bug Camp | Nature Camp | Little Ducklings |

FEATURED ACCOMPLISHMENTS: PARKS DIVISION

PROVISION OF CORE SERVICES & FACILITIES



ATHLETIC FIELD IMPROVEMENTS The quality, playability, and safety of all athletic field turf continues to improve by implementing better cultural practices including regular aeration, proper irrigation, and an aggressive mowing schedule. The department was recognized by RIDEM for their sustainable turf management program. The Parks Division staff manages and maintains over 45 acres of athletic fields.

WEST KINGSTON SOFTBALL WARNING TRACK UPGRADE Staff completed phase one of upgrading the warning track at West Kingston softball field. The first and third base warning tracks were top-dressed with special warning track mixture, which gives players a better sense when they are approaching the fence when chasing a foul ball. The department plans to complete the remainder of the outfield track in the fall of 2019.

CURTIS CORNER & OLD MOUNTAIN FIELD TENNIS COURT RESURFACING As part of the pay as you go Capital Improvement Program, the two lower tennis courts at Old Mountain Field and all five courts at Curtis Corner were refurbished in August 2018. The contracted vendor repaired all cracks with the Armor Crack repair system, resurfaced, and painted new boundary lines. The courts at Curtis Corner were also painted with pickle ball boundaries to address the growing demand for outdoor pickle ball.



- Replaced temporary wire fencing with split rail fence around perimeter of third section of the Dog Park
- Repair of Peace Dale Office Building roof, flashing around chimneys
- Replaced bleachers damaged by fallen tree at Old Mountain Field
- Ongoing removal of graffiti in parks and along the bike path
- Repair of irrigation system at Curtis Corner Play Fields



SUSTAINABILITY, ENVIRONMENTAL & NATURAL RESOURCES

- Trimmed tree limbs around Old Mountain Field parking lots using in-house resources
- Litter cleanup projects with volunteer groups at Matunuck Beach, West Kingston Park, the Bike Path, and Old Mountain Field
- Provide over 40 pet waste bag dispensers and disposal barrels town wide
- Provide multiple recycling receptacles in each major park
- Maintain over 6 miles of natural walking paths
- Participate in the RIDEM Green Turf Management Certification program
- Ongoing staff training on sustainable turf management techniques and proper equipment use



PERFORMANCE METRICS

1,249 PROGRAMS OFFERED

1,222 PROGRAMS RAN

90% SUCCESS RATE (GOAL IS 80%)




27,650

TOTAL PROGRAM & SPECIAL EVENT PARTICIPANTS

(NOT INCLUDING 4TH OF JULY FIREWORKS)

35,356

TOTAL REC CENTER VISITS



FOR BASKETBALL, PICKLEBALL, VOLLEYBALL, TRACK & FITNESS ROOM


STEPPING STONE PRESCHOOL REGISTRATION

40



114

NEW PROGRAMS OFFERED



1,806

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

1:47.2

FULL TIME STAFF TO
PARK ACREAGE

103

ACRES OF TURF
MAINTAINED

100%

OF PLAYGROUNDS
MEET CURRENT
ASTM & CPSI
SAFETY STANDARDS

WEEKLY MAN HOURS

230



40

MOWING &
LANDSCAPING

REMOVING
LITTER

435

TIMES ATHLETIC
FIELDS WERE
REPAINTED

175

TIMES BASEBALL &
SOFTBALL FIELDS
WERE PREPPED



\$31,528
RENTAL INCOME

7,029

TOTAL PARK &
FACILITY
RESERVATIONS

\$2,145

PARK
MAINTENANCE
PER ACRE



171,284

ESTIMATED
TOTAL
ORGANIZED
PARK FACILITY
ATTENDANCE

140

OUTDOOR TRASH &
RECYCLING RECEPTACLES
AT PARKS & ON TOWN
PROPERTY



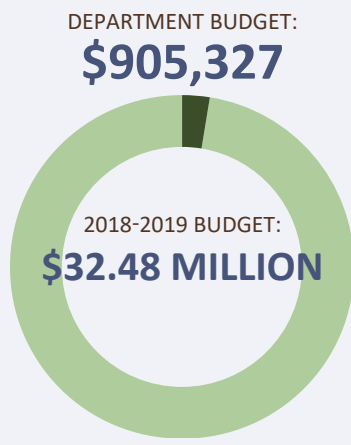
44

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.



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 Senior Services Center.

REGIONAL SERVICES

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

SENIOR CENTER PROGRAM

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

The coordination of programs and assistance helps to support independence and promote positive aging for those 60 years of age or older. The Center is a 10,000 square foot facility designed to meet the needs of older adults. Separate rooms are available for a variety of classes and activities. A full dining room, health room, and internet café are also available. Presently, there are 1,979 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 2018-2019 fiscal year: 68% of the participants were 80 years or older; 68% of the registered members were female and 32% were male; and a total of 33 new programs were added to the schedule this year including Poetry Table, Trading



and Investing, Spotlight Exercise Classes, Water Color, and Valuing Your Possessions, with a total of 251 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 2018-2019 a total of 1,757 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.



Good reviews of the food and its presentation continue to be received. During the year, 10,219 meals were served which is an increase of 144 meals from the previous year. A total of 377 unduplicated individuals participated in the nutrition program, which is a decrease of 77 individuals from the previous year. This is not unusual as numbers fluctuate annually 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 2018-2019, the program maintained 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 2018-2019, 18,593 miles were logged, an increase of 13% from the previous year. An average of 188 rides were provided to The Center monthly as well as 97 shopping trips. One Hundred unduplicated individuals utilized the transportation program in FY 2018-2019.



FEATURED ACCOMPLISHMENTS



SPECIAL NEEDS POPULATIONS

- Expanded programming by adding such classes and programs as acrylic and watercolor painting, advanced care planning, cardio-kickboxing, drumming circle, poetry table and Walk With Ease
- Offered new programs that support healthy, independent aging, and promote a high quality of life such as a Chronic Disease Self-Management, Nutrition Counseling, Valuing your Possessions and iPhone Camera clinics
- 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 55 meals to shut-ins in South Kingstown
- Distributed 125 “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, Medical Transportation Management, Inc. (MTM), which offers non-emergency medical transportation services, to provide 3,895 transports to and from Adult Day Services
- Safely transported 100 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 10% from previous year; Provided therapeutic care and enrichment activities to a daily average of 14 memory impaired and frail senior participants in a secure setting at the Adult Day Program
- The monthly charitable giving program continued, providing items such as hats, mittens and scarves, food and school supplies and craft items for the Guild’s summer camp
- Succeeded in meeting the requirements of the Home and Community Final Rule, which enhances the quality of Home and Community based services, promotes community integration and provides additional protections to individuals that receive services under Medicaid authorities
- Distributed bottled water to seniors at The Center and Adult Day Program during Boil Water Advisory in South Kingstown
- Continued collaboration with Narragansett High School Life Skills Program
- Approved credentialing by Neighborhood Health Plan of Rhode Island for Adult Day Services Program for the next 3 years



UNIVERSITY OF RHODE ISLAND

- Collaborated with URI Nursing, Gerontology, and Pharmacy departments to offer educational programming throughout the year
- 732 volunteer hours were provided by Pharmacy, Gerontology, and Nursing students, as well as members of sororities and fraternities from the University of Rhode Island



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

- Received \$116,972 in program funding support from the Town of Narragansett as a Cost Share Community
- Received \$30,017 in program funding support from the Town of North Kingstown as a Cost Share Community
- Received \$500 in program funding support from the Town of Richmond as a Cost Share Community
- Awarded \$70,000 of Community Development Block Grant funding for facility infrastructure improvements and repairs to ensure the comfort, safety and security of clientele and staff at the South Kingstown Adult Day Services building
- Awarded the 2019 Rhode Island Department of Health mini-grant of \$759.30 to expand the Chronic Disease Self-Management through the Walk with Ease (WWE) Program
- Received \$2,500 from the Gilbert Verney Foundation for Adult Day Services programming
- Received \$500 grant from the GFWC Women's Club of South County/Grow Hope Community Grant for the purchase of new dish and silverware for the Adult Day Services program
- Publicly advertised a Request for Proposals for the purchase of the municipally owned property on Waites Corner Road (otherwise known as the Oliver Watson Home)




PROVISION OF CORE SERVICES & FACILITIES

- Installation of new water heater at the South Kingstown Senior Center, replacing original unit
- Replacement of architectural flat rubber roof at the South Kingstown Senior Center Replacement of one HVAC heating and cooling system at the South Kingstown Senior Center
- Replacement of dishwasher at Adult Day Services
- Designed and installed new Adult Day Services/Cane Day Care sign

PERFORMANCE METRICS

AVERAGE OF
14
ADULT DAY PARTICIPANTS

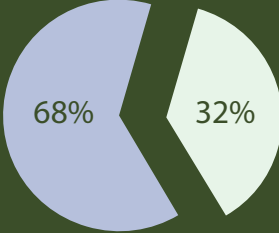
100
UNDUPLICATED PASSENGER TRANSPORTS

7,409 TRIPS PROVIDED **617**
AVERAGE PER MONTH

18,593
MILES LOGGED

251
TOTAL PROGRAMS OFFERED
.....
33 NEW PROGRAMS


1,979 ACTIVE SENIOR CENTER PARTICIPANTS
287 MORE THAN LAST YEAR

AGE 80 & OVER **68%** UNDER AGE 80 **32%**




1,757
INFORMATION SPECIALIST CONTACTS WITH SENIORS

10,219 CONGREGATE MEALS SERVED
144 MORE THAN LAST YEAR



377 UNDULICATED INDIVIDUALS SERVED

HEALTH & WELLNESS PARTICIPATION DECREASE OF
9%
OVER PRIOR YEAR

FITNESS CLASS PARTICIPATION INCREASE OF
10%
OVER PRIOR YEAR


\$32,059
IN GRANTS RECEIVED

1,247
VOLUNTEER HOURS PROVIDED BY URI STUDENTS



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



DEPARTMENT BUDGET:

\$1,289,430



10

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/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

PEACE DALE LIBRARY'S FRONT DOORS

After being out of order for 29 years, the original main doors to the Peace Dale Library were re-opened for use to the public on July 8, 2019. Located on the Kingstown Road side of the building at the top of the curved granite steps, the refurbishment of the large oak doors was made possible by a generous grant from the Champlin Foundation. This entrance is not handicapped accessible, but the side entrance from the parking lot remains open and offers easy elevator access with no stairs.

NEW BOILERS AT KINGSTON FREE

Also included in this year's Champlin grant was a replacement of the boilers at the Kingston Free Library. These units are more energy efficient, keeping patrons warm while saving money!

EXTERIOR PAINTING AT BEVERLY HALE

A Capital Improvement Project completed this year at Robert Beverly Hale Library, included power washing, trim painting, and seal coating the shingles of this unique historic branch.

POP-UP LIBRARIES

Your local librarians take it on the road! Setting up a table at local facilities, Librarians make themselves available to register patrons for cards, answer questions and spread the word about all the services we have to offer. Sites visited have been The Senior Center, the Jonnycake Center, Champagne Heights, and Village Gardens.

GEORGE WASHINGTON NEEDLEPOINT CONSERVATION

Taking nearly two years from start to finish, the late nineteenth century needlepoint is back in the Rhode Island History Room at the Peace Dale Library. The conservation done by the URI Textile Conservation Lab, included cleaning and a new frame with museum glass. This project was made possible with funding from the Daughters of the American Revolution and Friends of the Peace Dale Library.



FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

- Conducted monthly "Pop-Up" Libraries at local agencies



PROVISION OF CORE SERVICES & FACILITIES

- Installed new boiler units at the Kingston Free Library
- Refurbished, and reopened, the historic front doors at the Peace Dale Library
- Completed exterior painting and other exterior improvements at the Robert Beverly Hale Library



CULTURAL & HISTORIC RESOURCES

- Completed conservation of a large, 19th century needlework portrait of George Washington with funding from the Daughters of the American Revolution and Friends of the Peace Dale Library



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

- Submitted a grant to The Champlin Foundation to paint the exterior of the Peace Dale Library and to purchase new furniture for the Robert Beverly Hale 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
- Worked with URI Textile Conservation Lab to complete George Washington Needlepoint Conservation



PERFORMANCE METRICS



39,166
PUBLIC INTERNET SESSIONS

CIRCULATION
262,068
UP 43,607 OVER
LAST YEAR



28,777
REFERENCE
TRANSACTIONS




136,995
VISITS TO 3 LIBRARIES

15,109
PROGRAM
ATTENDANCE



1,033
RESERVATIONS
OF 3 MEETING
ROOMS

725
PROGRAMS
OFFERED

76,460
PRINT MATERIALS IN
COLLECTION



2.5
PRINT MATERIALS
PER CAPITA

397,420
AUDIO & E-BOOKS
IN COLLECTION
INCREASE OF 52,975 FROM
LAST YEAR



12.97
AUDIO & E-BOOKS
PER CAPITA

9,322
LIBRARY CARD
HOLDERS



NON-DEPARTMENTALS

The following items were also included within the Town’s municipal budget program for FY 2018-2019:

TOWN COUNCIL, BOARDS & COMMISSIONS

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

TOWN COUNCIL, BOARDS & COMMISSIONS BUDGET:

\$45,263



INSURANCE & CLAIMS

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

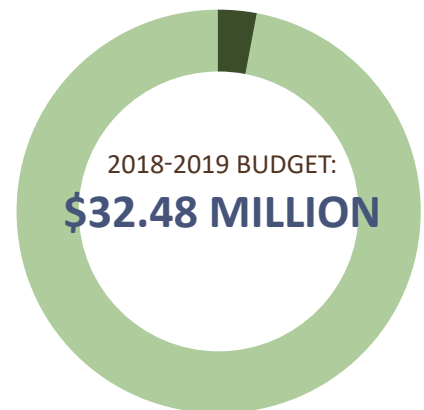
MUNICIPAL INSURANCE: This account provides funding for the payment of all insurance premiums for public liability, comprehensive liability, auto liability, public officials liability, and fire and building insurance for all Town agencies and departments that are resident to the General Fund. All enterprise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

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

WORKERS’ COMPENSATION: This account provides funding for Workers’ Compensation Insurance for Town personnel budgeted in the General Fund, with the exception of Public Safety and EMS employees, who are covered under separate State statues for Injured-On-Duty (IOD) 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:

\$1,003,027



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

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 provided 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 noted that the Town also makes additional contributions to several of these agencies through Community Development Block Grant (CDBG) funding and/or property tax exemptions.

The Town also 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 provided to outside agencies represent the Town’s efforts to support organizations that provide a wide range of support to the community and local residents.

HUMAN SERVICE & OUTSIDE AGENCIES BUDGET:

\$174,156



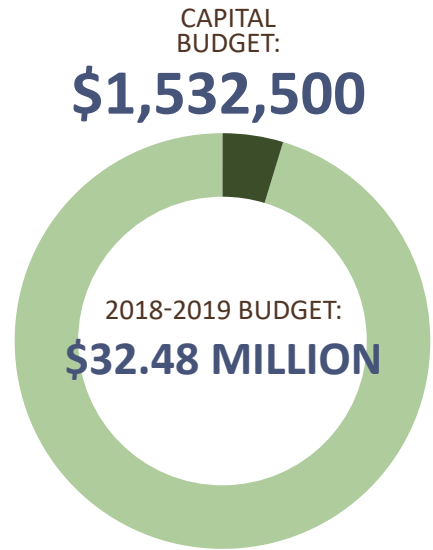
2018-2019 BUDGET:
\$32.48 MILLION

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

- Southern RI Chamber Of Commerce
- South Kingstown Partnership For Prevention
- The Veterans Day Parade
- The Memorial Day Parade
- The Firefighters’ Memorial Parade
- Union Fire District
- Kingston Fire District
- Wakefield Village Association
- Peace Dale Neighborhood Revitalization, Inc.
- Narrow River Preservation Association
- Southern Rhode Island Volunteers
- RI League of Cities & Towns

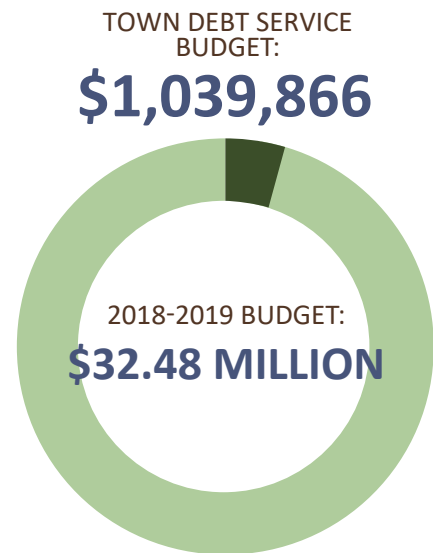
CAPITAL BUDGET

This account provides funding for the Capital Budget portion of the FY 2018-2019 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 2018-2019 through 2023-2024 is available on the Town's website.



MUNICIPAL DEBT SERVICE

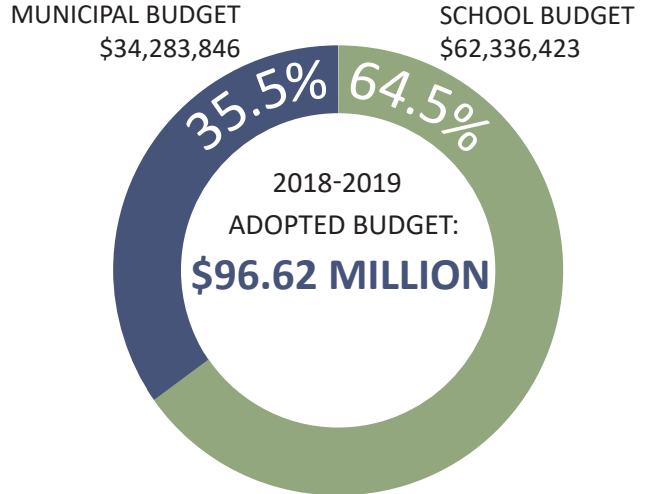
The Debt Service Fund is used to account for the principal and interest payments for the issuance of municipal bonds, notes, or other obligations secured by the Town and in accordance with the Town charter, for municipal related debt. School related debt-service is not included in the amount shown, but has historically been reflected within and incorporated into the municipal budget as opposed to the school budget, and is an additional \$1,134,491, for a combined municipal and school debt service amount of \$2,174,357.



FISCAL YEAR 2018-2019 IN REVIEW

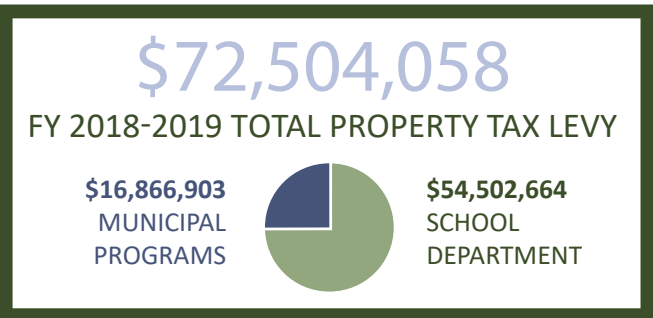
ADOPTED BUDGET

The final budget for FY 2018-2019, inclusive of all funds, was adopted by the Town Council on April 30, 2018 in the amount of \$96,620,269. Funding was allocated in the amount of \$34,283,846 (35.5%) for municipal programs and municipal related debt service and \$62,336,423 (64.5%) for school programs (inclusive of a Property Tax Transfer increase of 2.93% over the prior year) 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 2018-2019 Adopted Budget, the required property tax levy inclusive of the motor vehicle excise tax and overlay, amounts to \$72,504,058. The property tax allocation for municipal programs and debt service was \$16,866,903 and \$54,502,664 for school programs and debt service.



TAX RATE

The property tax rate to support this tax levy equated to \$15.68 per thousand dollars, with \$12.03 allocated to school purposes and the remaining \$3.65 for municipal programs.



PROPERTY TAX ALLOCATION

For every dollar paid in property tax, 77 cents was allocated to school purposes and 23 cents was allocated to municipal programs and services.

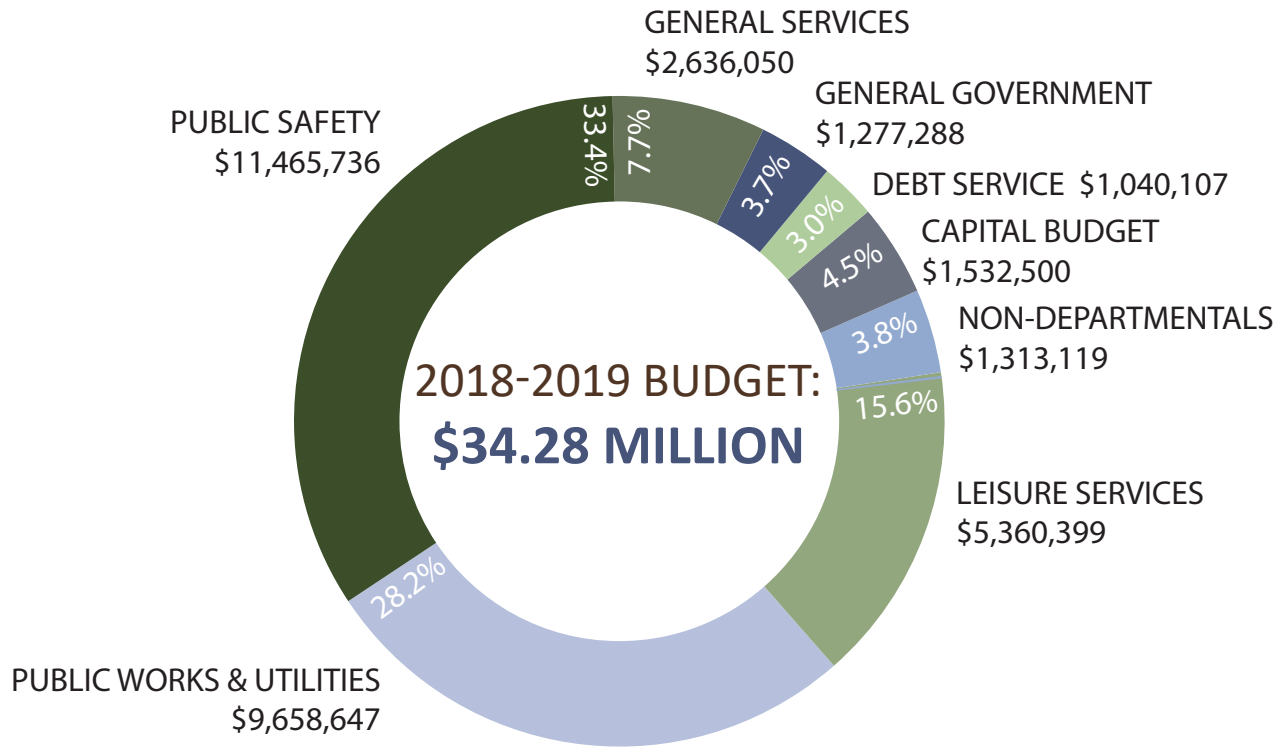


FOR EVERY \$1 PAID IN PROPERTY TAX

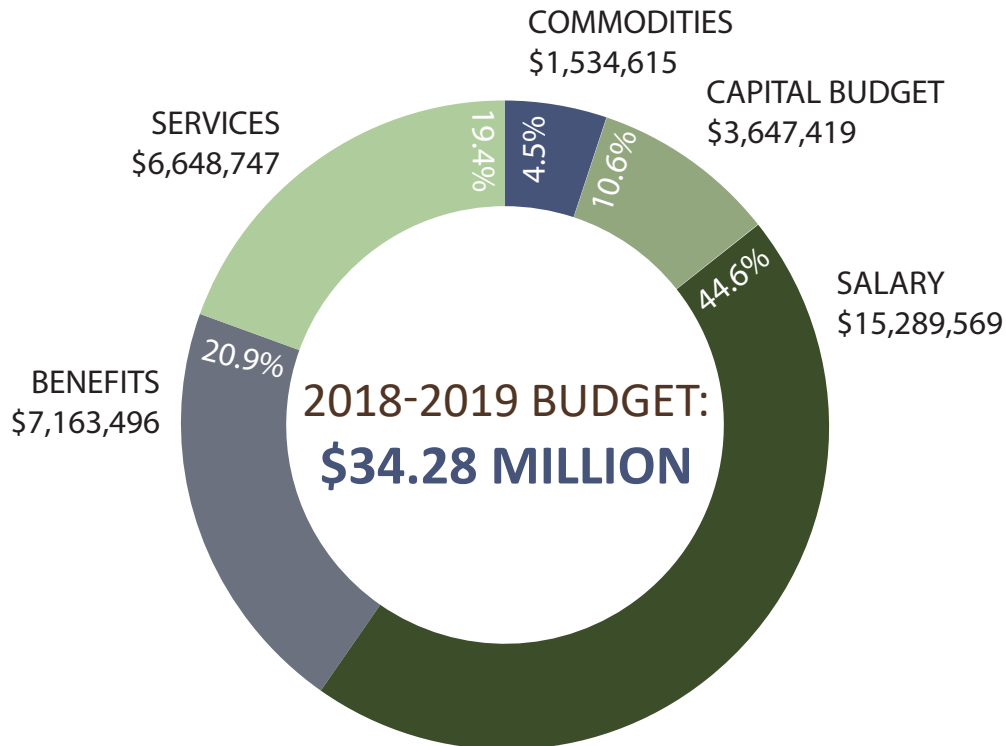


FY 2018-2019 MUNICIPAL PROGRAMS ADOPTED BUDGET

FY 2018-2019 BY FUNCTION

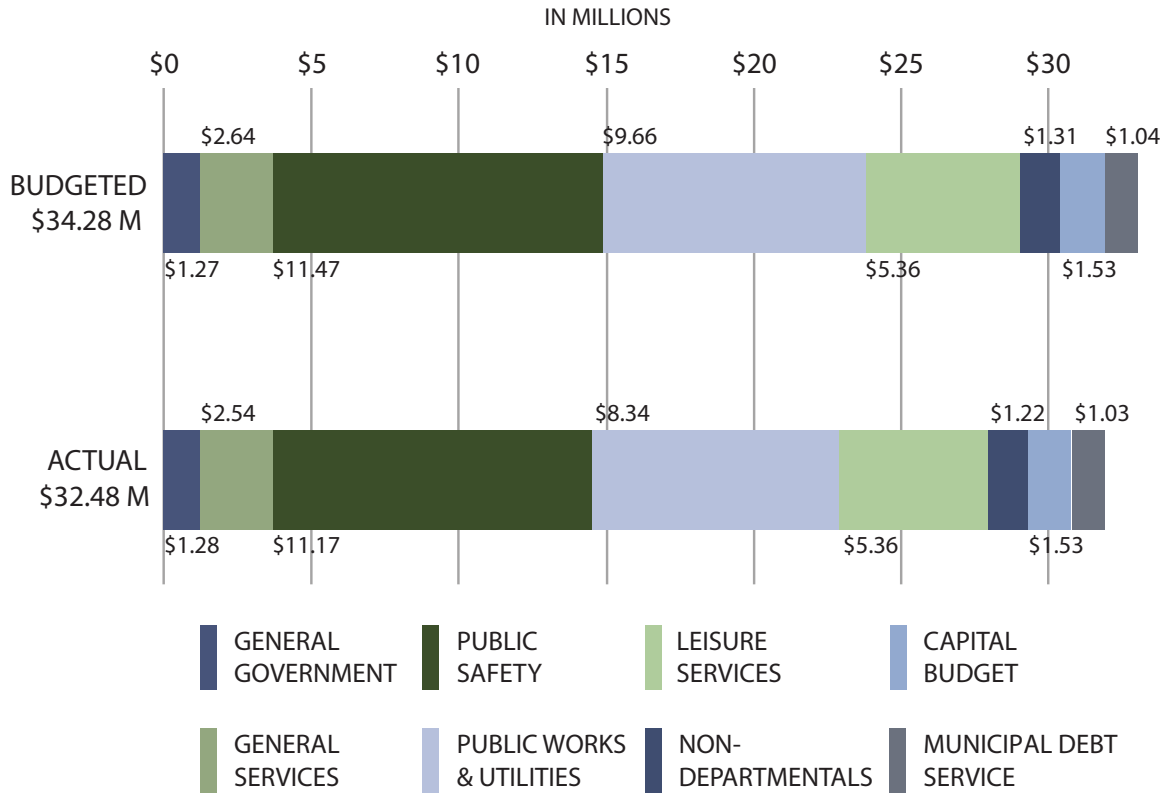


FY 2018-2019 BY CATEGORY



FY 2018-2019 ACTUAL EXPENSES AS COMPARED TO ADOPTED BUDGET

The Town's municipal programs were allocated \$34,283,846, and as of the close of the fiscal year, had expenditures totaling \$32,487,629.



The FY 2018-2019 actual expenditures were \$1,796,217 less than adopted expenditures, with \$668,268 less in General Fund, and \$1,127,949 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 | (\$668,268) | UNDER |
| 302 PDOB | (\$11,733) | UNDER |
| 304 Senior Services Fund | \$11,484 | OVER |
| 306 Guild | \$18,910 | OVER |
| 308 Community Recreation Center | \$10,637 | OVER |
| 400 Town Debt Service | (\$241) | UNDER |
| 702 Water | (\$207,186) | UNDER |
| 704 Wastewater | (\$888,087) | UNDER |
| 706 Trash & Recycling | (\$61,733) | UNDER |
| EXPENSES LESS THAN ADOPTED | (\$1,796,217) | UNDER |

BOARDS & COMMISSIONS

The Town has Boards and Commissions, with members appointed by the Town Council. For further detail on these 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 to a Town Board or Commission need to complete and submit an Application for Appointment, 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 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 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 EDC 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 Rec Commission was created to administer and oversee of the Town's parks and recreation program.

ROUTE 138 RECONSTRUCTION PROJECT AREA COMMITTEE

This Committee 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

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

SCHOOL BUILDING COMMITTEE

Membership of the SBC must meet both Town Charter and RIDE membership requirements. Whenever a new school building or addition to an existing building shall be planned, a building committee shall be formed, and be responsible for the planning and supervision of all such construction.

SK PARTNERSHIP FOR PREVENTION

The 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 Sustainability Committee 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 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 TTRC 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

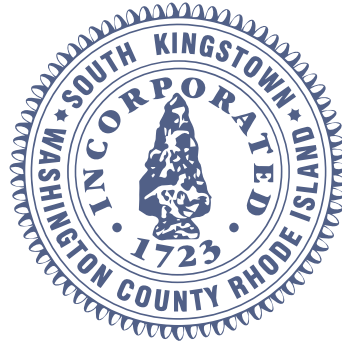
The Trustees of the South Kingstown School Funds is a corporation which was created by an Act of the General Assembly at its January Session in 1911, and is authorized to receive and manage all school and educational funds.

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 July 2019 are listed below.

| | |
|-------------------------------------|------------------------|
| TOWN MANAGER | Robert C. Zarnetske |
| 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 | Kaela Gray |
| BUILDING OFFICIAL | Wayne Pimental |
| CHIEF OF POLICE | Joseph P. Geaber, Jr. |
| EMERGENCY MEDICAL SERVICES DIRECTOR | Craig E. Stanley |
| 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 |
| TOWN SOLICITOR | Michael Ursillo |

PHOTOGRAPHY

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

Victoria Dority William McCusker Logan Reiner (*back cover*) Julie Taylor
 Elise Torello Kyle Trudelle (*front cover*) Marjorie Vorhaben

Thank you to Aimee Reiner, Director of Administrative Services and the many other staff members who also shared photographs used in this report.

To submit a photograph for future use, please email your photo to townhall@southkingstownri.com.

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