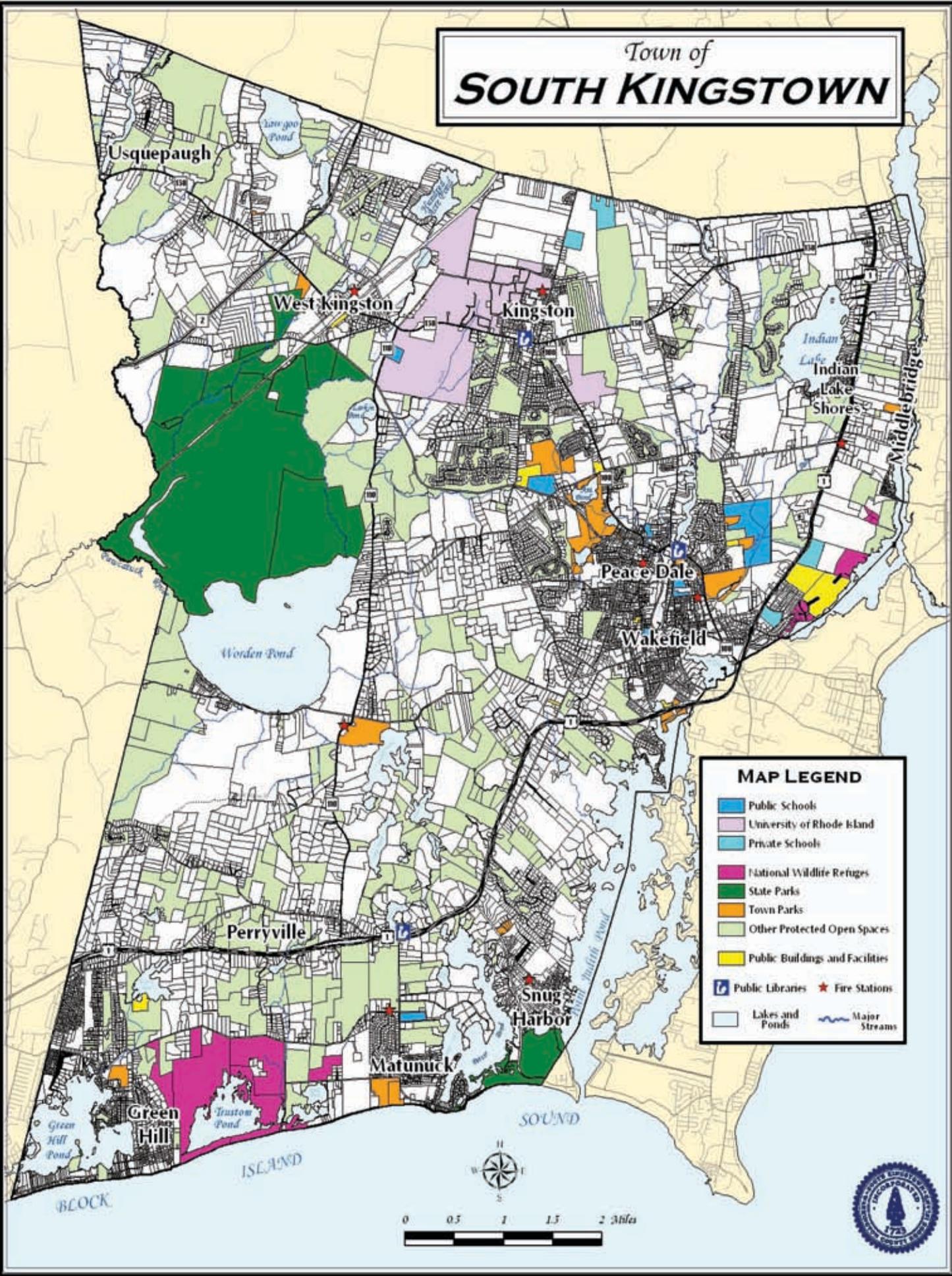




Town of South Kingstown
2011-2012 Annual Report of Municipal Services

Town of **SOUTH KINGSTOWN**



MAP LEGEND

- Public Schools
- University of Rhode Island
- Private Schools
- National Wildlife Refuges
- State Parks
- Town Parks
- Other Protected Open Spaces
- Public Buildings and Facilities
- Public Libraries
- Fire Stations
- Lakes and Ponds
- Major Streams



TOWN OF SOUTH KINGSTOWN, RHODE ISLAND



THE HONORABLE TOWN COUNCIL

ELLA M. WHALEY, PRESIDENT
CAROL HAGAN MCENTEE, VICE PRESIDENT
MARY S. EDDY
KATHLEEN A. FOGARTY
JAMES W. O'NEILL

STEPHEN A. ALFRED
TOWN MANAGER

www.southkingstownri.com

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TOWN COUNCIL

The South Kingstown Town Council consists of five members elected at large in even-numbered years in November. The Town Council meets regularly on the second and fourth Monday of each month at 7:30 pm in the Council Chambers, Town Hall, 180 High Street, 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 at www.southkingstownri.com, the Town Hall, the Peace Dale Library, and the RI Secretary of State's website at www.sos.ri.gov.



Town Council 2010-2012 Term

From left to right: Council members Kathleen A. Fogarty, Vice-President Carol Hagan McEntee, President Ella M. Whaley, Mary S. Eddy, James W. O'Neill

Regular Sessions are videotaped for broadcast on public access television, via Cox cable channel 17 and Verizon Fios channel 28, on the Tuesday following the meeting at 7:30pm and also the following day, Wednesday, at 12 noon. Since January 2010, the Town Council meetings are video-streamed live and on-demand via the internet as part of ClerkBase, the Town's meeting management system. In addition, the agendas and back-up materials are linked to each agenda item when the agenda is posted to the Town's website. Most work sessions, including budget sessions, are also video streamed live and then available on demand, as well as recorded and aired on public access television within a few days of the meeting. The viewing schedule is available on the public access channels and on the Town's website.

The Town Council can be reached through the Office of the Town Manager, Town Hall, 180 High Street, Wakefield, RI 02879; (401) 789-9331 ext. 1201; or via email at towncouncil@southkingstownri.com.

OFFICE OF THE TOWN MANAGER

MISSION STATEMENT

The Office of the Town Manager provides general administrative management, policy direction and oversight of municipal operations. To fulfill this primary function, the Office performs the following services:

- Advise the Town Council on municipal policy and programs affecting the community.
- Direct and coordinate the activities and work programs of Town departments.
- Interact with federal and state agencies and other local governments and agencies.
- Conduct short and long-range financial planning including preparation of the annual operating budget and the six-year capital improvement program.
- Administer the personnel program and manage labor relations.
- Perform special studies and issue analyses and evaluations as needed to promote informed decision-making.
- Review and oversee the submission and administration of federal, state and foundation grants.
- Monitor proposed state legislation and represent the local government interests.
- Provide general management oversight of major Town construction projects.



Budget FY 2012-2013

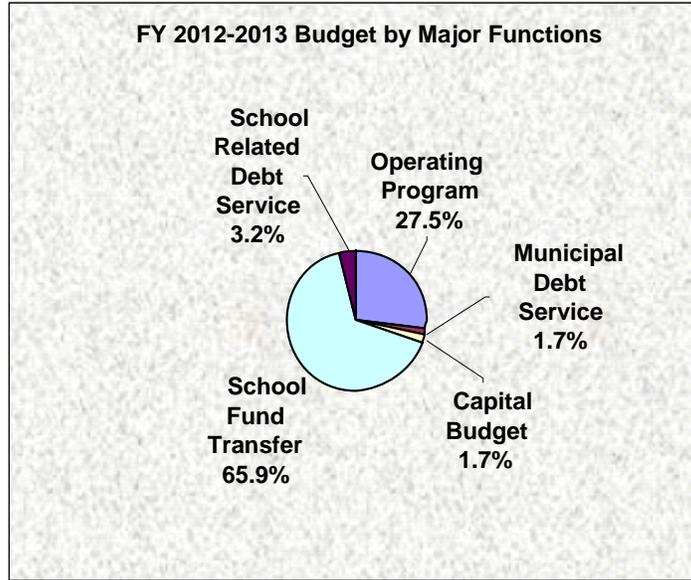
The final budget for the 2012-2013 fiscal year in the amount of \$73,336,412 was adopted by the Town Council in a regular session held April 30, 2012 representing a decrease of (\$35,638) from the prior fiscal year. Funding is allocated in the amount of \$22,601,917 (31%) for municipal services and \$50,734,495 (69%) for school programs and school related debt service. The School Department receives additional revenues from the State and miscellaneous sources in the amount of \$9,886,241 with the School's total budget comprising nearly (70%) of the Town's combined General Fund and School Fund Budget.

Appropriations for municipal operating programs and services equal \$20,171,016, an increase of \$358,859 or (1.81%) from FY2011-2012. Outlays for annual capital projects amount to \$1,210,000 and for debt service for major public improvements \$1,220,901.

The approved budget includes a property tax transfer for school operations in the amount of \$48,364,159 representing an increase of \$147,823 or 0.31% from FY2011-2012. Spending for school-related debt service will require \$2,370,336, which is (\$518,479) less than 2011-2012 fiscal year.

Budget Distribution

The chart below illustrates the FY 2012-2013 operating budget by major function:



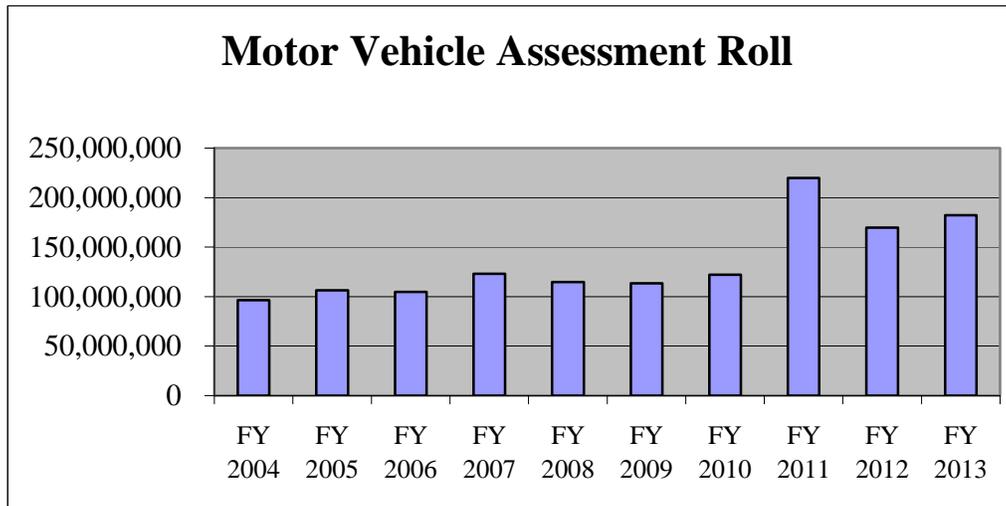
In 2006, the State passed legislation setting new limitations on the growth of municipal property tax levies. The system provided a structured system of tax levy growth restriction that began in FY 2007-2008 at 5.5% and continuing until reaching a maximum of 4% in FY 2012-2013. Consequently, property taxes generated from taxable property added to a community's tax roll each year is now recognized as a component of the regulated tax levy. The 4% maximum levy increase for FY 2012-2013 reflects a decrease from 4.25% in the 2011-2012 fiscal year. The tax levy approved in the FY 2012-2013 budget will grow by 0.42% or \$278,950.

Compliance with State Property Tax Cap	Adopted FY 2011-2012 Tax Levy	Maximum FY 2012-2013 Tax Levy	Proposed FY 2012-2013 Tax Levy	Amount Below Statutory Tax Cap
Property Tax Levy	\$66,120,832	\$68,765,665	\$66,399,782	(\$2,365,883)
Increase in Levy	\$621,399	\$2,644,833	\$278,950	
Percent Increase	0.96%	4.00%	0.42%	
Property Tax Rate	\$14.5123	\$15.0457	\$14.5010	(\$0.54)

A significant change in the State's enacted budget in FY 2011 included a restructuring of the motor vehicle tax reimbursement program to all cities and towns. For FY 2013, the enacted State budget remains consistent with FY 2012 in requiring a vehicle assessment reduction of \$500 per vehicle and provides the enabling authority for a community to increase the exemption up to \$6,000 per vehicle, without state reimbursement of any lost property tax other than the exempted value of \$500 per vehicle. The enacted State budget provides a reimbursement of approximately \$172,163 in excise taxes that are removed from the tax roll as a result of the State mandated value reduction.

<i>Motor Vehicle Values - No Depr.</i>	Taxable Roll	Tax Levy	Income Loss	Tax Rate Impact	Tax Rate Options
\$500 Exemption	\$237,376,853	\$4,441,321	\$1,031,395	(\$0.24)	\$14.26
\$3,000 Exemption	\$182,251,511	\$3,409,926	\$0	\$0.00	\$14.50
\$6,000 Exemption	\$129,702,746	\$2,426,738	(\$983,187)	\$0.23	\$14.73

The Town Council’s Adopted Budget for FY 2012-2013 provides for a \$3,000 motor vehicle value credit, the same limit as applied in FY 2011-2012. The planned result of this action was to decrease the tax liability for any vehicle that was valued above the minimum taxable value exemption of \$500. During the 2012 legislative Session of the General Assembly, several amendments were introduced that could have resulted in a significant change in the taxable value of the Motor Vehicle Roll during FY 2012-2013 (changes to the assessment criteria for used vehicles switching from the present system that sets the value using retail price to one that uses the average trade-in price, and establishment of a local appeal process rather than all appeals being handled by the State Vehicle Value Commission). Although these legislative amendments did not pass in the 2012 session, it is estimated that these changes could have lessened the value of the Motor Vehicle Roll by as much as 20% or \$36 million in value requiring an adjustment in the Real Estate Tax Rate by as much as \$0.16, if they had been instituted.



Real Estate and Personal Property Tax Roll

The average assessment of a single family dwelling in FY 2012-2013 is \$348,115 with a corresponding real estate property tax of \$5,048. This reflects a \$12 or 0.24% increase in the property tax levy over the prior year’s average assessment of \$347,021. The average assessment residential value peaked in value at a high of \$422,854 in FY 2009-2010 with a tax yield of \$5,112 or \$64 less than the current year tax requirement.

The tax levy fluctuations during the ten (10) year period from FY 2002-2003 to FY 2012-2013 varied from a high of a 6.12% increase to a low of a 3.88% decrease in FY 2010-2011, when the motor vehicle exemption was reduced from \$6,000 to \$500 per vehicle. The average percentage increase during this same period amounted to 2.90% per year, as shown in the chart on the following page.

Year	# of Single Households	Median Sale Price ¹	Average Assessment	Tax Levy	\$ Increase	% Increase
FY 2002- 2003	8,249	\$250,000	\$201,907	\$3,840		
FY 2003- 2004	8,374	300,000	204,679	4,075	\$235	6.12%
FY 2004- 2005	8,477	353,750	336,825	4,237	162	3.98%
FY 2005- 2006	8,586	390,000	339,037	4,452	214	5.06%
FY 2006- 2007	8,663	370,000	341,957	4,668	216	4.86%
FY 2007- 2008	8,707	359,500	418,672	4,820	152	3.26%
FY 2008- 2009	8,731	317,000	420,516	5,033	213	4.43%
FY 2009- 2010	8,753	285,000	422,854	5,112	79	1.56%
FY 2010- 2011	8,774	300,000	346,376	4,914	(198)	-3.87%
FY 2011- 2012	8,796	290,000	347,021	5,036	122	2.48%
FY 2012- 2013	8,825	280,000	348,115	5,048	12	0.24%
10 Year Increase	576	\$30,000	\$146,208	\$1,208	\$1,208	2.90%

¹ Source: Thewarngroup.com

The average property tax liability for a household with two motor vehicles is \$5,320.01 in the 2012-2013 fiscal year, up from \$5,290.08 in FY 2011-2012 reflecting a 0.57% increase. This change can be attributed to three factors: a slight increase in the assessed value of both the real estate tax levy and the motor vehicle excise tax, a \$0.01 decrease in the real estate tax rate, and an 8.6% decrease in the value of tangible personal property value.

Average Single Family With 2 Vehicles			
	FY 2011-2012	FY 2012-2013	Change
Real Estate Tax Levy	\$5,036.08	\$5,048.02	\$11.94
Motor Vehicle Excise Tax -2 vehicles	254.00	271.99	\$17.99
Average Residential Tax Levy Increase	\$5,290.08	\$5,320.01	\$29.93
Percentage Increase			0.57%

The average property tax bill in FY 2012-2013 for a single household structure increased \$11.94 or 0.002% over the 2011-2012 fiscal year, while the tax on a motor vehicle with an average taxable value of \$7,269 (up \$481 over the prior year value) increased by \$8.99 or 7.1% per vehicle.

As presented below, the taxable property roll gained approximately \$6.57 million in taxable property in FY 2013 after having incurred an increase of more than \$10 million in FY 2012. At the same time, in maintaining the \$3,000 motor vehicle exemption value, the net motor vehicle tax roll increased by \$12.4 million.

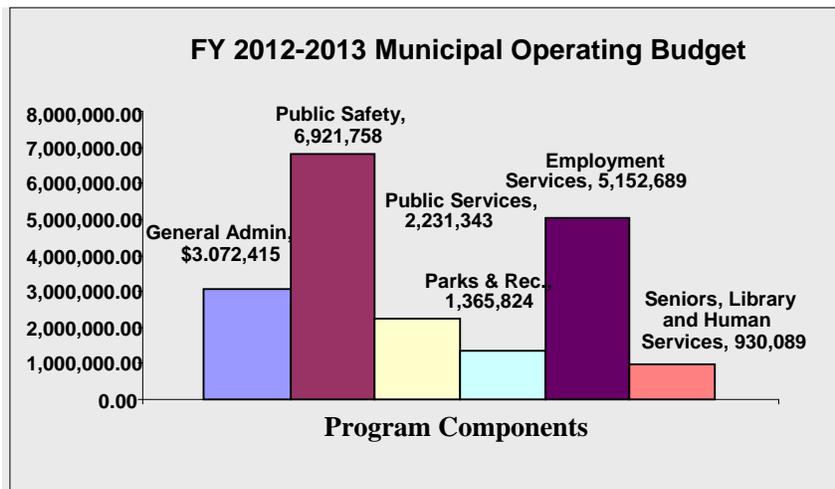
<i>Taxable Property List</i>	2010-2011 Taxable Property	2011-2012 Taxable Property	2012-2013 Taxable Property	Increase Over Prior Year
Taxable Land /Buildings	\$4,101,268,914	\$4,125,382,590	\$4,150,727,192	\$25,344,602
Tangible Property	\$236,046,336	\$221,827,156	\$202,728,309	(19,098,847)
Total Taxable Property	\$4,337,315,250	\$4,347,209,746	\$4,353,455,501	\$6,245,755
Less Exemptions	(10,191,021)	(9,954,001)	(9,627,415)	\$326,586
Net Taxable Property	\$4,327,124,229	\$4,337,255,745	\$4,343,828,086	\$6,572,341
Taxable Property Growth -%	-16.51%	0.23%	0.15%	0.15%
Taxable Property Growth - \$	(\$855,496,092)	\$10,131,516	\$6,572,341	
Net Motor Vehicles -Roll	\$219,696,414	\$169,817,200	\$182,251,511	\$12,434,311
Total Taxable Property	\$4,546,820,643	\$4,507,072,945	\$4,526,079,597	\$19,006,652

Highlights of FY 2012-2013 Budget

MUNICIPAL BUDGET

The adopted *municipal operating* budget amounts to \$20,171,016 or \$358,859 (1.81%) higher than the prior year. This increase is primarily driven by an anticipated increase of \$133,373 in Employment Benefits and Service Costs and \$124,384 in the Public Safety Program in the current fiscal year. An added influence on this trend includes the continued erosion of municipal revenues due to the slowed economy. In FY 2013 further decreases in local revenues of \$185,874 are anticipated and lowering the amount of Fund Balance carried forwarded by \$200,000. Since the outlook does not favor the State reinstating traditional revenue sharing programs or there being a significant improvement in local economic conditions in the near term, austerity measures will continue to be introduced in the Town's efforts to maintain stable service levels with minimal tax increases.

As shown below, the cost of public safety services represents the largest municipal program expenditure. In FY2012-2013, expenditures will amount to \$6,921,758 consuming 34.3% of the municipal budget. Public Safety includes police and emergency medical services, dispatch, animal control and shelter programs, harbor patrol, and communications. Public Safety is followed by Employment Benefits and Service Costs; General Administration; Public Services; Parks and Recreation; and Libraries, Seniors, and various other miscellaneous accounts.



SHARED SERVICES

As much discussion has continued statewide regarding the merits of shared/consolidated services both within and externally to the community, the Town has continued to be proactive in this effort with many efficiencies having already been achieved and new opportunities being investigated. Some of the more recent opportunities to have been discussed with the neighboring Towns of Jamestown and Richmond involve the possibility of extending select Animal Shelter services to those communities. Also, an agreement was recently entered into with existing partner, the Town of Narragansett, to coordinate the location and management of Emergency Sheltering services at the South Kingstown High School during specific emergency events. Similar discussions remain ongoing in anticipation of forging new municipal partners that favor the opportunity for additional service and cost sharing programs.

The more established and well known shared service programs involving the Town include Wastewater Treatment, Road Striping, Transfer Station Services, Senior Services, Animal Shelter Operations, Police and Emergency Medical Services, Superfund Landfill Closeout, Planning Efforts, and Grant Administration. Services have also been shared internally with the School Department inclusive of Budget Review, Other Post Employment Benefit Preparation, Accounts Payable and Appropriation, Health Care and Dental Information, Athletic Field Maintenance, Radon Testing, Information Technology Support, Bank Reconciliation, Check Endorsements and Wire Transfers.

Also on a local level, the Town has shared services with the Union and Kingston Fire Districts in the areas of Data Management, solicitation of certain bids, and Tax Bill Printing Services. The Town has taken advantage of consolidation opportunities with outside agencies involving Risk Management with the Rhode Island Interlocal Risk Management Trust, Shared Support of Youth Recreational Leagues and facilities, Electricity Purchasing, Health Care Coverage, Open Space Acquisition, and County-wide programs like the Washington County Regional Planning Council. The need to maintain and expand shared service relationships will continue to be an ongoing priority of the community in the coming years.

SCHOOL BUDGET

Because funding for school programs and facilities (inclusive of School-related debt service) represents 78% of the local property tax levy need, major emphasis is placed on the review of the School Committee's expenditure budget and revenue requirements. For the 2012-2013 fiscal year, the School Committee proposed a School Fund of \$58,810,596 representing a \$376,051 increase over the prior year School Program of \$58,434,545. Property tax support necessary to fund the School Committee's program for FY 2012-2013 amounts to \$48,963,855, an increase of \$747,519 or 1.6% more than the FY2011-2012 appropriation of \$48,216,336.

To assess School Department spending needs, the Town administration conducts a detailed review and analysis of spending patterns associated with the School Department's administration of the existing year budget program. This review is extremely important as spending patterns identified in the current year provide assistance in the development of future year cost estimates. The Town Manager's Proposed Budget for FY 2012-2013 recommended revisions to the School Committee's Recommended Budget, amounting to a reduction of \$560,196. These revisions were incorporated into the Final School Budget with the approval of the School Committee. The School Department closed the 2011-2012 fiscal year with an estimated \$615,965 operating surplus. This surplus is based on the estimated under-spending of the adopted School Fund by \$1,327,599 and receiving \$711,634 less in revenues than forecast in the School Committee's adopted FY 2011-2012 budgeted Revenue Statement.

The Town Council approved a property tax transfer of \$48,364,159 for FY 2012-2013 support of the school operating program. The property tax transfer to support school operations had been level funded in both FY 2009-2010 and FY 2010-2011 while seeing an increase of \$306,408 in FY 2011-2012. This year's transfer amounted to an increase of \$147,823 over the FY2011-2012 property tax transfer of \$48,216,336.

The second year of implementation of the new State Aid Formula saw a \$331,361 reduction in "Education Adequacy Aid" funding. In addition, the School Fund is expected to experience a \$200,000 reduction in projected revenue from the Medicaid Program in FY2012-2013, for a projected amount of \$600,000 down from a projected \$800,000 in the 2011-2012 fiscal year.

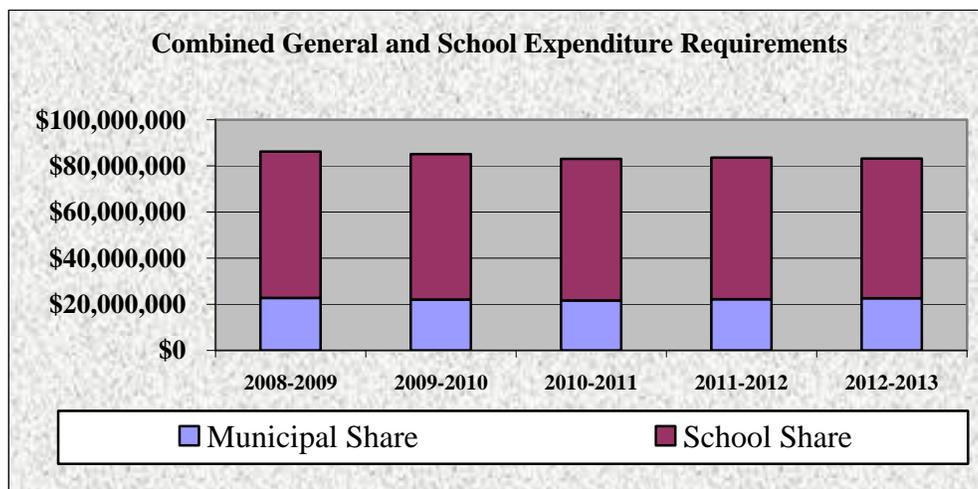
FIVE-YEAR BUDGET TRENDS

Budgeted expenditures for all municipal services, capital projects and debt service have risen an average of \$64,664 or 0.29% annually over the five-year period FY2007-2008 through FY2012-2013. Annual expenditures for municipal *operating* programs have increased an average of \$201,739 (1.03%) while spending for Town *debt service* has decreased by an average of \$74,075 (-5.61%). The *capital budget* has decreased by an average of \$63,000 (-4.65%).

During this period, the local tax appropriation for *school programs* has risen an average of \$547,131 (1.15%) annually while *debt service* for school facilities construction and improvements has decreased by an annual average of \$239,872 (-7.60%).

Over this five-year period, the average annual growth rate for the total general fund budget has been \$371,923 representing an average increase of 0.51 percent.

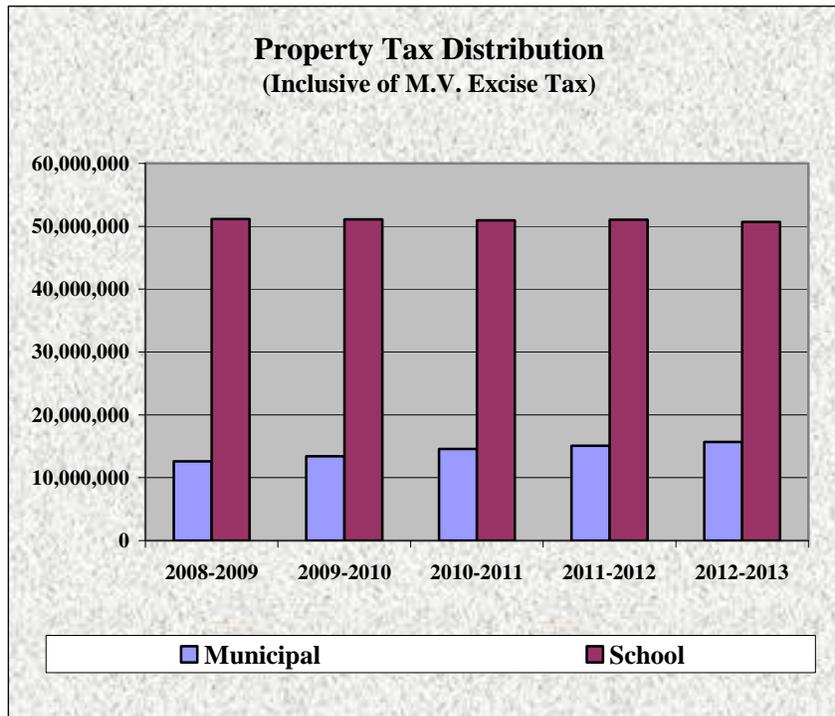
Fiscal Year Assessment Date	2007-2008 12/31/2006	2008-2009 12/31/2007	2009-2010 12/31/2008	2010-2011 12/31/2009	2011-2012 12/31/2010	2012-2013 12/31/2011	5 Year Increase	Average Annual Inc.	Percent Increase
Municipal Expenditure Program									
Municipal Program	\$19,162,323	19,905,880	\$19,363,407	\$19,254,033	\$19,812,310	\$20,171,016	\$1,008,693	\$201,739	1.03%
School Fund Transfer	45,628,503	47,909,928	47,909,928	47,909,928	48,216,336	48,364,159	2,735,656	547,131	1.15%
Capital Budget	1,525,000	1,530,000	1,406,000	1,221,000	1,239,000	1,210,000	(315,000)	(63,000)	-4.65%
School Debt Service	3,569,697	3,512,491	3,424,593	3,164,869	2,888,815	2,370,336	(1,199,361)	(239,872)	-7.60%
Town Debt Service	1,591,275	1,386,225	1,346,279	1,233,423	1,215,742	1,220,901	(370,374)	(74,075)	-5.56%
General Fund	\$71,476,798	\$74,244,524	\$73,450,207	\$72,783,253	\$73,372,203	\$73,336,412	\$1,859,614	\$371,923	0.51%
Plus 3rd Party School Aid	\$12,318,562	\$11,957,106	\$11,702,035	\$10,277,658	\$10,218,209	\$9,886,241	(2,432,321)	(486,464)	-4.40%
School/Municipal Cost	\$83,795,360	\$86,201,630	\$85,152,242	\$83,060,911	\$83,590,412	\$83,222,653	(\$572,707)	(\$114,541)	-0.14%



PROPERTY TAX

Based on the historical state/local tax structure in Rhode Island, cities and towns must rely on the property tax as the principal revenue source to support municipal and school services. In the adopted FY 2012-2013 budget, the required property tax levy inclusive of the motor vehicle excise tax and overlay amounts to \$66,399,782.

The property tax allocation for municipal programs is \$15,685,666 (24%) and \$50,714,116 (76%) for school services and facilities. The property tax rate for FY2012-2013 is \$14.50 per thousand dollars, consisting of \$11.08 for school purposes and \$3.42 for municipal services.



Administration/Management

PERSONNEL MANAGEMENT

During FY 2011-2012 eight full time employees retired and four individuals resigned from the Town's service. The Town filled twelve positions within the departments of EMS (1), Police (4), Leisure Services (2), Finance (1), Library (1) and Public Services (3) and promoted four individuals into the vacant positions. Throughout this same period, the Personnel Division managed the recruitment, selection, and appointment of seventy-three part time, seasonal and per diem positions throughout the various Town departments.

The Town's Safety Committee, managed by the Personnel Division, offers ongoing training including Fire Safety, Blood-borne Pathogens, welding, confined space, lockout/tagout, and driver training workshops. The Town continues to actively manage the Police and EMS injured-on-duty program that is outside of the workers' compensation program administered by the Town's insurance carrier, The Rhode Island Interlocal Risk Management Trust. Police and EMS personnel are more susceptible and sustain a high percentage of injuries based on the sometimes unpredictable and hazardous work performed on a daily basis. Through continuous oversight of reported injuries, the Town has maintained an excellent record of returning these individuals to productive work in a safe and timely manner.

The Personnel Division is responsible for the Town's participation in the Federal Department of Transportation Commercial Motor Vehicle CDL random drug and alcohol testing program. This program monitors all of the Town's required commercial driver licensed employees. The Town continues to be 100% compliant in administering this program.

The Division is also tasked with the responsibility of managing the Town's employee leave system. This computerized system is used to monitor all accrued and paid time off for one hundred and ninety-eight (198) full-time and thirty-three (33) eligible part-time employees. This information is used by department heads to assist in the coordination of staff coverage especially during peak vacation periods, as well as by employees. The Finance Department utilizes the end of year reports based on this system to determine the cost of compensable absences.

The Town has negotiated the healthcare in retirement to age sixty-five (65) provision out of all but one contract. Retirees are not eligible to receive healthcare in retirement from the Town if they have it available through an alternate source, such as a spouse. The Personnel Division communicates with retirees on an annual basis to ensure that healthcare affidavits are up to date and according to the various collective bargaining agreements. The affidavits require retirees to proclaim that they do not have healthcare available through another source. In addition, union contracts now have a provision that requires retirees to contribute towards the cost of their healthcare. Post retirement healthcare benefits for newer employees are limited and based on years of service.

Town Hall, police civilians, public service administration and recreation administration personnel participate in dress down days for charity. Through this effort, employees contributed several hundred dollars to the Jonnycake Center during the year to aide them in continuing their mission. In addition, Town employees participated in the Jonnycake Center's holiday gift program that donates toys and gift certificates to community members in need.

The Town's Wellness Committee continues to offer health and wellness related information and workshops. A representative from the Health and Wellness Institute, offered through the Town's healthcare provider, Blue Cross Blue Shield, conducts wellness stop-bys in various departments several times per year. The topics range from nutrition and weight loss to cancer prevention. In May 2012, the Town was selected to receive an "Achievement Worksite Health Award" from the Providence Chamber of Commerce and Blue Cross/Blue Shield of Rhode Island recognizing the Town's efforts in workplace wellness awareness.

The Town held the third annual employee "Health and Safety Fair" that was coordinated and sponsored by the Wellness Committee, in September 2011.

The Fair, attended by over eighty (80) employees, included local organizations representing health, fitness, safety and nutrition. Representatives on hand included Blue Cross, Delta Dental, The RI Interlocal Trust, The Blood Center, UFD and South County Hospital. The Fair offered blood pressure, glucose and cholesterol screenings, a chair massage, and information on athletics/exercise/healthy living, lyme disease, and yoga.



The Personnel Division is also involved in oversight of questionable unemployment claims through the Rhode Island Department of Labor as well as those that involve the Rhode Island Commission for Human Rights. The Division provides research and resolution of claims through the appeal and legal process.

During the year, the Personnel Division worked with a committee comprised of several department heads and a consultant to develop and implement a new performance evaluation process. The committee designed forms and instructions to be used on an annual basis for all Town personnel except law enforcement. This system has been implemented Town-wide and affects all full-time employees on an annual basis. The Police Department utilizes a separate evaluation system, designed specifically to address law enforcement skills, requirements, and outcomes. Part-time employees who work on a year-round basis or seasonally are also evaluated, although these groups are assessed using a more streamlined process. This new evaluation process includes a supervisor assessment of the individual employee, along with an employee self-assessment. These two forms of review are used to coordinate employer and employee perspectives on their work product and a wide array of other attributes that impact an employee's work with the Town.

The Personnel Division continues to work on revisions to the Employee handbook and the updating of policies and procedures.

UNION CONTRACTS

The Town completed the third and final year of all four of the Town's collective bargaining units as of June 30, 2012 including the American Federation of State, County and Municipal Employees (AFSCME) Council 94 Local 1612; International Brotherhood of Police Officers (IBPO) Local 489; The International Association of Fire Fighters (IAFF) Local 3365; and SKMEA/NEARI Local 826.

SKMEA/NEARI

Negotiations that had ensued for the past two years concluded in May 2012 when the Town and SKMEA/NEARI were able to come to an agreement on a three-year labor contract effective July 1, 2009 through June 30, 2012. After a short recess, negotiation discussions commenced again, with the focus now being the development of a new agreement with an effective date of July 1, 2012. The principal components agreed to in May 2012 focus on the main issues of salary and health benefits.

Salary Provisions: The agreement provides no salary increase for the 2009-2010 fiscal year and 2.25 percent increases in FY 2010-2011 and FY 2011-2012. This is consistent with the contractual terms negotiated with all other employee groups for this same three-year period.

Longevity: The agreement provides for a modification in the longevity payment program. Longevity payments will continue to be provided based on the number of years of service (more than 4 years) multiplied by a stipend equal to the following:

LONGEVITY SCHEDULE for FY2010, FY2011 and FY2012		
Fiscal Year	Rate Per Week	Rate Per Year
FY2009-2010	\$2.05	\$106.60
FY2010-2011	\$2.15	\$111.80
FY2011-2012	\$2.20	\$114.60

Health Insurance and Co-Share: There were no changes made in the co-share amount for the period 7/1/2009-6/30/2010 and 7/1/2010-6/30/2011. Effective July 1, 2011 members of SKMEA with salaries in the range of \$30,000-\$49,999 shall contribute a 12.5% co-share toward Health Care Premium and those employees with salaries at \$50,000 or more will contribute a 15% co-share payment of premium. In addition, effective June 30, 2012 all employees co-share is 15% of premium, exclusive of those employees earning less than \$30,000 whose co-share shall remain at 2% of premium.

Post Employment Benefits (effective April 1, 2012): Changes in post employment benefits were effectuated for employees hired before July 1, 2006; post employment benefits for employees hired after July 1, 2006 remain the same as in previous contracts.

Post Employment Benefits (effective 4/1/12)		
Yrs of Service	Hired before July 1, 2006	Hired after July 1, 2006
30 yrs or more	For Four (4) Years Town shall pay \$5,000 per year toward annual benefit cost and retiree shall pay the difference. Increase of \$500 per year, up from \$4,500.	For Three (3) Years Town shall pay \$4,000 per year toward annual benefit cost, and retiree shall pay the difference, payable quarterly.
25 yrs or more	For Three (3) Years Town shall pay \$4,000 per year toward annual benefit cost and retiree shall pay the difference. Increase of \$500 per year, up from \$3,500.	For Three (3) Years Town shall pay \$2,666 per year toward annual benefit cost, and retiree shall pay the difference, payable quarterly.
20 years	For Three (3) Years Town shall pay \$2,000 per year toward annual benefit cost and retiree shall pay the difference. Increase of \$667 per year, up from \$1,333.	For Three (3) Years Town shall pay \$1,333 per year toward annual benefit cost, and retiree shall pay the difference, payable quarterly.

Healthcare Buy-Back (effective April 1, 2012): Employees who have coverage or are eligible for coverage under another health insurance plan may elect to waive the Town health plan and receive an annual payment equal to \$2,000. Prior buy-back terms did not include a flat fee and were calculated based on an annual payment equal to 50% of the net premium otherwise paid by the Town or working rate, minus their individual co-share amount. This revision will amount to a savings for the Town of \$850 per employee from the previous contract.

IBPO Local 489

The Town's current labor contract with the International Brotherhood of Police Officers (IBPO) Local 489 representing the Town's forty-eight (48) uniformed officers has been extended for the term of one (1) year for the period July 1, 2012 through June 30, 2013. The Town and the Union further agreed that during this period the provisions of Article XXII concerning pension benefits shall be temporarily held in abeyance, and the Town shall comply with the terms of RIGL §45-21.2 as amended. It should be noted however, if said statute is successfully challenged and adjudicated by the Superior Court, including any interim orders or temporary injunctive relief which may issue from the Court then the parties reserve the right to re-open the Extension Agreement for further negotiations relative to the collective bargaining agreement.

AFSCME Council 94 Local 1612

The Town's labor agreement with the American Federation of State, County and Municipal Employees (AFSCME) Council 94 Local 1612, representing the Town's forty-eight (48) public services employees and public safety dispatchers, was effective July 1, 2009 and expired on June 30, 2012. Contract negotiations are currently under way with this bargaining unit.

IAFF Local 3365

The Town's labor agreement with the International Association of Fire Fighters (IAFF) Local 3365, representing the Town's sixteen (16) emergency medical technicians was effective July 1, 2009 and expired June 30, 2012. Negotiation discussions began on a new agreement in the Summer 2012 with the two sides working toward a settlement agreement in early Fall 2012.

Technology

COMMUNITY NOTIFICATION SYSTEM (CNS)

On March 15, 2011 the Town Council awarded a contract to Everbridge Aware for Citizen Alerts, for a community notification system (CNS) which allows notification to residents and businesses in the event of an emergency. The Town has the ability to alert residents about severe weather, evacuations, fires, floods, and other emergencies using the Everbridge Aware system. In addition, the Town has the ability to use the Everbridge system to notify residents about other non-emergency community notifications, such as road closures, meetings, and street sweeping information. Messages can be sent on multiple communication devices such as cell phone, home phone, email, or text messaging device ensuring that residents receive life-saving emergency information and important public service announcements in minutes.

The Everbridge System came pre-populated with residential land line phone numbers, for emergency use only. All residents and businesses are encouraged to self-register and provide their specific contact information, including cell and text messaging information, for emergency and/or non-emergency type notifications. This can be accomplished by going to the Town's website at www.southkingstownri.com and clicking on "Everbridge" under the Quick Links section.

LIVE VIDEO STREAMING

Since January 2010 the Town has been live and on-demand video streaming the Town Council meetings as part of the new meeting management system ClerkBase. In addition, the agendas and back-up materials are linked to each agenda item when the agenda is posted to the Town's website at www.southkingstownri.com. All work sessions, including budget sessions, are also live and on demand video streamed as well as recorded and aired on public access television within a few days of the meeting. The viewing schedule is available on the public access channels and on the Town's website. Regular Sessions are also videotaped for broadcast on public access television, via Cox cable channel 17 and Verizon Fios channel 28, on the Tuesday following the meeting at 7:30pm and also the following day, Wednesday, at 12 noon.

GOVERNMENT FINANCIAL MANAGEMENT SYSTEM (GFMS)

In FY 2011-2012 the Town and School Department began planning for the replacement of the Town and School Department's financial management systems, which have become outdated and in need of replacement, including resource systems and other core software systems, general ledger, purchasing, accounts payable, budgeting, fixed assets, payroll, tax assessment and collection, water and sewer billing and collection, permitting, and licensing. In June 2012, a consultant was hired to conduct a comprehensive needs assessment to identify system

components to be addressed by the replacement integrated software and a formal “Request For Proposal” was advertised in early September 2012 for new software system(s). Town and School representatives and the project consultant will evaluate proposals that are received and view software demonstrations prior to selecting a software vendor(s). It is anticipated that full implementation will be completed by the 2015-2016 fiscal year.

Planning Programs

GROWTH MANAGEMENT

Growth management has continued to be a key municipal priority for the Town Council. Support of this effort was affirmed by the Council in October 2011 in accepting the Planning Board’s recommendations to continue the basic goal and policy structure of the Town’s Growth Management Program. In accepting the Planning Board’s recommendations in this regard the Council acknowledged that given the lingering recession and its effect on residential building activity a detailed presentation of the program was not required. The Council also noted the need to monitor growth trends on a continuing basis and utilize the Growth Management Program as a passive program that would ramp up when growth in the community returns to a more normal status. This is similar to the Town’s current policy towards its Development Pacing and Phasing ordinance. The Program goals for the Growth Management Program are organized under the five categories listed below:

- * Implement the Comprehensive Community Plan
- * Achieve Sustainable Development
- * Maintain/Improve Town/Institutional Relationships
(URI, South County Hospital, and Union and Kingston Fire Districts)
- * Preserve Open Space
- * Integration of Transportation Modes

TOWN / UNIVERSITY RELATIONS

The Town continues an active effort at communication and collaboration with the University of Rhode Island. This is especially apparent in issues relating to infrastructure and transportation management, (Route 138 reconstruction project, development of the State’s Transportation Improvement Program [TIP], and Flagg Road extension project). Specifically, the Town provided successful advocacy for URI sponsored projects in the TIP (Campus link to O’Neill Bicycle Path and Reconstruction of Flagg Road). The Town has also continued its program of shared services with the University in such diverse areas as the operation of the Regional Wastewater Treatment Facility in Narragansett and with regard to Public Safety issues involving the SK Police and EMS.



Hillside Residence Hall (429 beds)

The Town has maintained an active role in University policy development through the URI Master Plan Review Team and the Planning Department’s outreach to the URI administration in the development of the URI Element of the Town’s Comprehensive Plan. Also, the Town/Gown relationship has continued to evolve. This was apparent in the University participation in the Healthy Places by Design (HPBD) grant program. In particular, faculty and staff from the University have provided consistent participation and leadership in the HPBD working group promoting access to

healthy food choices and agriculture in the community. In addition, recent discussions have promoted the concept of seeking to align University Cooperative Extension Programs with the overall recommendations of the HPBD program. Finally, the Planning Department and URI Landscape Architecture Program worked on development of a “studio project” that will focus on establishing a “vision” for the Dale Carlia vicinity to address infrastructure, land uses, aesthetics and site amenities, environmental factors (drainage handling, etc.) and issues relating to integration with the Wakefield historic core. This project will commence in the Fall 2012.

Downtown Revitalization

DOWNTOWN INTER-MODAL PARK ENHANCEMENT



PROPOSED WAKEFIELD COMFORT STATION



Several years ago the Town received a grant award from the RI Department of Transportation (RIDOT) for the development of an Intermodal type facility to provide a restroom and supportive services facility in proximity to the William C. O’Neill bicycle path. The design elements of the building plan depict a public comfort station accented with railroad style architecture to be located adjacent to the William C. O’Neill Bike Path, at the point where the path crosses Main Street (the former Teeny’s Glass site). The Comfort Station will complement the existing municipal parking lot which was improved in 2011 by RIDOT as an add-on to Phase 3 of the O’Neill bicycle path. Together these facilities will provide a significant asset to the Downtown Wakefield business community and to residents and visitors alike. The project

design is essentially complete as this point and it is expected to go to bid and construction in the Spring 2013. Project construction will likely last through the summer months into the Fall 2013, with all project costs being covered in full using RI DOT funding resources.

Economic Development

MILL REUSE

The Town’s Economic Development Committee, Planning Board, and staff have maintained an active dialogue with the owner of the Palisades Mill complex (property acquired in March 2011 for \$6.5 million) concerning reuse potentials, marketing and regulatory issues pertaining to the Ind-1 zoning district. In this regard the Town Council approved two zoning amendments (one new, one revised Use Codes) in November 2011 that provide more flexibility for uses allowed in this zoning district. In addition, the Town worked with the mill owner in hosting a Regional Economic Development Forum in March 2012 at the Palisades Mill. This event was planned in cooperation with the Southern RI Chamber of Commerce, Governor Chafee’s office and the RI Economic Development Corporation.

URI ROLE IN LOCAL ECONOMIC DEVELOPMENT

The Town has maintained and continued an active dialogue with the University of Rhode Island on a variety of issues involving economic development opportunities for the Town. These discussions have centered on recognition of the University’s value to the community as a regional economic engine, significant source of employment and source of intellectual capital that can be transferred into new business opportunities. Central to these discussions has been a continued assessment of the status of the “Research and Technology Park” under consideration for the so-called “north woods” section of the Kingston campus. At this point it appears that this proposal remains in a holding pattern pending a University determination as to whether or not to proceed. More

recent discussions among Town staff and URI faculty and staff have centered on URI's traditional role in fostering agricultural activities in the community through the Cooperative Extension Service programs and URI's efforts in promoting locally sourced, healthy food access by residents of the Town and State.

Environmental Planning

COASTAL EROSION ASSESSMENT AND REMEDIATION

The Town's Multi-Hazard Mitigation Strategy Plan received Town Council, RI Emergency Management Agency (RIEMA), and Federal Emergency Management Agency (FEMA) approval in 2006. The Plan represents the Town's comprehensive development of strategies for reducing risks from natural hazards. The



Town received a \$100,000 Pre-Disaster Mitigation Planning Grant in 2007 from RIEMA to update the Plan with an emphasis on studying Matunuck Beach Road and its immediate environs. The study identifies potential measures to mitigate coastal erosion and sea level rise impacts so as to protect critical natural resources, property, and municipal infrastructure.

An update to the Plan was completed in the Summer 2010 and forwarded to RIEMA and FEMA for review and comment. The final draft Plan update, which incorporated FEMA recommendations, received final review and approval from both RIEMA and FEMA in March 2012. The Town has also adopted a Floodplain Management Ordinance (Chapter 21 of the Town Code), in compliance with

required provisions of the National Flood Insurance Program, as administered by FEMA, that regulates development within Special Flood Hazard Areas.

Over the past fiscal year the issue of addressing coastal erosion and infrastructure protection and resultant public safety and access issues in the Matunuck area has continued as a major focus of the Town's professional staff. The Planning Department has helped to coordinate this effort under the direction of the Town Manager and in cooperation with the Departments of Public Services and Parks and Recreation, Town Solicitor, hired project engineers, RIDOT, CRMC and numerous other interested parties. This work has also involved public hearings before the Coastal Resources Management Council over consideration of two Town applications for approval of measures to facilitate erosion mitigation.

The first application consisted of a proposal to install a 202' +/- sheet pile right of way protection system along the south side of Matunuck Beach Road in the area to the west of the Ocean Mist Restaurant. The second application proposed a shoreline classification change for a portion of the Matunuck (from "coastal headland, bluff" to "man-made shoreline." This application would have permitted hard structural protection measures to be applied for by the affected property owners. Ultimately, the former application was approved by the Coastal Council in an assent dated June 27, 2012. The latter application for reclassification of the shoreline did not receive CRMC approval. The Town also received approval (administrative assent) to relocate eight utility poles and component services from the south side of Matunuck Beach Road to the northerly side of the right of way. That work was underway at the close of the fiscal year.

Over the past fiscal year the Town negotiated purchase and sales agreements with Mary Carpenter for municipal acquisition of two parcels of shore fronting land located to the east of the Ocean Mist (area of most significant erosion along this shoreline stretch). These parcels would be used to facilitate the installation of the proposed sheet pile right of way protection system. It is planned that the sheet pile right of way protection system project will be bid in the Fall 2012 for a late Winter/early Spring 2013 construction. The project is being funded by the RI Department of Transportation (RIDOT) via an agreement with the Town of South Kingstown for an allocation of up to \$1.6 million.

COMMUNITY SEPTIC SYSTEM LOAN PROGRAM (CSSLP)

Since 2002 the Town has participated in the RI Clean Water Finance Agency's Community Septic System Loan Program (CSSLP) that provides low-interest loans to homeowners for the purpose of upgrading or replacing their failing on-site wastewater treatment systems. The program emphasizes installation of systems that incorporate advanced treatment technology to reduce nitrogen. CSSLP funds are made available under Title VI of the Clean Water Act and § 46-12.2 of RI General Laws. To date, 94 CSSLP loans have been issued, totaling \$1,322,218. The Town has been approved for additional funding authorization of \$1 million to allow for additional program participation.

ENERGY REFORM

Over the past few years the Town (municipal and school) has been working on the development of an energy management program, geared to energy efficiency through capital facility and equipment upgrades, energy conservation measures and reducing the Town's carbon footprint and impact on the environment. The development of this program has been assisted by three grants received by the Town:

Energy Efficiency and Conservation Block Grant (EECBG) Program - ARRA (American Recovery and Reinvestment Act) grant through the RI Office of Energy Resources (RIOER) totaling approximately \$292,000. The grant funded an Investment Grade Audit (IGA) of Municipal and School facilities; replacement windows and doors at the Public Services office building; and conversion from oil to gas at Peace Dale Library, Town Hall, Silver Lake Pump Station and Kingston Pump Station.

Building Local Capacity for Clean Energy and Climate Change Initiatives: An Intergovernmental Partnership, this program is a cooperative grant venture of the Town, the URI Energy Center, the USEPA and three other RI communities (Warwick, East Greenwich, and North Providence), with a budget of approximately \$55,000 for the Town of South Kingstown. The grant provided funding for development of a municipal energy policy which was adopted by the Town Council in September 2012; training of police/library building manager in energy management under a nationally recognized "Building Operator Certification" program; and a proposed project to retrofit lighting at the Public Safety Building, planned for FY 2012-2013.

Finally, the Town's Wastewater Treatment Division received a \$168,650 grant award in May 2011 from the RI Office of Energy Resources to replace two fuel oil boilers at the Regional Wastewater Treatment Facility (WWTF). This project was completed in the Spring 2012, and replaced boilers that dated back to the original facility construction in the mid-1970's, with new energy efficient natural gas boilers.

SOLID WASTE/RECYCLING PROGRAM

For calendar year 2011, the Town diverted 63.1% of municipal solid waste (MSW) from the landfill, the highest rate in the State. This recycling rate is achieved through increased residential recycling efforts and careful management and allocation of the Town's MSW cap. On September 6, 2012, the Town of South Kingstown received a recycling profit sharing check in the amount of \$55,017 from RI Resource Recovery Corporation (RIRRC), representing 3,612 tons of recyclables generated by South Kingstown residents. In an effort to further

increase recyclable material diversion from the solid waste stream, RIRRC implemented State-wide “single stream” recycling program in June 2012. Under the single stream program, residential users will no longer have to separate paper products from container recyclables, with even higher recycling rates anticipated with the implementation of single stream program. RIRRC envisions that recycling rates will significantly increase with this initiative, thereby saving valuable and finite landfill capacity.

Transportation Projects

STATE HIGHWAY PROJECTS

Programmed improvements to primary State highways and arterial roads require continuous coordination and planning with the RI Department of Transportation. The Town has maintained an active dialogue with RIDOT concerning local project priorities with annual meetings conducted to discuss local needs and priorities. The Town has prioritized its advocacy on the following needs:

Route 1 from the Narragansett Town line to Succotash Road. This repaving project also includes improvements to three (3) bridges along the project corridor and various drainage improvements. Paving commenced in the 2010-2011 fiscal year, with project punch list items scheduled for completion in the Fall 2012.

High Street Infrastructure. Following years of Town advocacy, RIDOT has agreed to undertake a rehabilitation effort for High Street, to include a new road surface, curbing and sidewalks as well as cleaning/rehabilitation of the drainage system. An engineering firm, Garafalo and Associates, began design work in the Spring 2011, which included an extensive drainage system investigation to determine drainage infrastructure condition and determination of failed infrastructure repair/ replacement, where appropriate. Final design and construction is expected to proceed in 2013.

Main Street Bridge (at Saugatucket River) Repairs. Upon completion of a recent bridge inspection RIDOT found severe deterioration of concrete support beam on the northerly side of the bridge. In February of 2011, RIDOT lowered the bridge weight limit to 20 tons and installed temporary jersey barriers in the northerly shoulder to restrict vehicle traffic and parking. RIDOT will begin remedial bridge repairs in April 2013, with an anticipated completion date of July 1, 2013.

Dale Carlia Intersection and Curtis Corner/Route 108 High Hazard Improvements. Both intersections have been designated as high hazard intersections by RIDOT. As such, RIDOT has redesigned the Dale Carlia intersection to include dedicated left and right turn lanes where applicable. A single center “turning lane,” similar to Old Tower Hill Road, is also proposed for sections of Route 108, from the Narragansett town line to Old Mountain Field. Curtis Corner Road/ Route 108 intersection improvements include minor drainage work and right turning lanes. The projects will be advertised for bid by RIDOT in December 2012, with construction slated for the Summer 2013.

Route 138 Traffic Improvements. Town staff has continued to work with RIDOT, URI, the project consultant, Beta Group, and the Route 138 Project Area Committee (PAC) in advancing an improvement design for this road segment that will provide traffic flow improvements, pedestrian, bicycle and aesthetic enhancements in relation to the URI campus and the historic villages of Kingston and West Kingston. The project limits are Route 108 on the east and Route 2 at the west end. Funding for the \$15M project was secured by the RI Senatorial delegation and has been included as an earmark in the federal highway funding reauthorization. Plans and specifications are at the 75% design stage and have been submitted for environmental permitting and cultural impact review. Final design, bidding and construction will follow receipt of environmental permits and conclusion of other external reviews.

The first project phase planned, known as Contract 1, includes the easterly end of the project (Route 108 and Kingston Village) west to the AMTRAK Bridge in West Kingston. Contract 2 will be the area west of the bridge to Route 2. The West Kingston Railroad Bridge will proceed as a separate project. The earliest start of construction is anticipated for the latter part of the 2013 construction season. Final design details and logistics of the construction contract(s) will be considered by the PAC.

Goals FY 2012-2013

ADMINISTRATION

- Prepare and submit to the Town Council a six-year Capital Improvement Program for the period FY 2013-2014 through FY 2018-2019.
- Prepare and submit the FY 2013-2014 Town Manager’s Proposed Budget to the Town Council.
- Continue labor negotiations with SKMEA/NEARI, Council 94, and IAFF (EMS); and commence negotiations with IBPO.
- Continued analysis of non-union employment compensation.
- Continue implementation of a new Government Financial Management Software (GFMS) system, which began in FY 2012-2013.

<i>GFMS</i>	<i>Implementation Phase</i>	<i>Use Date</i>
Financial Management		
Tax Assessment/Collection	Dec 1, 2012	July 1, 2013
Water/ Wastewater Billing/Collection	Mar 1, 2013	Sept 15, 2013
Human Resources	July 1, 2013	Jan 1, 2014
Budget Program	Dec 1, 2013	July 1, 2014
Permitting/License Applications	July 1, 2014	Jan 1, 2015

- Evaluate the development of a health care wellness program, including introduction of employee financial incentives.
- Continue to monitor the Town's solid waste management and recycling program for roadside residential recycling and collection services while maintaining services offered at the Rose Hill Transfer Station.

PLANNING/ECONOMIC DEVELOPMENT

- Continue to work with CRMC staff to develop and implement policy and permitting measures that will provide flexible options for erosion mitigation for impacted property owners along the Matunuck shoreline. Such measures may include so-called “hybrid” approaches combining “hard” improvements (e.g. bulkheads) and “soft” techniques (e.g. beach replenishment). The policy and permitting measures should also provide a means to evaluate and utilize emerging or experimental technologies for erosion mitigation and beach restoration.
- Engage professional planning and design services to assist in the development of a management plan and improvement program for the municipally owned Noyes Farm property in Kingston (248 +/- acres).

The planning program will emphasize passive use of the premises and include conceptual proposals for improved access to this historic farmstead and appropriately scaled facilities to support its use as a community recreational and environmental asset.

- Assist in the development and implementation of policies, regulations, and programs to create affordable housing opportunities in the community for all needs groups, including workforce housing.
- In conjunction with the Planning staff, Planning Board and Economic Development Committee work with the owners of mill complexes in the community to develop regulatory amendments that will promote increased tenancy and flexibility of usage within the IND -1 zoning district.
- Continue to identify opportunities to expand and diversify the tax base through low-impact development and the appropriate reuse of underutilized commercial and industrial parcels.
- Assist in the promotion of ongoing “grassroots” efforts relative to Main Street (Wakefield) and Peace Dale village revitalization.
- Work with the Planning Board, Conservation Commission, and Planning Department to develop appropriate municipal policies and regulations to address the usage of wind power generating facilities for residential, institutional, and commercial/industrial applications. This effort will take into account the recently published general siting standards and guidelines developed through the “Renewable Energy Siting Partnership” sponsored by the RI Office of Energy Resources in cooperation with the University of Rhode Island.
- Maintain an active dialogue and positive working relationships with URI, South County Hospital, and local fire districts concerning their master planning efforts and capital improvement planning in order to respond changing programmatic needs and community and institutional growth.

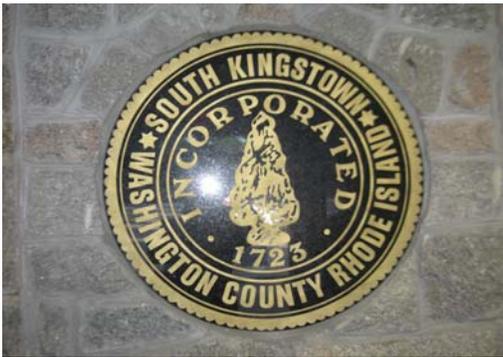
OFFICE OF THE TOWN CLERK

MISSION STATEMENT

The Town Clerk's Office is responsible for providing a number of services to the public. The Office consists of six major divisions: Town Council Records, Land Records Registry, Board of Canvassers, Registry of Vital Statistics, Probate Court, and Business Licenses. In addition to receiving, recording, and issuing these documents, the Office is responsible for maintaining, indexing, and storing these records for easy access by the public and Town staff; and for the safe, permanent storage of Town records, both in the record vault and at a secure site off premises. Assistance is also provided to the Town Manager and other departments for special research projects as they arise.

Accomplishments FY 2011-2012

TOWN COUNCIL



The Town Clerk is the Clerk to the Town Council and attends all Regular and Work Sessions 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 at www.southkingstownri.com and the Secretary of State's website at www.sos.ri.gov. In addition to the agendas, back-up material is linked to each agenda item when the agenda is posted to ClerkBase, the Town's meeting management system which includes live and on-demand video streaming and agenda management on the Town's website. The preparation of individual ordinances, resolutions, awards of bid, proclamations and commendations, licenses, correspondence and minutes are necessary in finalizing each meeting.

Many actions of the Town Council require Public Hearings, necessitating the preparation of advertisements in accordance with state statutes, Charter provisions, town ordinances and as directed by the Town Council. All Town Council meeting agendas, votes and minutes are prepared, recorded, indexed and maintained in the Office of the Town Clerk. The Town Code and Zoning Ordinance are also maintained and sold in the office.

A number of Town Council policies are administered through the Office of the Town Clerk, including the liquor license policy which allows interested parties to submit an application for Town Council consideration, the selection process for appointment to Town boards and commissions which requires the filing of applications and correspondence with applicants, scheduling interviews, quarterly advertising, correspondence with board members and maintenance of attendance records; serving as liaison with the RI Ethics Commission concerning the filing of conflict of interest statements and recusal forms by local elected and appointed officials; maintaining and updating the Town's Schedule of Fees; and overseeing a central depository for claims filed against the Town. The Town Clerk serves as the Filing Coordinator for the Town of South Kingstown and acts as the liaison between the Town and the Secretary of State to ensure that each Board, Committee, and Commission complies with the Open Meetings Law requiring these entities to post their agendas to the Secretary of State's website.

The Office conducted the following Council-related activities during FY2011-2012:

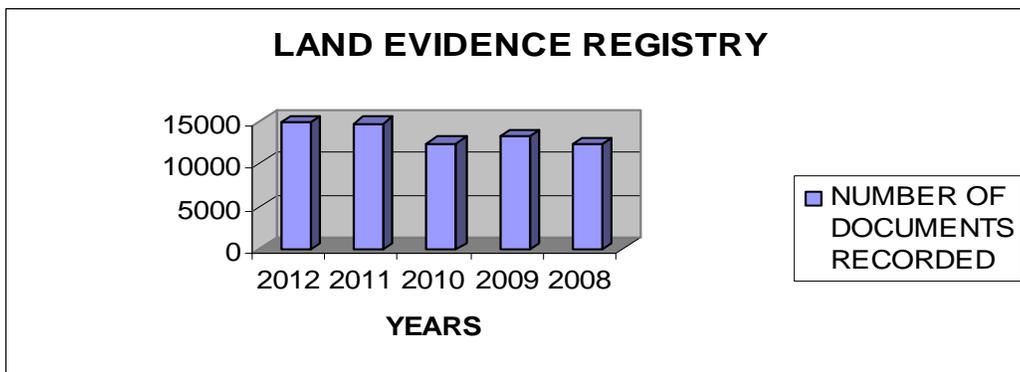
- Prepared agendas, minutes, and required legal advertisements, ordinances, resolutions, proclamations, commendations and correspondence for 28 Regular Council meetings and 11 Work Sessions. Also held were 7 Closed Executive Sessions.
- Coordinated Live Video Streaming for all Town Council meetings since January 2010, and published to ClerkBase with timestamps for viewing individual meeting segments. A meeting archive is available for viewing.
- There was 1 amendment to the Town Code and 4 amendments to the Zoning Ordinance. Amendments are posted on the Municipal Code website at www.municode.com at the time of adoption, and incorporated into the yearly supplement.
- Maintained the Town Clerk, Canvassing, Town Council, Board, Commission and Committee, Policies and Procedures and Schedule of Fees pages on the Town website.
- Prepared and indexed 2011 Town Council minutes for microfilming and conversion to book form.

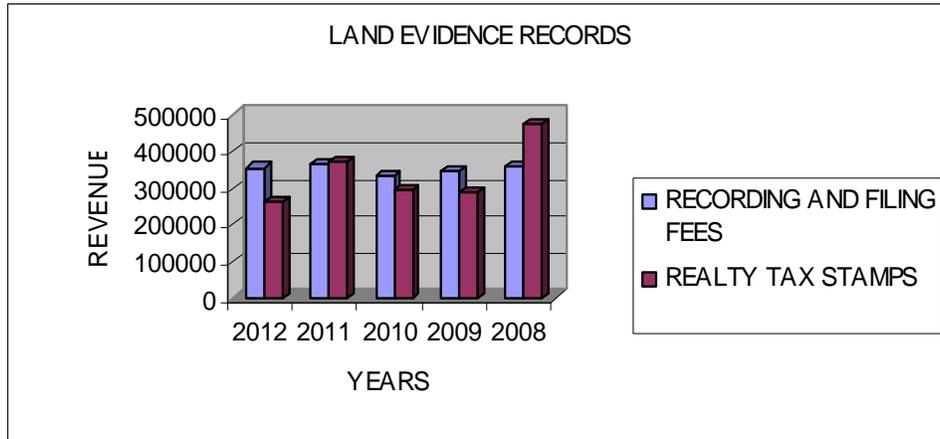
LAND RECORDS REGISTRY



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. Some of the 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. Each record is microfilmed and stored off-premise for safe keeping, as required by law, at a storage facility specifically for the protection and storage of such records should a catastrophic event occur at Town Hall. A Disaster Recovery System has been implemented, allowing for uninterrupted access to land records in the event of a catastrophic occurrence.

The chart below depicts total documents recorded over the past five years:





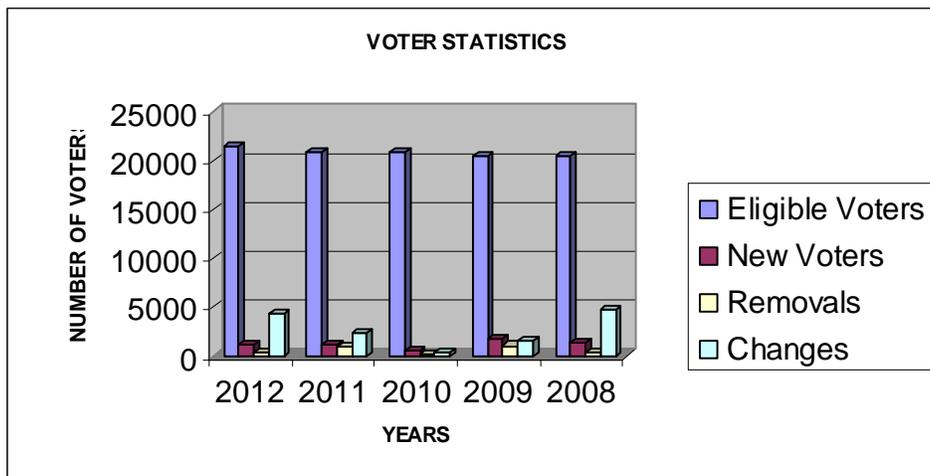
The following activities were performed in the administration of land records during the 2011-2012 fiscal year:

- Recorded 14,815 land evidence documents;
- Recorded 43 maps associated with land evidence;
- Revenues generated from the recording and filing of these documents in FY 2011-2012 were \$355,813 of which \$38,509 was retained for preservation of the records and for technology. Revenues generated from Realty Tax Stamps were \$262,002.29 of which \$202,527.81 was retained for the acquisition of open space.

CANVASSING AUTHORITY

The Town Clerk serves as the Clerk to the Canvassing Authority and is responsible for the preparation and maintenance of all Town voting records and the administration of all national, state, and local elections, including budget referendums. In FY 2011-2012, one election was held: the Presidential Preference Primary in April 2012.

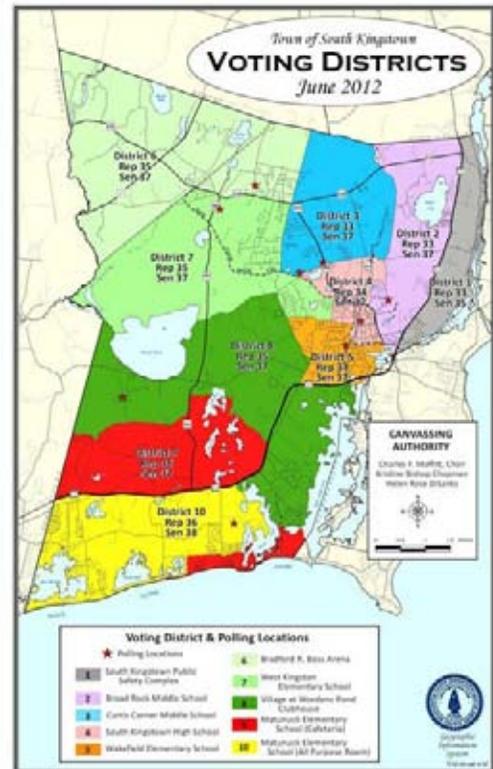
The following is a summary of the number of eligible voters, new voters, removals and changes made to the voter rolls over the last five year period:



The Presidential Preference Primary Election on April 24, 2012 required the opening and staffing of three polling locations; no Budget Referendum was held in June 2012 but had one been required, a single polling location would work efficiently.

Voter Registration

- Maintained records for 21,422 total eligible voters
- Maintained 2011-2012 voter lists; processed 4,461 changes to voter records including FPCA cancellations, file maintenance for 2011 NCOA removals/cancellations, statewide duplicate voter lists audit, Jury Commissioner list (272), complete audit of voter registration files, audit records of permanent mail ballot applicants, and poll worker list maintenance
- Registered 1,228 new voters; removed 416 voters
- Processed 23 voter list requests
- Certified America's Elect Party Petition papers December 2011
- High School registration drive held February 9, 2012
- Conducted voter registration program at Peace Dale Library on March 23, 2012
- Voter registration drive held at Peace Dale Library on Saturday, March 24, 2012
- Issued preliminary budget petition and verified qualified electors' signatures
- Administered ads, postings, warrants, and all other referendum filing and coordination, in accordance with budget process adopted in November 2006
- Prepared agendas and minutes for 6 meetings of the Board of Canvassers
- Continued records retention schedule
- Worked with local nursing homes to coordinate voting process for residents



2012 Presidential Preference Primary

- Attended training session with Board of Elections and Secretary of State's Office
- Administered ads, postings, warrants and all other election filing and coordination
- Certified Nomination Papers for Presidential Candidates and Delegates (117)
- Poll Workers training and maintenance: 18 poll workers for three polling locations
- Certification Sheets processed for Board of Canvassers: 39
- Permanent Mail Ballot Applications prepared and mailed: 52
- Absentee Ballots: 54 Mail Ballots, 7 Emergency Mail Ballots
- Voter Turnout: 688 (3.27%)
- Affiliation changes: 206

2012 Elections

- Candidate Management for 2012 Statewide Primary
- Declarations and Party Endorsements received for 24 candidates, 21 State District Committee candidates, 61 Democratic Town Committee members and 20 Republican Town Committee members
- Nominations Papers issued for 29 candidates

2012 Redistricting

- Worked with the Secretary of State's Office, the South Kingstown Geographic Information System (GIS) Administrator and Election Data Services, Inc. to correct address issues in preparation for redistricting.
- Worked with the Secretary of State's Office and the GIS Administrator to establish new voting precincts based on the 2010 census and subsequent reapportionment.
- Notified 21,301 active electors of new Voting, Representative, Senatorial and Congressional Districts.

Miscellaneous

- Continued training with Central Voter Registration System (CVRS) in conjunction with the Election Division of the Office of the Secretary of State.
- Updated Jury Commissioner's lists, state death record reports, DMV registration lists, convicted felon removal and restoration reports, and voter records on a monthly basis.
- Continued Records Retention Schedule for election records.

VITAL STATISTICS REGISTRY



The Town Clerk serves as the Registrar of Vital Statistics for the Town of South Kingstown. All records associated with marriages and deaths that occur in the Town of South Kingstown are filed, indexed, maintained, and stored in this office. The original records are sent to the State Department of Health's Division of Vital Statistics. Birth records are sent directly to the State by all the hospitals in the state and this office can access those records via an internet connection for issuance of those records.

The Department also processes deaths and marriages that occur elsewhere for residents. The Town Clerk also issues marriage licenses for residents marrying within the State and non-residents wishing to marry in the Town. Additionally, effective July 5, 2011 the Office issues civil union licenses.

The following activities were performed relative to the archiving of Vital Records in 2011-2012:

- Received and processed 391 death and 210 marriage records
- Issued 137 marriage licenses and 3,487 certified vital records

All births, marriage, and death records from 1984 to the present date are indexed into the Town's computer database; staff has begun indexing years prior to 1984. All marriage license records are cross indexed for the years 1972-1974.

PROBATE COURT



In accordance with the Town Charter, the Town Clerk serves as the Clerk of the Probate Court, as well as Acting Judge in the absence or inability of the Probate Judge or Town Solicitor to serve in that capacity. All petitions filed in association with the administration of the estate of a resident or property owner in the Town of South Kingstown are filed in the Office and scheduled for hearing. All petitions require the calculation and collection of fees, notice preparation, and indexing. In addition, all of the petitions are microfilmed and sent off-site to a storage facility for safekeeping.

The following activities were performed for the Probate Court during the 2011-2012 fiscal year:

- Served as Clerk for 12 regular sessions and 4 special sessions of the Probate Court.
- Filed petitions for 142 estates opened, of which 20 were wills filed for record only, and 16 were guardianships.

BUSINESS 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 department staff manages all investigations and approvals by other Town departments and State agencies and acts as the liaison between the Town and the applicant during the licensing process. Upon Council approval, licenses are prepared, processed, and issued to the applicant. Licenses are also filed, indexed, and stored for record in the Office of the Town Clerk. Liquor Licenses require the preparation of advertisements for Public Hearing; coordination with the State Department of Health and RI Division of Taxation; and preparation and submittal of reports to the State Department of Business Regulation.

The following activities were performed relative to the issuance of licenses during FY 2011-2012:

- Issued 458 business licenses, 38 liquor licenses and 3 nineteen hour beverage licenses
- Issued 3 industrial wastewater, 14 waste hauler, and 2 zero discharge licenses
- Issued 17 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.

OTHER LICENSES & PERMITS

Transfer Station Tags, Dog and Kennel Licenses, Beach Stickers, and Hunting and Fishing Licenses may all be purchased in the Town Clerk's Office, in addition to the animal impoundment fines that are also paid and filed with the Office. The Department also issues mooring licenses.

- Sold 3,050 refuse tags and 253 yard waste tags
- Sold 250 beach passes for the 2011 beach season
- Issued 75 Hunting/Fishing Licenses and Stamps and 29 permanent Hunting/Fishing Licenses
- Issued 150 mooring licenses for the 2011-2012 boating season; collected \$31,448 in fees
- Maintained mooring waiting list
- Coordinated with the Harbormaster to enforce inspection requirements and resolve nonpayment of licensing fees to ensure compliance of current mooring holders
- Issued 1,404 dog licenses and 1 kennel license; collected \$10,698 in fees
- Processed \$7,296 in animal control fines/fees

REVENUE COLLECTED

The Town Clerk's Office collected \$916,639.96 in revenue during the 2011-2012 fiscal year.

Administrative Accomplishments FY 2011-2012

- Continued live video streaming and on-demand access of Town Council meetings on the Town website, including synchronization of each agenda item and attachment of Town Council packet for public access. Agendas, minutes, and video files are maintained in a searchable database.
- Continued posting of Town Code and Zoning amendments on the Municipal Code website as they are adopted. Published the yearly supplement.
- Indexed Probate books #109-117 in preparation for microfilming.
- Maintained postings on the Town's website to provide residents and visitors with current information.
- Continued to assist the Harbormaster in enforcing inspection requirements and resolving licensing issues to ensure compliance with the boats and waterways ordinance.
- Staff cross trained in voter registration/election procedures, business licenses, and land evidence recording to help insure flexibility of department and vacation coverage.
- Completed the NCOA process.
- Completed the redistricting process and notification to voters.

Goals FY 2012-2013

TOWN COUNCIL

- Investigate use of laptop computers by Town Council members in order to eliminate paper packets.

LAND EVIDENCE

- Enter indexes prior to 1980 into Browntech database and scan associated land evidence books to expand database of records available electronically and on the internet.
- Continue to maintain customer accounts for internet access.
- Scan in recorded Land Plans for internet access.

CANVASSING

- Prepare for the September 2012 Primary and November 2012 Presidential Election, as well as the Budget Referendum if needed.
- Continue with CVRS training.
- Continue to cross train staff.

VITAL STATISTICS

- Continue electronic indexing of vital records.

PROBATE

- Continue automation of probate records for easier public access and security microfilming.
- Continue to investigate scan and indexing system for probate records and eventual internet publishing.

MISCELLANEOUS

- Continue to improve office organization through records management best practices and retention guidelines.
- Continue to work with staff to ensure efficient and knowledgeable customer service to the community.

TOWN SOLICITOR

MISSION STATEMENT

The law firm of Ursillo, Teitz & Ritch, Ltd. provides legal representation to the Town in the form of legal assistance and advice to the Town Council, Town Manager, Town staff, and Town boards and commissions, exclusive of the School Department* and police prosecutions*; and advocacy on behalf of the Town. The Town Solicitor is proactive, meeting with Town Officials to anticipate and avoid potential problems before they arise and tracking state policy affecting the municipality.

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 Manager and staff involving matters of concern to the Town.

Attorneys from the Town Solicitor's office participate in all meetings of the Town Council, Planning Board, and Zoning Board of Review, as well as other Town board meetings from time to time, on an as-needed basis. Additionally, attorneys from the Town Solicitor's office attend office hours at the Town Hall, interacting with Town officials and staff on a regular basis.

* *The School Department retains legal representation independent of the Town. Attorney Terrence Simpson serves as Special Legal Counsel in handling criminal misdemeanor prosecutions and wayward petitions in the District and Family Courts.*

Accomplishments FY 2011-2012

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 Nancy E. Letendre, AICP, serve as Special Legal Counsel for Zoning and Planning. Scott A. Ritch assists with review of all contractual matters. The Town Solicitor also continues to address liability claims with the Town's insurer.

The following chart summarizes the categories of lawsuits/actions that the Solicitor's office has either represented the Town or assisted the Town's insurance carrier over the past two years:

Category	2010-2011 Cases	2011-2012 Cases
Agency Hearings	0	1
Claims for which suit has not been instituted	5	4
Code Enforcement Actions	4	9
Labor Arbitration Cases	0	1
Minimum Housing Enforcement	0	0
RI Human Rights Commission	5	2
Superior Court Appeals (non-zoning)	4	2
Supreme Court Appeals	1	0
Tax Collections	0	0
Tax Appeals and Cases	8	6
Unemployment Hearings	0	2
Zoning Appeals	3	3
TOTAL	33	29

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

The Town Solicitor's office has also provided counsel to various town boards and departments relative to long-range planning in conjunction with the current Comprehensive Community Plan update, affordable housing production, and other special planning projects.

Goals FY 2012-2013

- Provide high quality legal services to the Town in a timely fashion and at an affordable rate.
- Successfully defend lawsuits brought against the Town.
- Provide proactive representation through the review of various ordinances, contracts, memoranda, and policies prior to implementation and by keeping abreast of continued state law and regulatory changes.
- Provide advice relative to long-range planning projects.
- Provide non-partisan legal advice, based on the combined experience of legal counsel, set forth in a comprehensible and straightforward manner.

FINANCE DEPARTMENT

MISSION STATEMENT

The Finance Department serves all departments of the Town as an information gathering and control center, providing both internal and external reports relative to any financial information involving the Town. The timely delivery of this service is essential for the proper and effective financial management of the Town. The Department is responsible for maintaining the accounting and financial reporting system for approximately 60 different funds. Each fund is considered a separate entity with its own set of records.

Accomplishments FY 2011-2012

INTEGRATED FINANCIAL MANAGEMENT SYSTEMS

The Finance Department, along with the Town Manager and School Department Administration, has begun the process of replacing the Town and School Department's current financial management systems with an integrated system(s) that will be utilized to perform the Town and School Department's financial management functions including fund accounting, accounts payable, budget, purchasing, fixed assets, human resources, payroll, tax assessment and collection, utility billing and collection, licensing and permitting.

The process began early in 2012 with a survey that was sent to communities in the state to determine their current software vendors. This was followed in April 2012 with the solicitation of proposals from consultants with experience to work with the Town to perform a needs analysis, compile functional requirements and selection criteria, develop specifications for bids, assist in selection of the vendor/product, and negotiate a contract for implementation. The firm of Blum Shapiro was awarded a contract by the Town Council in June 2012, and they performed the needs analysis during the months of July and August 2012. Working with Town and School personnel, Blum Shapiro created the bid specifications, and the Town went out to bid for software vendor(s), and it is anticipated that a recommendation for final award of contract(s) to selected software vendor(s) will be provided to the Town Council and School Committee in early November 2012.

Once contracts are awarded, implementation will be accomplished utilizing a phased-in approach that will occur over the next two to three years. The goals and objectives of the Town and School Department are to implement a new software solution or group of solutions that will enhance the financial, tax, utility billing, permitting and licensing capabilities, to implement new systems that adhere to the Government Finance Officers' Association's Best Practices while providing management with the tools required to conduct the Town and School financial matters in an efficient and effective manner.

BANKING SERVICES

Since 2009 the Town has provided taxpayers the opportunity to sign up to have automatic quarterly tax payments withdrawn, by ACH transfer from their bank accounts on the due date, thereby affording taxpayers the convenience of not having to mail a check to the Town, while eliminating the possibility of incurring interest penalties for late payments. This continues to be the most cost effective method of collecting taxes, while also providing an added convenience to taxpayers. The chart on the following page is a recap of the status of the utilization of ACH transfers by taxpayers showing the first four years and an estimate for the 2012-2013 fiscal year payments.

Fiscal Year	# Tax Payments	Tax Payments
2009	89	\$103,325
2010	1,798	\$2,030,544
2011	3,094	\$2,989,046
2012	3,427	\$3,227,321
2013 estimated	3,600	\$3,500,000

After a successful implementation process, the Department in December 2009 began to accept credit card payments utilizing the services of an outside electronic payment-processing firm to allow taxpayers an option to pay their tax bills with credit cards either over the internet or by phone. Because absorbing the expense of offering a credit card payment option was not an affordable option to the Town, the Town contracted with a firm that adds a convenience fee that is charged directly to the taxpayer for the transaction. The credit card service provider then transfers payment in the full amount of the tax to the Town, thereby creating no additional expense to the Town. Taxpayers making payments are advised of the convenience fee prior to making the transaction and are given the opportunity to opt out if they do not wish to pay the fee.

For fiscal year 2010, seventy-one tax payments were made by credit card for a total amount of \$56,903, for fiscal year 2011, three hundred forty-three credit card payments totaling \$145,675 and for fiscal year 2012, three hundred seventy-four credit card payments totaling \$216,118 in taxes were received. The Department began printing this credit card information on its tax bills in July 2010 and continued this practice with the July 2012 tax bill. During July, August and through mid-September 2012, there were 200 payments were made by credit card for a total amount of \$114,419, which is an increase of \$16,490 from September 2011.

SCHOOL BUDGET REVIEW

The Finance Department completed a comprehensive review of the projected FY 2011-2012 estimated expenditures and revenues for the School Department budget and the School Committee Proposed FY 2012-2013 budget. As part of the Town Manager's FY 2012-2013 Proposed Budget, reductions of \$560,196 were recommended by the Town Administration and agreed upon by the School Committee. Of this amount, the School Department was authorized to use \$110,000 from their projected FY 2011-2012 surplus towards track improvements and a rekeying of the high school, which had been part of the above reductions.

DELINQUENT TAX RECEIVABLES

During the past six years, the Department has continued its efforts to collect delinquent taxes utilizing various methods of collection. The results of the aggressive prior year delinquent tax collection program shown as revenues collected for the last six years are listed below:

<u>FY</u>	<u>AMOUNT</u>
2012	\$648,326
2011	\$662,004
2010	\$531,199
2009	\$515,650
2008	\$468,813
2007	\$339,538



Prior year tax receivables, as of August 31, 2012, are listed below along with the percentage of Net Levy for each of the past five years:

FISCAL YEAR	NET LEVY	AS OF 8/31/2009	% OF LEVY	AS OF 8/31/2010	% OF LEVY	AS OF 8/31/2011	% OF LEVY	AS OF 8/31/2012	% OF LEVY	COLLECTION STATUS
2012	65,885,154							618,926	0.94%	Tax Sale planned 4/2013
2011	65,199,289					702,456	1.08%	96,371	0.15%	Tax Sale 4/2012
2010	64,231,377			647,960	1.01%	46,643	0.07%	22,641	0.04%	Tax Sale 4/2011
2009	63,388,729	616,114	0.97%	77,689	0.12%	33,463	0.05%	21,355	0.03%	Tax Sale 4/2010
2008	60,279,056	55,696	0.09%	27,259	0.05%	22,116	0.04%	19,413	0.03%	Tax Sale 4/2009

As shown above, with this Department’s aggressive tax collection efforts, the uncollected portion of each year’s delinquent tax is reduced to approximately 4/100ths of a percent of the net levy within 3 years after the levy. A summary of the methods used on various chronic delinquent accounts is explained below:

Motor Vehicle Taxes - The amount of outstanding taxes forwarded to the Town’s collection agency, Rossi Law Offices, Ltd., from inception to September 2012 totals \$230,730. Rossi Law Offices, Ltd. has collected \$41,019 in past due taxes and an additional \$28,112 in interest penalties through the end of August 2012. It is anticipated that any outstanding 2008 motor vehicle accounts will be turned over to Rossi in the Spring 2013 for collection. The State’s new Department of Motor Vehicles’ computerized registration system is now providing the Tax Collector’s office with much improved services for placing “unpaid local tax” holds on registration renewals for delinquent taxpayers. As of August 2012, the Town discontinued the long-standing practice of collecting the overdue taxes that required manually holding an individual’s registration renewal until all delinquent taxes were paid along with manually hand-stamping and mailing each South Kingstown motor vehicle registration renewal form if there were no delinquent taxes due. Because a hand-stamp is no longer required, South Kingstown residents who are not coded as delinquent in the State’s System may register their vehicles online through the State of RI Department of Motor Vehicles website.

Real Estate Taxes - The Tax Collector held an annual tax sale in April 2012 for unpaid 2010 real estate taxes and prior amounts due, with 29 parcels owing \$146,585 in total taxes being advertised for sale. Approximately \$4,722 in 2010 delinquent real estate taxes remained unpaid as of June 30, 2012 for those delinquent taxpayers who continue to make payments under payment plans with the stipulation that if timely payments are not made, they will be placed on tax sale in fiscal year 2013.

Tangible (Personal Property) Taxes - The Town files UCC liens with the Secretary of State on delinquent tangible accounts in an effort to protect the Town’s lien. These include business tangible property as well as mobile/manufactured homes on leased land. Delinquent tangible accounts have been forwarded to the collection agency in hopes of improving the collection of these difficult to collect receivables. Most of these delinquent taxes are for businesses that have gone out of business and are extremely difficult to collect. Since March 2008, 414 accounts totaling \$60,287 have been placed with the collection agency. Of that amount, \$3,307 in taxes and \$1,362 in interest has been collected through August 2012.

HEALTH CARE SERVICES CONTRACT

The Town has been a member of West Bay Community Health Collaborative (WBCH) for the purchase of health care benefits for its employees since July 2008, with the Town and School Department making a major change in the way health care benefits are provided to its employees, switching to a self insured model offered through the collaborative. The WBCH model became a cost effective solution for FY 2008-2009 when Blue Cross offered a significant reduction in the administration costs on their self insured program. The savings were

contingent on the Town switching to one of the two health care collaboratives available in the State. In March 2009, WBCH was able to negotiate an additional reduction in the Blue Cross administration rate if the WBCH would agree to extend the existing three-year contract for one additional year through the 2011-2012 fiscal year. The reduction over the 39 months of the contract resulted in savings of \$416,129 for the Town and School Department through the 2011-2012 fiscal year. As of July 1, 2012 the total membership in WBCH was in excess of 8,500 employees, of which the Town has approximately 760 members.

The Town switched from a fully insured dental plan to a self insured plan; with Delta Dental as a third party administrator, on July 1, 2010. Based on the first 24 months of actual claims experience, the Town and School Department have achieved savings of \$268,666 in plan costs. The reduction in dental costs has resulted in a decrease in the 2012-2013 fiscal year rates of 10% for the Town and 7% for the School department when compared to the 2009-2010 fiscal year prospective premium rates.

The Town and School Department have been able to reduce significantly the cost of excess stop loss insurance through a large volume bid, which included the entire WBCH membership group. Stop loss insurance costs have been reduced from \$292,063 in the 2008-2009 fiscal year to \$159,649 in the 2011-2012 fiscal year, accounting for additional savings of \$250,341 over the two-year timeframe.

The third party administration contract with Blue Cross expired as of June 30, 2012. WBCH opted to do a joint bid for these services with the RI Interlocal Risk Management Trust. Together the two groups accounted for approximately 16,000 employees. The larger group bid led to a further reduction in the third party administrative fees to a rate of \$23.34 for the 2012-2013 fiscal year compared to \$29.19 during FY 2011-2012. The lower rate will result in estimated savings of \$52,000 when compared to the administrative rates paid in the 2011-2012 fiscal year. In addition, based on a strong financial position WBCH opted to self insure the difference between the member's retention rate and the first \$500,000 in paid claims. While it is too early to tell how successful this program will be, it is anticipated that significant savings will accrue to the Town over the next few years.

FEDERAL GOVERNMENT REIMBURSEMENT PROGRAM FOR RETIREE HEALTH COSTS – EARLY RETIREE REINSURANCE PROGRAM (ERRP)

The Federal Government Early Retiree Reinsurance Program (ERRP) provides reimbursement to participating employment-based plans for a portion of the costs of health benefits for early retirees (between ages 55 and 65) and their spouses and dependents. The program was authorized as part of the Affordable Care Act and began on June 1, 2010. The Finance Department submitted an application for reimbursement for qualified expenses for the fiscal year 2010-2011 on behalf of both the Town and the School Department and received reimbursements of \$105,974 during FY 2011-12. By Federal law, any funds received are to be used to keep future healthcare cost share expenses down through lower health care premium increases. The Federal program's funding limit of five billion dollars was reached in January 2012, so no further reimbursements are anticipated.

OTHER POST-EMPLOYMENT BENEFITS

Under the provisions of Governmental Accounting Standards Board (GASB) Statements 43 and 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions (OPEB), the Town is required to include the accounting and financial reporting of post-employment benefits (medical, dental, and life insurance benefits for retirees) in its financial statements. The Town Council awarded a contract to Milliman, Inc. in 2007 to perform the actuarial reviews as mandated by GASB Statement 45. Milliman completed the most recent required biannual actuarial report showing the plan's financial status as July 1, 2011 and has presented cost figures that were included in the Town's FY 2012-2013 budget. The total annual required contribution (ARC) for the 2012-2013 fiscal year is \$1,878,000 for all Town and School Department employees.

The Town is in its fourth year of fully funding its annual required contribution for OPEB and remains one of only a few municipalities in the State that has fully funded its ARC. As of June 30, 2012 the Town had assets totaling \$2,110,600 set aside in an OPEB trust fund at Washington Trust Company.

BOND RATING

Moody's Investors Service, Inc. recalibrated the Town's bond rating on April 30, 2010 as part of their new, uniform, single global rating scale, which rates municipal and corporate securities in the same manner to better serve all market participants. This resulted in an upward shift of the Town's long-term municipal rating from Aa2 to Aa1. Prior to this recalibration of the Town's bond rating, there had been three upgrades in the Town's bond rating since 1952, when bond anticipation notes were first issued by the Town. The rating was upgraded from A to A1 in December 1991; from A1 to Aa3 in June 2002; and from Aa3 to Aa2 in May 2005. With this recalibration in April 2010, the Town's bond rating now stands at a very favorable Aa1, which is only one notch below the highest possible rating of Aaa. South Kingstown is one of only four communities in the State that have a bond rating of Aa1, which represents the highest municipal rating for a Rhode Island municipality. Moody's has cited the Town's strong financial management practices thereby allowing South Kingstown to continue to merit this very positive rating.

PURCHASING WEB-BASED SERVICES

The Town Manager's Office and the Finance Department have implemented an automated bidder/proposal system. The Town now participates in an on-line system hosted by the City of Newport that is currently utilized by thirteen Rhode Island Municipalities and School Departments. The site allows participating vendors to receive immediate notification of specific bids via E-mail, with the vendor being directed to the site to view the posting and download the specifications.

This system provides an additional form of publication of Town bids in addition to the legal newspaper advertisement and the bid posting on the Town's web page and allows for the specifications to reach many more vendors while providing quicker access to specifications for vendors and the reduction of printing and mailing of specifications by Town staff since the vendors can now download and print the specifications themselves while at the same time, creating a record of their visit to the bid posting.

In addition, improvements have been made to the Town's website with the recent introduction of a new page that provides access to completed bid information, allowing for the search of bid award documents through the use of the Town's online Clerkbase system.

MUNICIPAL DEFICITS ACT

During the 2003 legislative session, the RI General Assembly amended RIGL §45-12-22, which relates to indebtedness of cities and towns and specifically addresses municipal deficits. The purpose of the law is to ensure that municipalities monitor financial operations on an ongoing basis, execute a rapid response to budget problems, and maintain a balanced budget in compliance with RIGL §44-35-10. The law requires the Finance Director to monitor continuously the financial operations of the Town by tracking actual versus budgeted revenues and expenditures. All quarterly reports sent to the Department of Administration were submitted on a timely basis during FY 2011-2012.

FINANCIAL AUDIT

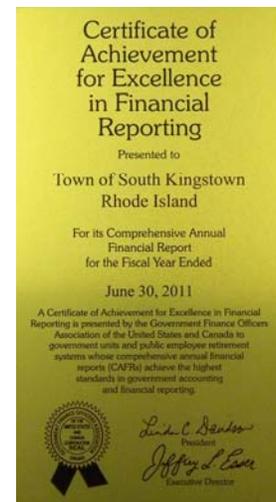
As part of the annual financial audit process, the Finance Department was successful in closing the prior fiscal year trial balances and completing the necessary work papers for the Town's outside independent auditors to review. All deadlines mandated by the State Auditor General were met. The Town received an unqualified opinion on its financial statements, which indicates that the Town's financial report is in full compliance with generally accepted accounting principles.

For the fiscal year ending June 30, 2012, the Finance Department solicited proposals from outside independent audit firms. Four proposals were received and it was determined that the firm of Blum, Shapiro & Company, P.C. would best serve the needs of the Town of South Kingstown. State Law requires the approval of the Auditor General prior to the employment of private auditors by Rhode Island municipalities, and the Auditor General in May 2012 authorized the Town Council to award the three year contract to Blum, Shapiro & Company for fiscal years 2012 through 2014.

CERTIFICATE OF ACHIEVEMENT AWARD

The Town recently received notification from the Government Finance Officers Association (GFOA) that it had been awarded the Certificate of Achievement Award for the FY 2011 Comprehensive Annual Financial Report (CAFR). This represents the twenty-second consecutive year that the Town has received this prestigious award.

The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Its attainment represents a significant accomplishment for the Town of South Kingstown. The award could not have been received without the dedicated team approach the entire Finance Department staff took in the development of the report.



Goals FY 2012-2013

- Identify and monitor opportunities for refinancing outstanding debt during favorable market conditions.
- Implement the upgrade or replacement of Town and School Department financial information systems to include vendor selection, systems set-up, installation, and training for Department personnel with an anticipated use date of July 1, 2013 for the accounting, purchasing and budgeting systems, and January 1, 2014 for human resources and in-house payroll. Begin preparations for implementation for replacement of tax and utility collection systems for the Tax Collector's Office in 2014.
- Solicit proposals from actuarial firms; complete and submit base data for the actuarial review of OPEB for the July 1, 2013 report.
- Continue to evaluate potential alternative revenue sources or expenditure reductions that could be utilized to reduce reliance on property taxes to finance Town services. The review will focus on reviewing the current fees charged for town services to ensure that the fees are adequate for the services provided.
- Continue to pursue aggressively the collection of delinquent motor vehicle and tangible property taxes. While the Town enjoys one of the best tax collection rates in the State, aggressive efforts must continue in the collection of delinquent taxes. Failure to do so places an additional, undue burden on taxpayers who pay their taxes on a timely basis.
- Maintain or improve the Town's Aa1 bond rating from Moody's Investors Service.

INFORMATION TECHNOLOGY

MISSION STATEMENT

It is the responsibility of the Information Technology Division of the Finance Department to provide technological assistance, uniformity, and control in the analysis, design, development, and functionality of all data processing and computer system services.

The Division oversees a wide and varied network of buildings, hardware, and software. The network connects Town Hall, Public Services, Wastewater Treatment Plant, Highway Garage, Neighborhood Guild, and Adult Day Services. These buildings are connected through the Town's own cabling system maintained by the Communications Department or by Cox Communications leased lines. The buildings connected in this fashion have full access to all Town network services (servers, printers, firewall protection, internet use, email, etc.) wherever deemed necessary. These six buildings have approximately 100 personal computers and laptops and 26 network printers and copiers.



SERVERS

There are six main servers and one Storage Area Network (SAN) meeting the bulk of the Town data needs.

The Alpha server runs OpenVMS and hosts all the Town's custom application data, which includes Town and School accounting, fixed assets, investment tracking, building permits, Tax Assessor's billing and receivables, water and sewer billing and receivables, and Town Clerk's receipts including probate, moorings, dog licenses, archive vitals, archive voter, and archive land evidence records.

The Town's file server runs Windows Server 2008 and hosts some town-shared MS Access databases, and shareable directories.

The Town maintains a physical Active Directory Domain Controller running Windows server 2008 standard edition.

The IBM Power 7 server runs OS 400 and hosts the BrownTech land evidence management system for the Town Clerks Office.

The Town also manages a virtual server environment containing two physical server hosts and an IBM SAN. The virtual environment runs on VMware ESX 4.1, and all virtual servers run the Windows 2008 Server operating systems. Contained within this environment is the RecWare/Safari server which hosts the Guild's class enrollment scheduling software. The Vision server hosts the Tax Assessor's Vision Appraisal CAMA package, and also has the business tangible record management system using RRC software. A secondary Domain Controller was added to complement the physical Domain Controller. The GIS server is also run virtually, but is maintained by the Planning Department's GIS Division.

SOFTWARE

The majority of the Town's routine applications are written using the ADMINS software tool and are all in-house designed. Several departments use custom MS Access databases to track data (i.e. Street Inventory, Septic System Tracking, Library accounting). The Vision CAMA package and the ADP Payroll system have their own report writing software that exports data from these systems and import into other systems. For example, payroll data is exported to the ERSRI system for retirement records, and Tax Assessor data is exported to the Town website and the Vision Appraisal website for public inquiry. These exports are also used to meet public access requests for data as they arise. The ADMINS data, several MS Access databases, and Vision CAMA data have exports used to create the GIS database that supports the mapping system with the backend statistical data. Several exports are created for MS Excel and are used by many departments for specific needs, as well as allowing the IT Division to fill many ad-hoc requests by departments for one-time use data.

Policy Objectives

- Provide guidelines for the interface of various DP/MIS applications among the Town's users.
- Establish traditional audit trails and controls.
- Assist in the training and orientation of technology users.
- Adapt to changing technologies / Adopt new and emerging technologies.
- Empower Town employees to embrace and utilize technology.

Accomplishments FY 2011-2012

- Implementation of a Virtual Server Environment - Server virtualization is a technology for partitioning one physical server into multiple virtual servers. Each of these virtual servers can run its own operating system and applications, and perform as if it is an individual server. It is a way of maximizing physical resources to maximize the investment in hardware. The town is currently utilizing the industry leading VMware software to run its virtual environment.
- Implementation of Directory Services (Active Directory) – Active Directory (AD) is a Microsoft technology to unify the management of an organization's users, computers and IT resources. AD serves as a central location for network administration and security. It is responsible for authenticating and authorizing all users and computers within a network, assigning and enforcing security policies to all computers in a network and installing or updating software on network computers.
- Processed the following, which is done on an annual basis:
 - Town rolls and tax bills for all accounts
 - Fire District rolls and tax bills: UFD and KFD accounts
 - Dog license renewals
 - Miscellaneous licenses / Alcoholic licenses with mailing labels for Town Clerk
 - Utility Billing - Water and Sewer accounts plus addendum billings
 - Water/Sewer delinquent notices / Quarterly tax delinquent notices
 - Created mailing labels for Tax Collector's monthly delinquent motor vehicle registrations

Goals FY 2012-2013

- Implementation of an in-house email environment, along with spam and archiving functionality
- Planning of phase 1 of Government Financial Management Software transition
- Implementation of a new Recreation software package

DEPARTMENT OF ASSESSMENT

MISSION STATEMENT

The mission of the Department of Assessment is to provide 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.

Accomplishments FY 2011-2012

2012 TAX ROLL

As of December 31, 2011, the Flexible Tax Roll was \$4,343,828,086; an increase of \$6,572,341 compared to the prior year taxable roll. The flexible taxable property roll generated \$62,989,856 in property taxes or 94.86% of all levied taxes. Property taxes generated from the taxation of motor vehicles produced \$3,409,926 or 5.14% of total taxes levied. Due to the increased value of used cars, the taxable value of motor vehicles increased \$12,434,311 in FY 2011-2012.

Tax Roll and Levy Comparison		FY 2011-2012 Tax Rate	FY 2012-2013 Tax Rate			
		\$14.5123	\$14.5010			
	December 2010 Taxable Value	Tax Levied	December 2011 Taxable Value	Tax Levied	Tax Levy Increase (Decrease)	% of Total
Residential	\$3,725,398,094	\$54,064,091	\$3,752,883,538	\$54,420,565	\$356,474	81.96%
Commercial	547,578,838	7,946,628	526,801,209	7,639,145	(307,483)	11.50%
Industrial	32,055,700	465,202	32,055,700	464,840	(362)	0.70%
Utilities	42,177,114	612,087	41,715,054	604,910	(7,177)	0.91%
Total Value	\$4,347,209,746	\$63,088,008	\$4,353,455,501	\$63,129,459	\$41,451	95.07%
Less Exemptions	(9,954,001)	(144,455)	(9,627,415)	(139,603)	\$4,852	-0.21%
Flexible Tax Base	\$4,337,255,745	\$62,943,553	\$4,343,828,086	\$62,989,856	\$46,303	94.86%
Motor Vehicles - \$18.71	170,642,925	3,192,729	183,173,665	3,427,179	234,450	5.16%
Less Exemptions	(825,725)	(15,449)	(922,154)	(17,254)	(\$1,804)	-0.03%
Net Motor Vehicles	169,817,200	3,177,280	182,251,511	3,409,926	\$232,646	5.14%
Total Tax Roll/Levy	\$4,507,072,945	\$66,120,832	\$4,526,079,597	\$66,399,782	\$278,949	100.00%

With the elimination of the inventory tax for the 2008 tax roll, the Town currently employs two tax rates in the 2012-2013 fiscal year, as defined below:

- \$14.50 for real estate and tangible personal property
- \$18.71 for motor vehicles; excise tax exemption was legislatively reduced to \$500, however, for the 2012 tax roll the Town provided an additional \$2,500 exemption, resulting in a total motor vehicle exemption of \$3,000.

INFORMATION TECHNOLOGY (IT) / GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The GIS Department provides substantial support to the Assessor Office not only in terms of mapping but also meeting public information requests. The GIS Department continued to maintain and update the tax assessor plat maps, providing the Assessor's Office both hardcopy and digital format on the Town's website. Additionally, the Town's WebGIS staff computer interface is used regularly by Town staff to access the Town's GIS database. This interface allows staff to find a parcel by name, plat/lot or street address and view the parcel with an aerial photo, wetland, surrounding protected open space or zoning district overlay. A similar site on the Internet is also available to the public.

The Data Processing Department and GIS Department continue to provide substantial assistance to the Assessor's Office in terms of fulfilling the public demand for information. All pertinent assessment information, such as property ownership, style of dwelling, total living area, year built, land size, etc., is available to the public on two town web sites. Since its implementation, both sites have proven to be very popular and are used extensively by the community. The public can access the Town's site at www.southkingstownri.com and the revaluation company's (Vision Government Solutions) at www.vgsi.com. Assessment values are easily accessed from each site and provide an abundance of information to property owners who wish to research town-wide assessments.

ELDERLY ABATEMENT PROGRAM

Each year the Assessor's Office reviews the elderly tax abatement program to insure the Town's elderly tax credits are competitive with other communities in Washington County. The program has been an effective means of easing the property tax burden for qualified elderly home owners. 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. Proof of income must be filed on an annual basis.

The program is based on financial need. The maximum allowable household income remained at \$37,000 for 2012. In 2011 there were 227 participants in this program, with tax credit dollars totaling \$327,119.57. The following chart displays the bracketed tax credits by income levels:

2010 Gross Income	Maximum Tax Credit
\$0 - \$13,000	\$ 2,100
13,001 - 15,000	2,000
15,001 - 17,500	1,900
17,501 - 19,500	1,800
19,501 - 23,500	1,700
23,501 - 26,000	1,600
26,001 - 30,000	1,500
30,001 - 32,000	1,300
32,001 - 33,000	1,200
33,001 - 34,000	950
34,001 - 35,000	700
35,001 - 37,000	450

VETERANS' EXEMPTIONS

The Department annually reviews the Veterans' program, including other Rhode Island communities to ensure the Town's program remains competitive. Current year exemptions are shown below:

- Veteran/Widow of Veteran\$126.00
- Gold Star Parent\$378.00
- 100% Disabled Veteran.....\$252.00
- Ex - P.O.W.\$409.65

PRORATION OF NEW CONSTRUCTION

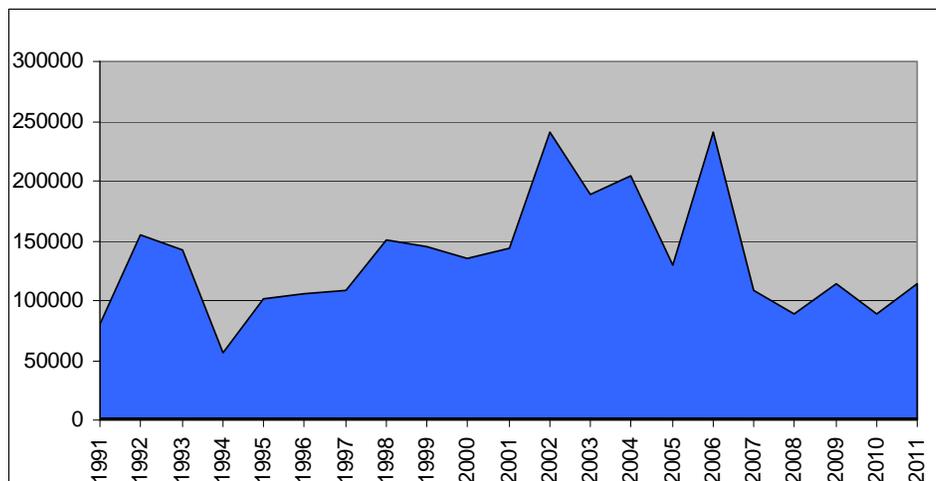
This program, initiated in 1991, requires the Town to prorate the value of new construction completed after the date of assessment (December 31). South Kingstown was the first assessment office in the State to obtain special legislation to prorate new construction. Through this program, \$111,820 in new construction tax dollars was generated in 2011. Since its inception in 1991, totals to date include assessed value of \$167,618,839 and taxes billed of \$2,799,698.



A five year summary of the taxable value associated with this program is as follows:

Proration of New Construction		
Year	Assessed Value	Taxes Billed
2007	9,185,550	105,745
2008	7,262,180	86,923
2009	9,331,792	112,611
2010	6,242,535	86,847
2011	6,686,379	111,820

The chart below shows the annual income generated through this program since inception:



ASSESSMENT APPEALS

In 2011 property owners could still appeal their assessments based on the 2009 revaluation based on the sales and market conditions that existed at that time. As a result, there were thirty-two assessment appeals to the Assessor's Office in 2011, which resulted in ten assessment reductions.

It should be noted that there is a year-to-year continual process in the Assessor's Office of discussing and reviewing property assessments with taxpayers. That process will continue in 2012 with the last date for assessment appeals being October 30, 2012.

FARM, FOREST & OPEN SPACE PROGRAM

In conjunction with the RI Department of Environmental Management, the Assessor's Office administers the Farm, Forest, Open Space Program (FF/OS). The FF/OS 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.

As part of the Town Council's Growth Management Program, the Department continues to maintain an active role in the process of expanding public participation in the State FF/OS Land Act.

Goals FY 2012-2013

FULL REVALUATION – DECEMBER 31, 2012

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 9 years with two statistical revaluations at 3-year intervals in between that 9-year period. A full revaluation will be conducted in 2013, and a statistical in 2016.

Preparations for the December 31, 2012 Full Revaluation are currently underway. This project requires every building in the Town to be re-inspected, re-measured, and re-listed reflecting the current dimensions, condition, and amenities of the structure. As a result, it is a more labor intensive project on the part of the revaluation company. Full revaluations do not receive any State reimbursement and is included in the Town's Capital Improvement Program. A Request for Proposals to conduct this revaluation will be advertised in December 2011, with start-up work beginning in February 2012.



PLANNING DEPARTMENT

MISSION STATEMENT

Under the direction of the Town Manager, the Planning Department provides professional planning services for the Town in the following areas:

ADMINISTRATION OF LAND USE REGULATIONS

Prepare and administer the provisions of the Zoning Ordinance and Subdivision and Land Development Regulations, as well as other local regulations that may affect community development.

ADMINISTRATION OF ON-GOING PLANNING PROGRAMS

Responsible for the initiation, administration and completion of such diverse planning programs as land acquisition, historic preservation, housing, economic and community development.

COORDINATION WITH FEDERAL AND STATE AGENCIES

Work closely with various Federal and State agencies in the completion of projects where either Federal and/or State funds are involved or regulatory permits are required.

COORDINATION WITH TOWN BOARDS, DEPARTMENTS, AND AGENCIES

Provide direct staff support to eight permanent Town boards (*Town Council, Planning Board, Technical Review Committee [TRC], Conservation Commission [Tree Board and OWTS Commission], Historic District Commission, Affordable Housing Collaborative, Economic Development Committee, and Traffic and Transportation Review Committee [T²RC in cooperation with the Police Department and the Department of Public Services]*) and other coordination as needed.

COORDINATION OF TOWN / INSTITUTIONAL RELATIONS

Take a lead role under the direction of the Town Manager in providing support services, issue analysis, and regulatory administration with regard to the Town's relationships with the University of Rhode Island, South County Hospital, and local fire districts (Union Fire District and Kingston Fire District).

ENVIRONMENTAL PROTECTION

Review all development proposals that may affect the Town's natural resources and make recommendations for appropriate environmental protection measures and initiatives.

GRANT APPLICATION AND ADMINISTRATION

Apply for and administer various Federal, State and foundation grants relating to land use, affordable housing, transportation improvements, open space acquisition, neighborhood revitalization, economic stimulus, energy-related and environmental protection programs.

LAND USE PLANNING AND COMMUNITY GROWTH

Responsible for preparation, maintenance, and updating of the Comprehensive Community Plan as a long-range guide for development within the Town.

RESEARCH ACTIVITIES

Research issues related to community planning at the request of the Town Manager, Town Council and other boards and agencies for which staff services are assigned.

Accomplishments FY 2011-2012

AFFORDABLE HOUSING INITIATIVES

The Department, in coordination with the Affordable Housing Collaborative (AHC), has continued with work on implementing major recommendations of the Affordable Housing Production Plan. Highlights of these efforts in the 2011-2012 fiscal year include the following:

- Discussion during monthly meetings relating to promoting affordability of housing within the community. The AHC also provided advisory reviews and recommendations to the Planning Board for Comprehensive Permits and “inclusionary” subdivision applications.
- For the 2011 calendar year the official count of affordable housing in South Kingstown stands at 5.16% per statistics compiled by RI Housing and Mortgage Finance Corporation (562 units out of a total year round unit count of 10,900. The 2011 calendar year is the first time that the 2010 census housing figures are being used as the basis of the percentage calculation).
- The AHC membership provided correspondence to the General Assembly, RI Housing and the Statewide Planning Program concerning potential amendments to the Low and Moderate Income Act (RIGL §45-53) and pending legislation supporting or providing resources for affordable housing.
- The Collaborative is planning a Fall 2012 forum on affordable housing in Washington County. This forum will focus on community accomplishments, local priorities and needs and areas where additional resources and programs are lacking.



Old North Village, Kingston

COMPREHENSIVE PLAN UPDATE

The Town has been working with the Horsley Witten Group since late 2009 concerning the State mandated five-year update of the South Kingstown Comprehensive Community Plan. This effort has involved an extensive public input process, including public workshops, surveys, key informant interviews, coordination with the RI Statewide Planning Program, and participation in Planning Board work sessions. The updated document generally maintains the policy and goal environment of the 2005 plan version. It also incorporates 2010 Census Data and policy and implementation items from the Healthy Places by Design Grant project (discussed in greater detail on page 44). It is expected that the update will be completed in the late Fall 2012.

ECONOMIC DEVELOPMENT

Economic Development Committee - The Town's EDC played a key role this past year in initiating a regional dialog on economic development issues with its counterpart in neighboring Narragansett. This outreach led to a joint meeting of the South Kingstown Economic Development Committee and Narragansett Economic Development Committee, held on September 15, 2011 at the Holiday Inn on Tower Hill Road. The EDC was also instrumental in coordinating the South County 12 Meter Regatta (vintage 12 meter yacht races) held in June 2012 off Narragansett Town Beach. The EDC has also continued to promote potential amendments to the Town's Zoning Ordinance use tables and formulated recommendations with an eye towards greater regulatory flexibility and improvements to the local business environment.

On February 29, 2012, a joint Town Council/Economic Development Committee work session that focused on the Tax Exemption and Stabilization Program was held.

RI Economic Development Corporation - The Town administration has continued active lines of communication with RIEDC concerning local economic development priorities and needs. This effort has included an annual meeting with senior RIEDC staff to discuss programs and opportunities that may have local applicability. Staff has also worked with the RIEDC's Office of Regulatory Reform concerning providing a more efficient and user friendly regulatory environment on the local and state levels as a means to encourage economic development.

ENERGY PROGRAMS

The Planning Department has served as a coordinating entity among various Town departments, State officials, utility providers and other interested parties in the Town's development of its energy management program. These efforts have been generally supported through grant funding as follows:

Energy Efficiency and Conservation Block Grant (EECBG) Program - ARRA (American Recovery and Reinvestment Act) grant through the RI Office of Energy Resources (RIOER) totaling approximately \$292,000. The grant has funded the following:

- Investment Grade Audit (IGA) of Municipal and School facilities (\$32,480) – audit covered eighteen (18) municipal and thirteen (13) school facilities totaling 812,000 +/- square feet.
- Public Services facility replacement windows and doors (\$68,900) - replaced all the windows and exterior doors at the DPS Headquarters.
- Peace Dale Library Branch and Town Hall facility: Heating Plant Replacement and Fuel Conversion (\$183,188) – conversion at both locations from oil to gas.
- Silver Lake and Kingston Wastewater Pumping Stations conversion from oil to natural gas (\$43,200) - funded by EECBG funding and the Town's Wastewater Capital Fund.

Building Local Capacity for Clean Energy and Climate Change Initiatives: An Intergovernmental Partnership – A cooperative grant venture of the Town, URI Energy Center, USEPA and three other RI communities (Warwick, East Greenwich, and North Providence), with a grant budget for the Town of approximately \$55,000. Grant fund uses include:

- “Demonstration project” - the Town is considering a project to retrofit lighting at the Public Safety Building, planning for completion in FY 2012-2013.
- Training of building manager in energy management under a nationally recognized “Building Operator Certification” program.
- Development of a municipal energy policy adopted by the Town Council in September 2012.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The Geographic Information Systems (GIS) Division provides access to accurate geographic information about the Town as a tool in decision-making for Town government and its citizens. This is accomplished through the development and maintenance of a functioning computer database and graphic interface that excels in providing geographic information which enables the work of Town departments and also provides citizens with direct access to information. Tasks necessary to fulfill this mission include developing and maintaining Town-wide GIS data layers, providing geospatial analyses, decision-making support services and map production to Town departments, maintaining internet sites for Town staff and the public for access to GIS data and incorporating evolving GIS and spatial technological changes into the Town's GIS.

- Upgraded Public WebGIS internet site from ArcIMS to ArcGIS Server software. Maintenance and update of ArcIMS GIS Falcon website server for Town staff. Added new 2011 aerial photos from RIGIS to public WebGIS site.
- Initiated work with the Town's GIS consultant (Camp, Dresser and McKee, Inc.) in migrating Town staff site to new ArcGIS server software, scheduled for completion in September 2012.
- Migrated tax map maintenance and production to new version of software, ArcGIS 10.0. This included re-writing tax map production program from ArcView Avenue language to ArcGIS 10.0 arcpy.mapping python scripting language and migration of parcel GIS data layers from coverage to geodatabase format.
- Collaborated with Town Clerk's office in voter redistricting project based on 2010 Census. This included the delineation of new Town voting districts in GIS, which was accomplished in-house. Provided new voter district GIS data layers, maps and voter street file to RI Secretary of State for certification. Created numerous maps of new districts for this certification process, public viewing and newspaper advertisements.
- Maintained Tax Assessor maps in the GIS; 38 individual cuts which changed 54 plat maps were completed. Tax maps saved as Adobe Acrobat pdf documents and updated weekly on the Town's website for access by the public. Printed Tax Assessor maps for the public upon request.
- Provided GIS mapping capabilities and analyses and technical expertise to the Planning Department's Healthy Places by Design Grant. This included production of over 100 maps and banners for public workshops.
- Produced over 155 individual maps for Town departments including Planning, Public Services, Town Manager, Town Council, Tax Assessor, Police, Town Clerk, Emergency Medical Services, and Parks and Recreation departments. Additionally, individual maps were also produced for Town Council and Planning Board packets.
- Linked Tax Assessor, School Department and building permit databases with GIS parcel data layer on an ongoing basis for GIS analyses and map production for the following departments: Tax Assessor, Town Manager, Planning, Town Clerk, Public Services, School, and Police (including Harbor Master).
- Continued scanning Town Clerk recorded maps on the Town's large format scanner. Scanned over 450 maps, mostly from 1960's through early 1980's, including organizing and cataloging of maps. Printed 114 copies of recorded maps for public upon request. Scanned and produced color copies of E size plans from different contractors for many Town departments.
- Performed the annual update of the Town's stormwater and wastewater GIS data layers which included acquiring new structures using the Town's GPS receiver. Purchased new GPS receiver, with the potential for sub-foot accuracy.
- Continued the ongoing maintenance and update of numerous GIS data layers including roads, protected open space, zoning, comprehensive land use plan and Town sanding and plow routes.



- Developed, updated and produced tax maps and Town-wide maps for sale to public, generating \$550 in income.
- Distributed GIS data to public and consultants working for Town upon request.
- Assisted Town staff with PowerPoint presentations, loading software programs and various file format import and export processes.
- GIS Administrator continues to serve on the RIGIS Executive Board and attends and makes presentations at regional GIS Conferences.

HEALTHY PLACES BY DESIGN (HPBD)

A major work focus of the Planning Department in the past fiscal year was the Healthy Places by Design (HPBD) project. This was a grant funded effort (\$225,000 from RI Department of Health) intended to explore and reinforce the connections between community health and the built environment. Over the course of the grant the Planning Department worked very closely with the RI Department of Health, the South County Branch of the Greater Providence YMCA (the Town's community based partner organization or "CBO") as well as local non-profit organizations, such as the Jonnycake Center and Thundermist Health Services and URI. The grant process provided a very positive learning experience and was characterized by an in-depth engagement of local residents geared to providing a better understanding of the community's perspectives on health issues relating to land use, infrastructure, programs, and services.

The project recommendations that emerged were centered on four thematic areas:

- | | |
|---------------------------|------------------------------|
| ➤ Walking and Biking | ➤ Access to Recreation |
| ➤ Access to Healthy Foods | ➤ Villages and Neighborhoods |

These focus areas and project recommendations have been specifically incorporated into the update project for the South Kingstown Comprehensive Community Plan. Other Town departments, particularly Leisure Services, were active partners in this project. The project team presented the report entitled: *"South Kingstown: Designing A Healthier Community"* to the Planning Board in February 2012 and the Town Council in March 2012, with both accepting the report and its findings and recommendations. The project implementation stage of the grant has extended well beyond the June 2012 closure date for the formal grant. "Grass-roots" working groups that have emerged from the process continue to work on and advocate for programs, projects and policies that will further the goals and recommendations of the project.

MATUNUCK BEACH AREA COASTAL EROSION

The issue of addressing coastal erosion and infrastructure protection and resultant public safety and access issues in the Matunuck area continues as a major focus of the Town's professional staff. The Planning Department has helped to coordinate this effort under the direction of the Town Manager and in cooperation with the Departments of Public Services and Parks and Recreation, the Town Solicitor, hired project engineers, RIDOT, CRMC and numerous other interested parties. This work has also involved public hearings before the Coastal Resources Management Council over consideration of two Town applications for approval of measures to facilitate erosion mitigation.

The first application consisted of a proposal to install a 202' +/- sheet pile right of way protection system along the south side of Matunuck Beach Road in the area to the west of the Ocean Mist Restaurant. The second application proposed a shoreline classification change for a portion of the Matunuck coastal area (from "coastal headland, bluff" to "man-made shoreline"). This application would have permitted hard structural protection measures to be applied for by the affected property owners.

Ultimately, the former application was approved by the Coastal Council in an assent dated June 27, 2012. The latter application for reclassification of the shoreline did not receive CRMC approval. The Town also received approval (administrative assent) to relocate eight utility poles and component services from the south side of Matunuck Beach Road to the northerly side of the right of way. That work was underway at the close of the fiscal year.

Over the past fiscal year the Town negotiated purchase and sales agreements with Mary Carpenter for municipal acquisition of two parcels of shore fronting land located to the east of the Ocean Mist (area of most significant erosion along this shoreline stretch). These parcels would be used to facilitate the installation of the proposed sheet pile right of way protection system.

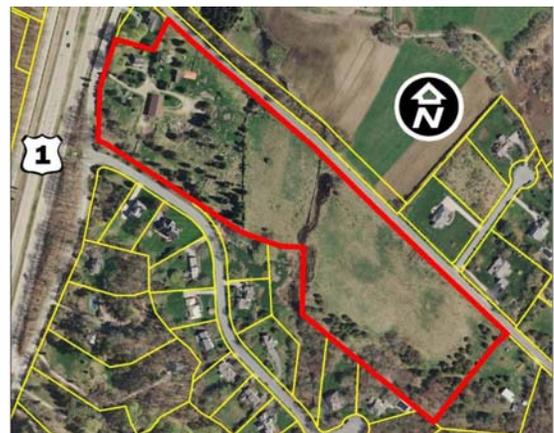
NATURAL HAZARD MITIGATION PLANNING

The Town's Multi-Hazard Mitigation Strategy Plan, first approved in 2006 by the Town Council, RI Emergency Management Agency (RIEMA) and Federal Emergency Management Agency (FEMA), represents the Town's comprehensive development of strategies for reducing risks from natural hazards. The Town received a \$100,000 Pre-Disaster Mitigation Planning Grant in 2007 from RIEMA to update the Plan with an emphasis on studying Matunuck Beach Road and its immediate environs. The study identifies potential measures to mitigate coastal erosion and sea level rise impacts so as to protect critical natural resources, property, and municipal infrastructure. The draft Plan update was completed in the Summer 2010 and forwarded to RIEMA and FEMA for review and comment. The final draft Plan update, which incorporated FEMA recommendations, received final review and approval from both RIEMA and FEMA in March 2012. The Town has also adopted a Floodplain Management Ordinance (Chapter 21 of the Town Code) that regulates development within Special Flood Hazard Areas. Adoption of the Ordinance is in compliance with required provisions of the National Flood Insurance Program, as administered by FEMA.

OPEN SPACE PRESERVATION

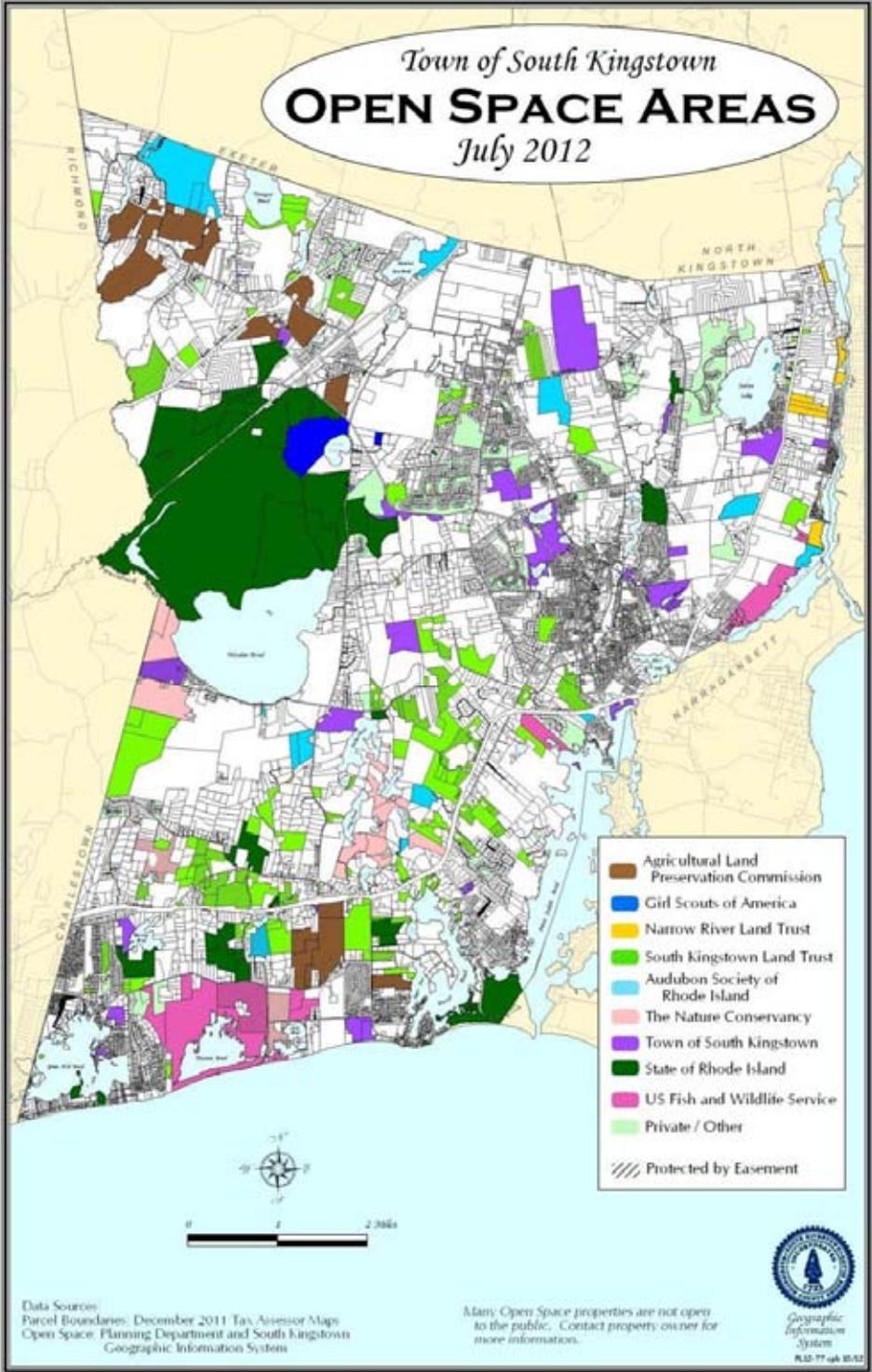
Preservation of open space remains an ongoing effort of the Town, with the Planning Department serving as the Town's lead, working in cooperation with the Partnership for Preservation (SK Land Trust, Narrow River Land Trust, US Fish and Wildlife, RIDEM, The Nature Conservancy and the Champlin Foundation). In the past fiscal year the Town participated in two open space land preservation projects. The first involved a 1.9 acre parcel donated to the Town by South County Sand and Gravel, Inc. This environmentally sensitive parcel is situated at the intersection of Succotash Road and Victoria Lane (northeasterly corner). The Town provided technical and legal support to facilitate this donation.

The second project involved the purchase of the development rights associated with the Browning Farm located off Jerry Brown Farm Road. This project, undertaken in cooperation with the South Kingstown Land Trust (SKLT), involved the preservation of approximately 14 acres of land along the west side of Jerry Brown Farm Road. The Town contributed \$50,000 toward the development rights purchase. The Town Council also approved the allocation of up to \$19,500 to the SKLT for "reimbursable costs" as defined in the Town of South Kingstown's Open Space Funding Policy. Other resources that enabled this project to come to fruition were derived from private fundraising by the SKLT and grant monies from the USDA's Farm and Ranchland Protection Program. This project concluded in late June 2012.



Browning Farm, East Matunuck

The total preserved acreage in South Kingstown as of July 2012 amounts to 11,214.3 acres, representing 30.8% of the land area in the Town, as shown in the map below:



TOWN / INSTITUTIONAL RELATIONS

Planning and Town administrative staff continue with an ongoing dialogue with South County Hospital administrators regarding a variety of issues of mutual concern and interest.

The Planning and Public Services Departments and GIS Division staff have also maintained active lines of communication with representatives of the Union and Kingston Fire Districts regarding growth issues in the community, transportation issues (particularly the Route 138 reconstruction project), district capital planning projects (addition to UFD's Tuckertown Fire Station), and other areas of mutual interest and concern. The GIS division has continued its role of providing various mapping products and data documents to the Districts to assist in their functioning.

The Planning Director also sits as a member of the State Planning Council as a local government representative. This participation has been useful to the Town's interests by providing an ability to influence and develop State policy, planning programs, and initiatives. It also provides an opportunity to interact with other Planning Council members on a variety of topics and issues of mutual interest to RI communities.

UNIVERSITY OF RHODE ISLAND MASTER PLAN

The Planning Director continues to participate as the Town's representative on the University of Rhode Island's Master Plan Review Team. The Planning Board and staff have developed an update of the URI Element of the Town's Comprehensive Plan, which is a component of the general update of the Plan being assisted by project consultant, the Horsley Witten Group. Planning staff has worked with the University administration in this regard. Through the Master Plan Review Team process the Planning Department remains involved with the pending update of the University Master Plan. This project will address recent capital facility development at URI and also will establish a master plan for University holdings northerly of the traditional campus boundary at



URI Pharmacy Building opened September 2012

Flagg Road. The Town has continued to be involved with URI on a variety of specific issues especially concerning infrastructure and transportation management including: the reconstruction project for Route 138 between Route 2 and Route 108; and advocating for URI projects on the State Transportation Improvement Program (campus link to O'Neill Bike Path and reconstruction of Flagg Road).

VILLAGES STUDY MATUNUCK AND WEST KINGSTON

This village study planning model is being specifically incorporated into the Town's update of the Comprehensive Community Plan. The Planning Department and Planning Board are extending the successful model initiated in Wakefield and Peace Dale to the villages of Matunuck and West Kingston. This effort is being facilitated by a Planning Challenge Grant award (\$40,000) from the RI Office of Statewide Planning. This process is now underway and is expected to be completed in early 2013. Planning consultant the Horsley Witten Group has been engaged to assist this effort.

ZONING AMENDMENTS

The Planning Department took a lead role in the development of two zoning amendments that were enacted during Fiscal Year 2011-2012:

- Article 3, §301 Schedule of Use Regulations and Appendix A, Use Code Descriptions - new Use Code 5.1 Pet Day Care Facility and amended existing use code 78.4 Transportation Equipment Manufacturing to permit retail sales as an accessory use to the principal use of the property (November 2011)
- Article 8, Signs – amendments approved to formalize prohibition of flashing and animated signage utilizing LED type technologies without any sunset provision. The Planning Department and Planning Board have commenced a full review of the entirety of the sign ordinance, including regulations concerning the use of emerging advertising technologies such as changeable copy and LED type sign displays. This review process is projected to be completed in the 2013 calendar year.

Report of Activities/Work Programs FY 2011-2012

Planning Department staff works in cooperation with the Planning Board, Conservation Commission, Historic District Commission, Affordable Housing Collaborative, Economic Development Committee and other Town, State and Federal agencies to review all applications for development and other activities that may impact the Town's natural, historical, and cultural resources. During FY 2011-2012, the following activities took place:

Affordable Housing Collaborative Committee

The seven-member Affordable Housing Collaborative Committee held six regular meetings during FY 2011-2012. Over the past year, the following issues and topics were reviewed and discussed:

- Comprehensive Permit, Domestic Violence Center of South County, advisory review and recommendation to the Planning Board
- Potential amendments to the Town's Inclusionary Zoning Ordinance to limit affordability (ownership) units to a maximum of 80% Area Median Income (AMI).
- Final affordable housing statistics for 2010 (calculated by RI Housing).
- "In Lieu of Fee" East Greenwich Supreme Court Decision which precludes Cities and Towns from accepting a fee in lieu of providing affordable housing under inclusionary zoning provisions.
- Committee charge and priorities for upcoming meetings.
- Potential amendments to the RI Low and Moderate Income Housing Act, RIGL §45-53.
- RI Housing data on local foreclosures and legislative developments for current session.
- Wakefield Place Cottages, a proposed 8-lot, 9-unit subdivision based on the cottage zoning model advisory review and recommendation to the Planning Board (*application subsequently withdrawn*)
- Recent development projects: Brandywyne project on Rose Hill Road at Mooresfield Road (40 units, ten affordable restricted to 55+ years occupancy); the distressed property acquisition on Sunset View Boulevard by the Washington County CDC working with RIHMFC; High Tide Landing, Snug Harbor (40 units; 7 affordable); Stone Soup Farm, South Road (18 units; 3 affordable rental units - one on-site and two off-site); Old North Village and The Glen at Saugatucket subdivisions; the new 20-unit addition to La Casa Apartments; occupancy increasing in the Bayberry Court facility on Kingstown Road; and the Kenyon Terrace project curb appeal.

Conservation Commission

The Conservation Commission held eleven regular meetings in FY 2011-2012. The Commission maintains its Wastewater Management educational outreach efforts in concert with the University of Rhode Island. The Commission also serves as Town Tree Board and Onsite Wastewater Treatment System (OWTS) Commission. The Conservation Commission reviewed and acted upon the following in FY 2011-2012:

Type	Amount
Section 504.1 Special Use Permits	2
DEM Wetlands Permits	1
OWWM Remediation Plans	3
EIS	1
Tree Alteration Permits	2
Tree Ordinance Violations	5

The Conservation Commission also reviewed and made recommendations to the Town Council on amendments to the Tree Ordinance and to the Planning Board on the Subdivision and Land Development Regulations relative to tree protection during construction.

The Commission members also reviewed and made favorable recommendations to the Planning Board on the Development Plans for the Union Fire District’s Tuckertown Station 8 and two residences on Ministerial Road with regard to Scenic Roadway regulations. The Commission also discussed RIDEM regulations’ impact on the local OWWM programs, Tree Board representation on the Technical Review Committee and landscaping and storm water issues resulting from business construction on Tower Hill Road.

Economic Development Committee

The Department provides administrative staff support to the Town's Economic Development Committee (EDC). The EDC met in regular session on seven occasions during FY 2011-2012 including once in joint session with the Town Council (February 29, 2012). Major issues and topics comprising the work program of the EDC included the following: review and recommendations concerning Article 8 of the Zoning Ordinance (particularly LED signs); discussions of use codes in the IND-1 zoning district, the “Healthy Communities by Design” program’s potential for improving commercial areas of Town and the inaugural South County 12 Meter Yacht Regatta held in June 2012 off the coast of Narragansett. The Joint Town Council/Economic Development Committee Work Session on February 29, 2012 focused on the Tax Exemption and Stabilization Program. Also, at its regular meeting on January 19, 2012 the EDC held an issues-oriented discussion with the Town Council President.

Further, in cooperation with the Town Manager’s office, the Planning Department has continued its role of providing liaison services with other area entities involved in a variety of economic development issues. This has included coordinating with the Southern Rhode Island Chamber of Commerce, RI Economic Development Corporation and the Narragansett Economic Development Committee. As part of this work the Department assisted in the organization of two regional economic development meetings/forums:

- Joint Meeting of the South Kingstown Economic Development Committee and Narragansett Economic Development Committee, held on September 15, 2011 at the Holiday Inn on Tower Hill Road.
- Regional Economic Development Forum held on March 2, 2012 at the Palisades Mill (in cooperation with the Southern RI Chamber of Commerce, Governor Chafee’s office and the RI Economic Development Corporation).

Historic District Commission

The Historic District Commission held three regular meetings in FY 2011-2012. The Commission reviewed and acted upon five Certificates of Appropriateness. The Commission also submitted an application and received CLG funding from the State of Rhode Island Historical Preservation and Heritage Commission in support of producing educational materials including website presence.

Planning Board

The review and approval of land subdivision is the responsibility of the Planning Board, for which the Planning Department provides staff support. During the past year, the Board met 27 times, including 14 regular meetings and 13 work sessions. The Board also conducted one joint work session type meeting with the Town Council.

Planning Board decisions and major actions in FY 2011-2012 included the following:

- Conceptual Master Plan Approval was granted to one Flexible Design Residential Project 17 lot, 20-unit Flexible Design Residential Project including 17 market-rate units, one on-site affordable accessory apartment and two off-site affordable two-bedroom rental units.
- Preliminary Approval was granted to seven minor subdivisions comprising a total of 25 lots and three affordable units.
- Combined Conceptual Master Plan/Preliminary Plan Approval was granted to five residential projects consisting of ten new lots, two existing lots, five 1-bedroom, one 2-bedroom and the reconstruction of an existing dwelling into a 5-unit apartment
- Granted approval to two Comprehensive Permits for affordable housing production.
- Reviewed ten Development Plan Review applications for commercial construction.
- Reviewed four Pre-application submissions for residential developments.
- Conditional Approval was granted to seven Administrative Subdivisions.
- Approved and made recommendations to Town Council relative to: (1) proposed amendments to Article 8, of the Zoning Ordinance re: Led Signs and Electronic Messaging Boards; (2) regarding the keeping of domestic fowl on residential properties; (3) regarding proposed amendments to the Zoning Ordinance concerning uses allowed in the Industrial-I Zoning District; (4) growth management program assessment and report to the Town Council; (5) recommendation to accept the CDBG report.
- Recommended Town Council acceptance of the Healthy Places by Design final report.
- Approved and made recommendations to the Zoning Board relative to four Special Use Permits.
- The Planning Director approved seven Administrative Subdivisions, seven Minor Subdivisions, three Major Subdivisions and granted one amendment to an approved Master Plan.

During its work sessions the following major topics were discussed by the Planning Board:

- Discussion of Comprehensive Plan Update (Draft Elements and Schedule for Completion)
- Comprehensive Plan Update, status review and scheduling of final consideration.
- Review of Zoning Ordinance concerning regulation of domestic fowl on residential properties.
- Discussion of the South Kingstown Growth Management Program in context of 2010 Census results
- Discussion of Signage Regulations, Use of LED /Electronic Messaging Board Technology.
- Discussion of potential Zoning Use Code amendments in the Industrial One (IND-1) Zoning District (Re: Animal Day Care and Transportation Equipment Manufacturing)
- Healthy Places by Design Grant Program
- Biscuit City Road-area emergency access provisions, (potential use of off-site improvements funds)
- Presentation/discussion: Washington County Regional Planning Council Project 'Transfer of Development rights (TDR),' Horsley Witten Group Project Consultant

- Discussion, VAIL (Village at Indian Lake) potential subdivision of four additional lots/units to create a dedicated fund for the maintenance of the Indian Lake Dam
- Discussion of process to comprehensively review the Zoning Ordinance, Article 8, Signs
- Discussion potential for application of “Form Based codes and Design Standards” to the commercial Highway (CHH) and Commercial Neighborhood (CN) Zoning Districts
- Discussion of process and work schedule, Village Studies, Matunuck and West Kingston (Statewide Planning Challenge Grant)
- Preliminary planning discussion on the charrette process for review of the Sign Ordinance
- Comprehensive Plan update, review and discussion of “draft” document in preparation for Public Hearing held July 10, 2012

Technical Review Committee

In support of the Planning Board, the Technical Review Committee met a total of fourteen times providing pre-review of applications and making recommendations to assist the Board’s formal consideration.

GRANT ADMINISTRATION

The Planning Department undertook the preparation and administration of various grants for the Town. The following grants were actively worked upon during the 2011-2012 fiscal year:

Type of Grant	Amount
Small Cities CDBG	\$296,800
CLG (Certified Local Government/Historic District Commission)	10,000
Planning Challenge Grant (W. Kingston/Matunuck Villages Study)	40,000
Energy Efficiency and Conservation Block Grant (EECBG)	292,027
US EPA Climate Showcase Communities Program (w/ URI)	55,400
Healthy Places by Design Grant (RI Dept. of Health)	224,347

ROUTE 138/ KINGSTON TRANSPORTATION PLANNING

Planning Department staff continued to work with RIDOT, URI, the project consultant (Beta Group), and the Route 138 Project Area Committee (PAC) to implement the reconstruction design for this road segment that will provide traffic flow improvements, pedestrian, bicycle, and aesthetic enhancements in relation to the URI campus and the historic villages of Kingston and West Kingston. The project limits are Route 108 on the east and Route 2 at the west end. Funding for the \$15M project was secured by the RI Senatorial delegation and has been included as an “earmark” in the federal highway funding reauthorization. Plans and specifications are presently moving to the 75% design status. Environmental permitting will also be in process addressing drainage handling and wetlands impacts. Construction is expected to commence in late 2011 at the easterly end of the project. The Route 138 PAC will be considering design details as the project moves forward.

Goals and Objectives FY 2012-2013

- Work with the Planning Board in the development of a “micro-plan” process to review and update the Town’s regulations pertaining to signage (Article 8 of the Zoning Ordinance).
- In cooperation with the Planning Board, assist in the development of Village Plans for Matunuck and West Kingston.

AFFORDABLE HOUSING INITIATIVES

The Planning Department, in cooperation with the Affordable Housing Collaborative (AHC) and Planning Board will advance implementation items contained in the “South Kingstown Affordable Housing Production Plan” and the updated Housing Element being formulated as part of the Town’s Comprehensive Plan Update. Professional staff and the AHC will also take the lead in advocating for additional legislation, resources, and programs on the State level to encourage / support production of affordable housing in South Kingstown. Further, as part of the Town’s five-year update of the Comprehensive Plan, the “Affordable Housing Production Plan” is being updated and merged with the Housing Element of the Comprehensive Plan.

ECONOMIC DEVELOPMENT

The Planning Department will continue to work with the Town’s Economic Development Committee (EDC), Planning Board and Town administration to identify opportunities to support and enhance the local economy and employment base. This work will also involve liaison work with local business and civic organizations, development interests, the RI Economic Development Corporation (RIEDC). The Department will also provide administrative support to the EDC in working with its counterpart in our sister community, Narragansett.

ENERGY PROGRAMS

The Planning Department will continue to assist in the coordination and implementation of the Town’s Energy Services Program. The overall program, which was developed in cooperation with the School Department utilizing the Investment Grade Audit (IGA) performed by Schneider Electric Buildings Americas, LLC, identifies various equipment and capital upgrades to Town and School buildings that would reduce energy costs and consumption. The Town will utilize grant opportunities and programs through utility providers to fund improvements and also include targeted improvements to facilities and equipment through the Capital Improvement Program. The Town’s energy program will also continue to be assisted by a partnership with the University of RI Energy Center on a grant funded program entitled: “US EPA Climate Showcase Communities Program” which extends into 2013.

COMPREHENSIVE COMMUNITY PLAN (FIVE-YEAR UPDATE)

The Planning Department and Planning Board have been working with a land use and planning consultant, the Horsley Witten Group, to comply with State requirements to update the Town’s Comprehensive Community Plan (five-year update). This process is expected to be completed in the Fall 2012.

HEALTHY PLACES BY DESIGN GRANT PROGRAM

The Planning Department professional staff will continue to provide supportive services to our community based partners (YMCA, Jonnycake Center and Thundermist Health Center) and the working groups that have emerged from the Healthy Places by Design Grant Program and will advocate for implementation, as feasible, of the major recommendations contained in the project report *“South Kingstown: Designing A Healthier Community.”*

DOWNTOWN INTER-MODAL PARK ENHANCEMENT

As discussed on page 17 of this document, the development of an Intermodal type facility to provide a restroom and supportive services facility in proximity to the William C. O'Neill bicycle path is underway. The project design is essentially complete as this point and is expected to go to bid and construction in the Spring 2013. Project construction will likely last through the Summer into the Fall 2013; all project costs will be covered in full using RI DOT funding resources.



GEOGRAPHIC INFORMATION SYSTEM (GIS)

- Increase public awareness and use of public GIS internet site.
- Work with Public Services to upgrade GIS-based stormwater field inspection system to link directly with the GIS.
- Continue GIS support of all Town departments.
- Completion of migration of Town staff WebGIS to ArcGIS Server software.
- Continue migration of Town's GIS database and map production capabilities to new version of GIS software, ArcGIS 10.1 and geodatabase format.
- Continue organization and scanning of historical Town Clerk recorded maps.
- Further integrate access to and use of SKGIS in everyday activities of Town departments.

PROPOSED WAKEFIELD COMFORT STATION



GROWTH MANAGEMENT PROGRAM

The Planning Department and Planning Board, in cooperation with the Town Council, will continue to develop and work toward the implementation of action elements identified in the Growth Management Program. Based on amendments adopted by the Town Council in September 2007, the Growth Management Program currently has a biennial orientation. Goals of the revised program include updating and implementing the Comprehensive Plan, continuing the Town's efforts at preservation of open space, achieving sustainable development, integration of transportation modes (new goal established in the 2009-2011 program) and maintaining and improving Town/institutional relationships (URI, South County Hospital and the Union and Kingston Fire Districts). Upcoming the growth management program will seek to integrate aspects of the Healthy Places by Design process, as appropriate.

OPEN SPACE PRESERVATION

Open space preservation is one of the principal goals of the Town's Growth Management Program. The Planning Department will continue to work closely with the Town Council, municipal boards, State and Federal agencies and private land preservation groups (i.e. the Community Partnership comprised of the Town, the South Kingstown Land Trust, the Narrow River Land Trust, The Nature Conservancy, RIDEM, USF&WS, and the Champlin Foundation) to target specific properties and develop effective acquisition strategies.

SCENIC ROADWAY DESIGNATION FOR ROUTE 1

The Town's application requesting a "Scenic Roadway Designation" by the State for the full length of Route 1 located in South Kingstown (11.8 miles) has been pending since October 2003 due to a prior lack of appointments to the RI Scenic Roadways Board (SRB). Appointments have since been made to allow for a quorum to be achieved, with Planning Department staff subsequently having met with staff for the SRB and the newly constituted Board itself to review the requirements and logistics for reassembling and refreshing the application. The Town plans to formally resubmit its application to the SRB in the late Fall 2012.



TRANSPORTATION ADVOCACY

The Planning Department, in concert with the Town Manager's office, will continue to advocate for consistent maintenance, upgrades as required and general improvements to State roads that service the Town. This advocacy manifested itself in the Town's submittal of projects for consideration under the State's Transportation Improvement Program. This effort has been successful in terms of the repaving of Route 1 (Narragansett T/L to Route 110). Further, the State DOT has agreed to address the deteriorated condition of High Street. This project has been included in the State of RI Transportation Improvement Program (TIP) for 2013-2016 under the category of "pavement management." The project design was nearing the 90% stage at the end of the Fiscal Year (2011-2012). Proposed improvements for this 2.5 million dollar project include: reclaiming and repaving of the travel surface, replacement of curbing and sidewalks (granite curbing will be utilized along the project limits), various drainage improvements and installation of epoxy imprint crosswalks. The project is anticipated to be put out to bid in early 2013 with construction work to commence once a contractor is selected.

VILLAGE PLANNING

The Planning Department and Planning Board will continue efforts to produce village plans as a means to further the goals and objectives of the Town's Comprehensive Community Plan. For the 2012-2013 fiscal year, this will include work to complete the Village Plans for Matunuck and West Kingston. The Town has engaged the planning consulting firm of Horsley Witten to assist in this effort, with funding provided by a \$40,000 Planning Challenge Grant from the RI Department of Administration's Division of Statewide Planning.

ZONING AND BUILDING INSPECTION

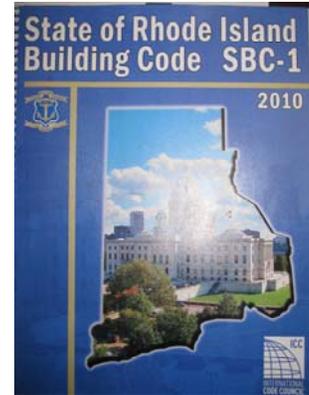
MISSION STATEMENT

The Zoning and Building Inspection Office is charged with enforcement of the Rhode Island State Building, Plumbing, Mechanical, Electrical, Gas, Energy, Housing Maintenance Codes; and the Tourist Accommodations, Soil Erosion, Flood Plain Management Ordinances and other portions of the Town Code.

Assistance is also rendered to other Town Departments within the office's field of expertise.

The Building Official also oversees the daily maintenance of the Town Hall complex.

Accomplishments FY 2011-2012



The Department issued 2,304 permits, 32 Zoning Certificates and performed 2,948 inspections and administered an increasing Minimum Housing Program. A summary of the Department's activity is detailed below:

BUILDING AND UTILITY PERMITS							
	FY2010-2011				FY2011-2012		
	Permits Issued	Construction Value	Fees Collected		Permits Issued	Construction Value	Fees Collected
Residential	788	\$21,966,249			815	\$23,042,675	
Commercial/Industrial	55	1,480,293			64	1,846,271	
Total			\$190,592				\$202,509
Plumbing	334	N/A	24,211		345	N/A	23,789
Electrical	594	N/A	34,219		585	N/A	36,140
Mechanical	483	N/A	37,825		495	N/A	35,399
Total	2,254	\$23,446,542	\$286,847		2,304	\$24,888,946	\$297,837

ZONING PETITIONS AND HEARINGS

	<u>FY2010-2011</u>	<u>FY2011-2012</u>
➤ Number of Meetings	13	12
➤ Number of Petitions	73	65
➤ Fees Collected	\$13,500	\$12,425

MINIMUM HOUSING INSPECTIONS AND ACTIONS

	<u>FY2010-2011</u>	<u>FY2011-2012</u>
➤ Complaints Received & Investigated	178	181
➤ Violation Notices/ Advisories Issued	82	75

Goals FY 2012-2013

The Department will continue to enforce all codes that are the responsibility of the Building Official in a fair and impartial manner and in conformance with said codes.

DEPARTMENT OF PUBLIC SERVICES

MISSION STATEMENT

The Department of Public Services is responsible for the administration, planning, and design of all public works and utility enterprise fund programs and projects.

Operations include streets and highways; stormwater management; street lighting; tree program; dams; Onsite Wastewater Management Program; water, wastewater and solid waste enterprise funds; and all associated capital improvement projects.

ENGINEERING DIVISION

The Engineering Division develops and manages the Town's infrastructure improvement program. The replacement and rehabilitation of roads, bridges, buildings and sidewalks; stormwater management compliance; soil erosion runoff sediment control program; and traffic improvements are accomplished using professional engineering expertise, GIS, construction management, contract administration, and drafting services.

Engineering services are provided on a regular basis to the Town Manager; Planning and Recreation Departments; Highway, Water and Wastewater Divisions; and Planning Board. Also requiring engineering assistance are the School, Police, and Senior Services Departments. Services include construction management, plan and specification review, drafting, and contract development and administration.

HIGHWAY DIVISION

The Highway Division has direct responsibility for maintenance and improvement of the Town roads, bridges, dams, storm drainage, landfill maintenance, and related infrastructure. In addition to routine right-of-way duties, the Highway Division is also responsible for providing support services to other various Town departments where third party subcontractor work is not warranted, or when preparation of bidding documents for smaller projects becomes too time consuming.

ONSITE WASTEWATER MANAGEMENT PROGRAM

The Public Services Department is charged with enforcing the mandatory on-site wastewater management (OWM) inspection program passed by the Town Council on October 15, 2001. This program has been phased in over a seven-year period and requires a mandatory First Maintenance Inspection of all on-site wastewater treatment system (OWTS) and Cesspools. Based on the initial inspection, a schedule for future inspections and pump outs will be established. A Notice of Violation (NOV) is issued for a failed OWTS or cesspool, whereby property owners are required to repair or replace the failed OWTS or cesspool in accordance with current State design standards.



WATER, WASTEWATER AND SOLID WASTE ENTERPRISE FUNDS

The Public Services Department is responsible for overseeing the Town's Water, Wastewater, and Solid Waste Enterprise Utility Funds. These three divisions generate revenue from user fees rather than from general taxation.

WATER DIVISION

The Water Division provides continuous municipal water for both domestic use and fire protection for the geographic area lying south of U.S. Route 1 from Green Hill to East Matunuck, including the Perryville area. Since the Fall 2002, the Division purchases wholesale water from United Water- Rhode Island (UWRI) for the South Shore water system, as a result of on-going iron discoloration problems associated with the water system's groundwater supply. A permanent interconnection along U.S. Route 1 between UWRI and the South Shore system was completed in August 2005. Given the commencement in 2002 of wholesale water purchase for the South Shore system, engineering design and construction of a water filtration plant has been postponed indefinitely. The Water Division will continue to test and exercise the South Shore well field in the event it needs to be reactivated in an emergency. Otherwise, the well field will remain dormant until such time that the additional source of water supply is needed, and the cost of treatment is justifiable. The Division also purchases wholesale water from UWRI to service customers in the Middlebridge area. Reducing "unaccounted water" loss in a cost effective manner will continue to be the greatest on-going challenge by Water Division staff.

WASTEWATER DIVISION

The Wastewater Division operates and maintains a wastewater treatment facility (WWTF) located on Westmoreland Street in Narragansett that services portions of South Kingstown and its regional partners, the Town of Narragansett and University of Rhode Island. The facility receives septage from outlying areas, and conventional wastewater via the Town's municipal gravity collection system and twelve pump stations. The Division strives to protect the environment by providing optimum treatment of influent into the plant, which results in an excellent quality of effluent. The Division received a new RI Pollutant Discharge Elimination System (RIPDES) discharge permit in March 2012 for a five-year term to expire in 2017.

SOLID WASTE DIVISION

The Solid Waste Division facilities currently consist of the Rose Hill Regional Transfer Station (RHRTS), a commercial recycling building and a residential recycling and trash disposal (PAYT) center. All facilities are located on Rose Hill Road in Peace Dale and accept refuse from residents of South Kingstown and Narragansett.

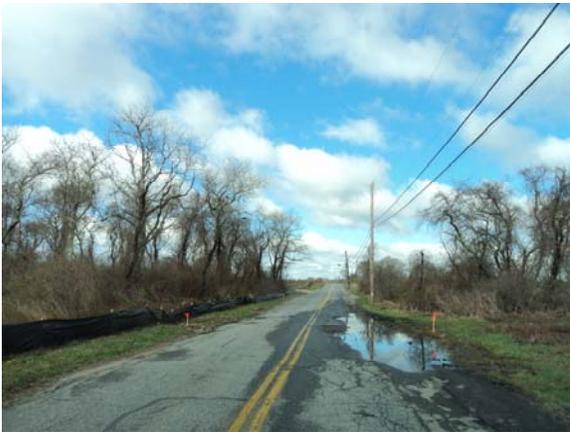
South Kingstown residents have the option of contracting with a private trash hauler or taking their garbage to the RHRTS. The RHRTS employs a volume based "tag" disposal system for refuse disposal that was implemented in August 1994. In addition, an enhanced recycling center is offered to residents to maximize their recycling and minimize their waste disposal. Since September 2008, residents utilizing private haulers are able to dispose of their recyclables curbside.

As recycling becomes increasingly important for all communities, the Town embarked on a licensing program with residential haulers to ensure that all residents are practicing curbside recycling. The program requires that all haulers be licensed by the Town and a condition of that license is that haulers will be required to collect curbside residential recyclables and either meet or exceed minimum recycling diversion rates. Haulers who do not meet this condition will not be allowed to collect waste in Town. To facilitate the curbside recycling process, each private hauler must collect residential recyclables on a regular schedule for their customers.

The Town continues to work diligently in order to achieve high recycling standards through joint efforts of Town staff, private haulers, and all residents. The availability of curbside recycling has made it easier for all residents to participate in this community-wide environmental effort. In an effort to increase statewide recycling tonnage and divert waste from the State landfill, the RI Resources Recovery Corporation (RIRRC) commenced “single- stream” recycling in June 2012, whereby greater recycling tonnages can be expected.

Engineering Division Accomplishments FY 2011-2012

- Liberty Lane Reconstruction Project Phase 2 – *in-house design and construction completed Fall 2011*
- Matunuck School House Road Reconstruction Project Phase 1 (Green Hill Beach Road to Oliver Drive) – *construction completed Summer 2011*
- Matunuck School House Road Reconstruction Project Phase 2 (Oliver Drive to Matunuck Beach Road) – *construction completed Summer 2011*



Before and After – Matunuck School House Road was reconstructed by pulverizing the existing pavement, installing innovative geomatrix technology to stabilize the roadway and paving. This cost effective construction provides for a durable roadway surface with a long lifecycle.

- Silver Lake Bridge Reconstruction Project – *construction completed Spring 2012*
- Stony Fort Road Reconstruction Project (Route 138 to Slocum Road) – *in-house design and awarded Spring 2012*
- Roadway Stone Sealing and Crack Sealing Bi-annual Construction Contracts – *contract awarded Spring 2012*
- Bridge Town-wide Inspection Contract – *awarded Spring 2012*
- Factory Pond Dam Replacement Project – *completed Spring 2011*
- Dugway Road Bridge Replacement Project – *completed December 2011*
- Matunuck Beach Road Protection Improvements Project – *consultant contract awarded Spring 2012*
- Public Services Office Building Window and Door Replacement Project – *completed Spring 2012*
- Municipal Building Heating System Replacement Contract - *ongoing*
- Wastewater Pump Station Boiler Replacement Contract - *ongoing*
- Tree and stump removal contracts – *May 2012 and June 2012 completed*
- Town-wide annual road striping contract – *completed Spring 2012*
- Municipal Building Refuse Contract Extension - *awarded*
- Analytical laboratory testing annual contract – *completed Spring 2012*
- Update Town’s SWMPP subject to new RIDEM general permit issuance – *Spring 2011*
- Street Inventory Update – *completed Spring 2012*
- Soil Erosion, Run-off and Sediment Control (SERSC) Permits Issued:- *64 in 2011 and 71 to date 2012*
- Notice of Violations – *35 violations inspected and tracked*

- Right-of-Way, Utility, and Utility Pole Permits and Petitions - *ongoing*
- Phase II Stormwater Management Plan implementation - *ongoing*
- Miscellaneous stormwater drainage design projects - *ongoing*
- Inspection and coordination of Town-wide developments - in-house inspection - *ongoing*
- Survey of miscellaneous projects for property line clarification, etc. - *ongoing*
- Coordination and review of RIDOT design and construction projects - *ongoing*
- GIS DPS input of sidewalks, sewer, water, and hurricane preparedness – *ongoing*
- GPS sewer manholes, drainage structures and water infrastructure – *ongoing*
- Town property damage claim investigations and reporting – *as required*
- Subdivision open space violation investigation - *ongoing*

Highway Division Accomplishments FY 2011-2012

ROAD/ RIGHT-OF-WAY MAINTENANCE

- Swept 151 miles of Town roads
- Inspected all Town owned catch basins and manholes for sump and debris depth to establish a predictive maintenance and cleaning program
- Cleaned a total of 124 cubic yards of material from 201 stormwater catch basins and drainage manholes (determined from the above survey) and jetted 31 drainage outlets with “jet- vac” truck. All catch basin data was electronically compiled for Phase II stormwater reporting purposes.
- Performed roadside mowing of all Town rights-of-way
- Performed municipal pothole repairs on an as needed basis
- Performed annual spring grading of Town and private roads (approximately 45 miles)
- Performed seasonal application of mosquito larvicide during the summer months for all 2,684 municipal catch basins and 29 detention ponds utilizing environmentally friendly biological larvicide
- Scraped and maintained roadside shoulders to improve drainage and maintain road integrity
- Performed annual sweeping for all School properties in Town
- Cleared and maintained access to established municipal waterfront right-of-ways
- Provided field support to the Engineering Division in preparing documents and roadways for reconstruction
- Evaluated arterial and collector roads to prioritize for future reconstruction under the Town’s six-year capital improvement program
- Disposed of 1,255 tons of road sweepings and catch basin spoils at the Central Landfill in Johnston, RI to be used as landfill cover
- Cleared, chipped and hauled approximately 1,200 yards of tree debris from Town roadways and parking lots after Tropical Storm Irene



Road Debris after Tropical Storm Irene: *The Highway Division disposed of 1,200 cubic yards of tree debris in the aftermath of Tropical Storm Irene.*

- Rebuilt the Matunuck Point steps after Tropical Storm Irene, thereby providing public access to East Matunuck State Beach



Storm Aftermath: Highway Division employees repaired the Matunuck Point steps after major damage from Tropical Storm Irene.

DRAINAGE

- Performed culvert cleaning
- Made repairs to catch basins structures, frames and grates on an as-needed basis
- Performed bi-annual inspection and testing of all town drainage outlets in accordance with Phase II Stormwater requirements.
- Upgraded drainage culverts along Town roads to improve water flow on an as-needed basis
- Constructed drainage improvements to critical areas prone to flooding during heavy rains on an as-needed basis. New RIDEM low impact design (LID) stormwater practices are now used, to the greatest extent possible, for stormwater improvements in lieu of traditional “closed pipe” systems.
- Installed dry wells along right of ways to alleviate ponding and icing conditions; this is the preferred method under Phase II Stormwater Regulations

TRAFFIC CONTROL

- Replaced traffic control and street signs on an as-needed basis - *ongoing*
- Painted crosswalks and parking stalls on municipal streets and schools using high prismatic glass beads,, thereby increasing nighttime reflectivity - *ongoing*
- Initiated installation of highly reflective prismatic regulatory signs as replacement becomes necessary in order to comply with new federal minimum retro-reflectivity standards as required by the Federal Highway Administration- *ongoing*
- Manufactured specialty signs for other Town departments- *ongoing*

VEHICLE AND EQUIPMENT MAINTENANCE

- In-house maintenance staff performed all routine maintenance and repairs to the following equipment: 34 police and 5 emergency vehicles; 35 pickups; 15 cars and vans; 20 heavy duty dump trucks; 1 catch basin cleaning vac truck; 7 pieces of H/D diesel construction equipment; 3 H/D on- and off-road mowers; 10 pieces of miscellaneous construction equipment (i.e. compressors, chippers, etc.); 28 pieces of equipment, including trailers, chain saws, trimmers, mowers, generators; and all other miscellaneous equipment required by Town forces.

SNOWPLOWING/DEICING

- Highway Division personnel continued to provide seasonal snow removal and sanding duties as required by employing 22 plow routes and 11 sanding routes.

- A comparison of storm related activities during FY 2010-2011 vs. FY 2011-2012 is as follows:

	<u>2010-2011</u>	<u>2011-2012</u>
OT Hours Highway Forces	513*/1120**	173*/120**
OT Hours Non-Highway Forces	11*/750**	0*/51**
Tons of Deicing Sand	2,083	558
Tons of Road Salt	2,622	847

* *Comp time* / ** *Overtime*

- \$228,075 was budgeted for snow removal labor and materials for FY 2011-2012, whereby \$60,601 (or 27%) was actually expended.

MISCELLANEOUS PROJECTS

- Spring sweeping of sidewalks
- Replaced approximately 300 linear feet of deteriorating sidewalk; this is an ongoing program
- Performed periodic street sweeping of Main Street and surrounding areas to enhance public events and provide support for the merchants
- Coordinated with Town Administration to ensure Town public rights of way to oceans and ponds are clearly marked with signage and passable for the general public.
- Continued to work with other Town departments to coordinate projects and accomplish common tasks in the most efficient and effective manner
- Maintained Homeland Security equipment and supplies for use by all Town Departments
- Implemented the Stormwater Pollution Prevention Plan (SWPPP) for the Highway Facility including training of all personnel on best demonstrated practices, Phase II Stormwater
- Coordinated with the Engineering Division in reporting, monitoring and providing resolution for Notices of Violations (NOVs)
- Cleared the South County Commons to Broad Rock playfields right-of-way of vegetation to better facilitate public pedestrian use.

Onsite Wastewater Management Program Accomplishments FY 2011-2012

- Final Wastewater Facilities Plan amendment for the Green Hill Pond area of Town completed and submitted to State regulatory agencies in June 2011
- Completed year seven- (7) first inspection notices mailings
- Six- (6) Community Septic System Loan Program (CSSLP) loans were awarded during FY 2011-2012 in the amount of \$106,912. A total of 94 loans in the amount of \$1,322,218 have been awarded since the program began.

Water Division Accomplishments FY 2011-2012

WATER ACCOUNT SUMMARY

2,469	South Shore Accounts	281	Middlebridge Accounts
3,038	South Shore Units	292	Middlebridge Units

WATER METER READING STATUS

- All meters read the first business day of each month
- As of June 28, 2012, all water South Shore and Middlebridge meters have been replaced with radio read Master Meters
- Monthly “leak” letters sent to water users when leaks are suspected

NEW REGULATORY RULES

- Cross Connection Control Plan Complete
- Third year completed of monthly testing for residual chlorine in accordance with USEPA Safe Drinking Water Act.

DISTRIBUTION AND WATER STORAGE FACILITIES

- System wide fire hydrant painting and repairs – *on-going*
- Pilot leak detection program for Middlebridge Water System - *completed June 2012*
- SCADA system upgrade- *completed June 2012*
- Middlebridge curb stop location program - *completed*
- South Shore curb stop location program - *20% completed*

SOUTH SHORE WATER SUPPLY INFRASTRUCTURE

- Wells 1, 2 and 3 continue to be tested by the Rhode Island Department of Health in order to remain in “active” status

Wastewater Division Accomplishments FY 2011-2012

WASTEWATER TREATMENT PLANT FLOW SUMMARY

Design capacity:	5.0 MGD*
Total yearly flow:	985.56 MG
Average daily flow:	2,700 MGD
Highest / Lowest daily flow:	4.982 / 1.976 MGD

**WWTF average daily flow of 5.0 MGD established with January 1, 1996 RIPDES permit.
New RIPDES permit issued March 1, 2012, with March 1, 2017 expiration*

WASTEWATER ACCOUNT SUMMARY

- 3,688 Accounts / 5,518 Units

COLLECTION SYSTEM

- Wastewater collection system jet-spray maintenance program on-going
- Continued installing manhole cover inserts to reduce surface water inflow as needed
- Contracted cleaning of Fairgrounds Road and Sweet Allen Farm pump station wet wells
- Inspection of collection system continues with telemetry camera equipment on-going
- Continued wastewater collection system easement clearing in the Kingston, West Kingston, Wakefield, and Peace Dale areas

WWTF/ PUMP STATION EQUIPMENT UPGRADES

- Replaced and updated SCADA system at WWTF



*New
Regional
WWTF
SCADA
System*

- Three (3) new modulating, natural gas fired boilers installed at plant
- New lighting arrestors and one main power supply cable to WWTF installed
- Tested and installed new chlorine analyzer per new RIPDES permit
- Silver Lake generator replacement completed



*New
Natural
Gas Fired,
Modulating
Boilers at
Regional
WWTF*



*New Silver
Lake Pump
Station
Standby
Generator*



MIDDLEBRIDGE AND DIANE DRIVE SEWER SYSTEMS

Shown below is a summary of sewer connections and assessments to date:

	Middlebridge	Diane Drive
Total developed properties not connected	1	0
Total assessments remaining	38	11
Total assessments paid in full	285	14
Total Elderly Abatement assessments	2	0

EASEMENT MAINTENANCE

Wastewater Treatment Facility staff cleared the following easements:

- Indian Run and South Road (to Linden Drive) Interceptors
- Spring Street to Kingstown Road
- Westmoreland Street forced main from Karen Ann Drive to WWTF (Narragansett)
- Rodman Street to Pike Street
- Silver Lake Avenue to Main Street
- Hospital Pump Station to Hillcrest Road

Solid Waste Division Accomplishments FY 2011-2012

ROSE HILL REGIONAL TRANSFER STATION (RHRTS)

In July 2010, the Town Council authorized a three- (3) year extension to an award of contract to Waste Haulers, Inc. of Johnston, RI, for the transportation of municipal waste and recyclables from the RHRTS to the Rhode Island Resource Recovery Corporation (RIRRC) Central Landfill and Material Recycling Facilities. This contract extension provides solid waste disposal fee stability for residents of the Town through June 2015.

TONNAGE SUMMARY

- Total municipal solid waste (MSW) to Central Landfill 7,767 tons
- Total residential recyclables to the Central Landfill 3,584 tons
- Total RHRTS residential user "Tagged" refuse 910 tons

RHRTS RESIDENTIAL USER SUMMARY

- Total refuse tags sold: 93,332
- Total yard waste bags/ tags sold: 9,736

RECYCLING OPERATIONS

The current recycling program for residents utilizing the Rose Hill Regional Transfer Station has been in effect since July 1, 2001. To ensure that all residential solid waste disposed of in Town meets or exceeds statewide recycling mandates, the Town's Solid Waste Management Ordinance requires among other things:

- All private haulers collecting solid waste in South Kingstown must secure a Town license;
- As a condition of license approval, any private hauler collecting residential solid waste in Town must demonstrate that he/ she has a bona fide recycling plan to provide recycling services to each and every residential customer on a regular basis.

- Each private hauler collecting residential solid waste and recyclables must meet minimum Town recycling diversion rates in order to continue to hold a private hauler license in Town.

In addition, the Town provides 64 gallon rolling recycling “toters” to private haulers for distribution to each subscription residential customer. A public outreach program was then initiated in order to familiarize “curbside” residential users with the merits of recycling their solid waste. The Town’s Recycling Coordinator is responsible for the public outreach and education programs and enforcement to ensure that private haulers and residents are meeting minimum Town recycling diversion rates.

In June 2012 Rhode Island Resource Recovery launched a new “recycle together RI” program (a/k/a single stream recycling) which allows residents to mix all their recyclable material together in one bin. Under new program guidelines, plastic collection has been extended to all plastic containers less than two gallons in size regardless of the number imprinted on the bottom.

Also new this year, the Recycling Program permanently put into place two additional recyclable material collection containers located at the Rose Hill Transfer Station. The Transfer Station now collects rigid plastics and used vegetable cooking oil. The containers are located in the residential recycling area and are available for residential disposal of these items free of charge.



New Recyclable Materials Collected: The Rose Hill Transfer Station now has a permanent recycling container for both Rigid Plastics (plastic lawn furniture, plastic toys, buckets, etc.) and Used Vegetable Cooking Oil.

RECYCLING EVENTS

The Town, in partnership with the Rhode Island Resource Recovery Corporation, hosts an annual hazardous waste drop off day at Town Hall the last Saturday of every June. On June 30, 2012, 23,280 pounds of hazardous waste (at a cost of \$16,765, which was paid by the State) were collected and properly disposed.

SUPERFUND

- Rose Hill and West Kingston title work completed and submitted to EPA
- Awaiting signed institutional controls (ICs) from Rose Hill abutting property owners
- Highway Division performed annual cap mowing and maintenance on an as needed basis for each landfill

Engineering Division Goals FY 2012-2013

- Stony Fort Road Reconstruction Project (Route 138 to Slocum Rd) – *complete construction Fall 2012*
- Collector Road Overlay Program – *complete pavement overlays Spring 2012*
 - Shannock Road, Plains Road (Flagg to Stony Fort Road), Silver Lake Avenue, Dockray Road, Pershing Avenue, MacArthur Boulevard, Audubon Drive, Eisenhower Place, West Street (Gooseberry Road to Hartford Avenue)
- Matunuck Beach Road Protection Improvements Project – *complete construction Spring 2013*
- Roadway stone sealing and crack sealing projects – *complete construction Fall 2012*
- Town-wide bridge inspection contract – *complete inspection Fall 2012*
- Pettaquamscutt (Narrow) River Catchment Study and Structural BMP engineering design award – *Fall 2012*
- Stormwater drainage complaint resolution where feasible – *ongoing*
- Coordinate energy efficient, natural gas fired, boiler replacements at Town Hall, Peace Dale Library, Silver Lake Pump Station and Kingston Pump Station – *Fall 2012*
- Phase II Stormwater Management Program Plan (SWMPP) implementation – *ongoing*
- Town-wide Road Striping Contract – *ongoing*
- Continue oversight of land development projects in Town

Highway Division Goals FY 2012-2013

- Continue catch basin cleaning; grading gravel roads; roadside mowing; and traffic control line painting
- Continue stormwater outfall inspections and sampling
- Replace approximately 1,200 linear feet of sidewalk, including installation of detectable warning plates where necessary - *ongoing*
- Construct miscellaneous municipal stormwater drainage projects. An emphasis will be placed on eliminating closed piping systems and constructing infiltration systems to minimize or eliminate point stormwater discharges
- Continue training employees in stormwater management, construction methods, safety, and materials
- Inventory and GPS all regulatory street signs
- Participate in the surrounding communities shared resources program
- Train employees on DEM's new UST (underground storage tank) regulations and procedures
- Host on-site training seminars working with Rhode Island's T 2 Center concentrating on new innovative and cost-effective procedures
- Maintain strict compliance to department's budget with a goal of reducing overall costs by 5%

Onsite Wastewater Management Program Goals FY 2012-2013

- Follow-up with property owners who have not met their inspection deadline
- Issue *Notice of Violation* letters for remaining property owners with failed septic systems or cesspools
- Update and refine septic system tracking software as needed
- Prepare Wastewater Management Ordinance amendments as needed
- Continue to re-evaluate program effectiveness and consider program changes

Water Division Goals FY 2012-2013

- Victoria Lane and Mautucket Road Tanks to be cleaned and inspected
- Flush all fire hydrants each fall and spring; continue painting and oiling fire hydrants
- Continue South Shore curb stop location program
- Begin South Shore leak detection program
- Replace curb stops as needed
- Solicit proposal for utility rate consulting services prior to State quarterly billing mandate, which is required no later than December 31, 2013

Wastewater Division Goals FY 2012-2013

- Continue clearing sewer easements
- Continue two- (2) year maintenance schedule of all sewer collection lines
- Continue televising wastewater collection system
- Complete O & M manual changes as required by new RIPDES permit
- Install new pump at Silver Lake Pump Station
- Replace chlorine contact tank isolation valves
- Prepare for Kingston Pump Station generator replacement
- Install wastewater grinders at Salt Pond and Hospital lift stations
- Replace operations building roof
- Repair and clean interceptor approaching Silver Lake Pump Station
- Upgrade GIS system

Solid Waste Division Goals FY 2012-2013

SOLID WASTE AND RECYCLING

- Promote new “recycle together RI” single stream recycling through public education and outreach
- Assist licensed private haulers with meeting or exceeding their recycling diversion rate
- Maintain high rates of overall Town wide recycling and diversion rates
- Continue to work with South Kingstown schools to promote recycling
- Sponsor a Hazardous Waste collection day in conjunction with RIRRC
- Submit RIDEM Transfer Station operating license renewal

SUPERFUND

- Review Rose Hill landfill on-going long term monitoring plan (LTMP) results with RIDEM and USEPA staff.
- Continue coordination with USEPA and RIDEM staff regarding Rose Hill landfill gas flare program
- Continue Rose Hill and West Kingston cap maintenance
- Continue West Kingston LTMP
- Secure and record “institutional controls” for Rose Hill landfill and off-site properties
- Secure and record “institutional controls” for West Kingston landfill and off-site properties
- Secure RIDEM reclassification of ground water for Rose Hill Landfill site

COMMUNICATIONS DEPARTMENT

MISSION STATEMENT



The Communications Department is charged with enforcement of the Rhode Island Fire Prevention Code as it pertains to the installation and maintenance of commercial fire alarm systems for all new and existing buildings in South Kingstown.

The Department also responds 24 hours a day, seven days a week with the Union and Kingston fire districts to all commercial fire alarm activations. It is the responsibility of the Department to assist the fire department in locating the origin of the alarm and then reset the system.

The Department is also charged with the engineering, installation, and maintenance of the Town's Municipal Cable Plant, which supports the following:

- Municipal Fire Alarm
- Fire Station Horns
- Sewer Alarm Monitoring
- Burglar Alarm Monitoring
- High Speed Internet
- Off Premise Phone Extensions
- Remote stations for two-way radios



Accomplishments FY 2011-2012

- The Department was dispatched to 222 commercial fire alarm activations
- 3 municipally connected commercial systems were approved
- 4 local commercial and 6 residential fire alarm systems were approved
- 27 projects were submitted for plan review
- Completed Phase II of fire code inspections of existing commercial buildings
- Received \$2,869 in Municipal Fire Alarm connection and plan review fees

Goals FY 2012-2013

- Complete installation of communications cable on Tower Hill Road
- Continue GIS mapping of the existing cable plant
- Continue to modify existing cable plant to create test points throughout the system to minimize time spent when troubleshooting any of the 50-plus circuits that are supported by the cable plant
- Continue to work on the five, ten, and fifteen-year master plan for cable plant usage and expansion, to include the use of fiber optic cable

PUBLIC LIBRARY

MISSION STATEMENT

The South Kingstown Public Library provides 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.

Profile

A 1975 Town ordinance established the South Kingstown Public Library, uniting three previously independent libraries. This free public library system is comprised of the central library at Peace Dale and two branch libraries - Kingston Free Library, located at the corner of Route 138 and Upper College Road in Kingston, and Robert Beverly Hale Library, located on Route 1 in Matunuck.

The Library operates with a Library Director under the direction of a seven-member Board of Trustees appointed by the Town Council for three-year terms. Staff consists of 10 full-time and 22 part-time employees, including 9 professional librarians. The Library is open 130 concurrent hours and 60 unique hours per week.

Annual operating revenues are derived from local tax appropriations, private endowments, overdue fines, and State grant-in-aid.

Core library services include: information for school, work or personal enrichment; access to a varied collection of print, non-print and electronic resources including digital media; educational and cultural programs for all age groups; meeting rooms and study space. PCs are available providing access to the Internet, Microsoft Office software and online reference sources, which are also available from homes or businesses. Wireless access to the Internet is offered at all library locations.

A member of the Ocean State Libraries consortium, the Library offers card holders access to seventy-two library collections in the state of Rhode Island.

Accomplishments FY 2011-2012



CIRCULATION

A total of 278,828 items were checked out in the 2011-2012 fiscal year. There were 14,710 registered library card holders as of June 30, 2012 with walk-in attendance estimated at 168,547.

INFORMATION REQUESTS

During the past year, library staff received 27,949 requests for information. Of this number, staff members were able to provide direct answers to 27,592 questions, for a fill rate of 98.7%.



ELECTRONIC INFORMATION SERVICES

Electronic resources are available from within the library and remotely from homes or businesses. 6,061 searches were conducted using the Library's subscription databases. The Library maintains a Web site providing information and access to the Internet; Web site information retrievals totaled 48,509. Public computer workstations are located at the three library locations and were utilized 29,554 times during the year.

LIBRARY COLLECTION/NEW ACQUISITIONS

As of June 30, 2012, the number of books in the library system totaled 68,634. Non-print holdings (audio books, DVDs, videos, computer software and recorded music) totaled 9,549 items.

During the past year, 5,695 books and audiovisual items were added to the collection. In addition, 6,514 books and audiovisual items were withdrawn from the collection as a result of either being outdated (in terms of information, poor condition, loss, or damage) or decline in usage. The library subscribes to 274 periodicals and 14 newspapers.



LIBRARY PROGRAMS

Total attendance at the 632 library-sponsored programs this past year numbered 12,538. Early childhood programs accounted for 19.05% of the attendance. Programs for children in grades K-5 and young adults (grades 6-10) ranked first in attendance at 53.5%. This category also includes classroom visits by the Youth Services Librarians to public and private schools as well as visits to the libraries by individual classrooms. Programs for adults, the elderly, and families were also presented.



MEETING ROOMS



The library system has three meeting rooms available for use by town, state, and federal boards, commissions, agencies and officials as well as individuals, community groups, and organizations. The Peace Dale Room was used 168 times for non library-related activities; the Conference Room at Peace Dale, 357 times; and Potter Hall at Kingston, 127 times.

FACILITIES

At the Robert Beverly Hale Library, a new propane furnace was installed. The mansard roof and belfry at the Kingston Free Library received new shingles, and oak end panels were installed on the book stacks in the Adult Reading Room at Peace Dale. Improvements to library grounds included new plantings in flower beds at all three locations.

GRANTS

- \$10,000 from the Champlin Foundations for a propane furnace at the Robert Beverly Hale Library.
- A grant from the Champlin Foundations payable to Ocean State Libraries on the library's behalf for technology upgrades.
- \$2,560 from the Mary LeMoine Potter Fund through the Rhode Island Foundation toward the cost of an outdoor book drop at the Kingston Free Library.
- \$2,257 from the Nathaniel W. and Mabel C. Smith Fund through the Rhode Island Foundation for print materials.

GIFTS

- Museum and zoo passes provided by the Mystic Aquarium and the *Friends of the Kingston Free, Robert Beverly Hale, and Peace Dale Libraries*.
- *Friends of the Robert Beverly Hale Library* provided funds for juvenile kits; audio books; large print books; DVDs; circulating copies of the Matunuck Oral history; adult Summer Reading Program prizes; children's programming supplies; and youth Summer Reading Program performers.
- *Friends of the Kingston Free Library* provided funds for adult and juvenile programming; Summer Reading Program performers and prizes; promotional materials for the graphic novel collection; audio books and DVDs; movie licenses; a subscription renewal to *Book Page*; a new subscription to *ADDitude Magazine*; funds towards the purchase of an outside book drop; library signage; and a remote for the digital projector.
- *Friends of the Peace Dale Library* provided funds for adult, young adult and juvenile materials, programs and supplies; Summer Reading Program performers and prizes; a new voice mail attendant telephone system; a large enclosed bulletin board to display library programming flyers in the main lobby; juvenile room display cases for picture books and board books; subscriptions to *Book Page* and EventKeeper (software to manage the Library's web site calendar).



STATE STANDARDS

In FY 2011-2012 the library complied with standards set forth by the RI Office of Library & Information Services (OLIS) for continued membership in the Library Rhode Island (LORI). As a result, the library system will continue to receive network services such as interlibrary loan and delivery and the annual state grant-in-aid to municipalities for public library services.

LIBRARY BOARD OF TRUSTEES

Six meetings of the Library Board of Trustees were held during the past year. The Trustees approved a new policy on proctoring exams and the revised *Action Plan*.

Goals FY 2012-2013

- To implement the FY2012-2013 objectives set forth in the Library's *Action Plan*.
- To continue the library's cooperative relationship with the school system.
- To continue to enhance the library's e-book collection.

PARKS AND RECREATION DEPARTMENT

MISSION STATEMENT

The Parks and Recreation Department serves the needs of the community by providing enriching recreation experiences and quality facilities.

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



South County Hoop Fest 2012

Profile



South Kingstown Town Beach

The South Kingstown Recreation Commission, a five-member policy board appointed by the Town Council, is responsible for overseeing policy adherence and development for the Parks and Recreation Department. The Department employs an administrative staff of 17 full-time employees and over 200 part-time and seasonal employees and independent contractors. The Leisure Services Director is responsible for daily administration of all Department operations.

The FY 2011-2012 operating budget (inclusive of the Neighborhood Guild) was approximately \$2.2 million with roughly 68% of the budget generated by user fees and charges, facility management, and several trust funds. The remainder of the operating budget, approximately \$728,000 was supported by local property taxes.

The Department manages over 50,000 square feet of indoor facility space that includes the Neighborhood Guild, Peace Dale Office Building, Stepping Stone Preschool, Tri-Pond Park Nature Center, plus several smaller support facilities, and over 422 acres of outdoor parkland and playfields.

Overview FY 2011-2012

RECREATION DIVISION

The Recreation Division is managed by the Recreation Superintendent who oversees four full-time employees and coordinates a combination of approximately 175 part-time employees and independent program instructors. Over 1,400 classes and programs in sports, fitness, community education, and arts are offered for all ages from preschoolers to senior citizens. The Recreation Division also oversees the operation of the South Kingstown Town Beach through the summer season, and the summer entertainment series which includes a celebration at the Town Beach and weekly concerts on the Village Green and Marina Park, in addition to the annual Fourth of July Celebration at Old Mountain Field.

The Recreation Division also coordinates numerous other special events such as:

Children's Fest
Swap-It
Ice Cream Social
Fishing Derby
Easter Egg Hunts

Pumpkin Launch
Earth Day Yard Sale
May Breakfast
Visits with Santa
Easter Bunny Breakfast

Tree Lighting and Carol Sing
Minute to Win It—The SK Way.
Outdoor movies
Letters from Santa



Kids' Activities at 4th of July



"Extreme Camp" – Kayak & Paddle

Through innovation, forward-thinking, and distribution of three seasonal program brochures, the Recreation Division strives to offer a diverse programming calendar for the community. A "rEc-Mail" e-newsletter is published weekly to keep residents up to date on programs and events.

The Department's summer Discovery Camp, Extreme Adventure Camp, school's out day camps and school vacation camps give families a variety of programming options when their children are not in school.

Stepping Stone Preschool provides the community with a superior early education experience. The program, now licensed through DCYF is open to children ages 3 and 4. The curriculum is designed to prepare children for kindergarten in a fun and nurturing environment.



Knapp School of Music – Spring Recital

Athletic programming is a large component of the Recreation Division. Major programs include the adult softball league with 60 teams (1080 participants); youth basketball leagues with over 700 participants; and tennis with over 500 individuals participating in the lessons, leagues and camps that are offered. In addition, a multitude of camps are offered, include:

Baseball	Basketball	Champ's Camp	Cross Country
Field Hockey	Flag Football	Golf	Lacrosse
Multi- sports	Skateboard	Soccer	Softball
Sports Extravaganza	Tennis	Volleyball	Wrestling

A slight decrease in overall program participation in 2011-2012 is attributed to the prolonged poor economic conditions as well as the opening of specialty sports and recreational businesses in Town. In particular, programming for pre-school aged children experienced a drop in participation due to a combination of factors including less offerings as a result of fewer instructors, decreased participation in parent-child sports classes, and lower attendance at indoor gym time due to the unusually mild winter. Program participation* totals for the past three fiscal years are shown below:

Program Participation	FY2009-2010	FY2010-2011	FY2011-2012
Community Education			
Preschool	1,001	1,218	628
Youth and Teen	1,357	1,257	1,179
Adult	4,886	4,254	4,525
Access to Art	755	771	767
Environmental	201	250	336
Knapp School of Music	1,758	1,608	1,408
Sports and Fitness	10,304	13,811	12,569
Senior Programming	1,122	1,322	827
Special Events	11,961	11,161	10,739
Totals	33,345	35,652	32,978

*Participation is counted as enrollment in a class or program or attendance at an event.



Summer Tennis Camp @ Curtis Corner Courts



Skate Park Community Clean up

Programming revenue is also used as a measurement to gauge programming growth. Below is a breakdown of revenue generated by the Recreation Division in the 2011-2012 fiscal year:

<i>Recreation Program</i>			
	Revenue	Expenses	Total
Guild	\$354,519	\$310,919	\$43,600
PDOB	\$16,662	\$8,267	\$8,395
Town	\$573,854	\$555,352	\$18,502
TOTALS	\$945,035	\$874,538	\$70,497

The Department realized an overall decrease in programming revenue of \$18,694 and a net decrease of \$16,990 when compared to FY2010-2011.

The final measurement utilized by the Division to evaluate the recreation program component is in new programs offered. Shown below are new programs offered over each of the past four fiscal years:

FY 2008-2009.....	101	FY 2010-2011.....	123
FY 2009-2010.....	133	FY 2011-2012.....	157

PARKS DIVISION

The Parks Division is responsible for the day to day maintenance and upkeep of eight neighborhood parks, five community parks, and six special use recreational facilities. The Park Superintendent supervises six full-time park maintenance and three full-time building maintenance employees, as well as seasonal employees hired for bike path, beach, and park maintenance.

In addition to 17 parks and recreation properties, Park Maintenance staff is responsible for other sites including the William C. O'Neill Bike Path, Town Hall, three branch libraries, Neighborhood Guild, Senior Center and Adult Day Services, and various public grounds totaling approximately 420 acres of land. Staff is also responsible for assisting with special events/ projects, snow removal and capital improvement projects.



Town Beach Pavilion Erosion Protection



Old Mountain Baseball Field

Building Maintenance staff members are responsible for all indoor and minor outdoor maintenance at the Neighborhood Guild, Peace Dale Office Building, Stepping Stone Preschool, and the Tri-Pond Nature Center, totaling more than 50,000 square feet.

Staff is also responsible for maintaining several smaller buildings (restroom/concession/parks maintenance) located at Marina Park, Old Mountain Field, Broad Rock and Curtis Corner Playfields, and West Kingston, Tuckertown and Green Hill Parks.

Accomplishments/Highlights FY 2011-2012

- Exceeded Department’s overall budgeted revenue by \$2,400 and Recreation program sponsorship revenue by \$3,613
- Exceeded Town Beach budgeted revenue by \$12,140 with a net gain of \$9,156
- Completed Village Green Rehabilitation Project
- Collaborated with Planning Department, Community-based Organizations and residents on “Healthy Places by Design” Initiative.
- Through “Healthy Places by Design” Initiative implemented an interactive map of recreational facilities on Town website.
- Awarded RIDEM Recreation Development Grant for improvements to Broad Rock Play Fields and Dog Park
- Installed soft armor erosion barriers at Town Beach to protect from accelerated erosion
- Renewed PDOB long term lease agreements with two tenants to support facility operational expenses
- Maintained Pre School License through RI DCYF for Stepping Stone Preschool
- Improvements made to Old Mountain Field Skate Park including a “skate-able bench” and new obstacle
- Obtained an average score of 9.83 out of 10 on program evaluations and 9.65 out of 10 on indoor facility-use evaluations.
- Introduced public graffiti art wall on the William C. O’Neill bike path at the Route 1 Tunnel.
- Awarded over \$8,000 in camp and program scholarships to underprivileged children.
- Ran successful 2nd Annual Earth Day Yard Sale collaborating with the Southern Rhode Island Animal Rescue League and the Town’s Recycling Coordinator.
- Successfully ran 60 new classes/camps
- Established programming partnership with Senior Services Department to expand offerings to seniors
- Expanded readership of e-newsletter featuring general recreation news, trips and Access to Art classes.
- Received two federal grant awards from RIEMA and FEMA for the relocation of the Town Beach Pavilion and installation of new septic system.
- Maintained an 80% average on the number of classes offered vs the number of classes that ran successfully. The standard set by the National Parks and Recreation Association is 80%.
- Developed 1.5 acre new practice field on former St. Dominic Savio property
- Implemented standardized employee performance appraisal system
- Improved operational efficiency of Guild Front Desk function with focus on customer service.



Public Graffiti Art



Treaty Rock Park Play Area



“Bike to School Day”

CAPITAL IMPROVEMENT PROJECTS

The following approved CIP projects were either completed in FY 2011-2012 or are in progress:

Project	Status
Village Green Lighting	October 2012
Old Mountain Field Skateboard Park Improvements	Completed July 2012
Town Beach Replenishment/Protection Project	Ongoing
Dog Park Access Stairway and Water Source	October 2012



Village Green Pedestrian Bridge



Skate Park Improvements

Goals FY 2012-2013

- Complete planned work on CIP and Park Rehabilitation projects.
- Increase use of alternate revenues generated through select program and team sponsorships.
- Continue to improve staff's customer service and professional skills through development opportunities.
- Research opportunities for regionalization of shared services.
- Implement data management software with on-line registration capabilities by September 2013.
- Continue to research available grant funding to offset CIP project costs and local programs.
- With the current economic climate, maintain level of programming offered and successfully completed.
- Increase readership of email marketing program by 50%.
- Continue to expand revenue generating activities at the Town Beach.
- Expand the number of no cost/low cost family special events and activities.



Adopt a Spot at West Kingston



Memorial Day Program, Saugatucket Park

DEPARTMENT OF SENIOR SERVICES

MISSION STATEMENT

The Department of Senior Services is charged with the responsibility to identify and document elderly service needs, manage direct service programs, coordinate existing senior service programs provided by other public and private agencies, and promote accessibility of services.

The Department operates four direct service programs: The Adult Day Services Program, the Senior Transportation Program, the Senior Nutrition Program, and the Senior Services Center.

Adult Day Services Program FY 2011-2012

The Adult Day Services Program is designed to provide a safe and caring environment for the frail elderly to spend the day. By offering daytime care in a supervised setting, Adult Day Services helps to keep seniors in their homes and with their loved ones longer and prevents premature placement in institutional care settings.

FISCAL

The FY 2011-2012 program was funded through a combination of sources including Medicare/Medicaid subsidies, client payments, and contributions from neighboring communities of North Kingstown and

Narragansett, whose residents received services. The total operating expenses for FY 2011-2012 was \$305,959 of which 12.4% or \$37,905 was funded through direct taxpayer support.



New entrance foyer of Adult Day Services Center



Original area now serves as dining room and passive activity area

PROGRAM STATISTICS

- Service Days in FY 2011-2012249
- Clients served per Day 13.3
- Total Number of Client Days3,321
- Clients Retained from 2011.....25
- New Client Admissions.....21
- Discharges22
- Year End Active Caseload.....24
- Clients Served (Unduplicated)46
- Average Client Age 82.7
- % Female/Male Clients 72% / 28%

In December 2011, the Town broke ground at the Adult Day Services Center for construction of a 1,000 square foot expansion project. The new addition was officially opened with a ribbon cutting ceremony and reception on July 17, 2012. Funded by a Community Development Block Grant (CDBG) and Town Capital Improvement dollars, the \$295,000 project was completed in seven months. Project elements included the installation of a new on-site wastewater treatment system and construction of a 1,000 square foot multi purpose room, handicapped accessible bathroom, entrance foyer, and additional storage space. The main room will allow for expanded therapeutic and recreational programming for clients and decrease the time spent in transition from one activity to the next.

Senior Transportation Program FY 2011-2012

The Senior Transportation Program provides non-medical transportation within the Town borders for residents age sixty and older. The service is provided to assist seniors with maintaining their independence in the community and preventing social isolation. The program operates Monday through Friday, 9:00 a.m. to 3:00 p.m. Rides are provided free of charge for grocery and retail shopping, hair appointments, banking, government center visits, pharmacy visits, volunteering, and visiting at South County Hospital or area nursing homes.



The senior van also transports participants to and from the Senior Center for participation in the congregate meal program and/or daily activities. The program operates directly out of the Senior Center for maximum access to the elderly population. The eighteen-passenger, handicapped accessible senior van provides door to door passenger pick up and drop off.

Odyssey van to replace the existing vehicle in operation since 2004 with 130,000 miles. This acquisition was a planned capital expenditure in the amount of \$90,000. The 2004 van will be retained and used as a backup vehicle. Additionally, it will allow the Senior Center and Recreation Department to re-establish a day trip program which was eliminated in 2008.

In March 2012, the Department took delivery of a new 18 passenger, wheel chair accessible, Turtle Top



PROGRAM STATISTICS

- > Passengers transported (unduplicated)..... 152
- > Average number of rides per month..... 637
- > Total number of trips provided in FY2011-2012 7,645

Senior Nutrition Program FY 2011-2012

The Senior Nutrition Program provides a daily, nutritionally balanced noon time meal at The Senior Center's congregate meal site to any senior citizen regardless of their ability to pay. Over and above the primary health benefits of a balanced meal, diners also receive the benefit of socialization with peers and the opportunity to take part in a variety of leisure activities offered at The Center. The Town has operated the locally based, federally funded, Senior Nutrition Program since April 1996.

For seniors who are homebound, Southern Rhode Island Volunteers Inc.(f/k/a Seniors Helping Others) under an agreement with Rhode Island Meals on Wheels, Inc. provides the local administration and delivery of Meals on Wheels. The Senior Center serves as the staging site for the receipt, packing and distribution of the meals.

FISCAL

- Total operational budget for Nutrition program in FY 2011-2012 was \$100,368
- Received \$4,214 from the RI Department of Elderly Affairs for FY 2011-2012 program operations.
- \$30,336 in support received from the Town of Narragansett for FY 2011-2012 program operations.

PROGRAM STATISTICS

- Total number of congregate meals served in FY 2011-2012 11,977
- Average number of unduplicated individuals served per week 171
- Total number of Nutrition Program volunteer hours per year..... 3,269

Senior Services Center Program FY 2011-2012

The objective of the Senior Services Center is to provide senior programs in conjunction with other existing local service providers for a single point of entry to comprehensive services. This is in keeping with the Department's overall charge of coordinating programs and services to support independence and promote optimal aging. "The Center" serves as a "community focal point" for access to, and information about, the various services and activities for older adults. It features:

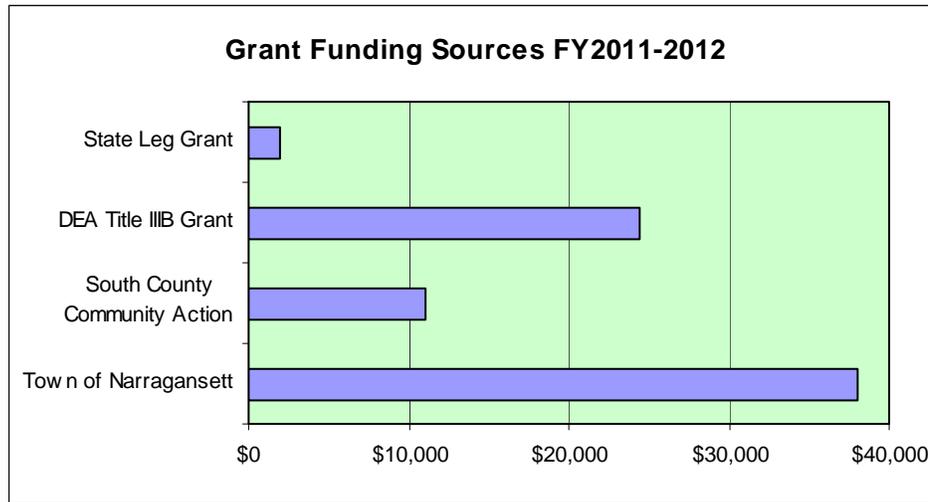
- Senior Nutrition program
- Senior Transportation Program
- social and recreational activities
- health promotions and screenings
- case management services
- senior associations
- volunteer services
- educational programming
- information and referral services.

Overall activity at The Center increased in FY 2011-2012 particularly in the area of social and recreational programming. The Center collaborated with the Recreation Department to offer classes such as zumba, computers, ballroom dancing, and photography. As the interest in physical activity and preventive health maintenance has risen among seniors, the Center has been challenged to allocate sufficient space to accommodate the various wellness programs that have become very popular. These programs play a critical role in "opening the door" to the recently retired population, and revealing the detailed network of services that the Senior Center can offer.



FISCAL

- Total operational budget for the Senior Center in FY 2011-2012 was \$257,721
- A total of \$75,410 in outside funding support was received from the State of Rhode Island, Department of Elderly Affairs, South County Community Action Program and the Town of Narragansett



ADMINISTRATIVE OPERATIONS

The Center is nationally accredited through the National Council on Aging. Accreditation is the official recognition of a center of excellence, implementing best practice models in the field and effectively meeting its mission.

The Senior Center also offers social services assistance providing a full time Community Information Specialist who is available to assist seniors with information, referrals, and education on a wide variety of services such as Medicare, Senior Health Insurance, RI Pharmaceutical Assistance, Medicare Part D, senior housing and other similar programs. In FY 2011-2012 the Information Specialist recorded 2,739 service contacts with area seniors.

Having established multiple partnerships with other local agencies and organizations, the Senior Center is able to offer a broad spectrum of programs and services to the Town's senior population, as well as to neighboring communities. As the needs of the aging population change, The Center will continue to seek new partnerships in order to meet those needs.

PROGRAM PARTNERSHIPS

In addition to the services provided by the Town (*Adult Day Services, Nutrition, Transportation, Activities, and Community Information Specialist support*) the Senior Center has linked with numerous community partners to offer additional programs all under one roof. Some of these existing partnerships are listed below:

VNS Home Health Services
Chronic Disease Self Management
Driver Fitness Program Series

Tri-Town Community Action Program
Case management services
Fall Prevention Program
Medicare Part D Open Enrollment workshops

University of Rhode Island
College of Pharmacy
Food Science and Nutrition
Dept. of Speech and Hearing
College of Nursing and Gerontology

South County Hospital Partnership
'Wellness Clinic' staffed by RN

RIC School of Nursing
Clinical with Senior Nursing Student

South County Community Action Inc.
Emergency Food Assistance Program

South Kingstown School Department
Internet Café – Computer lab

Exeter Job Corps
Job Training for Young Adults

Narragansett School Department
School to Work Program



ACCOMPLISHMENTS/HIGHLIGHTS

- Completed 1,000 square foot expansion of Adult Day Services facility
- Purchased a new 18 passenger van for the Senior Transportation Program
- Received \$18,406 in funding for Adult Day Service program through Title IIIB grant
- Safely transported 152 South Kingstown senior residents to a variety of locations such as The Center, grocery stores, pharmacies, salons and retail shops
- Expanded free monthly legal clinic with RI Center for Law & Public Policy to twice a month
- Awarded Federal Title IIIB Supportive Services Grant: \$40,000 for 2012-2013
- Held Wellness Expo in September during National Senior Center Month, with over 50 agencies represented offering free screenings, information and exhibits.
- Collaborated with University of Rhode Island, Departments of Kinesiology and Nutrition and Food Science, on a study designed to look at the effect of weight loss and Tai Chi exercise on physical function and heart disease factors.
- South County Hospital/ VNS provide a Wellness Clinic, twice a week at The Center. Blood Pressure, weight maintenance, and general well being checks are provided.
- Collaborated with the Parks and Recreation Department in offering Ballroom Dancing, Computer Classes and Piano lessons at The Center.
- Co-sponsored with Tri-Town Community Action "A Matter of Balance," an evidence based program designed to reduce falls and increase strength and balance.
- Participated in The Healthy Places by Design Project by providing input, meeting space and feedback to this Town initiative.

- Celebrated “Older Americans Month” in May with a series of special events highlighting the many talents and contributions older adults make to our community.
- Retired URI Golf Coach and Golf Hall of Famer Tom Drennan, held a Golfing with the Pro’s Workshop at The Center.
- Hosted guest lecture by Wilma Briggs, former left fielder and stellar player for the All-American Girls Professional Baseball League (AAGBPL) about her life as a professional baseball player and the movie “A League of Their Own”
- Unveiled gallery of photos featuring senior center participants taken by Jan Armor, local photographer, lecturer and teacher.
- Presented Senior Breast Health Day in collaboration with South County Hospital and RI Cancer Council encouraging older adults to get mammograms; and to provide education on other health topics.
- Provided post disaster support following Hurricane Irene:
 - Successfully relocated Adult Day Services Program to the Senior Center for 2 days.
 - Opened The Center on Saturday to accommodate residents without power and provide a nutritious meal for those in attendance.
 - Information Specialist provided outreach to those on the Special Needs Registry and other at-risk elders; and delivered food to those in need.



Goals FY 2012-2013

- To continue provision of comprehensive social services to older adults and their families
- To expand partnership with the Town’s Recreation Department to develop and promote senior specific recreation and enrichment programs
- To identify and allocate a dedicated programming space in the Center for expansion of wellness & fitness programs
- To increase daily participation rate in the congregate meal program through community outreach
- To increase number of Adult Day Services Clients
- To explore opportunities for outside funding of programs and services
- To provide programming geared towards recent retirees and baby boomers

POLICE DEPARTMENT

MISSION STATEMENT



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.

This 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.

UNIFORM CRIME REPORT STATISTICS

Department Rules and Regulations require the Police Chief to prepare an annual report that encompasses the calendar year. Following department procedure, the report is prepared in a manner that provides comparisons of departmental statistics for the past few years. The 2011 Police Department Annual Report 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.

For the purpose of the Town's annual report, the UCR statistics have been converted to a fiscal year date range, to show a comparison of activity levels during the Town's fiscal year reporting period.

- When applying the UCR statistics on a fiscal year basis for the offenses reported within the major crime classifications, the number of offenses decreased from 527 in FY 2010-2011 to 490 this past fiscal year. Of the offenses reported, there was an increase in the total number of robberies and larcenies, a decrease in rapes, assaults, burglaries, and motor vehicle theft, and no criminal homicides in either year.
- The overall total number of UCR classified adult arrests, for all categories of crime classifications, increased from 557 in FY 2010-2011 to 600 this past fiscal year. Of the adults arrested, there was an increase in the number of cases of driving under the influence, with 113 adult drivers charged in FY 2011-2012, compared to 75 in FY 2010-2011.
- Juvenile arrests decreased slightly from 104 recorded during the 2010-2011 fiscal year to 82 in the 2011-2012 fiscal year.

The Department continues to be vigilant in investigating the trafficking of illegal substances in Town. During FY 2011-2012, there were 109 arrests, both adult and juvenile, involving drug law violations, compared to 91 in the prior year. 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.

DEPARTMENT IN GENERAL

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, 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 Shelter Services and the South Kingstown School Department throughout the year to ensure that shelters are ready and staffed when needed. The High School continues to serve as the Town's primary shelter. Broad Rock Middle School and Curtis Corner Middle School serve as secondary, or over-flow shelters, if necessary.

The Department continues a pro-active approach to alcohol enforcement and education initiatives to abate underage alcohol consumption. A close working relationship has been established with the South Kingstown Partnership for Prevention. Supplementing these efforts, the Department utilized an \$8,000 grant from the RI Department of Behavioral, Developmental Disabilities and Hospitals, to staff party patrols and check liquor establishments for underage drinking and use of fraudulent identifications by minors. The Department also received a \$2,000 grant offered through the Rhode Island Department of Health, Division of Substance Abuse to conduct tobacco compliance checks throughout Town at establishments where tobacco products are sold. The Department conducted compliance checks at licensed establishments to ascertain whether tobacco was being unlawfully sold to persons under the age of eighteen; all of the businesses checked were in compliance with state law.



The Department again participated in the RI Department of Transportation/Office of Highway Safety "Operation Blue Riptide" program and received four grant awards to conduct planned Impaired/Drunk Driving Enforcement, Speed Management activities, Child Safety Seat and Seatbelt Safety efforts.

The grants totaled \$30,000 for DUI Enforcement; \$12,000 for Speed Management; \$18,500 for the "Click it or Ticket" program; and \$15,000 for the Child Safety Seat program. The additional dedicated patrols provided through this grant program enable the Police to reinforce traffic safety efforts, along with providing services to the public to keep vehicle/passenger safety initiative on the forefront.

PERSONNEL/STAFFING

The Department continues to operate with an approved level of fifty-two sworn officers, which represents a reduction of three officers from the full complement of fifty-five sworn officers. This reduction in staffing was done through attrition over the last several years. The Department continues to monitor the effects of these staffing reductions and recommendations and adjustments will be made as necessary.

In July 2011, the Department re-activated its Bicycle Patrol Unit for the summer and fall. The Patrol focuses primarily on the villages of Peace Dale, Wakefield and all south shore beach areas. It is also used in neighborhood sub-divisions for crime patrol/prevention purposes, as well as patrolling the William C. O'Neill Bike Path and the Housing Authority properties.

Officer Houghton completed his last year as the School Resource Officer (SRO) at the South Kingstown High School during the 2011-2012 school year. Since the establishment of this program in May 2007, SRO Houghton has been successful in assisting the administration and staff of the school in providing a safe and secure environment, and is credited with high accolades for his accomplishments. Officer Jerome Gillen has been appointed to this position starting in September 2012.

Retirements

The Department had five veteran officers retire in FY 2011-1012 (Lt. Barrington – 38 yrs service; Lt. Tierney – 28 yrs service; Sgt. O'Hara – 21 yrs service; Officer Iredale – 28 yrs service; Officer Picard – 26 yrs service).

Promotions/Transfers

Sergeants Michael Natale and Craig Young were promoted to the rank of Lieutenant in January 2012. Officers Jason Wheatley, Alfred Bucco, and James Krajewski were promoted to the rank of Sergeant in February 2012. Officers Trevor Richmond and Joshua Eidam were transferred to the Detective Division.

Probationary Officers

The Department welcomed four new probationary officers during the past fiscal year - Officers Joseph DeCurtis, Ryan Halpin, Anthony Grassini, and Joseph Nappa.

During FY 2011-2012, both sworn and civilian staff members at all levels of the South Kingstown Police Department participated in training: in-service training, outside training, and/or roll-call trainings. The Training Division coordinated annual training for all police officers in the areas of Spring and Fall Firearms Qualifications, Firearms Simulation, Active Shooter training, and Breathalyzer Recertification by the RI Department of Health. Additionally, individual members of the Uniform Patrol Division, Administrative Staff, Detective Division, Prosecution Officer, and the School Resource Officer participated in specialized training programs.

EQUIPMENT IMPROVEMENTS

The Department was successful in completing the following acquisitions during FY2011-2012, allowing the Department to remain on the forefront of technology.

Vehicles & Police Equipment

- 2011 Ford Crown Victoria V8 Marked Police Vehicles (2 each)
- 2012 Dodge Charger V8 Marked Police Vehicle (1 each)
- 2012 Chevrolet Tahoe 4x4 Supervisor Vehicle/Mobile Command (1 each)
- Soft Body-Armor Bulletproof Vest (16 officers) – Partial Federal Grant Funding
- Radar Units for Patrol Division (2 each)
- Livescan Electronic Fingerprinting Equipment Replacement – 72 month lease agreement (JAG Grant Funding)



Computer System Upgrades & Office Equipment

- Computer Replacements (28 each – Workstations)
- Printer Replacement (1 each)
- Mobile Modem Replacements (15 each)
- Copy Machine Replacement with Document Scanning (1 each)

Facilities

- Stand-Alone Air Conditioning Unit for Computer Server Room

Goals FY 2012-2013

The Department will continue to strive toward the advancement of professional police services to promote enhanced administrative, technical, and operational police practices.

EMERGENCY MEDICAL SERVICES

MISSION STATEMENT

The purpose of the Town's Emergency Medical Services (EMS) Division is to provide pre-hospital emergency medical treatment and transportation of the critically sick or injured, public outreach, and public education.



Overview FY 2011-2012

Rescue 1 Total	Rescue 2 Total	Rescue 3 Total
1,701	2,529	917
Mutual aid Required	Mutual aid Given	
123	88	

Five-year Comparison	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Total runs	2,584	2,637	2,703	2,707	2,652
Advanced Life Support	852	793	889	918	1010
Mutual Aid Required	99	92	147	126	123

Accomplishments FY 2011-2012

COMMUNITY SERVICES AND PROGRAM IMPROVEMENTS

- RI Department of Health, Pre-Hospital Protocol Committee
- Rescue-2 continued to provide Advanced Life Support to URI and to Charlestown Ambulance
- Provided training for Town staff & Police in CPR and the application of Automated External Defibrillator
- Participated in the training of new Paramedics
- Continued to implement and monitor new policy for the transport of specific heart attack and Stroke victims to hospitals designated in EMS protocols as primary care centers for these types of conditions. This required technology updates and new medical protocols in cooperation with state, local and national (American Heart Association) entities.
- SKEMS is the *Medical Emergency Distribution System* (MEDS) coordinator for South Kingstown
 - Updated plans and procedures for emergency distribution of medications in the event of a biological threat to public safety
 - Continued pursuing grant money for MEDS planning and flu clinic preparation, with approximately \$7,350 received in grants during the FY 11/12
- Administered Tdap vaccine and seasonal flu vaccine to the school age population (grades K-12), and adult residents during a public clinic in South Kingstown in cooperation with the School Department and Department of Health

- Increased EMS Supervisor responsibility in daily EMS operations and integration into the broader public safety scope of operations
- Worked with the State Department of Health in the creation of new EMS protocols
- SKEMS begin the design and specification phase of a replacement ambulance for Rescue 3, culminating in the solicitation of bids for the new Type 1 ambulance vehicle
- Completed renovations to the North station quarters to include kitchen remodeling and side door replacement
- Purchased new Zoll X Series Cardiac monitors to expand treatment capabilities and improve patient care
- Integrated new Stroke guidelines to improve care for patients suspected of having a Stroke
- Created an Explorer program in conjunction with the Boy Scouts for youth ages 15-20 with an interest in a career in Public Safety (EMS, Police, or Fire)
- Continued to increase public education and awareness activities



TRAINING

- Advanced Cardiac Life Support
- Pediatric Advanced Life Support
- Basic Trauma Life Support
- EMS response to terrorism
- Advanced Trauma Life Support
- Incident Command levels 100-800
- Computer based continuing education
- Traditional class room based training in conjunction with surrounding public safety agencies
- Planning for training with military CST Team



Goals FY 2012-2013

- Continue to utilize Medical Director for quality improvement
- Continue to improve on disaster response in cooperation with RI Department of Health and the RI Emergency Management Agency. This includes Point of Distribution (POD) Plan for health threats, maintaining appropriate levels of medications for public health threats, and Pandemic Flu preparation.
- Begin facility improvements to southern EMS station.
- Expand Heart Safe Community efforts and prepare for renewal of the designation by the American Heart Association
- Continue community education and interaction programs in conjunction with Fire Prevention programs to expose the community to emergency responders in non-emergent times, building greater trust and cooperation with responders and community residents
- Continue working towards service accreditation
- Provide greater training to personnel in Supervisory positions to enhance department leadership and professionalism
- Integrate diverse training to help prepare EMS personnel to respond to traditional and non-traditional events
- Replace current electronic patient care report system
- Review electronic scheduling applications available to ascertain their effect on reducing overtime and costs associated with scheduling
- Take delivery and place new Zoll X Series cardiac monitors into service to improve delivery of care in cardiac and other emergent events

ANIMAL CONTROL PROGRAM (SHELTER AND ROAD)

MISSION STATEMENT

SHELTER - Founded in 1980, the South Kingstown Animal Shelter accepts neglected, abandoned, and/or stray dogs and cats. The Shelter continues to maintain a policy of euthanizing animals only for extreme behavioral problems or incurable medical conditions. The Shelter is committed to improving the quality of life of all strays in its care. To this end, adoption applicants are carefully screened. All possible medical care, including preventative attention, is given to the animals.

ROAD - To enforce all animal-related Town Ordinances and State laws, provide humane education to the general public and to ensure that all animals within the Town's jurisdiction are treated humanely.

Program Overview FY 2011-2012

SHELTER

The primary function of the South Kingstown Animal Shelter located at 132 Asa Pond Road, Peace Dale is to house the stray animal population of South Kingstown and Narragansett; this includes but is not limited to: dogs, puppies, cats, kittens, goats, pigs, horses, cows, birds of a number of varieties, ferrets, rabbits, salt & fresh water fish, and reptiles. The Shelter focuses on returning strays to their owners through advertising, lost & found ledger, and access to the shelter seven days a week.

The Shelter also focuses on animal placement, both on premises at the Shelter and off premises through displays and/or arrangements with local businesses such as PetsMart. The Shelter continues to have a successful track-record for animal placements, with 45-50% of the impounded animals placed in new homes on an annual basis.

In addition to basic needs, shelter staff provides a vast amount of the required medical care to impounded animals. Animals are prepared for adoption/placement with activities such as bathing, nail trimming, testing for leukemia & aids or heartworm disease, Front Line applications, and behavioral training. Potentially adoptable animals with needs that surpass staff capability are seen by a qualified veterinarian. Once an animal receives the necessary veterinary treatment, it is tended to by the Shelter staff or other outreach programs (i.e. foster care) where animals receive socialization as well as medical care or Breed Rescues, groups whose expertise in certain areas makes it more cost effective for them to provide the necessary services. Euthanasia does occur, but only in circumstances that deem the animal unadoptable. These animals have non-repairable injuries, incurable illnesses, are of very advanced age, or may display unpredictable behavior traits such as aggression.

The Shelter continues to serve the stray population of the Town of Narragansett through a shared services agreement. In FY2011-2012 the Town of Narragansett contributed \$64,356 toward the Shelter's operating expenses reflecting the services offered to the Narragansett impounded population. Additionally, the Animal Shelter raised \$32,317 through various donations and fundraising efforts throughout the year.

In July 2009, the Town Council approved an award of bid to High Tech Construction, Inc for the construction of a new Animal Shelter Facility at its present location. Construction began in April 2010 and finished in Spring 2012, at a total contract cost of \$1,169,844. The scope of the project included renovations to the existing 871 square foot facility, which was incorporated into an additional 3,800 square feet of new space.



Shelter operations moved into the newly constructed section of the facility in January 2012.

This state of the art facility provides expanded space to adequately house dogs and cats, quarantined animals, cages for nursing litters; along with an administrative office, adoption and reception area, storage space, animal procedure and care area, food preparation area, indoor/outdoor pens, separate entrance for the animal control vehicle, and general site improvements.

ROAD

The Animal Control Officers are responsible for the investigation of all animal-related complaints, issuance of citations, and transportation to the Shelter of all animals found roaming at large, as well as the disposal of animals that are destroyed or injured on the Town’s roadways. As a component of the daily contact with the public, the Animal Control Officers use those opportunities to provide education on dealing with bite prevention, rabies, benefits of spaying/neutering and dog fighting/animal cruelty.

Road Statistics

	<u>FY 2010-2011</u>	<u>FY 2011-2012</u>
Total Animal Complaints	1,332	1,457
Total Impoundments	390	382
➤ Canine	255	232
➤ Feline	135	150
Total Summons issued	2	18
Total Quarantines	55	44
➤ Canine	47	33
➤ Feline	8	11

Goals FY 2012-2013

SHELTER

- Continue the Shelter’s commitment to provide the general public with access to the shelter
- Continue the Shelter’s commitment to educate the general public
- Continue general fundraising
- Continue the Off Premise Adoption Program
- Continue to work on refining operational procedures for the new shelter facility

ROAD

- Continue to educate the public regarding the humane treatment of animals, and the importance of pro-active care; along with keeping the public informed regarding dog bite prevention, rabies, the benefits of spaying/neutering, and dog fighting/animal cruelty
- Participate in additional training

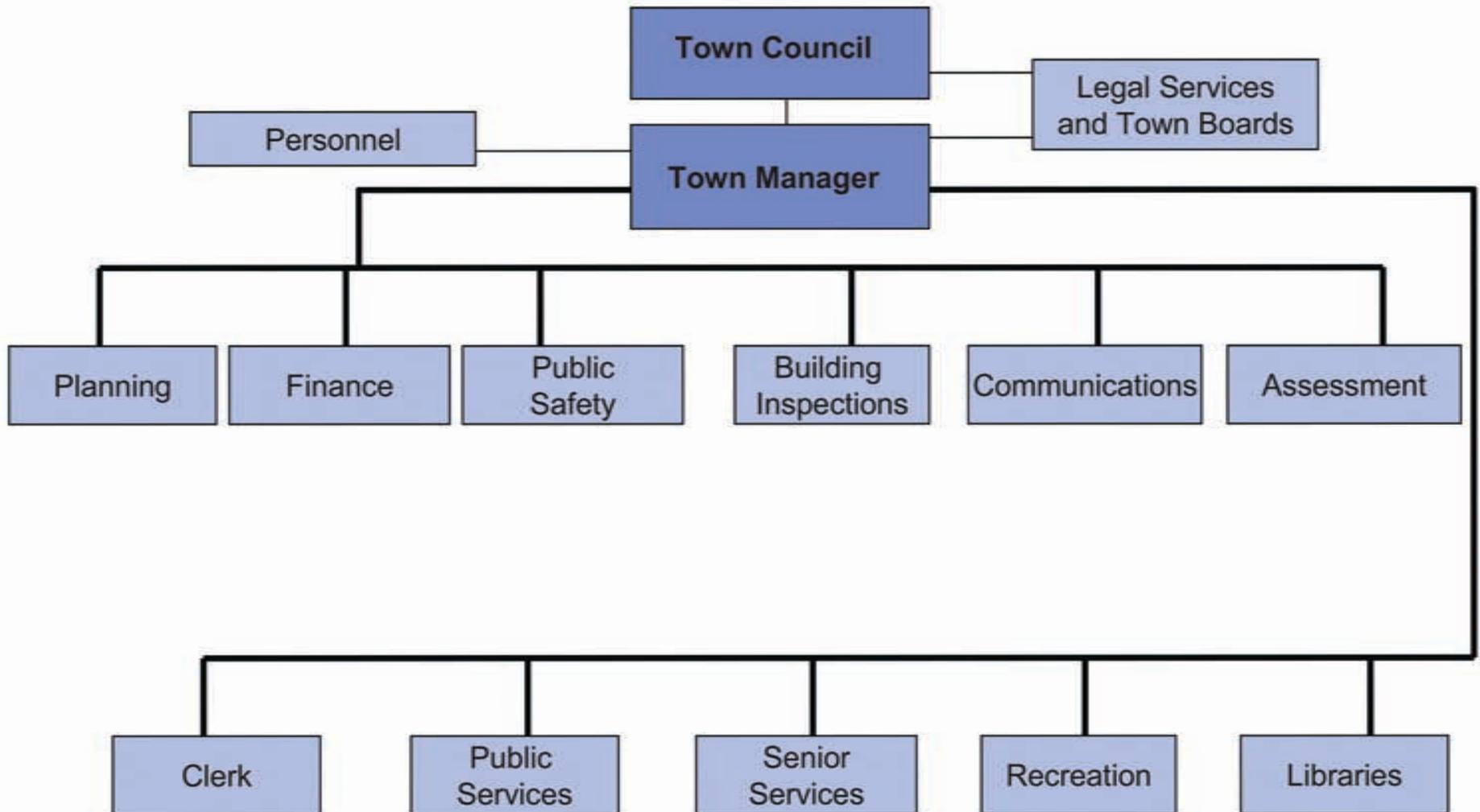
TOWN OF SOUTH KINGSTOWN



MUNICIPAL DEPARTMENT DIRECTORS

TOWN MANAGER	STEPHEN A. ALFRED
DIRECTOR OF ADMINISTRATIVE SERVICES.	ANDREW E. NOTA
TOWN CLERK	DALE S. HOLBERTON
TOWN SOLICITOR.....	MICHAEL A. URSILLO
FINANCE DIRECTOR	ALAN R. LORD
TOWN ASSESSOR	JEAN PAUL BOUCHARD
DIRECTOR OF PLANNING	L. VINCENT MURRAY
BUILDING OFFICIAL	JEFFREY T. O'HARA
DIRECTOR OF PUBLIC SERVICES	JON R. SCHOCK
COMMUNICATIONS SUPERINTENDENT	BRIAN BALLOU
LIBRARY DIRECTOR.....	SHIRLEY LONG
DIRECTOR OF LEISURE SERVICES	THERESA L. MURPHY
CHIEF OF POLICE	VINCENT VESPIA, JR.

Town of South Kingstown –Organizational Chart



Public Services Department
509 Comm O. H. Perry Hwy
Wakefield, RI 02879
(401) 789-9331 ext. 2250

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

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

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

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

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

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

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

Adult Day Services Center
283 Post Road
Wakefield, RI 02879
(401) 783-8736

Town of South Kingstown
180 High Street, Wakefield, RI 02879
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www.southkingstownri.com