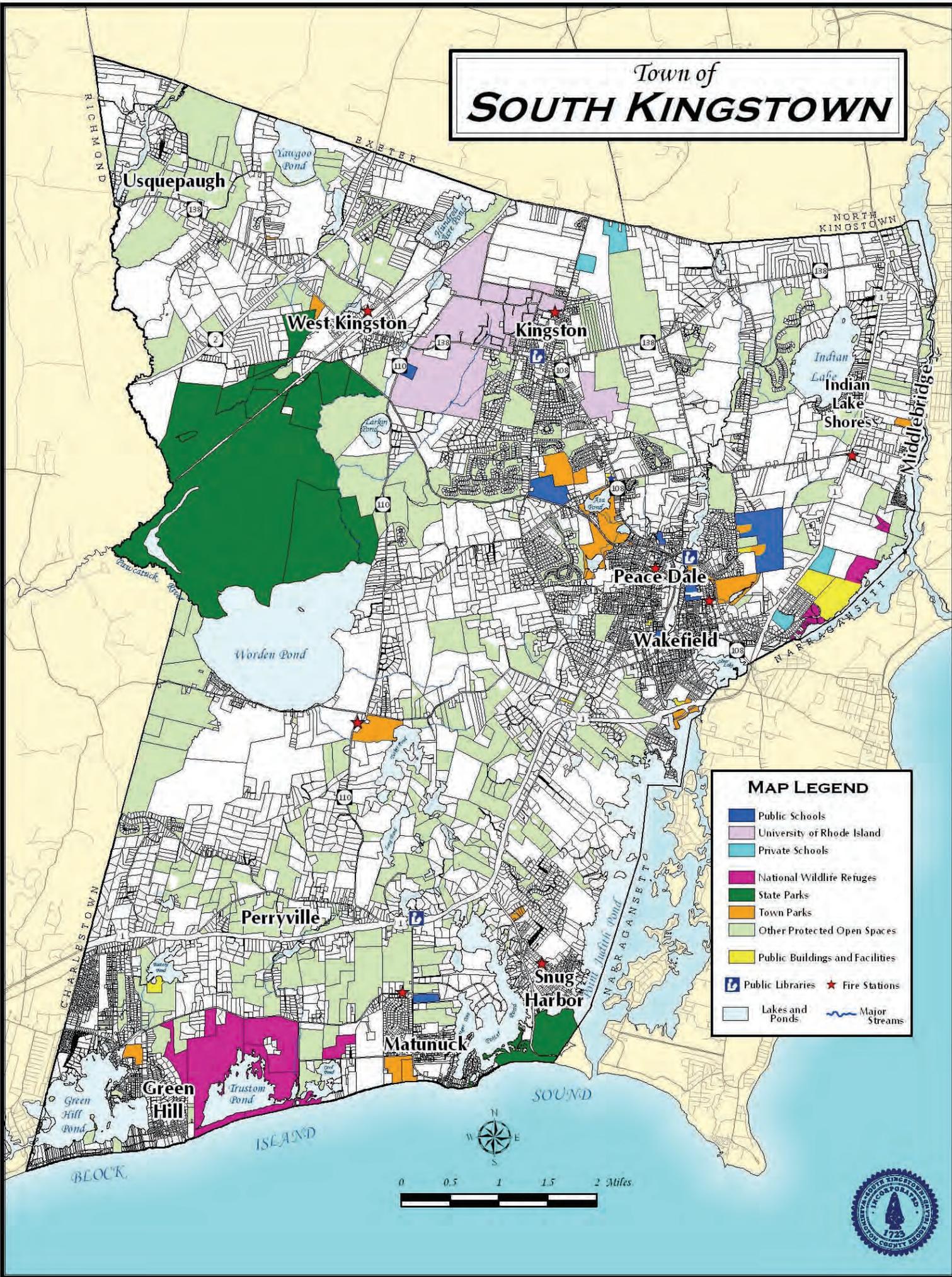




Town of South Kingstown
2012-2013 Annual Report of Municipal Services

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
- P 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
PAUL DONNELLY
MARGARET M. HEALY
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 2012-2014 Term

From left to right: Council members Paul Donnelly, Vice-President Carol Hagan McEntee, President Ella M. Whaley, James W. O'Neil, Margaret M. Healy

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 via the Office of the Town Manager, Town Hall, 180 High Street, Wakefield, RI 02879; (401) 789-9331 ext. 1201; or 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 2013-2014

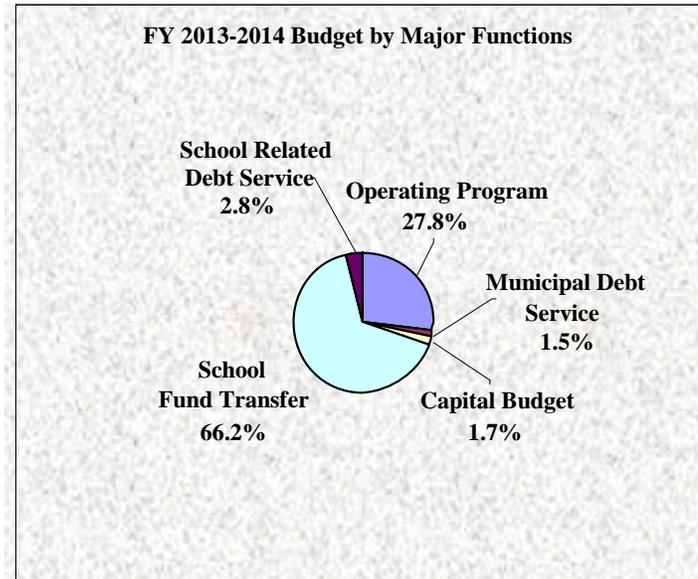
The final budget for the 2013-2014 fiscal year in the amount of \$74,195,340 was adopted by the Town Council in a regular session held April 29, 2013 representing a increase of \$858,928 from the prior fiscal year. Funding is allocated in the amount of \$22,948,319 (31%) for municipal services and \$51,247,021 (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 \$9,494,058 with the School's total budget comprising nearly (79%) of the Town's combined General Fund and School Fund Budget.

Appropriations for municipal operating programs and services equal \$20,611,625, an increase of \$440,610 or (2.18%) from FY2012-2013. Outlays for annual capital projects amount to \$1,232,000 and for debt service for major public improvements \$1,104,694.

The approved budget includes a property tax transfer for school operations in the amount of \$49,131,442 representing an increase of \$767,283 or 1.59% from FY2012-2013. Spending for school-related debt service will require \$2,115,579, which is (\$254,757) less than 2012-2013 fiscal year.

Budget Distribution

The chart below illustrates the FY 2013-2014 operating budget by major function:



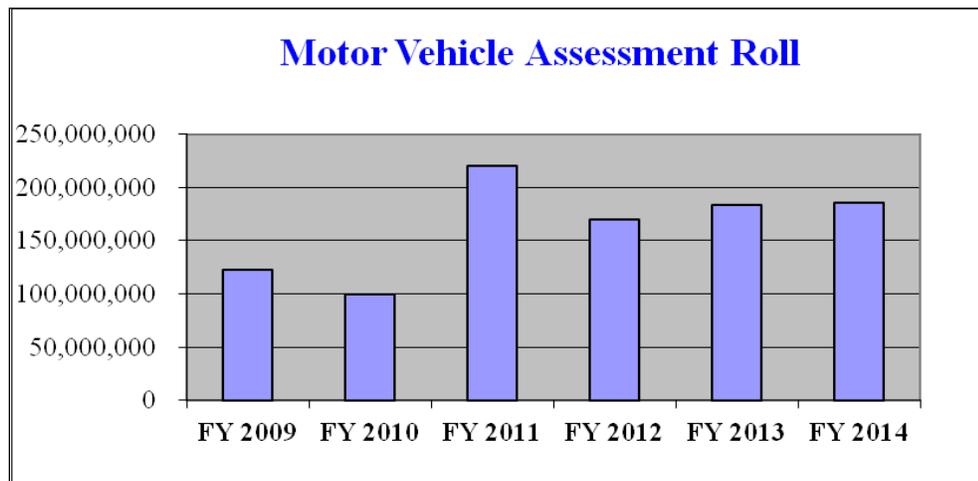
In 2006, the State passed legislation setting new limitations on the growth of municipal property tax levies. The system provided a structured system of tax levy growth restriction that began in FY 2007-2008 at 5.5% and continuing until reaching a maximum of 4% in FY 2012-2013. The tax levy approved in the FY 2013-2014 budget will grow by 1.03% or \$682,335.

Compliance with State Property Tax Cap	Adopted FY 2012-2013 Tax Levy	Maximum FY 2013-2014 Tax Levy	Proposed FY 2013-2014 Tax Levy	Amount Below Statutory Tax Cap
Property Tax Levy	\$66,399,782	\$69,055,773	\$67,082,117	(\$1,973,656)
Increase in Levy	621,399	2,655,991	682,335	
Percent Increase	0.96%	4.00%	1.03%	
Property Tax Rate	\$14.50	\$15.95	\$15.47	(\$0.48)

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 2014, the enacted State budget remains consistent with FY 2013 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 FY 2014 State budget provides a reimbursement of approximately \$167,774 in excise taxes that are removed from the tax roll as a result of the State mandated value reduction.

FY 2013-2014					
<i>Motor Vehicle Values</i>	Taxable Roll	Tax Levy	Income (Loss)/Gain @ \$3,000	Tax Rate Impact	Tax Rate Options
\$500 Exemption	\$215,292,359	\$4,028,120	\$550,368	(\$0.13)	\$15.34
\$3,000 Exemption	\$185,876,659	3,477,752	(550,368)	\$0.13	\$15.47
\$6,000 Exemption	\$132,586,177	2,480,687	(997,065)	\$0.24	\$15.71

The Town Council’s Adopted Budget for FY 2013-2014 provides for a \$3,000 motor vehicle value credit, the same limit as applied in FY 2012-2013. 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 and 2013 Legislative Sessions of the General Assembly, several amendments were introduced that would have resulted in a significant change in the taxable value of the Motor Vehicle Roll. The proposed amendments included 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 proposed legislative amendments did not pass in either the 2012 or 2013 sessions, it is anticipated that these changes would have had a significant effect on the overall Motor Vehicle Roll value, requiring an adjustment in the Real Estate Tax Rate. The potential for legislative change in this area continues to remain a concern and will require continued monitoring during future Legislative Sessions.



Real Estate and Personal Property Tax Roll

The average assessment of a single family dwelling in FY 2013-2014 is \$328,887 with a corresponding real estate property tax of \$5,087.88. This reflects a \$39.87 or 0.78% increase in the property tax levy over the prior year’s average assessment of \$348,115. 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 \$24.12 more than the current year tax requirement.

The tax levy fluctuations during the ten (10) year period from FY 2003-2004 to FY 2013-2014 varied from a high of a 5.06% 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 2.25% per year, as reflected in the chart on the following page.

Year	# of Single Households	Median Sale Price ¹	Average Assessment	Tax Levy	\$ Increase	% Increase
FY 2003- 2004	8,374	300,000	204,679	4,075		
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	1.57%
FY 2010- 2011	8,774	300,000	346,376	4,914	(198)	-3.88%
FY 2011- 2012	8,796	290,000	347,021	5,036	122	2.48%
FY 2012- 2013	8,825	300,000	348,115	5,048	12	0.24%
FY 2013- 2014	8,863	295,000	328,887	5,088	40	0.79%
10 Year Increase	489	-\$5,000	\$124,208	\$1,013	\$1,013	2.25%

¹ Source: Thewarrengroup.com

The average property tax liability for a household with two motor vehicles is \$5362.12 in the 2013-2014 fiscal year, up from \$5,320.01 in FY 2012-2013 reflecting a 0.79% increase. This change was influenced by several factors, including: a slight increase in the assessed net value of motor vehicles at 1.99% or \$3.62 million dollars, and a 5.35% or \$232.3 million decrease in the value of taxable property growth from the roll value.

Average Single Family With 2 Vehicles			
	FY 2012-2013	FY 2013-2014	Change
Real Estate Tax Levy	\$5,048.02	\$5,087.88	\$39.86
Motor Vehicle Excise Tax -2 vehicles	271.99	274.24	\$2.25
Average Residential Tax Levy Increase	\$5,320.01	\$5,362.12	\$42.11
Percentage Increase			0.79%

The average property tax bill in FY 2013-2014 for a single household structure increased \$39.86 over the 2012-2013 fiscal year, while the tax on a motor vehicle with an average taxable value of \$7,328.65 (up \$60.10 over the prior year value) increased by \$1.13 or per vehicle.

As presented in the chart on the next page, the taxable property roll was reduced by approximately \$232 million or (5.35%) in taxable property in FY 2014 after having incurred an increase of more than \$6.5 million in FY 2013. At the same time, in maintaining the \$3,000 motor vehicle exemption value, the net motor vehicle tax roll as of December 2012 is valued at \$185,876,659 reflecting an increase of \$3.62 million or 1.99%.

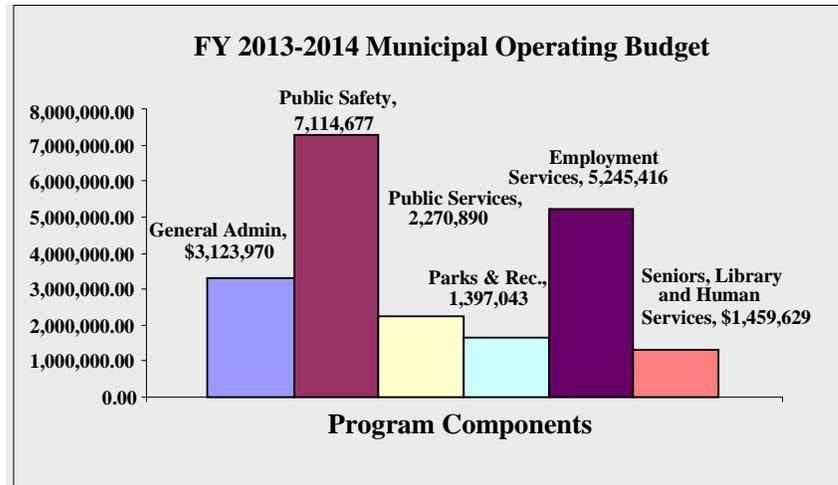
<i>Taxable Property List</i>	2011-2012 Taxable Property	2012-2013 Taxable Property	2013-2014 Taxable Property	Increase (Decrease) From Prior Year
Taxable Land /Buildings	\$4,125,382,590	\$4,150,727,192	\$3,946,264,414	(\$204,462,778)
Tangible Property	221,827,156	202,728,309	174,040,007	(28,688,302)
Total Taxable Property	\$4,347,209,746	\$4,353,455,501	\$4,120,304,421	(\$233,151,080)
Less Exemptions	(\$9,954,001)	(\$9,627,415)	(\$8,839,487)	\$787,928
Net Taxable Property	\$4,337,255,745	\$4,343,828,086	\$4,111,464,934	(\$232,363,152)
Taxable Property Growth - %	0.23%	0.15%	-5.35%	-5.35%
Taxable Property Growth - \$	\$10,131,516	\$6,572,341	(\$232,363,152)	
Net Motor Vehicles -Roll	\$169,817,200	\$182,251,511	\$185,876,659	\$3,625,148
Total Taxable Property	\$4,507,072,945	\$4,526,079,597	\$4,297,341,593	(\$228,738,004)

Highlights of FY 2013-2014 Budget

MUNICIPAL BUDGET

The adopted *municipal operating* budget amounts to \$20,611,625, an increase of \$440,609 or 2.18% higher than the prior year. This increase in FY 2013-2014 is primarily driven by an anticipated increase of \$82,777 in Municipal Retirement System Contributions, \$46,752 in Emergency Medical Services and \$127,770 in the Police Department. For the first time in several years, positive trending is anticipated in local revenues, with an estimated increase of \$221,562. 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, additional attention needs 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 FY2013-2014, expenditures will amount to \$7,114,677 consuming 34.5% 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 the idea of expanding shared/consolidated services on a state-wide basis continue to be discussed, the Town has been proactive in having already achieved many operational efficiencies, while continuing to investigate new opportunities both within and externally to the community. A recent collaboration with the School Department involves the purchase and implementation of a Governmental Financial Management System. This joint effort will afford both the Town and School Department the opportunity to better coordinate financial operations, as well as share a newly filled Information Technology Director position, that will provide support to both School and Municipal operations. Further research on new opportunities for shared service programs continue to be considered in an effort to meet the challenges brought about by reductions in State Aid, static or limited growth in revenues, and an economy that just recently has showed signs of limited growth.

The more established and well known shared service programs involving the Town include:

External:

- Bi-town agreement with the Town of Narragansett in coordinating the location and management of Emergency Sheltering Services in South Kingstown during emergency events
- Wastewater Treatment at the Regional Treatment Facility in Narragansett
- Road Striping
- Solid Waste and Recycling Services at the Rose Hill Regional Transfer Station
- Nutrition, General Programming and Adult Day Services for Seniors
- Animal Shelter Operations
- Police and Emergency Medical Services (*Mutual Aid*)
- Superfund Landfill Closeout
- Planning Efforts
- Grant Administration

Internal- Joint Initiatives with School Department

- Budget Review
- Other Post Employment Benefit Preparation
- Accounts Payable and Appropriation
- Health Care and Dental Benefit Information
- Athletic Field Maintenance
- Radon Testing
- Information Technology Support
- Bank Reconciliation
- Check Endorsements and Wire Transfers

(Some of the financial functions will be adjusted once the new Financial Management System is implemented later in the 2013-2014 fiscal year)

Internal – Union and Kingston Fire Districts

- Data Management
- Solicitation of bids
- Tax Bill Printing Services

(The Town is presently in discussion with both Fire Districts relative to options the Town and Districts may participate in, with the installation of the Town's new Tax software)

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 such as 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

The adopted School Fund for FY 2013-2014 of \$58,625,500 is \$200,000 less than originally required by the School Committee, reflecting a \$375,100 increase over the FY 2012-2013 budget. Since 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. Property tax support necessary to fund the School Committee's program for FY 2013-2014 amounts to \$49,131,442, an increase of \$767,283 or 1.59% more than the FY2012-2013 appropriation of \$48,364,159.

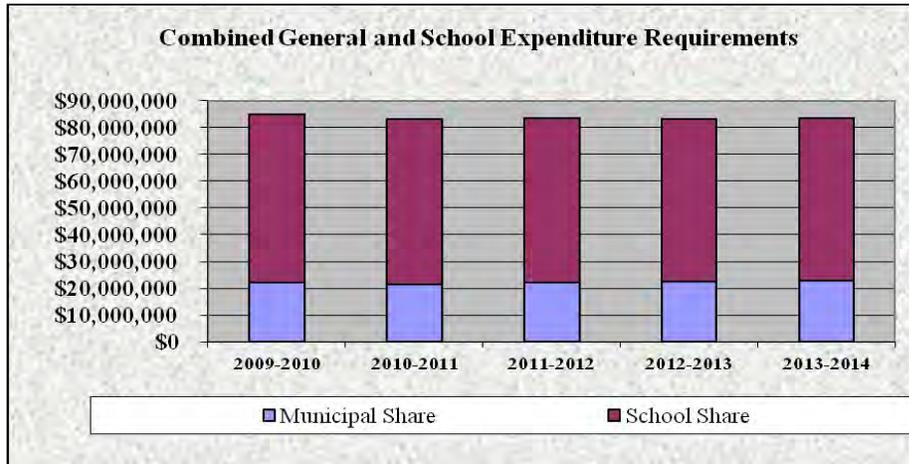
FIVE-YEAR BUDGET TRENDS

Budgeted expenditures for all municipal services, capital projects and debt service have risen an average of \$25,243 or 0.11% annually over the five-year period FY2008-2009 through FY2013-2014. A nnuual expenditures for municipal *operating* programs have increased an average of \$141,149 or .71% while spending for Town *debt service* has decreased by an average of \$56,306 (-4.5%). The *capital budget* has decreased by an average of \$59,600 (-4.56%).

Fiscal Year	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	5 Year	Average Annl.	Percent
Assessment Date	12/31/2007	12/31/2008	12/31/2009	12/31/2010	12/31/2011	12/31/2012	Increase	Inc./Dec.	Increase
Municipal Expenditure Program									
Municipal Program	19,905,880	\$19,363,407	\$19,254,033	\$19,812,310	\$20,171,016	\$20,611,625	\$705,745	\$141,149	0.71%
School Fund Transfer	47,909,928	47,909,928	47,909,928	48,216,336	48,364,159	49,131,442	1,221,514	244,303	0.50%
Capital Budget	1,530,000	1,406,000	1,221,000	1,239,000	1,210,000	1,232,000	(298,000)	(59,600)	-4.56%
School Debt Service	3,512,491	3,424,593	3,164,869	2,888,815	2,370,336	2,115,579	(1,396,912)	(279,382)	-9.59%
Town Debt Service	1,386,225	1,346,279	1,233,423	1,215,742	1,220,901	1,104,694	(281,531)	(56,306)	-4.50%
General Fund	\$74,244,524	\$73,450,207	\$72,783,253	\$73,372,203	\$73,336,412	\$74,195,340	(\$49,184)	(\$9,837)	-0.01%
Plus 3rd Party School Aid	\$11,957,106	\$11,702,035	\$10,277,658	\$10,218,209	\$9,886,241	\$9,494,058	(2,463,048)	(492,610)	-4.65%
School/Municipal Cost	\$86,201,630	\$85,152,242	\$83,060,911	\$83,590,412	\$83,222,653	\$83,689,398	(\$2,512,232)	(\$502,446)	-0.59%

During this period, the local tax appropriation for *school programs* has risen an average of \$244,303 or .50% annually while *debt service* for school facilities construction and improvements has decreased by an annual average of \$279,382.

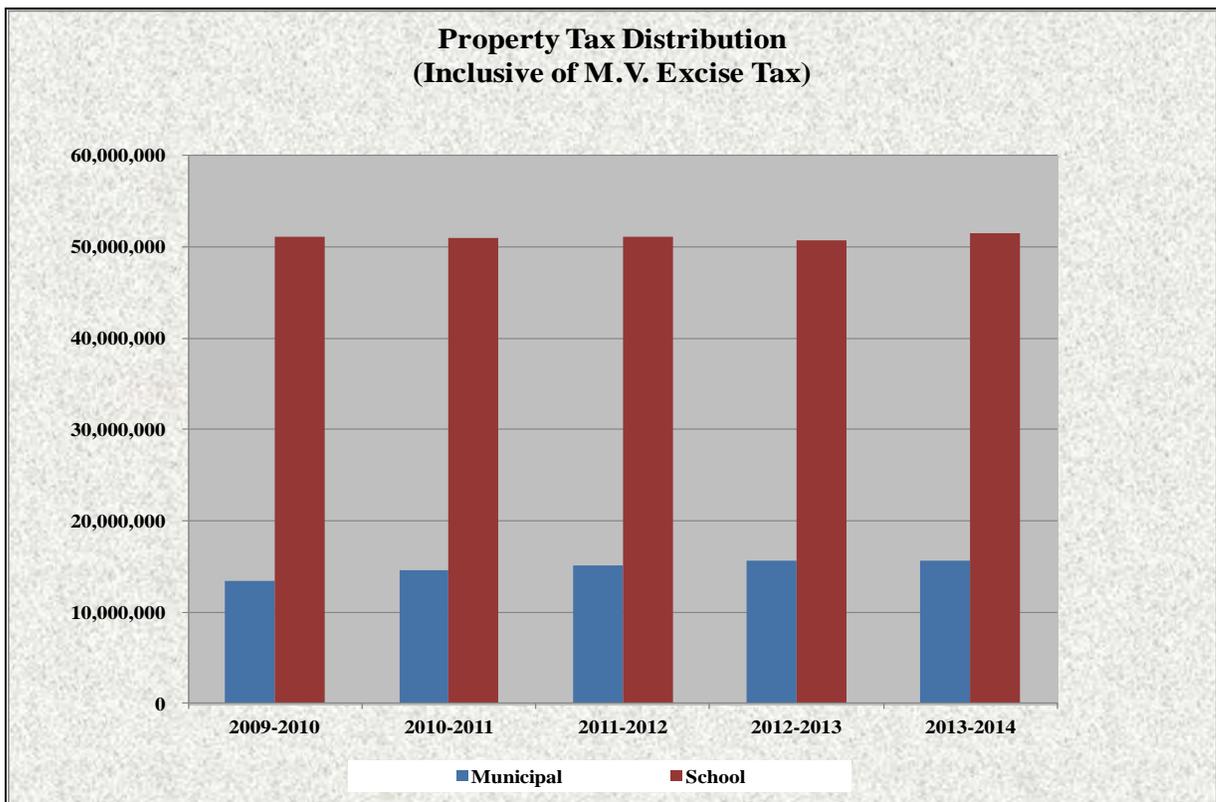
Over this five-year period, the average annual growth rate for the total general fund budget has been \$9,837 representing an average decrease of 0.01% percent.



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 2013-2014 budget, the required property tax levy inclusive of the motor vehicle excise tax and overlay amounts to \$67,082,117.

The property tax allocation for municipal programs is \$15,631,897 (23.30%) and \$51,450,220 (76.70%) for school services and facilities. The property tax rate for FY2013-2014 is \$15.47 per thousand dollars, consisting of \$11.87 for school purposes and 3.60 for municipal services.



Administration/Management

PERSONNEL MANAGEMENT

During FY 2012-2013 three full time employees retired and three individuals resigned from the Town's service. The Town filled thirteen positions within the departments of EMS (2), Police (7), Finance (2), Planning (1) and Inspection Zoning (1). Three of these positions were filled by promotion of existing employees. Four (4) positions in the police department, one (1) in Building/Inspection, and one (1) in Planning had remained unfilled the previous fiscal year. In addition, the position of Information Technology Director was created to provide oversight and direction with the implementation and comprehensive future management and use of the Town's newly purchased financial management system. Throughout this same period, the Personnel Division managed the recruitment, selection, and appointment of sixty-eight (68) 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 199 full-time and 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 in accordance with 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. In May 2013, 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 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.

The Personnel Division continues to monitor the implementation and use of an updated performance evaluation process that was modified in FY 2012-2013. The reviews are done for new employees at the end of their probationary period, and then on an annual basis thereafter. 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. The 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, Personnel Ordinance and the updating of policies and procedures.

UNION CONTRACTS

The Town has recently negotiated all four of the collective bargaining units contracts 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

In April 2013 the Town and SKMEA/NEARI came to an agreement on a three-year labor contract representing 48 full time and 5 part-time members retroactive to July 1, 2012 and extending through June 30, 2015. Principal components focus on the main issues of salary, health and fringe benefits.



Salary Provisions: The agreement provides for a (2) percent increase per year in all three years of the contract (FY 2012-2013, FY 2013-2014 and FY 2014-2015). 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 in the third year. 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 FY2013, FY2014 AND FY2015

FISCAL YEAR	RATE PER WEEK	RATE PER YEAR
FY2012-2013	\$2.20	\$114.40
FY2013-2014	\$2.20	\$114.40
FY2014-2015	\$2.25	\$117.00

Health Insurance and Co-Share: Effective July 1, 2012 N EA employees co-share is 15% of premium, exclusive of those employees earning less than \$30,000 whose co-share increased to 5% of premium and will remain constant throughout the duration of this agreement. A 17.5% co-share will be in effect for contract years commencing July 1, 2013 and July 1, 2014.

The agreement provides for a modification in the Co-Pay schedule effective July 1, 2013:

Type of Doctor's Visit	Co-Pay Schedule	
	June 30, 2013	July 1, 2013
Specialist Visit	\$10	\$15
Urgent-Care Center	\$10	\$20
Emergency Room	\$50	\$75

Fringe Benefits: Effective July 1, 2012, the Town will provide reimbursement of \$150 for eye wear, for employees only, every other fiscal year.

IBPO Local 489



The Town and the International Brotherhood of Police Officers (IBPO), representing fifty-one (51) uniformed officers reached an agreement on a three (3) year contract commencing July 1, 2013 and extending through June 30, 2016. The principal components of the Agreement address salary, special detail rates and health benefits. 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.

Salary Provisions

The bargaining unit did not receive a salary increase for fiscal year 2013 when all other union and non-union municipal employees received a 2% increase. The salary schedule includes a 4% salary increase in fiscal year 2014 to address the 0% received in fiscal year 2013 and a 2% increase in fiscal year 2015. In fiscal year 2016, the final year of the agreement, a scaled increase will affect members in the following manner: a 2% increase for all Patrol Officers, 2.25% for Sergeants, 2.5% for Lieutenants and 2.75% for Captains.

Health Insurance and Co-Share

Co-Share Requirements	Effective 7/1/2013	Effective 7/1/2014	Effective 7/1/2015
Employees hired prior to July 1, 2002	17.5%	19.0%	20.0%
Employees hired after July 1, 2002	20.0%	20.0%	20.0%

Medical and Dental Buy Back

This contract includes a substantial change in the way members are reimbursed for electing to waive insurance because of eligibility under another health insurance plan. Previously, the Town provided 30% of the value of the health care premium or working rate, minus the co-share. As of 7/1/13, the Town provides a flat payment of \$3,000 per year, pro-rated over bi-weekly pay periods throughout the fiscal year, for those that waive medical insurance and \$250 to those that waive the Town's dental plan.

Post-Retirement Healthcare

Previously, employees that retired on or after July 1, 2007 would pay 70% of the health care premium co-share that they were paying at the time of their retirement. As of July 1, 2013, retired members shall contribute the same co-share of the health care premium as active members.

AFSCME Council 94 Local 1612

In December of 2012, The Town reached a 3 year labor agreement with the American Federation of State, County and Municipal Employees (AFSCME) Council 94 Local 1612, representing the Town’s forty-four (44) public services employees and public safety dispatchers. The principal components of the agreement address salary and health benefits.



Salary Provisions

The agreement provides a salary increase of two percent (2%) for all employees in FY 2012-2013, FY 2013-2014 and FY 2014-2015. In addition to this annual increase, several positions received further adjustment to reflect more accurately the work being performed in their roles.

- *Highway Crew Foreman*: Increase \$0.25 per hour in FY 2013-2014 and FY 2014-2015
- *Animal Shelter Manager*: A one-time increase of five percent (5%) to annual salary in FY 2013-2014
- *Parks Maintenance Technician*: Increase \$0.40 per hour in FY 2013-2014 and FY 2014-2015
- Wastewater Employees: Incentive \$0.25 per hour provided to employees scheduled on weekends and holidays

Health Insurance and Co-Share

The agreement provides for a modification in the Co-Pay schedule effective July 1, 2013:

Type of Doctor’s Visit	Co-Pay Schedule	
	June 30, 2013	July 1, 2013
Primary Care	\$10	\$15
Specialist Visit	\$15	\$15
Urgent-Care Center	\$10	\$20
Emergency Room	\$75	\$75

Co-Share Requirements

Fiscal Year	Co-Share
7/1/2012	15%
7/1/2013	17.5%
6/30/2015	20%

Buy Back

New language regarding healthcare buyback has been added to the contract. Any member who has coverage or is 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 pro-rated over bi-weekly pay periods throughout the fiscal year.

Leave Benefits

The new agreement provides for one (1) additional personal day per fiscal year. In addition, employees are now able to accumulate an additional ten (10) days of sick leave up to a maximum of one hundred-ninety (190) days. This change parallels benefits offered to NEARI and non-union employees.

IAFF Local 3365



The Town reached an agreement with the International Association of Fire Fighters (IAFF) Local 3365, representing the Town's fifteen (15) paramedics and one (1) emergency medical technician in November 2012.

The three-year (3) agreement is effective July 1, 2012 through June 30, 2015. The principal components address salary and health benefits.

Salary Provisions

The agreement provides a salary increase of two percent (2%) for all employees in FY 2012-2013, FY 2013-2014 and FY 2014-2015. In addition to this annual increase, a separate classification was delineated for the four (4) Supervisor positions.

Healthcare and Co-Share Requirements

Effective July 1, 2012 all members of IAFF shall contribute a twenty percent (20%) co-payment toward the cost of health care premium or working rate.

Effective July 1, 2013 the Emergency Room co-pay shall increase to \$50 per visit and effective July 1, 2014 will increase to \$75 per visit (without an overnight stay).

Technology

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 evaluated proposals that were received and viewed software demonstrations prior to selecting a software vendor(s). Bids were received on September 25, 2012 with seven vendors provided bids for some or all of the required systems. The goals of the bid process was to award a contract to the vendor(s) presenting solutions that best meet the needs of the Town and School Department. At the conclusion of the review process, the Town and School department recommended the following vendors be awarded contracts:

- Tyler Technologies: Financial, Payroll, and Human Resources
- Vision Governmental Solutions: Tax Assessment and Collection and Utility Billing and Collection
- Viewpoint Governmental Solutions, Inc.: Licensing and Permitting

Inclusive of Consulting and Management Services, software modules, training, data conversion, maintenance and hardware, the overall cost of the system is estimated at \$1.3 million. Implementation of the Financial module will occur first and is anticipated in October 2013, Payroll and Human Resources in January 2014, Assessment and Collection is scheduled for Fall 2013 and Licensing and Permitting scheduled for implementation in FY 2014-2015.

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 Town has been able to use the system on several occasions in recent years in response to the various natural emergencies that have affected the community. These events have included, coastal and rain-based flooding events, power outages, hurricane/coastal storm erosion and flooding as well as severe winter storms. The system can also accommodate targeted messaging to address any incident in which other types of disasters are involved, the railroad network, University of Rhode Island and South County Hospital. The School Department and University of Rhode Island maintain similar communication systems, although they function separately from the town and provide them with the ability to communicate directly with their students, staff and campus populations.

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 using on-demand video streaming for 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.

Planning Programs

TOWN / UNIVERSITY RELATIONS



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 commenced in the Fall 2012 with formal presentations provided by the students at Town Hall.

The Town continues an active effort at communication and collaboration with the University of Rhode Island. A Town Council and University administration joint work session was conducted on June 20, 2013 at the Ryan Center on the Kingston Campus. Beyond this formal meeting, various other meetings and communications on numerous matters have also occurred between Town staff and URI administrators during the past year. Topics and issues that have been discussed include transportation issues (Plains Road use and maintenance, parking enforcement, Route 138 reconstruction, and potential future of commuter rail service at West Kingstown); public safety and emergency response; expansion of partnerships between the University and Town; ongoing and planned URI capital improvements; and the economic development impact of University in the Town and region. In addition, the Director of Planning continues to serve on the University's Master Plan Review Team, a group that reviews capital projects and provides guidance for URI's long term planning efforts.



DOWNTOWN INTER-MODAL PARK ENHANCEMENT



PROPOSED WAKEFIELD COMFORT STATION



It was in FY 1999 when the initial planning concepts were developed for the Intermodal Park project. In July 1999 the Town was first awarded a \$427,619 grant from the RI Department of Transportation (RIDOT) for the development of an Intermodal type facility as part of what was then known as the South County Bike Path. The key design elements of the building plan which remain in effect today call for a public comfort station accented with railroad style architecture to be located adjacent to the William C. O'Neil Bike Path, at the point where the path bisects

Main Street. The Town purchased the former Teeny's Glass property in December 2003 after all RI Department of Environmental Management required remediation was accomplished by the prior owners. The cost of the project to date for work involving environmental permits, building design and land acquisition, totals \$226,150, all of which has been funded through the initial Enhancement Grant awarded by RIDOT, with no expenses having been incurred by the Town.



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 complete as this point and was released for bid and construction in the late Summer early Fall 2013. Project construction will likely last through the spring/summer months into the Fall 2014, with all project costs being covered in full using RIDOT Transportation Improvement Fund resources.

Environmental Planning

COASTAL EROSION ASSESSMENT AND REMEDIATION



The Town's 2010 update of its Multi-Hazard Mitigation Strategy Plan, which gained final approval by the RI Emergency Management Agency (RIEMA) and Federal Emergency Management Agency (FEMA), in March of 2012, represents the Town's comprehensive strategy program for reducing risks from natural hazards. The plan identifies potential measures to mitigate coastal erosion and sea level rise impacts so as to protect critical natural resources, property, and municipal infrastructure. The plan provides the policy backing for the Town's project to relocate the Town Beach Pavilion and OWTS inland as a response to continued erosion at the beach. Inclusion of this project in the plan also provided for its eligibility for

federal funding to assist the relocation. Two grants have been received by the South Kingstown Parks and Recreation Department totaling approximately \$300,000 towards this project, which is estimated to cost \$400,000. The Parks and Recreation Department has also secured a C RMC assent for the pavilion relocation. It is expected that this project will be bid in the fall, constructed in the off-season and the facility will be ready for use in the summer of 2014.

The issue of addressing coastal erosion and infrastructure protection and resultant public safety and access issues in the Matunuck area has continued to be a major focus for the Town administration. Over the past year the Town has developed project specifications in preparation for bidding the project in the summer of 2013. The initial project consists of the installation of 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. This project was approved by the Coastal Council in an assent dated June 27, 2012. Funding for the project is being provided by RIDOT via agreement with the Town. An award of bid was granted to HK&S Holding Company from Newport, RI, in September 2013 in the amount of \$998,000 for this project. Construction of the seawall will begin in the late Fall 2013 and is expected to be completed on or before May 1, 2014.

The Town Administration via the Planning Department has also been involved with a new Flood Insurance Study (FIS) of Washington County communities conducted by FEMA. This FIS will result in revisions to flood plain hazard mapping in the coastal areas of the Town and requires amendments to the Town's Floodplain Management Ordinance (Chapter 21 of the Town Code of Ordinances). The revisions to this Chapter were nearing completion at the close of FY 2012/2013. Adoption of the revised Ordinance will maintain compliance with required provisions of the National Flood Insurance Program, as administered by FEMA.



As a result of on-going coastal erosion, the Town's South Shore water supply main was damaged during Superstorm Sandy at the terminus of Ocean Avenue in Matunuck. The South Shore water system is very linear in nature, whereby a single 12"φ water main runs along the Matunuck/ East Matunuck barrier beach. Should this water main be permanently compromised, the westerly and easterly areas would be divided in half, thereby losing potable water supply and fire protection service to approximately 1,200 properties west of the barrier beach (current water supply is provide via a wholesale water connection with United Water- RI (UWRI) at the Town's South County Hills water meter pit.

As such, an award of contract was made to PARE Corporation in December 2012, to prepare engineering design plans and bid specifications for an emergency potable water main interconnection along the northerly side of Potters Pond in the Matunuck/ East Matunuck area of South Kingstown. Given the expense associated with this project (> \$2.2M), the Town will seek potential funding sources to help reduce project costs. The start of construction is yet to be determined based upon regulatory permit approvals and project funding.

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. C SSLP funds are made available under Title VI of the Clean Water Act and § 46-12.2 of RI General Laws. To date, 97 CSSLP loans have been issued, totaling \$1,378,117.55. The Town has been approved for additional funding authorization of \$1 million to allow for additional program participation.

ENERGY PROGRAMS

Under the coordination and direction of the Manager's office, the Town's Energy Conservation Program has continued to produce positive results for the community over the past fiscal year. 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 programs/projects:

- Investment Grade Audit (IGA) of Municipal and School Facilities (Cost \$32,480). The audit covered eighteen (18) municipal and thirteen (13) school facilities totaling 812,000 +/- sq. ft.
- Department of Public Services Replacement Windows and Doors (Cost \$68,900). This project replaced all the windows and exterior doors at the DPS facility.
- Peace Dale Library Branch and Town Hall: Heating Plant Replacement and Fuel Conversion (Cost: \$183,188). Both facilities were converted from oil to gas.
- (Town Hall oil cost 2011/2012- approximately \$22,000 – gas cost for 2012/2013 - \$8,000, savings 64%).
- (Library oil cost 2011/2012- \$18,337 – gas cost for 2012/2013 – 7,995.09, savings 44%).
- The Town will be receiving N-Grid incentives for the above projects totaling \$6,000. These two projects also involved extending gas lines to these municipal facilities, these extensions were covered by the Grant (approximate cost \$18,600).
- Silver Lake and Kingston Wastewater Pumping Station conversion from oil to natural gas. (Cost \$43,200). This project was funded by residual EECBG funding and the Town’s Wastewater Capital Fund.

Building Local Capacity for Clean Energy and Climate Change Initiatives: An Intergovernmental Partnership – This 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). Our grant budget is approximately \$55,000 and is being used as follows:

- Our EPA Grant “Demonstration project” consists of a retrofit all lighting at the South Kingstown Public Safety Building. The project commenced in December of 2012: its total cost consists of \$85,579 (this includes a \$38,933 incentive from N-Grid; the net Town cost is \$46,646). For fiscal year 12/13 electricity costs for the facility were: \$60,442.70 (compared to \$75,772.78 the previous year, we have achieved a savings of \$15,280 based on a ½ year experience).
- Training of Building Manager (Public Safety Building and Libraries) in energy management under a nationally recognized “Building Operator Certification” program. (Cost of BOC-1 \$1,595). The same Building Manager has also completed the second level of BOC training this past spring.
- The Town Council adopted a Municipal Energy Policy on September 10, 2012.
- The Town Council also adopted a Municipal Energy Guide in May 2013.
- The Town is evaluating various other buildings and facilities for potential projects under the N-Grid “Enhanced Municipal Initiative.”

SOLID WASTE/RECYCLING PROGRAM



The Rose Hill Regional Transfer Station (RHRTS) has been privatized since 1985 and is currently operated by Waste Haulers of Johnston, RI. A three year privatization contract extension was authorized by the Town Council on July 26, 2010, which provides stabilized residential disposal costs through June 30, 2015. The contract extension also provides for an additional two-year extension by mutual agreement, through June 30, 2017.

As required by RI state law, all municipal solid waste (MSW) a/k/a residential solid waste and all municipal recyclables under

the Town's control must be delivered to the RI Resource Recovery Corporation (RIRRC) Central Landfill facility. The RHRTS serves as the localized collection point for these materials, which are subsequently transferred to the RIRRC Central Landfill facilities. In addition to processing MSW and municipal recyclables collected by private refuse haulers and direct access residential users, the RHRTS serves as a regional disposal facility for non-municipal, commercial waste.

For calendar year 2012, the Town diverted 60.6% of municipal sector waste from landfill, the highest in the State. On September 6, 2012, the Town of South Kingstown received a recycling profit sharing check in the amount of \$55,017 from RIRRC, representing 2,545 tons of recyclables generated by South Kingstown residents. Based on the community's efforts and response to recycling, the Town anticipates higher recycling percentages once the single stream system is in full operation.

In an effort to further increase recyclable material diversion from the solid waste stream, RIRRC began a State-wide "Recycle Together" a/k/a "single stream" recycling program in June 2012. Under the single stream program, residential users no longer have to separate paper products from container recyclables. RIRRC envisions recycling rates will significantly increase with this initiative, thereby saving valuable and finite landfill capacity.

Transportation Projects

LOCAL TRAFFIC AND TRANSPORTATION PROJECTS

Transportation Improvement Program. The TIP has served as the Town's transportation planning and guidance document in an effort to prioritize transportation improvements. Road improvement project priorities are reviewed each year in conjunction with the Town's capital improvement program (CIP) budget.

The Town began a road reconstruction program in 2001 for municipally owned arterial collector roads in poor condition, many of which date back to colonial times. Road construction standards today involve meeting performance requirements associated with high traffic volumes, speeds and vehicle weights.

Although full-depth reclamation (FDR) road reconstruction continues to be the proper and preferred alternative for pavement management, the Town simply cannot afford to reconstruct each road in Town. In an effort to provide a suitable driving surface at a reasonable cost, the Town commenced a pavement overlay program during the Summer 2013, rather than full road reconstruction. For purposes of comparison, FDR typically runs \$115 per linear foot as compared to pavement overlay, which runs approximately \$32 per linear foot. However, unlike full depth road reconstruction projects, reflective cracking from existing road substrate and drainage complaints can be expected with an overlay program.

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 maintains an active dialogue with RIDOT concerning local project priorities with annual meetings conducted to discuss local needs and priorities. The Town has focused its advocacy on the following needs:

Route 1 from the Narragansett Town line to Succotash Road. This repaving project includes improvements to three (3) bridges along the project corridor and various drainage improvements. Paving was completed in FY 2010-2011, following bridge repairs which are underway this project will be concluded in the 2014 construction season.

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. At the close of the fiscal year plans and project specifications were being finalized, construction is expected to proceed in late 2014.

High Hazard Intersection Improvements to Dale Carlia Corners. Lane and traffic signal improvements will be constructed in the Spring 2014.

West Kingston Amtrak Station – Additional Parking. Supplemental and improved additional parking is proposed for the access road adjacent to the Kingston signal tower where unimproved parking is occurring. Approximately 43 parking spaces with sidewalk will be constructed during the Fall 2013.

Major projects that are advancing include:

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 90% 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 2014 construction season. Final design details and logistics of the construction contract(s) will be the subject of review by the PAC.

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 began remedial bridge repairs in June 2013, with the work having been completed as of September 2013.

Goals FY 2013-2014

ADMINISTRATION

- Prepare and submit to the Town Council a six-year Capital Improvement Program for the period FY 2014-2015 through FY 2019-2020.
- Prepare and submit the FY 2014-2015 Town Manager's Proposed Budget to the Town Council.
- 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	Aug. - Dec. 2013	Jan. 1, 2013
Water/Wastewater Billing/Collection	Aug. - Dec. 2013	Jan. 1, 2014
Human Resources	July - Dec. 2013	Jan. 1, 2014
Budget Program	July - Dec. 2013	Jan. 1, 2014
Permitting/License Applications	2014	Jan. 1, 2015

- Complete the installation of the 202' ft. sheet pile wall project in Matunuck and initiate further study on the use of experimental soft armor and hybrid projects along that section of the Town beach property included by CRMC within the authorized experimental zone.
- 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 Regional Transfer Station.

PLANNING/ECONOMIC DEVELOPMENT

Promote affordable housing opportunities through the development and implementation of policies, regulations, resources and programs on the local and state levels.

- 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.
- Work with the Planning Board in addressing issues relating to the State review of the Town's Comprehensive Community Plan Update and begin process of implementation of policies and action items within the Plan.
- In concert with the Planning Department and Planning Board, review and make recommendations for amendments relating to regulations affecting coastal, seasonal communities in the Town.
- Update local regulations concerning WECS "Wind Energy Conversion Systems." This process will be assisted by a Statewide Planning Review now underway which is expected to provide model ordinance language and siting standards for this technology.
- Assist in the promotion of ongoing "grassroots" efforts at Main Street (Wakefield) and Peace Dale village revitalization.



- Promote the Town’s interests by participating in the development of the Beach SAMP (Special Area Management Plan) being developed by the CRMC concerning shoreline erosion and seal level rise impacts on coastal areas in the south shore areas of the State (Phase I of a Statewide project).
- Under the direction of the Town Manager’s office, continue coordination with Town staff, CRMC, RIDOT, RIDEM local property owners and other interested parties concerning coastal erosion impacts and mitigation projects in the Town’s south shore area (with a particular focus on Matunuck vicinity).
- Review and assess the condition/usability of identified public rights-of-way to the shoreline.



- In conjunction with Planning staff, and Planning Board assist in the conduct of a review of the Town’s zoning ordinance provisions relating to mill reuse with an eye toward the development of regulatory amendments that will promote increased tenancy and flexibility of usage within the IND - 1 zoning district.
- 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 2012-2013

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 FY 2012-2013:

- Prepared agendas, minutes, and required legal advertisements, ordinances, resolutions, proclamations, commendations and correspondence for 30 Regular Council meetings and 12 Work Sessions. Also held were 9 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 dating to 2007 is available for viewing.
- There was 1 amendment to the Town Code and 2 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 2012 Town Council minutes for microfilming and conversion to book form.

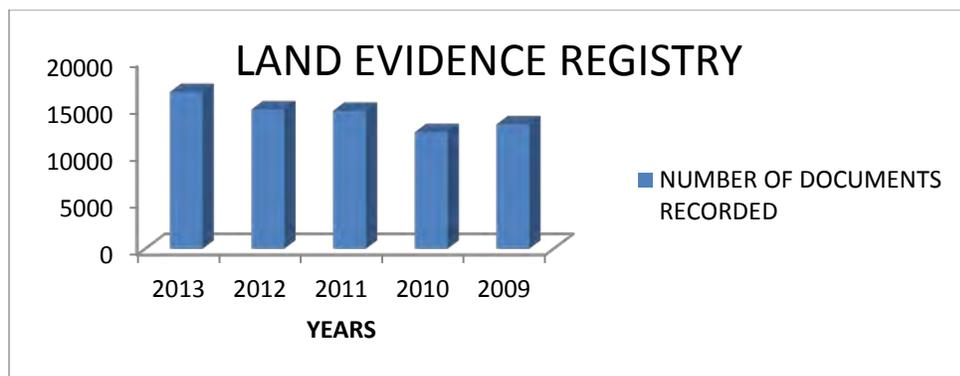
LAND RECORDS REGISTRY

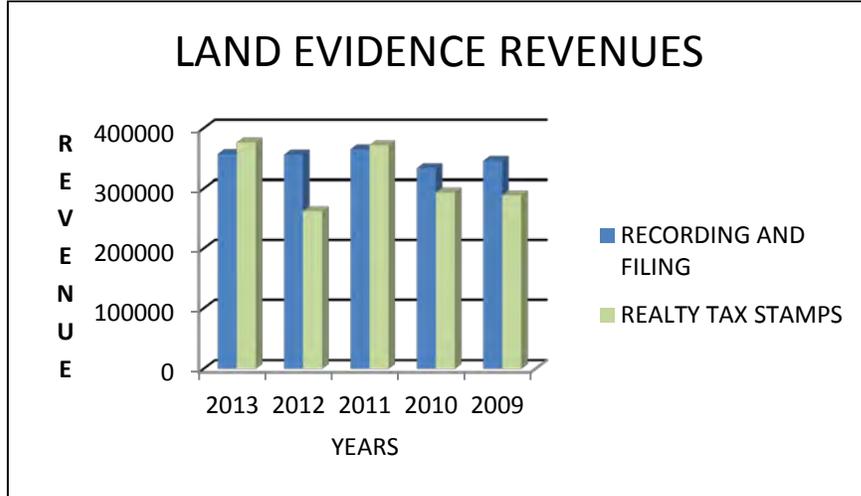


All records associated with land transactions are recorded, indexed, proofed and scanned through an indexing and imaging system on a daily basis, providing accurate and prompt information. Some of the records include deeds, mortgages and discharges, liens and maps – records vital to individuals seeking 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. Records are available

to the public via the Town's website. Indexes and images back to 1980 may be viewed for free; pre-paid accounts allow document to be printed.

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



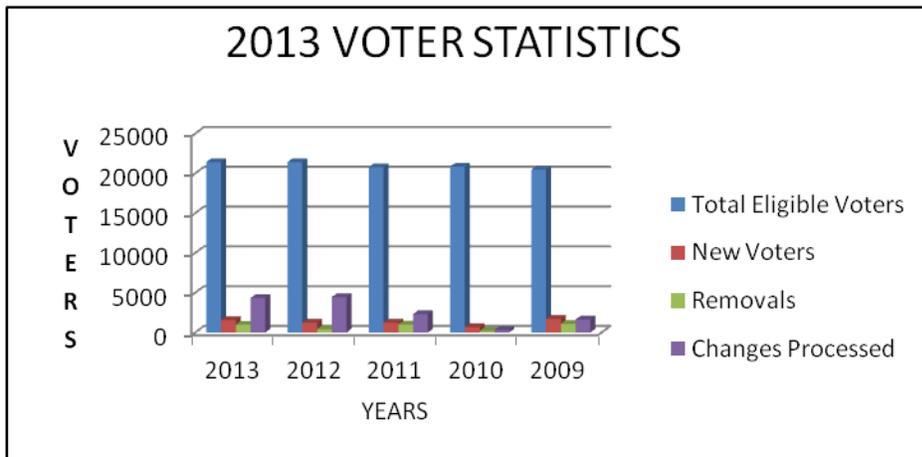


The following activities were performed in the administration of land records during the 2012-2013 fiscal year:

- Recorded 16,602 land evidence documents;
- Recorded 117 maps associated with land evidence;
- Revenues generated from the recording and filing of these documents in FY 2012-2013 were \$356,816 and \$37,846 was collected for preservation of the records and for technology. Revenues generated from Realty Tax Stamps \$375,920 of which \$290,586 was retained for the acquisition of open space.
- Revenue from online accounts was \$1,850.

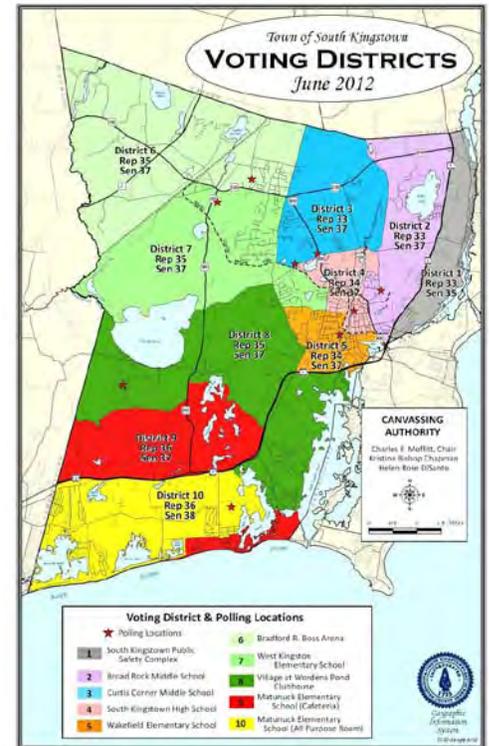
CANVASSING AUTHORITY

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 2012-2013, two elections were held: the Primary Election in September 2012 and the Presidential Election in November 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. No Budget Referendum was held in June 2013 but if one had been required, a single polling location would work efficiently.



Voter Registration

- Maintained records for 21,419 total eligible voters
- Maintained 2012-2013 voter lists; processed 4,346 changes to voter records including FPCA cancellations, file maintenance for 2012 NCOA removals/cancellations, statewide duplicate voter lists audit, complete audit of voter registration files, audit records of permanent mail ballot applicants, and poll worker list maintenance
- Registered 1,569 new voters; removed 980 voters
- Processed 52 voter list requests
- High School registration drive held April 4, 2013
- Conducted voter registration program at Peace Dale Library on May 4, 2012, August 11, 2012 and October 6, 2012
- Voter drives held at the Public Safety Complex on May 5, 2012, August 12, 2012 and October 7, 2012
- 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 10 meetings of the Board of Canvassers
- Continued records retention schedule
- Began the 2013 National Change of Address (NCOA); processing the 588 NCOA received for South Kingstown.



2012 Elections

- Affiliation Changes: 2,288
- Poll workers Training and Maintenance: Primary: 60 poll workers, Presidential: 66 poll workers
- Candidate Management: Primary: 129 Candidates, Presidential 24 Candidates
- Certification Sheets processed for BOC 297
- Absentee Ballots: Primary 93, Presidential: 980
- Voter turnout: Primary 2,281 (10.69%, Presidential: 13,733 (64.01%)
- September Primary Election events of note: First election after redistricting from 2010 Census, Democratic race of State Representative in Rep Dist 35 (3206,3207,3208)
- November Presidential Election events of note: 3207 received incorrect ballots from BOE, voter registrations received 8/12/2012 – 10/07/2012: 441, voter registrations received 10/08/2012-11/06/2012: 299, Provisional Ballots: 64 total (31 from 3207), First major election requiring voters to show identification (enacted 2011)

2012 Redistricting

- 21,301 Redistricting notices sent to registered voters
- Processed undeliverable returns of notice (1,536)

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. The Office has issued civil union licenses since July 5, 2011 and beginning on August 1, 2013 same sex marriage licenses are issued under newly adopted State law.



The following activities were performed relative to the archiving of Vital Records in 2012-2013:

- Received and processed 393 death and 176 marriage records
- Issued 124 marriage licenses and 3,393 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.

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 fiscal year 2012-2013:

- Served as Clerk for 12 regular sessions and 1 special sessions of the Probate Court.
- Filed petitions for 153 estates opened, of which 18 were wills filed for record only, and 10 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 2012-2013:

- Issued 430 business licenses, 40 liquor licenses and 3 nineteen hour beverage licenses
- Issued 3 industrial wastewater, 12 waste hauler, and 2 zero discharge licenses
- Issued 19 Miscellaneous Licenses for Road Races, Festivals and Block Parties, each requiring the execution of indemnification agreements, certificates of insurance and verifying that any required state licenses are obtained.

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 2,586 refuse tags and 315 yard waste tags
- Sold 261 beach passes for the 2012 beach season
- Issued 75 Hunting/Fishing Licenses and Stamps and 37 permanent Hunting/Fishing Licenses
- Issued 170 mooring licenses for the 2012-2013 boating season; assigned 18 new mooring licenses collected \$28,952 in fees
- Maintenance of Mooring Waiting List resulting in a reduction from 34 to 18 individuals;
- Coordinated with the Harbormaster to enforce inspection requirements and resolve nonpayment of licensing fees to ensure compliance of current mooring holders
- Issued 1,386 dog licenses and 1 kennel license; collected \$10,176 in fees
- Processed \$8,355 in animal control fines/fees

REVENUE COLLECTED

The Town Clerk's Office collected \$1,060,168.90 in revenue during the 2012-2013 fiscal year.

Administrative Accomplishments FY 2012-2013

- 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 back to January 2010. Minutes are archived back to 2007.
- Continued posting of Town Code and Zoning amendments on the Municipal Code website as they are adopted. Published the yearly supplement.
- 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.
- Administration of Primary and Presidential Elections.

Goals FY 2013-2014

TOWN COUNCIL

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

LAND EVIDENCE

- Continue entering 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.
- Continue Scan in recorded Land Plans for internet access.

CANVASSING

- Prepare for the September 2014 Primary and November 2014 General 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.
- Investigate paperless storage of all vital statistic records going forward.
- Investigate new indexing system.

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 2012-2013

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	2011-2012 Cases	2012-2013 Cases
Agency Hearings	1	2
Claims for which suit has not been instituted	4	3
Code Enforcement Actions	9	9
Labor Arbitration Cases	1	1
Minimum Housing Enforcement	0	0
RI Human Rights Commission	2	1
Superior Court Appeals (non-zoning)	2	1
Supreme Court Appeals	0	1
Tax Appeals and Cases	6	3
Unemployment Hearings	2	2
Zoning Appeals	3	3
TOTAL	29	26

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.

Finally, the Solicitor's Office represents the Town at sessions of the General Assembly regarding various municipal bills which are being supported or opposed by the Town.

Goals FY 2013-2014

- 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 2012-2013

INTEGRATED FINANCIAL MANAGEMENT SYSTEMS

The Finance Department, Town Manager and School Department Administration are in the process of replacing the Town and School Department's current financial management systems including fund accounting, accounts payable, budget, purchasing, fixed assets, human resources, payroll, tax assessment and collection, utility billing and collection, licensing and permitting.

This process began early in 2012 with a survey of RI municipalities followed in April 2012 with the solicitation of proposals from consultants 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 selected consulting firm performed a needs analysis and created the bid specifications during the months of July and August 2012.

Bids were received in September, 2012 and in the months following, the Town and School Staff evaluated the bids. As part of that evaluation, bidders were required to demonstrate their systems to appropriate personnel from Town and School. The bids included pricing as well as recommendations for software solutions, project management services, installation services, training, hardware implementation and data conversion services. During the months of December and January, contract negotiations were undertaken with vendors regarding contract provisions and final pricing.

On February 11, 2013, the Town Council awarded the contracts to the following vendors who demonstrated that their solutions will best meet the needs of the Town and School for the foreseeable future and have shown that they have the experience and expertise to assist the Town and School with the implementation process and to provide future support: Tyler Technologies (Munis) for Financial, Payroll and Human Resources; Vision for Tax Assessment and Collection and Utility Billing and Collection; and Viewpoint for Licensing and Permitting.

The implementation is being accomplished utilizing a phased-in approach that will be spread out over the next two to three years. The first phase has begun with the implementation and training of staff for some of the key financial management functions starting in March 2013 including fund accounting, accounts payable and purchasing with an anticipated "Go Live" date of October 1, 2013. "Go Live" dates for Payroll, Personnel and Budget are scheduled for January 2014; Tax Administration and Collection and Utility Billing beginning in the Fall of 2013 with "Go Live" billings in 2014; and Permitting and Licensing will be accomplished over the next few years as those respective Department's work schedules and information technology resources of the Town will permit.

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 a 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 five years and an estimate for the 2013-2014 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	3,574	3,325,289
2014 estimated	3,660	3,426,000

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, for fiscal year 2012, three hundred seventy-four credit card payments totaling \$216,118 and for fiscal year 2013, four hundred twenty-seven credit card payments totaling \$270,369 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 2013 tax bill.

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 are reflected in the collection rates on the following table. Prior year tax receivables, as of August 31, 2013, are listed on the next page along with the percentage of Net Levy for each of the past five years.

FY	NET LEVY	AS OF 8/31/10	% OF LEVY	AS OF 8/31/11	% OF LEVY	AS OF 8/31/12	% OF LEVY	AS OF 8/31/13	% OF LEVY	COLLECTION STATUS
2013	66,141,811							648,333	0.98%	Tax Sale Planned 4/2014
2012	65,885,154					618,926	0.94%	83,071	0.13%	Tax Sale 4/2013
2011	65,199,289			702,456	1.08%	96,371	0.15%	78,398	0.12%	Tax Sale 4/2012
2010	64,231,377	647,960	1.01%	46,643	0.07%	22,641	0.04%	19,410	0.03%	Tax Sale 4/2011
2009	63,388,729	77,689	0.12%	33,463	0.05%	21,355	0.03%	20,427	0.03%	Tax Sale 4/2010

As shown above, with the Department's aggressive tax collection efforts, the uncollected portion of each year's delinquent tax is reduced to approximately 3/100ths 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 June 2013 totals \$233,787. Rossi Law Offices, Ltd. has collected \$42,801 in past due taxes and an additional \$29,292 in interest penalties through the end of June 2013. It is anticipated that any outstanding 2008 motor vehicle accounts will be turned over to Rossi in the Fall 2013 for collection. The State's new Department of Motor Vehicles' computerized registration system now provides 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 2013 for unpaid 2011 real estate taxes and prior amounts due, with 19 parcels owing \$75,341 in total taxes being advertised for sale. Approximately \$9,330 in 2011 delinquent real estate taxes remained unpaid as of June 30, 2013 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 2014.

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, 416 accounts totaling \$64,567 have been placed with the collection agency. Of that amount, \$3,829 in taxes and \$1,546 in interest has been collected through August 2013.

HEALTH CARE SERVICES CONTRACT

The Town has been a member of West Bay Community Health Collaborative (WBCB) 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 WBCB 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 collaborative groups available in the State. In March 2009, WBCB was able to negotiate an additional reduction in the Blue Cross administration rate if the WBCB agreed to extend the existing 3-year contract for one additional

year through FY 2011-2012. The reduction over the 39 months of the contract resulted in savings of \$416,129 for the Town and School Department through FY 2011-2012. As of July 1, 2013 total membership in WBCB was in excess of 7250 employees, of which approximately 750 are Town 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 36 months of actual claims experience, the Town and School Department have achieved savings of \$311,612 in plan costs. The reduction in dental costs has resulted in a decrease in FY 2012-2013 rates of 10% for the Town, 7% for the School Department when compared to the FY 2009-2010 prospective premium rates and no increase to premiums for Town and School for FY 2013-2014.

The third party administration contract with Blue Cross expired as of June 30, 2012. WBCB opted to 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 FY 2012-2013 compared to \$29.19 during FY 2011-2012. The lower rate will result in estimated savings of \$53,000 per year for a total of \$159,000 over the three-year life of the contract when compared to the administrative rates paid in FY 2011-2012. In addition, based on a strong financial position, WBCB opted to self insure the difference between the member's retention rate of \$225,000 and the first \$500,000 in paid claims. South Kingstown is reinsured by Blue Cross Blue Shield from \$500,000 to \$2 million. 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. For the first year of the contract, the total of all participating pools' fund balance is approximately \$1.1 million as of June 30, 2013.

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 was \$1,878,000 for all Town and School Department employees. The Town is in its fifth 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, 2013 the Town had assets totaling \$3,804,263 set aside in an OPEB trust fund at the 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

	Moody's	Standard & Poor's
Best Quality	Aaa	AAA
High Quality	Aa1 Aa2 Aa3	AA+ AA AA-
Upper Medium Quality	A1 A2 A3	A+ A A-
Medium Grade	Baa1 Baa2 Baa3	BBB+ BBB BBB-

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 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 Cleribase system.

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.

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 received notification from the Government Finance Officers Association (GFOA) that it had been awarded the Certificate of Achievement Award for the FY 2012 Comprehensive Annual Financial Report (CAFR). This represents the twenty-third 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 2013-2014

- Implement the replacement of Town and School Department financial information systems to include systems set-up, installation, and training for Department personnel with an anticipated use date of October 1, 2013 for the accounting, purchasing and budgeting systems, and January 1, 2014 for human resources and in-house payroll. Implement replacement of tax and utility collection systems for the Tax Collector's Office in FY 2013-2014.
- Complete revision of Finance Department Accounting Manual as required with the implementation of the new financial information systems.
- Update the Town's Purchasing Rules and Regulations to allow for new purchasing system procedures as well as changes to requirements for competitive quotations.
- Continue to evaluate potential alternative revenue sources or expenditure reductions that could be utilized to reduce reliance on property taxes to finance Town services.
- Continue to pursue aggressively the collection of delinquent motor vehicle and tangible property taxes.
- Implement technological advancements to continue to provide our residents with efficiencies in service.
- Maintain compliance with RIGL §44-35-10 that requires the Finance Director to monitor continuously the financial operations of the Town by tracking actual versus budgeted revenues and expenditures to ensure that reports are submitted on time.
- Inform the public and provide the information requested in a timely, professional, and ethical manner to encourage involvement from the public to ensure confidence in the Town's decision-making.
- Preserve Town recognition in achieving the Certificate of Achievement Award for the Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association.
- Maintain or improve the Town's Aa1 bond rating from Moody's Investors Service. Identify and monitor opportunities for refinancing outstanding debt during favorable market conditions.

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 technology related projects 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 120 personal computers and laptops and 26 network printers and copiers.



SERVERS

There are seven 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.

The IBM Power 7 server hosts the BrownTech Land Evidence Management system for the Town Clerks Office.

The Town also manages a virtual server environment containing three 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. A secondary Domain Controller was added to complement the physical Domain Controller. The GIS server, which houses the Town's mapping system, is also run virtually.

SOFTWARE

The majority of the Town's core 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

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

Accomplishments FY 2012-2013

- Phase I of the Government Financial Management System - IT assisted all Town and School departments in the needs analysis and final selection of a vendor to replace the antiquated legacy system (ADMINS).
- Implementation of a new Recreation software package - IT supported the Recreation department by building a virtual server to house the software and SQL database.
- Microsoft Office Upgrade - IT installed an upgraded version of MS Office on all Town PCs.
- 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 delinquent motor vehicle registrations

Goals FY 2013-2014

- Deployment of a new email system, along with spam and archiving functionality
- Implementation of the Government Financial Management Software system for Town and School departments that encompasses General Ledger, Budget, Purchasing, Account Payable, Fixed Assets, Project/Grant Accounting, Cash Management, Payroll and Human Resources
- Deployment of a new Tax Administration and Tax Collection system
- Convert to a new Utility Billing system and quarterly billing

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 2012-2013

2013 TAX ROLL

As of December 31, 2012, due to the 2012 Revaluation property values decreased. As a result the Flexible Tax Roll was \$4,111,464,934; a decrease of \$232,363,152 compared to the prior year taxable roll. The flexible taxable property roll generated \$63,604,365 in property taxes or 94.82% of all levied taxes. Property taxes generated from the taxation of motor vehicles produced \$3,477,752 or 5.18% of total taxes levied. The taxable value of motor vehicles increased \$3,625,148 in FY 2012-2013.

Tax Roll and Levy Comparison	FY 2012-2013 Tax Rate	\$14.5010	FY 2013-2014 Tax Rate	\$15.4700		
	December 2011 Taxable Value	Tax Levied	December 2012 Taxable Value	Tax Levied	Tax Levy Increase (Decrease)	% of Total
Residential	\$3,752,883,538	\$54,420,569	\$3,560,466,949	\$55,080,426	\$659,857	82.1%
Commercial	526,801,209	7,639,145	487,305,270	7,538,613	(100,532)	11.2%
Industrial	32,055,700	464,840	31,849,800	492,716	27,876	0.7%
Utilities	41,715,054	604,910	40,682,402	629,357	24,447	0.9%
Total Value	\$4,353,455,501	\$63,129,463	\$4,120,304,421	\$63,741,112	\$611,648	95.0%
Less Exemptions	(9,627,415)	(139,607)	(8,839,487)	(136,747)	\$2,860	-0.20%
Flexible Tax Base	\$4,343,828,086	\$62,989,856	\$4,111,464,934	\$63,604,365	\$614,509	94.82%
Motor Vehicles-\$18.71	183,173,665	3,427,129	186,858,255	3,496,118	68,939	5.21%
Less Exemptions	(922,154)	(17,254)	(981,596)	(18,366)	(\$1,804)	-0.03%
Net Motor Vehicles	182,251,511	3,409,926	185,876,659	3,477,752	67,135	5.18%
Total Tax Roll/Levy	\$4,526,079,597	\$66,399,782	\$4,297,341,593	\$67,082,117	\$681,644	100.00%

With the elimination of the inventory tax for the 2008 tax roll, the Town currently utilizes two tax rates in the 2013-2014 fiscal year, as defined below:

- \$15.47 for real estate and tangible personal property.
- \$18.71 for motor vehicles; excise tax exemption was legislatively reduced to \$500; however, for the 2013 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)

During the 2012 town-wide revaluation, the GIS Department provided a substantial amount of mapping that reflected town-wide assessment data which was of great assistance during the assessment review process. The GIS Department also continued to maintain and update the tax assessors 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 of these sites were of particular value to the public when reviewing assessments for the recently completed December 31, 2012 revaluation. These sites have also 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 2013. As of July 24, for the 2013 tax roll there were 207 participants in this program, which includes eight late filers. The tax credit dollars total \$296,676. The following chart displays the bracketed tax credits by income levels:

2013 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

For the 2013 tax roll there were 1,170 Veteran's who received one of the exemptions listed below. 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

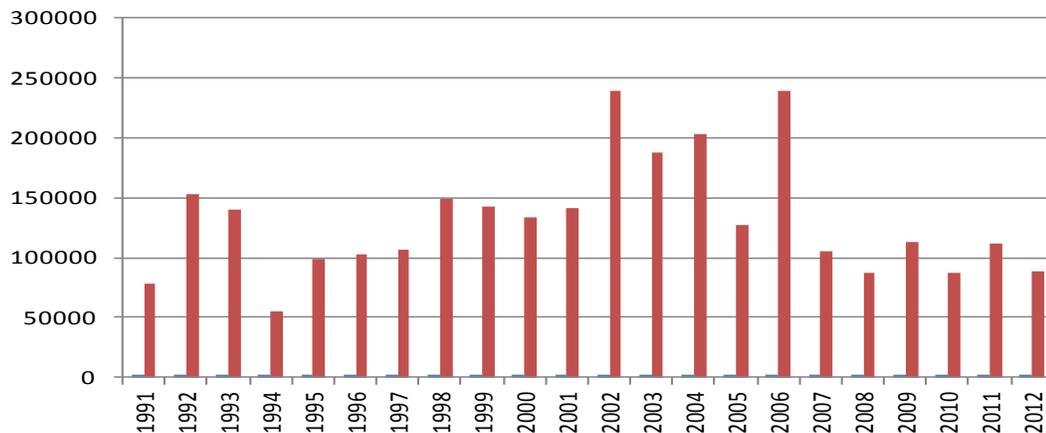
This program, initiated in 1991, requires the Town to prorate the value of new construction completed after the date of assessment (December 31). South Kingstown was the first assessment office in the State to obtain special legislation to prorate new construction. Through this program, \$88,930 in new construction tax dollars was generated in 2012. Since its inception in 1991, totals to date include assessed value of \$174,778,109 and taxes billed of \$2,888,628.



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

Proration of New Construction		
Year	Assessed Value	Taxes Billed
2008	7,262,180	86,923
2009	9,331,792	112,611
2010	6,242,535	86,847
2011	7,712,949	111,820
2012	6,132,700	88,930

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



ASSESSMENT APPEALS

In 2012, property owners had until October 30th to file appeals property based on the 2009 revaluation and market conditions that existed at that time. As a result, there were twelve assessment appeals to the Assessor's Office in 2012, which resulted in two assessment reductions. With the conclusion of the December 31, 2012 Town-Wide Revaluation the appeal process will begin anew based on the market conditions that existed at that time. Property owners will have until October 30, 2013 to appeal their assessment.

It should be noted there is a continual year-to-year discussion process with property owners answering and explaining assessment related questions.

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 2013-2014

FULL REVALUATION

With the three-year revaluation cycle currently in place, revaluation projects dominate a significant portion of the yearly work load that takes place within the Assessor's Office.

Under the State's revaluation guidelines, revaluations are to be performed every three years by all cities and towns. The revaluation cycle requires a full revaluation every 9 years with two statistical revaluations at 3-year intervals in between that 9-year period. A full revaluation was conducted in 2012, and a statistical will be conducted in 2015. With the 2012 revaluation concluded, property owners will be able to appeal their assessments up to the October 30th filing deadline with the Assessor's Office. The Assessor will then review and apply appropriate adjustments where warranted. Further appeals can be made to the Assessment Board of Review.

NEW OPAL/VISION GOVERNMENT SOLUTIONS SOFTWARE

For FY 2013-2014 the Assessor's Office will be migrating to a new tax administration software package. The software will provide greater efficiency in managing the assessment of real property, personal property and motor vehicles. This system will interface with the existing real estate assessment software, as well as specialized software used by the Tax Collector's office.

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

Prepares and administers 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

Works 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

Provides 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

Under the direction of the Town Manager, takes a lead role in providing support services, issue analysis, and regulatory administration relating 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

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

GRANT APPLICATION AND ADMINISTRATION

Applies for and administers various Federal, State and foundation grants relating to land use, affordable housing, transportation improvements, open space acquisition, neighborhood revitalization, natural hazard mitigation, 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, the principal long-range guide for development within the Town.



RESEARCH ACTIVITIES

Researches 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 2012-2013

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 2012-2013 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 2012 calendar year the official count of affordable housing in South Kingstown stands at 5.39% per statistics compiled by RI Housing and Mortgage Finance Corporation (588 units out of a total year round unit count of 10,900. This represents an increase of 20 units over the 2011 affordable housing inventory consisting of 562 units).
- The AHC membership discussed housing related legislative proposals and provided correspondence to the editors of local newspapers in support of Bond Issue Question #7 “Affordable Housing Bond, \$25,000,000.” The AHC members also provided correspondence to the Town Council in which they recommended the establishment of an LIMH (Low and Moderate Income Housing) Legislative Study Group to conduct a comprehensive review of RIGL 45-33 and related acts and formulate recommendations on amendments that would better focus the provisions of the law with contemporary, local housing needs and economic conditions.
- The Collaborative hosted an Affordable Housing Winter Forum for Washington County Communities in January 2013 which focused on the accomplishments, obstacles and the way ahead for affordable housing in the South Shore area of Rhode Island.

COMPREHENSIVE PLAN UPDATE

The Department has been working with the project consultant, Horsley Witten Group, since late 2009 concerning the State mandated five-year update of the South Kingstown Comprehensive Community Plan. This effort has culminated in the adoption of the Plan Update by the Town Council through a public hearing held on March 25, 2013. The finalization of the Plan Update was a major focal point for the Department in FY 2012-2013 and the completion of the document was the result of multiple rounds of review and comments from the Planning Board, Town staff, the Rhode Island Statewide Planning Office, and other Town committees and community stakeholders, as applicable. The update process involved an extensive public input process, including public workshops, online and hardcopy surveys, key informant interviews, and public hearings held by both the Planning Board and Town Council.

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. The Plan Update was submitted to the Statewide Planning Office for its final review and approval and the Department awaits notice of compliance with the Rhode Island Comprehensive Planning Act. It should be noted that the Town received and incorporated preliminary comments from the Statewide Planning Office prior to the final local approval so it is anticipated that all major substantive items have been addressed in advance of the State's final review.

ECONOMIC DEVELOPMENT

Economic Development Committee

The Town's EDC played a key role this past year in working with the Town Council to finalize the Tax Exemption and Stabilization Program Guidance Statement. This document will help to provide tax relief opportunities in order to attract new businesses to locate in South Kingstown or to support existing businesses considering major expansion or redevelopment. 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 21, 2013, a joint Town Council/Economic Development Committee work session was held focusing on the Tax Exemption and Stabilization Program and other immediate objectives of the EDC.

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 programs/projects:

- Investment Grade Audit (IGA) of Municipal and School Facilities (Cost \$32,480). The audit covered eighteen (18) municipal and thirteen (13) school facilities totaling 812,000 +/- sq. ft. The URI Outreach Center also assisted with this effort by providing a counterpoint review and summary information in their "baseline energy reports".
- Department of Public Services Replacement Windows and Doors (Cost \$68,900). This project replaced all the windows and exterior doors at the DPS facility.
- Peace Dale Library Branch and Town Hall: Heating Plant Replacement and Fuel Conversion (Cost: \$183,188). Both facilities were converted from oil to gas.
- (Town Hall oil cost 2011/2012- approximately \$22,000 – gas cost for 2012/2013 - \$8,000, savings 64%) – also resulted in much better comfort levels in building.
- (Library oil cost 2011/2012- \$18,337 – gas cost for 2012/2013 – 7,995.09, savings 44%) – again resulted in much better comfort levels for library staff and patrons.

- The Town will be receiving N-Grid incentives for the above projects totaling \$6,000. These two projects also involved extending gas lines to these municipal facilities, these extensions were covered by the Grant (approximate cost \$18,600).
- Silver Lake and Kingston Wastewater Pumping Station conversion from oil to natural gas. (Cost \$43,200). This project was funded by residual EECBG funding and the Town's Wastewater Capital Fund.



Landfill Gas



Solar



Energy efficiency services

Building Local Capacity for Clean Energy and Climate Change Initiatives: An Intergovernmental Partnership – This 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). Our grant budget is approximately \$55,000 and is being used as follows:

- Our EPA Grant “Demonstration project” consists of a retrofit of all lighting at the South Kingstown Public Safety Building. The project commenced in December of last year: its total cost consists of \$85,579 (this includes a \$38,933 incentive from N-Grid; the net Town cost is \$46,646). For fiscal year 12/13 electricity costs for the facility were: \$60,442.70 (compared to \$75,772.78 the previous year, we have achieved a savings of \$15,280 based on a ½ year experience). The projected savings per Energy Conservation Inc. contract document was \$16,525 for the entire year!
- Training of Building Manager (Public Safety Building and Libraries) in energy management under a nationally recognized “Building Operator Certification” program. (Cost of BOC-1 \$1,595). The same Building Manager has also completed the second level of BOC training this past spring. This has been a great help in organizing and advancing our efforts at energy management and conservation. It is planned to use this in-house expertise to grow our program going forward.
- The Town Council adopted a Municipal Energy Policy on September 10, 2012.
- The Town Council also adopted a Municipal Energy Guide in May 2013.
- The Town is evaluating various other buildings and facilities for potential projects under the N-Grid “Enhanced Municipal Initiative.”

GEOGRAPHIC INFORMATION SYSTEMS DIVISION (GIS)

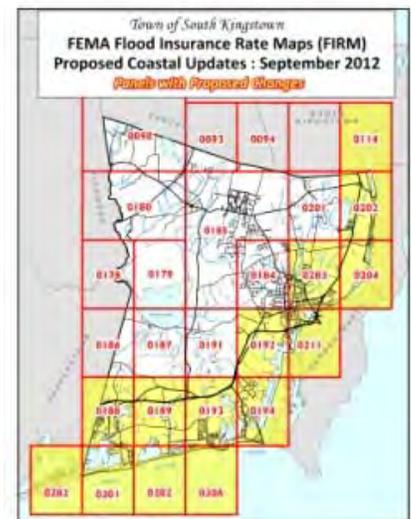
The Geographic Information System (GIS) Division provides access to accurate geographic information about the Town as a tool in decision-making for Town government and its citizens. This is enabled through a computer database and graphic interface which provides geographic information layers that assist the work of Town departments. The system 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.

Specific accomplishments this year include:

- Maintained Tax Assessor maps in the GIS; 41 individual cuts which affected 51 plat maps were completed. Tax maps are updated monthly on the Town's website for access by the public.
- Developed and implemented a mobile infrastructure maintenance data collection system using iPad tablets for the Highway Department.
- Provided GIS mapping capabilities, analyses and technical expertise throughout the year to Town departments including the Planning Department for the Comprehensive Plan Update, the Tax Assessor for the Full Revaluation and the Public Services Department in the aftermath of Hurricane Sandy.
- Maintained and updated ArcGIS Server Falcon website server for Town staff.
- Produced over 148 custom map products for various Town departments.
- Continued scanning of Town Clerk recorded maps using Town's large format scanner. Scanned over 310 maps, mostly from the 1950's. Printed 408 copies of recorded maps for public upon request. Purchased new 44" color engineering scanner.
- Updated proposed Coastal FEMA Flood Insurance Rate Maps on Town's webpage for viewing and downloading for the public.
- Continually updated the Town's stormwater and wastewater GIS data layers which included acquiring new structures using the Town's GPS receiver.
- Maintained and updated numerous GIS data layers including roads, protected open space, zoning, comprehensive land use plan, Town moorings and Town sanding and plow routes.
- Produced tax maps and Town wide maps for sale to the public.
- Distributed GIS data to public and consultants working for Town upon request.
- Continued to migrate Town's GIS database and map production capabilities to new version of GIS software, ArcGIS 10.1 and geodatabase format.
- 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)

Although the formal grant time frame for Healthy Places by Design (HPBD) closed in June 2012, the project efforts have continued through local "grass-roots" working groups in collaboration with Town staff and other interested stakeholders. HPBD was initiated as a grant funded program (\$225,000 from the RI Department of Health) intended to explore and reinforce the connections between community health and the built environment. Over the past year, the Planning Department has continued to work closely with the HPBD working groups, the South County Branch of the Greater Providence YMCA (the Town's community based partner during the formal grant process), URI, and other local non-profit organizations. The project has provided a very positive learning experience through 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 included in the report entitled "South Kingstown: Designing A Healthier Community" continue to guide the efforts of Town staff and HPBD working groups and are centered on four thematic areas:

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

The community's efforts towards implementing project recommendations over the past year have continued to evolve and yield positive results. Many of the long-term policy recommendations that emerged from the process have been incorporated into the Town's recently adopted Comprehensive Community Plan Update. The HPBD working groups continue to meet regularly and pursue implementation of short and mid-term objectives that can effect positive changes in the community. It is anticipated that the implementation of recommendations and engagement of HPBD working groups will continue into the future.

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 has continued to be 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.



Over the past year the Town has developed project specifications and went out to bid in the Summer 2013 for the installation of 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. This project was approved by the Coastal Resources Management Council in an assent dated June 27, 2012. Funding for the project is being provided by RIDOT via agreement with the Town. Following bid solicitation an award for construction was approved in September 2013 with construction planned to commence in late Fall 2013. Two parcels of shore fronting land located to the west of the Ocean Mist (area of most significant erosion along this shoreline stretch) purchased by the Town in March 2013 will be used to facilitate the installation of the proposed sheet pile right of way protection system (used as staging area for the project).

NATURAL HAZARD MITIGATION PLANNING



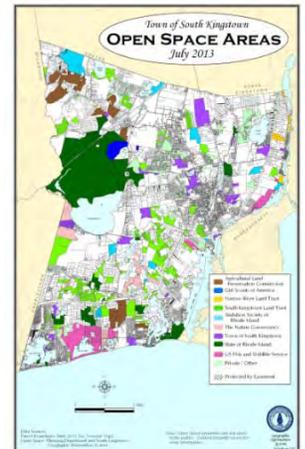
The Town's 2010 update of its Multi-Hazard Mitigation Strategy Plan, which gained final approval by the RI Emergency Management Agency (RIEMA) and Federal Emergency Management Agency (FEMA), in March of 2012, represents the Town's comprehensive strategy program for reducing risks from natural hazards. The plan identifies potential measures to mitigate coastal erosion and sea level rise impacts so as to protect critical natural resources, property, and municipal infrastructure. The plan provides the policy backing for the Town's project to relocate the Town Beach Pavilion and OWTS inland as a response to continued erosion at the beach. Inclusion of this project in the plan also provided for its

eligibility for federal funding to assist the relocation. Two grants have been received by the South Kingstown Parks and Recreation Department totaling approximately \$300,000 towards this project, which is estimated to cost \$400,000. The Parks and Recreation Department has also secured a CRMC assent for the pavilion relocation. It is expected that this project will be bid in the fall, constructed in the off-season and the facility will be ready for use in the summer of 2014.

The Planning Department has also been involved with a new Flood Insurance Study (FIS) of Washington County communities conducted by FEMA. This FIS will result in revisions to flood plain hazard mapping in the coastal areas of the Town and requires amendments to the Town's Floodplain Management Ordinance (Chapter 21 of the Town Code of Ordinances). The revisions to this Chapter were nearing completion at the close of FY 2012/2013 and public hearing consideration of same is planned for the late summer. Adoption of the revised Ordinance will maintain compliance with required provisions of the National Flood Insurance Program, as administered by FEMA.

OPEN SPACE PRESERVATION

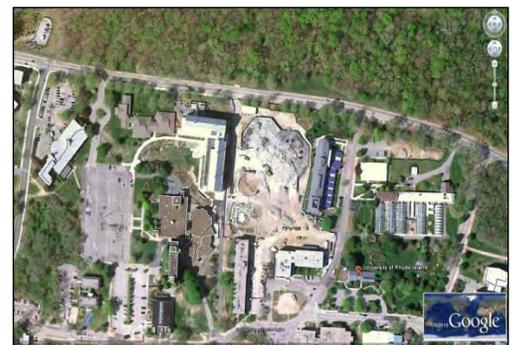
Preservation of open space remains an ongoing effort of the Town, with the Planning Department serving as the Town's lead, working in cooperation with the Partnership for Preservation (SK Land Trust, Narrow River Land Trust, US Fish and Wildlife, RIDEM, The Nature Conservancy and the Champlin Foundation). Over the past fiscal year approximately 65 acres of open space property was added to the Town's inventory of protected lands. This includes 58.3 acres (comprised of various parcels) preserved by the South Kingstown Land Trust, 5.5 acres of open space in newly recorded subdivisions and the US Fish and Wildlife Service's acquisition of the 1.0 acre parcel known as Gooseberry Island in Point Judith Pond. The total preserved acreage in South Kingstown as of July 2013 amounts to 11,305 acres, representing 31.1% of the land area in the Town.



TOWN/ INSTITUTIONAL RELATIONS

Planning and Town administrative staffs continue in 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 (additions to UFD's 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 emergency response functioning.



The Planning Director also sits as a member of the State Planning Council as a local government representative. This participation continues to be of value 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 sole 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, 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 capital projects at the University and the planned update of the University Master Plan.

This project is expected to address recent capital facility development at URI and also will establish a master plan for University holdings northerly of the traditional campus boundary at 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).

URI ROLE IN LOCAL ECONOMIC DEVELOPMENT

The Town has continued an active dialogue with the University of Rhode Island on a variety of issues involving economic development opportunities for the Town of South Kingstown. 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. These issues were part of the discussion of the last Town Council/University work session conducted in June 2013.

VILLAGES STUDY MATUNUCK AND WEST KINGSTON

The Department initiated work on the Village Studies for West Kingston and Matunuck as awarded through a Planning Challenge Grant from RI Statewide Planning (\$40,000) to engage local residents and stakeholders to identify critical issues facing the villages. This project is part of a broader Town planning model to incorporate village-centric plans into the Town's Comprehensive Community Plan. The Department engaged the services of the Horsley Witten Group as the project consultant and is utilizing the Planning Board's work sessions as a vehicle for facilitating public meetings.



In the 2012-2013 fiscal year, the Department hosted the initial public workshops in each village in order to gather community feedback on a variety of issues such as protection of natural resources, circulation, future growth, and preservation of community character. The public workshops were located at West Kingston Elementary School and Matunuck Elementary School on March 19, 2013 and April 23, 2013 respectively. The Department and its consultant have also used key informant interviews with residents in each village in order to better understand the local perspective at an in-depth level. Looking toward the next fiscal year the Department will host an additional two public workshops (one in each village) for the purpose of presenting an assessment of issues identified thus far in the study and to fine-tune overall project findings and recommendations. This effort is expected to be completed in early 2014.

ZONING ORDINANCE AND SUBDIVISION REGULATION AMENDMENTS

The Planning Department took a lead role in the development of two zoning amendments and one amendment to the Subdivision and Land Development Regulations that were enacted during Fiscal Year 2012-2013:

- Zoning Ordinance, Article 3, §301 S chedule of Use Regulations and Appendix A, Use Code Descriptions - new Use Codes 32.3, Legitimate Theater without alcohol, and 32.4, L egitimate Theater with alcohol, (approved September 2012)
- Zoning Ordinance, Article 5, Supplementary Regulations, Section 503 S supplementary Accessory Use Requirements, and Article 12 Definitions, amendments to permit “farm events” (weddings, personal recognition events, educational conferences, etc.), as ac cessory uses in support of the principal use of the premises (approved April 2013).
- Subdivision and Land Development Regulations, Article XIII, B.13, Street Tree Planting Standards and Article VII, Guarantees of Public Improvements (approved December 2012).

Report of Activities/Work Programs 2012-2013

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 the 2012-2013 fiscal year the following activities took place:

Affordable Housing Collaborative Committee

The seven-member Affordable Housing Collaborative Committee held seven regular meetings during the 2012-2013 fiscal year. Over the past year, the following issues and topics were reviewed and discussed:

- Housing related legislative proposals and the marketing and financing of affordable units
- Potential Amendments to Town regulations and State law pertaining to affordable housing projects
- Potential for future project collaboration with the South Kingstown Land Trust
- Recent developments projects: Stone Soup Farm - Phase 3,” South Road (seven-lot Flexible Design Residential Project with one off-site affordable unit); Winter Street Subdivision, (nine lot subdivision with an inclusionary/affordable duplex unit)

Conservation Commission

The Conservation Commission held ten regular meetings in FY 2012-2013. The Commission also continued to serve as the Town Tree Board and the Onsite Wastewater Treatment System (OWTS) Commission. The Conservation Commission reviewed and acted upon the following items in FY 2012-2013:

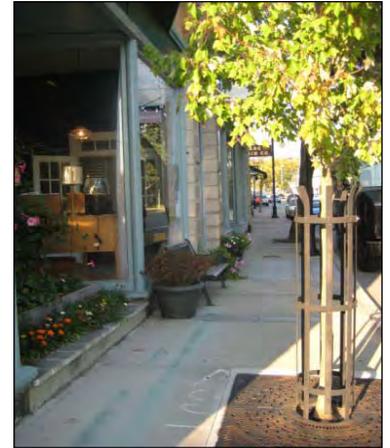
Type	Amount
Section 504.1 Special Use Permits	4
CRMC Applications	4
OWWM Remediation Plans	1

The Conservation Commission also discussed and proposed revisions to the Tree Ordinance and the Wood-Fired Hydronic Heater Ordinance.

The Commission members reviewed and made recommendations to the Planning Board on the Stone Soup, Phase 3 Subdivision and the Winter Street Subdivision. The Commission also adopted revisions to its bylaws and discussed proposed changes to its budget.

Economic Development Committee

The Department provides administrative staff support to the Town's Economic Development Committee (EDC). The EDC met in regular session on ten occasions during FY 2012-2013 including once in joint session with the Town Council (February 21, 2013). Major issues and topics comprising the work program of the EDC included the following: review and recommendations concerning Zoning Ordinance Section 301 - Schedule of Use Regulations - to identify potential revisions for increasing business opportunities, developing an inventory of vacant commercial/industrial space in Town, developing an inventory of active businesses in Town, finalizing the Tax Exemption and Stabilization Program Guidance Statement; and developing a EDC Strategic Plan to outline the Committee's major objectives and work items.



Historic District Commission



The Historic District Commission held twelve regular meetings in FY 2012-2013. The Commission reviewed and acted upon three Certificates of Appropriateness. The Commission also selected and worked with a project consultant to initiate work under its Certified Local Government (CLG) grant awarded by the State of Rhode Island Historical Preservation and Heritage Commission to develop "The Kingston Historic District Homeowner's Guidebook." This document was completed at the close of FY 2012-2013 and includes revisions to the Commission's Review Standards and Guidelines, Application Materials, and Rules of Procedure. During the past year the HDC also evaluated its role in reviewing historic cemeteries as well as reviewing and adopting a brochure regarding its role in reviewing National Register Historic Districts and Properties not located in the Kingston Historic Zoning District.

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 23 times, including twelve regular meetings and six work sessions. The Board also conducted one joint work session meeting with the Town Council, two site visits and two public workshops.

Planning Board decisions and major actions in FY 2012-2013 included the following:

- Conceptual Master Plan Approval was granted to one Flexible Design Residential Project, seven lots with one off-site, affordable unit;
- Preliminary Approval was granted to four minor subdivisions comprising a total of 51 lots and seven affordable units;
- Combined Conceptual Master Plan/Preliminary Plan Approval was granted to two residential projects consisting of four new lots with one existing lot;
- Granted approval to two Comprehensive Permits;
- Reviewed five Development Plan Review applications;
- Reviewed one Pre-application submission for residential development;

- Approved and made recommendations to the Town Council relative to: proposed text amendment to Section 301, Schedule of Use Regulations and Appendix A- Use Code Definitions of the Town's Zoning Ordinance to incorporate use codes for "Legitimate Theater Without Alcohol" and "Legitimate Theater with Alcohol," South County Center for the Arts; proposed amendments to Article 5 of the Zoning Ordinance concerning Supplementary Use Regulations pertaining to farms; proposed amendments to Article XIII, Section B.13 of the Subdivision and Land Development Regulations – Street Trees Design and Planting Standards; Guarantees of Public Improvements - potential amendments to address private roads and other non-public infrastructure improvements; and recommendation to accept the CDBG report;
- Approved and made recommendations to the Zoning Board of Review relative to two Special Use Permits and one on-site wastewater system; and
- The Planning Director approved thirteen Administrative Subdivisions, six Minor Subdivisions and two Major Subdivisions.



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

- Matunuck and West Kingston Village Studies background for plans and issue identification.
- Potential Revisions to Town Signage regulations (Zoning Ordinance, Article 8) - including planning for a micro plan (charrette type) public outreach process to develop amendments assisted by a visual preference survey.
- Comprehensive Plan Update-edits and modifications based on initial public hearing and State review comments.
- Signage inventory in the Commercial Downtown zoning district.
- Recommendation on proposed Fall 2012 URI Landscape Architecture Studio project: "A Sustainable Vision for the Dale Carlia Corner (A Green Design/Green Infrastructure Project)."
- General growth issues in the community as the recession abates. Matunuck Village walking tour conducted on October 20, 2012 (component of Matunuck Village Study Project).
- West Kingston Village tour conducted on November 10, 2012 (component of West Kingston Village Study Project).
- High Street reconstruction and proposed Dale Carlia intersection improvements (including Route 108 "lane diet")
- Planning Board Work Program for calendar 2013.
- Route 1 Scenic Highway application.
- Town Council request to review regulatory environment for seasonal, leased land communities.
- North Kingstown Comprehensive Plan amendments relative to the area of the intersection of Routes 2 and 102 (proximate to the Exeter Town line).

Technical Review Committee

In support of the Planning Board, the Technical Review Committee met at total of ten 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 during the 2012-2013 fiscal year as shown on the following page.

Type of Grant	Amount
Small Cities CDBG	\$105,600
CLG (Certified Local Government Grant), SK HDC	10,000
Planning Challenge Grant (West 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

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 Rhode Island Senatorial delegation and has been included as an “earmark” in the federal highway funding reauthorization. Plans and specifications are presently moving to the 90% design status. Environmental permitting is now in process to address drainage handling, wetlands impacts and archaeological issues.

Construction is expected to commence in late 2014 at the easterly end of the project. The Route 138 PAC will be considering design details, particularly in Kingston Village, as the project moves forward through bid award and construction commencement.

Goals and Objectives FY 2013-2014

- Work with the Planning Board in addressing issues relating to the State review of the Town’s Comprehensive Community Plan Update and begin process of implementation of policies and action items within the Plan.
- Develop recommendations to update/amend the Town’s Sign Ordinance (“micro-plan” process and visual preference survey), (Article 8 of the Zoning Ordinance).
- In cooperation with the Planning Board, review and make recommendations for amendments relating to regulations affecting coastal, seasonal communities in the Town.
- Analyze and Update local regulations concerning WECS “Wind Energy Conversion Systems.” This process will be assisted by a Statewide Planning Review now underway which is expected to provide model ordinance language and siting standards for this technology.
- Under the direction of the Town Manager’s office continue coordination with Town staff, CRMC, RIDOT, RIDEM local property owners and other interested parties concerning coastal erosion impacts and mitigation projects in the Town’s south shore area (with a particular focus on Matunuck vicinity).
- The Planning Department will continue to represent the Town’s interests in the development of the Beach SAMP (Special Area Management Plan) being developed by the CRMC concerning shoreline erosion and sea level rise impacts on coastal areas in the south shore areas of the State (Phase I of a Statewide project).



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 Comprehensive Community Plan Update, Housing Element. This will include professional staff and the AHC advocating for additional legislation, resources, and programs on the State level to encourage/ support production of affordable housing in South Kingstown.

ECONOMIC DEVELOPMENT

Planning staff 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 and the newly re-branded by the State Legislature, RI Commerce Corporation (RICC).



The Department will also provide administrative support to the EDC in working with its counterpart in our neighboring community, Narragansett, as necessary. Staff will also assist the EDC in the development of a strategic policy plan to guide its work program and develop a program to promote awareness of and participation in the Town’s Tax Exemption and Stabilization Program.

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 URI’s Energy Center on a grant funded program entitled: “USEPA Climate Showcase Communities Program” which extends into the Fall 2013.

HEALTHY PLACES BY DESIGN GRANT PROGRAM

Planning Department staff will continue to collaborate with HPBD working groups, and community based partners (YMCA, Jonnycake Center and Thundermist Health Center) and other non-profits and community stakeholders and will advocate for implementation, as feasible, of the major recommendations contained in the project report “South Kingstown: Designing A Healthier Community.”

GEOGRAPHIC INFORMATION SYSTEM (GIS)

- Increase public awareness and use of public WebGIS site.
- Continue GIS support of all Town departments.
- Completion of migration of public and Town staff WebGIS from Adobe Flex to HTML5 format.

- Expansion of mobile iPad stormwater infrastructure collection application to other departments.
- Continue migration of Town's GIS database and map production capabilities to new version of GIS software, ArcGIS 10.2 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.

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. Staff has also participated in discussions with local citizen advocates who have offered to provide assistance in assembling the application and will also support the application through the public hearing process before the Town Council and Scenic Roadway Board. The Town plans to assemble and resubmit its application to the SRB in the late Fall 2013.



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. Further, the State DOT will be reconstructing High Street beginning in 2014. This project has been included in the State Transportation Improvement Program (TIP) for 2013-2016 under the category of "pavement management." The project design is now nearing completion and bidding is expected in the fall. 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.

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. This will include completion of the Village Plans for Matunuck and West Kingston. This effort is funded by a \$40,000 Planning Challenge Grant from the RI Department of Administration's Division of Statewide Planning.

ZONING AND BUILDING INSPECTION

MISSION STATEMENT

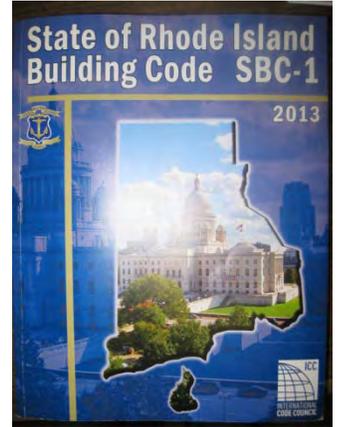
The Zoning and Building Inspection Office is charged with enforcement of the Rhode Island State Building, Plumbing, Mechanical, Electrical, Gas, Energy, Housing Maintenance Codes; and the Tourist Accommodations, Soil Erosion, Flood Plain Management Ordinances and other portions of the Town Code.

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 2012-2013

The Department issued 2,793 permits, 16 Zoning Certificates and performed 2,770 inspections and administered an increasing Minimum Housing Program. A summary of the Department's activity is detailed below.



BUILDING AND UTILITY PERMITS							
	FY 2011-2012				FY 2012-2013		
	Permits Issued	Construction Value	Fees Collected		Permits Issued	Construction Value	Fees Collected
Residential	815	\$23,042,675			898	\$36,470,671	
Commercial/Industrial	64	1,846,271			84	6,405,786	
			\$202,509				\$320,955
Plumbing	345	N/A	23,789		381	N/A	27,255
Electrical	585	N/A	36,140		773	N/A	47,945
Mechanical	495	N/A	35,399		657	N/A	48,310
	2,304	\$24,888,946	\$297,837		2,793	\$42,876,457	\$444,465

ZONING PETITIONS AND HEARINGS

	<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
➤ Number of Meetings	12	12
➤ Number of Petitions	65	82
➤ Fees Collected	\$12,425	\$13,800

MINIMUM HOUSING INSPECTIONS AND ACTIONS

	<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
➤ Complaints Received & Investigated	181	212
➤ Violation Notices/ Advisories Issued	75	74

Goals FY 2013-2014

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.



Before



After

(Stony Fort 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.)

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.



Before



After

Superstorm Sandy Aftermath: Highway Division employees repaired the Matunuck Point steps after suffering major damage from Superstorm Sandy.

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. 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 2012-2013

- Stony Fort Road Reconstruction (Route 138 to Slocum Road) – *construction completed Fall 2012*
- Pavement Overlay Program – *contract awarded for the following roadways*
Shannock Road, Plains Road (Flagg to Stony Fort Road), Silver Lake Avenue, Dockray Street, West Street (Gooseberry Road to Hartford Avenue), Fairgrounds Road (Route 138 to Waites Corner Road), Glen Rock Road, South Road (Route 138 to Curtis Corner Road), Stony Fort Road (Slocum Road to Old North Road), Wampum Trail South, Green Hill Beach Road (Matunuck Schoolhouse Road to ocean terminus), Matunuck Schoolhouse Road (Green Hill Beach Road to Charlestown Town line)

- Roadway Stone Sealing and Crack Sealing Bi-annual Construction Contracts – *contract awarded Spring 2012, construction completed Fall 2012*
- Coordinate energy efficient, natural gas fired, boiler replacements at Town Hall, Peace Dale Library, Silver Lake Pump Station and Kingston Pump Station – *completed Fall 2012*
- Bridge Town-wide Inspection Contract – *awarded Spring 2012, completed Summer 2012*
- Pettaquamscutt (Narrow) River Catchment Study and Structural BMP Engineering Study – *awarded Spring 2013*
- Matunuck Beach Road Protection Improvements Project – *bid documents and environmental permits completed Spring 2013*
- Municipal building refuse and recycling collection contract award- Summer 2013
- Municipal Building Heating System Replacement Contract – *completed Fall 2012*
- Wastewater Pump Station Boiler Replacement Contract – *completed Fall 2012*
- Tree and stump removal contracts – *Spring 2013 completed*
- Blizzard Nemo Emergency Storm Tree Removal Contract – *completed February 2013*
- Contract to purchase two (2) new Engineering vehicles – *completed Spring 2013*
- Soil Erosion, Run-off and Sediment Control (SERSC) Permits Issued:- *109 in 2012 and 44 to date 2013*
- Notice of Violations – *18 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 2012-2013

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 33 cubic yards of material from 42 stormwater catch basins and drainage manholes and jetted 7 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
- Prepared designated roads for stone sealing operations
- Performed annual spring grading of Town and private roads (approximately 45 miles)
- Performed seasonal application of mosquito larvicide during the summer months for all 2,687 municipal catch basins and 32 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 943 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 2,800 yards of tree debris from Town roadways and parking lots after Superstorm Sandy in 2012 and Blizzard Nemo in 2013. Collected, documented and submitted to FEMA the necessary information for two natural disasters, Superstorm Sandy and Blizzard Nemo, for Federal reimbursement of municipal post-storm expenses
- Rebuilt the Matunuck Point steps after Superstorm Sandy, extending the walkway by approximately 80 feet and re-fortifying the seawall to prevent further damage, thereby providing continued public access to East Matunuck State Beach
- The Highway Division cleared, chipped and hauled approximately 2,800 cubic yards of tree debris in the aftermath of Superstorm Sandy in 2012 and Blizzard Nemo in 2013)



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 outfalls 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: 35 police and 5 emergency vehicles; 35 pickups; 16 cars and vans; 20 heavy duty dump trucks; 1 catch basin cleaning vac truck; 8 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.); 29 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 2011-2012 vs. FY 2012-2013 is as follows:

	<u>2011-2012</u>	<u>2012-2013</u>
OT Hours Highway Forces	173*/120**	725*/1159**
OT Hours Non-Highway Forces	11*/750**	4*/806**
Tons of Deicing Sand	558	1,742
Tons of Road Salt	847	1,716

* *Comp time* / ** *Overtime*

- \$228,075 was budgeted for snow removal labor and materials for FY 2012-2013, whereby \$191,784 (or 84%) was actually expended.

MISCELLANEOUS PROJECTS

- Spring sweeping of sidewalks
- Replaced approximately 100 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 cost 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)
- Provided support and assistance for the Town's recycling program

Onsite Wastewater Management Program Accomplishments FY 2012-2013

- 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 2012-2013

WATER ACCOUNT SUMMARY

2,474	South Shore Accounts	281	Middlebridge Accounts
3,044	South Shore Units	292	Middlebridge Units

WATER METER READING STATUS

- All meters read the first business day of each month
- Monthly “leak” letters sent to water users when leaks are suspected

NEW REGULATORY RULES

- Fourth 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*
- South Shore curb stop location program - *ongoing*
- Mautucket Water Tank cleaned and disinfected – June 2013
- Victoria Lane Water Tank inspected – June 2013

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 2012-2013

WASTEWATER TREATMENT PLANT FLOW SUMMARY

Total yearly flow: 919.96 MG
Average daily flow: 2.520 MGD
Highest / Lowest dail flow: 6.515 /1.663 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

- 3,716 Accounts / 5,556 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, Sweet Allen Farm and Potter 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



New Kingston Pump Station Boiler



New Silver lake Pump Station Boiler

- Replaced sludge conveyor belt
- Replaced SCADA View Node in Blower Building
- Engineering contract awarded to Wright-Pierce for four projects:
 - Installation of new pump at Silver Lake Pump Station
 - Replacement of WWTF operations building flat roof
 - Kingston Pump Station generator replacement
 - WWTF headworks building concrete repair
- New gas boiler at Silver Lake Pump Station
- New gas boiler at Kingston Pump Station
- O & M manual accepted by Department of Environmental Management



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
- 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
- Westwind Road

Solid Waste Division Accomplishments FY 2012-2013

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 7,816 tons
- Total residential recyclables to the Central Landfill 4,274 tons
- Total RHRTS residential user “Tagged” refuse 1,080.76 tons

RHRTS RESIDENTIAL USER SUMMARY

- Total refuse tags sold: 93,614
- Total yard waste bags/ tags sold: 11,290

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 2013, in an effort to bring awareness to and increase recycling, the Recycling Program began distributing 64 gallon green rolling toters to residents who do not have curbside services. This program provides all residents living in single family or residential units or 4 or less access to the rolling toters.



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 June. On June 29, 2013, 27,040 pounds of hazardous waste (at a cost of \$18,344.50, 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 2013-2014

- Pavement Overlay Program – complete pavement overlays Summer 2013 for FY 2012-213 and FY 2013-2014
- Shannock Road, Plains Road (Flagg to Stony Fort Road), Silver Lake Avenue, Dockray Street, West Street (Gooseberry Road to Hartford Avenue), Fairgrounds Road (Route 138 to Waites Corner Road), Glen Rock Road, South Road (Route 138 to Curtis Corner Road), Stony Fort Road (Slocum Road to Old North Road), Wampum Trail South
- Analytical laboratory testing annual contract – completed Summer 2013
- Matunuck Beach Road Protection Improvements Project – complete construction Spring 2014
- Pavement Overly Program – award contract for Spring FY 2014
- 2012 Roadway Stone Sealing Contract Remedial Completion- Summer/ Fall 2013
- Roadway Stone Sealing and Crack Sealing Bi-annual Construction Contracts – award Spring 2014
- Pettaquamscutt (Narrow) River Catchment Study and Structural BMP Engineering Study – complete Spring 2014
- Townwide Catch Basin Maintenance Survey – complete Summer 2013
- Tree and Stump Removal Contracts – award Fall 2013 & Spring 2014
- Uniforms Bid – award Spring 2014
- Street Inventory Update – complete Spring 2014
- Stormwater drainage complaint resolution where feasible – ongoing
- Phase II Stormwater Management Program Plan (SWMPP) implementation – ongoing
- Town-wide Road Striping Contract – ongoing
- Continue oversight of land development projects in Town - ongoing

Highway Division Goals FY 2013-2014

- Continue catch basin cleaning; grading gravel roads; roadside mowing; and traffic control line painting
- Continue stormwater outfall inspections and sampling
- Replace approximately 400 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
- Provide hot patch asphalt year round for all pothole patching providing improved performance for winter potholes
- Continue to provide the necessary support services to other Town departments on an as needed basis

Onsite Wastewater Management Program Goals FY 2013-2014

- Follow-up with property owners who have not met their inspection deadline
- Issue *Notice of Violation* letters for remaining property owners with failure to inspect, 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 2013-2014

- Victoria Lane Tank to be cleaned and disinfected Fall 2013
- Flush all fire hydrants each fall and spring; continue painting and oiling fire hydrants
- Continue South Shore curb stop location program
- South Shore leak detection program - *ongoing*
- Replace curb stops as needed
- Complete East Matunuck/ US Route 1 water main interconnect design and bid specifications
- Award and complete a utility rate consulting study to comply with State quarterly billing mandate and integration into new financial management/ billing software
- Award and complete water quality study to evaluate recent non-acute water quality violations

Wastewater Division Goals FY 2013-2014

- Continue clearing sewer easements
- Continue two- (2) year maintenance schedule of all sewer collection lines
- Continue televising wastewater collection system
- Install new pump at Silver Lake Pump Station
- Install influent grinder at Hospital lift station
- Prepare for Kingston Pump Station generator replacement
- Repair WWTF headworks building concrete
- Replace WWTF operations building roof
- Repair and clean interceptor approaching Silver Lake Pump Station
- Upgrade GIS system
- Purchase 4-wheel drive utility body truck with small crane

Solid Waste Division Goals FY 2013-2014

SOLID WASTE AND RECYCLING

- Continue to promote new “recycle together RI” single stream recycling through public education and outreach
- Expand green 64 gallon toter distribution to additional residential users, including condominium complexes
- Develop a plan to assist South Kingstown businesses with recycling
- 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



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



(Hazardous Waste Collection: The Town hosted a Hazardous Waste Collection Day in June where 27,040 pounds of hazardous waste was collected. This event was paid for by the Rhode Island Resource Recovery Corporation.)

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 2012-2013

- The Department was dispatched to 262 commercial fire alarm activations
- 4 municipally connected commercial systems were approved
- 9 local commercial and 5 residential fire alarm systems were approved
- 31 projects were submitted for plan review
- Received \$3,800 in Municipal Fire Alarm connection and plan review fees

Goals FY 2013-2014

- 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 2012-2013

CIRCULATION

A total of 262,456 items were checked out in the 2012-2013 fiscal year, including 11,144 e-books. There were 14,634 registered library card holders as of June 30, 2013 with walk-in attendance estimated at 170,316.

INFORMATION REQUESTS

During the past year, library staff received 28,490 requests for information. Of this number, staff members were able to provide direct answers to 28,136 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. 3,262 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 136,472. Public computer workstations are located at the three library locations and were utilized 27,459 times during the year.

LIBRARY COLLECTION/NEW ACQUISITIONS

As of June 30, 2013, the number of books in the library system totaled 68,916. Non-print holdings (audio books, DVDs, videos, and recorded music) totaled 9,339 items.

During the past year, 5,847 books and audiovisual items were added to the collection. In addition, 5,767 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 560 library-sponsored programs this past year numbered 12,416. Early childhood programs accounted for 18.1% of the attendance. Programs for children in grades K-5 and young adults (grades 6-10) ranked first in attendance at 60.9%. 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 178 times for non library-related activities; the Conference Room at Peace Dale, 363 times; and Potter Hall at Kingston, 135 times.



FACILITIES

At the Kingston Free Library, exterior shingles and clapboards were cleaned and painted, the bulk head doors rebuilt; the Archives Building was also cleaned and painted. At the Kingston Free and Robert Beverly Hale Libraries, new ceramic tile bathroom floors were installed. To improve security, surveillance cameras were installed in the back hall lobby areas of Kingston. The oil furnace system was converted to natural gas at Peace Dale, reducing heating fuel costs by half.

GRANTS

- \$9,950 from the Champlin Foundations for window replacement 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.
- \$2,220 from the Mary LeMoine Potter Fund through the Rhode Island Foundation to purchase a digital photocopy machine/scanner for public use at the Kingston Free Library.
- \$2,420 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, Peace Dale and Robert Beverly Hale Libraries*.
- *Friends of the Robert Beverly Hale Library* provided funds for juvenile kits; audio books; large print books; DVDs; 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 programming; Summer Reading Program performers and prizes; movie licenses; a subscription renewal to *Book Page*; and a state capitols book for the juvenile collection.
- *Friends of the Peace Dale Library* provided funds for adult, young adult and juvenile programs and supplies; software for the Library's new web site; Summer Reading Program performers and prizes; subscription to *Book Page*; movie licenses; a microphone for the meeting room; a dollar bill counter; and gifts for volunteers.

STATE STANDARDS

In FY 2012-2013 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. One new Trustee was appointed and an amended *Rules of Conduct for Library Users* policy was approved.

Goals FY 2013-2014

- To implement the FY2013-2014 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



*Skateboard Camp at
Old Mountain Field*

Profile



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 2012-2013 operating budget (inclusive of the Neighborhood Guild) was approximately \$2.3 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 \$722,000 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 2012-2013

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.



Earth Day Yard Sale at Hazard Field



Community Art Project – Bike Path Mural

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

Children’s Fest
Swap-It
Ice Cream Social
Fishing Derby

Pumpkin Launch
Earth Day Yard Sale
May Breakfast
Visits with Santa

Tree Lighting and Carol Sing
Letters from Santa
Janet Gould Memorial Storywalk
Easter Bunny Breakfast / Easter Egg Hunts

Through creativity, forward-thinking, and distribution of three seasonal program brochures, the Recreation Division strives to offer a diverse programming calendar for the entire community. A “rEc-Mail” digital 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, 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.



Athletic programming is a large component of the Recreation Division. Camps and classes are offered for the following sports:

Soccer
 Softball
 Skateboard
 Flag Football
 50+ Fitness

Basketball
 Baseball
 Wrestling
 Cross Country
 Dance Fitness

Field Hockey
 Multi-sports
 Volleyball
 Fencing
 Tai Chi

Lacrosse
 Golf
 Sports Extravaganza
 Aerobic Conditioning
 Yoga and Pilates



Tuckertown Park Playground



4th of July at Old Mountain Field

For the adult athletic community, drop-in programs are offered for Women's Basketball, Men's Basketball, Volleyball, and Tennis. Limited gymnasium space currently hinders the department's ability to offer a wider range of drop in programs.

Program Participation	FY2010-2011	FY2011-2012	FY2012-2013
Community Education			
Preschool	1,218	628	680
Youth and Teen	1,257	1,179	1,514
Adult	4,254	4,525	4,666
Access to Art	771	767	486
Environmental	250	336	285
Knapp School of Music	1,608	1,408	1,577
Sports and Fitness	13,811	12,569	9,002
Senior Programming	1,322	827	562
Special Events	11,161	10,739	9,973
Totals	35,652	32,978	28,745

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 2012-2013 fiscal year:

<i>Recreation Program</i>			
	Revenue	Expenses	Total
Guild	\$344,206	\$300,303	\$43,903
PDOB	\$15,818	\$9,892	\$5,926
Town	\$549,022	\$539,762	\$9,260
TOTALS	\$909,045	\$849,956	\$59,089

The Department realized a net decrease in programming revenue of \$11,406 when compared to the 2011-2012 fiscal year.

The final measurement utilized by the Division to evaluate the recreation program component is in new programs offered. The Department strives to achieve 20 new programs offered during each of the four seasons.

Shown below are new programs offered over each of the past four fiscal years:

FY 2009-2010.....	133	FY 2011-2012.....	157
FY 2010-2011.....	123	FY 2012-2013.....	301*

*The large increase in new programs for FY2012-13 was due to the start of the S.K.I.L.L.S. program. S.K.I.L.L.S (South Kingstown’s Inclusive Life’s Leisure and Sports Program) is a recreational program designed to be inclusive in nature by providing programming for developmentally disabled adults. The program offers a wide variety of classes and programs including trips, swimming, bowling, Special Olympic teams, crafts, cooking and special events.

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 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. 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 2012-2013

- Exceeded Department’s overall budgeted revenue by \$4,176
- Exceeded Town Beach budgeted revenue by \$12,913 with a net gain of \$1,121
- Installed soft armor erosion barriers at Town Beach to protect from accelerated erosion
- Constructed new parking lot ticket booth; and installed new play structure at Town Beach
- Established agreement with Ocean State Waves Baseball for inaugural season at Old Mountain Field
- Established a PDOB long term lease agreement with new tenant to support facility operational expenses





- Exceeded park rental revenue projections by \$4,424
- Maintained Pre School License through RI DCYF for Stepping Stone Preschool
- Awarded over \$6,900 in camp and program scholarships to underprivileged children
- Ran successful 3rd 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
- Following Blizzard of 2013, successfully cleaned all parks, repaired damages, and prepped athletic fields for opening of spring season without delay
- Continued programming partnership with Senior Services Department to expand senior offerings
- Maintained a 79% average on the number of classes offered versus the number of classes that ran successfully. The standard set by the National Parks and Recreation Association is 80%
- Participation in the rEc-Mail Club is currently at 618. The weekly rEc-Mail targets general recreation news, the department's trip program and Access to Art classes
- Expanded athletic field options with use of 1.5 acre practice field on former St. Dominic Savio property
- Raised over \$4,800 in sponsorships for special events, obtained from local businesses. Over \$4,800 in sponsorships for the youth basketball program was obtained
- Increased the number of volunteers used for special events through assistance from the High School and Middle School's guidance offices
- Implemented new data management software application: RecPro for registration and facility scheduling
- Developed and introduced the Janet Gould Memorial Storywalk® - for seasonal installation on nature trails
- Ran highly successful Skateboard Competition through Friends of South Kingstown Parks and Recreation to raise funds for on-going renovations of the Skateboard Park



*Town Beach Pavilion
Repaired After Super Storm Sandy*



Basketball at Old Mountain Field

CAPITAL IMPROVEMENT PROJECTS

The following approved CIP projects were either completed in FY 2012-2013 or are in progress:

Project	Status
Curtis Corner Play Fields Dugout Roofs	Completed May 2013
Broad Rock Play Fields Dugout Roofs	Completed May 2013
Town Beach Play Structure	Completed June 2013
Town Beach Pavilion Relocation Project	Spring 2014
Town Beach Replenishment	Ongoing
Dog Park Access Stairway and Water Source	Completed April 2013
Brousseau Park Basketball Court Resurfacing	Completed June 2013
Tuckertown Park Tennis/Basketball Court Resurfacing	Completed June 2013

Goals FY 2013-2014

- Complete planned work on CIP and Park Rehabilitation projects.
- Increase use of alternate revenues generated through select program and team sponsorships.
- Identify employee training opportunities at all staff levels for expanded employee skill sets and improved departmental operations.
- Continue to seek opportunities for regionalization of shared services; and collaboration with private/public organizations.
- Implement phase 2 of new software application for online registration by January, 2014.



- Continue to research available grant funding to offset CIP project costs and local programs.
- Increase youth and adult program offerings.
- Increase distribution of email marketing program by 25%.
- Establish social media marketing strategy.
- Continue to expand revenue generating activities at the Town Beach.
- Expand the number of no cost/low cost family special events and activities.
- Review overall facility and program fee structure to keep pace with rising operational costs.

DEPARTMENT OF SENIOR SERVICES

MISSION STATEMENT

The Department of Senior Services is responsible for identifying and documenting elderly service needs, managing direct service programs, coordinating existing senior service programs provided by other public and private agencies, and promoting accessibility of services.

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 2012-2013

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.



Art Therapy Program

FISCAL

The FY 2012-2013 Adult Day 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 the 2012-2013 fiscal year was \$314,117 of which 12.4% or \$33,994 was funded through direct taxpayer support.

PROGRAM STATISTICS



- Service Days in FY 2012-2013 244
- Clients served per Day 14.5
- Total Number of Client Days 3,554
- Clients Retained from 2011 24
- New Client Admissions 19
- Discharges..... 20
- Year End Active Caseload..... 24
- Clients Served (Unduplicated)..... 44
- Average Client Age85.1
- Female/Male Clients.....82% / 18%

Since the opening of the 1,000 square foot addition to the facility in 2012, the diversity of the Senior Center's therapeutic program offerings has expanded. Having two large multi-purpose areas allows staff the flexibility to facilitate multiple activities designed for the functional levels of the participants, during the same time frame.

Senior Transportation Program FY 2012-2013

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 2011 eighteen-passenger, handicapped accessible van provides door to door passenger pick up and drop off. Since being acquired and placed in service in March 2012, the vehicle has logged 16,970 miles.

PROGRAM STATISTICS

- Passengers transported (unduplicated)...150
- Total # miles logged.....16,970
- Average number of rides per month....564
- Total # trips provided7730

Senior Nutrition Program FY 2012-2013

The Senior Nutrition Program provides a daily, nutritionally balanced meal, in The Senior Center's congregate dining room, 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. In an effort to raise awareness of the senior nutrition program in 2012-2013, the Center hosted over fifteen themed luncheon events with live entertainment and expanded menus. 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. Following Super Storm Sandy and the Blizzard of 2013, through a collaborative effort between Senior Center and SRIV staff and volunteers, meal delivery to South Kingstown and Narragansett clients was uninterrupted despite widespread power outages and infrastructure damages.

FISCAL

- Total operational budget for Nutrition program in FY 2012-2013 was \$100,722.
- Received \$4,214 from the RI Department of Elderly Affairs for FY 2012-2013 program operations.
- \$30,395 in support received from the Town of Narragansett for FY 2012-2013 program operations.

PROGRAM STATISTICS

- Total number of congregate meals served in FY 2012-201311,149
- Average number of unduplicated individuals served per week.....167
- Total number of Nutrition Program volunteer hours per year.....3,749

Senior Center Program FY 2012-2013

The objective of the Senior 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 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 remained steady in FY 2012-2013. The particularly harsh weather conditions through the fall and winter contributed to a decrease in average daily attendance for a longer than usual period. The Center continued its collaboration with the Recreation Department to offer classes such as zumba, computers, ballroom dancing, and photography. In response to the identified need for more program space to run physical activities and preventive health maintenance programs, the Department has taken initial steps to reassign office space to activity space. The variety of and accessibility to programs plays 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.



Zumba Class



Phantom Gourmet Cooking Class

FISCAL

- Total operational budget for the Senior Center in FY 2012-2013 was \$269,796
- A total of \$72,163 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

GRANT FUNDING SOURCES	
DEA Senior Center Grant	\$ 4,935
DEA Title IIIB Grant	\$18,228
South County Community Action	\$11,000
Town of Narragansett	\$38,000

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, housing and other similar programs. In FY 2012-2013 the Information Specialist recorded 2,302 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. The Center will continue to seek new partnerships in order to meet the changing needs of the population.



Trip to RI State House



The Romps – Volunteer Band

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:

VNS Home Health Services

Chronic Disease Self Management
Driver Fitness Program Series
Medicare Part D Open Enrollment workshops

Tri-Town Community Action Program

Case management services
Fall Prevention Program

University of Rhode Island

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

South County Community Action Inc.

Emergency Food Assistance Program

South Kingstown School Department

Internet Café – Computer lab

South County Hospital Partnership

‘Wellness Clinic’ staffed by RN

Exeter Job Corps

Job Training for Young Adults

RIC School of Nursing

Clinical with Senior Nursing Student

Narragansett School Department

School to Work Program

ACCOMPLISHMENTS/HIGHLIGHTS

- Received \$18,406 in funding for Adult Day Service program through Title IIIB grant.
- Successfully renewed Adult Day Services License with Rhode Island Department of Health.
- Generated \$6,740 in private/public donations for future Adult Day Services deck construction
- Safely transported 150 South Kingstown senior residents to a variety of locations such as The Center, grocery stores, pharmacies, salons and retail shops.
- Awarded Federal Title IIIB Supportive Services Grant: \$40,000 for 2012-2013.
- Collaborated with the Parks and Recreation Department in offering Ballroom Dancing, Computer Classes at The Center.
- Participated in The Healthy Places by Design Project by providing input, meeting space and feedback to this Town initiative.
- Presented “Reinventing Your Roadmap to Retirement” in September, during Senior Center Month. Workshops on Medicare, Social Security and Legal and Financial Issues were offered.
- Celebrated the 12th Anniversary of The Center. The annual barbecue was held with celebrity chefs at the grill. Entertainment was provided by our resident band, The ROMPS.
- Participated in Senior Breast Health Day in collaboration with South County Hospital, R.I. Cancer Council and Gloria Gemma Breast Cancer Research Foundation to educate older adults.
- Presented an overview of the Affordable Care Act (ACA) to Medicare beneficiaries with R.I. Lt. Governor Elizabeth Roberts and Division of Elderly Affairs Director Catherine Taylor.
- Co-Sponsored Community Flu Clinic with South County Hospital.
- Offered Shingles Vaccination Clinic through South County Hospital and the Wellness Company.
- Collaborated with Tri-Town Community Action in presenting A Matter of Balance Fall Prevention Program. This evidence-based program is designed to reduce fall risk factors.
- Implemented monthly office hours from a representative from the R.I. Division of Veterans Affairs to answer questions regarding benefits for Veterans and their spouses.
- Partnered with the South Kingstown Elks Lodge #1899 to offer a complimentary Dinner Dance for Older Adults. The event was held at the Elks Lodge, and attended by 175 seniors of the community.
- Collaborated with AARP to sponsor a Spring Tour of the R.I. State House. Transportation provided by RIPTA to Wickford Junction Train Station followed by a train ride to Providence.
- Rhode Island Office of the Attorney General, Senior Outreach Program, presented Scams and Fraud Program to inform seniors how to be aware of tactics being used and how to avoid being a victim.
- Rhode Island Center for Law and Public Policy Legal Clinic provides bi-weekly appointments with a Lawyer. A free 30 minute, one on one consultation is offered.
- Provided pre/post disaster support for Superstorm Sandy and Blizzard of 2013: Collaborated with SRIV to deliver meals on wheels; provided outreach to registered at-risk elders.

Goals FY 2013-2014

- Continue provision of comprehensive social services to older adults and their families
- Expand partnership with the Town’s Recreation Department to develop senior specific programs
- Expand staff knowledge through training and development opportunities
- Implement new data management software program for improved tracking of services and statistics
- Allocate a dedicated programming space in the Center for expansion of wellness & fitness programs
- Increase daily participation rate in the congregate meal program through community outreach
- Increase number of Adult Day Services Clients
- Explore opportunities for outside funding of programs and services
- Promote senior transportation service and increase ridership
- 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 2012 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 490 in FY 2011-2012 to 444 this past fiscal year. Of the offenses reported, there was an increase in the total number of assaults, a decrease in rapes, robberies, burglaries, larcenies, 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, decreased from 600 in FY 2011-2012 to 546 this past fiscal year. Of the adults arrested, there was a slight decrease in the number of cases of driving under the influence, with 111 adult drivers charged in FY 2012-2013, compared to 113 in FY 2011-2012.
- Juvenile arrests decreased from 82 recorded during the 2011-2012 fiscal year to 80 in the 2012-2013 fiscal year.

The Department continues to be vigilant in investigating the trafficking of illegal substances in Town. During FY 2012-2013 there were 90 arrests, both adult and juvenile, involving drug law violations, compared to 109 in the prior year. While the statistics show a decrease in the number of arrests for drug law violations, this remains a top priority. 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 \$24,500 for DUI Enforcement; \$12,000 for Speed Management; \$10,000 for the "Click it or Ticket" program; and \$15,925 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 2012, 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.

In September 2012, Officer Jerome Gillen was appointed to the position of Resource Officer (SRO) at the South Kingstown High School. Following his predecessor (SRO Houghton), he has been successful in assisting the administration and staff of the school in providing a safe and secure learning environment.

The Honor Guard Unit continues to play an important role in representing the Department in ceremonial events, such as parades and memorial services. Since the reorganization of the unit in 1989, they have participated in close to 300 events. The unit is currently led by Lieutenant Craig Young who took command in November 2012 following the promotion of Captain Joel Ewing-Chow.



The Department had three officers retire in FY 2012-1013 (Capt. Allen - 26 yrs service; Lt. Buckley – 18 yrs service; Officer McCarthy – 9 yrs service).

Promotions/Transfers

In January 2013, the Department announced two promotions; Sergeant Joel Ewing-Chow to the rank of Captain, and Officer Montafix Houghton to the rank of Sergeant. There were two Detective Division transfers in the past fiscal year; Sergeant Alfred Bucco transferred to Detectives in January 2013 in the role of Detective Commander, and in April 2013, Officer Joseph Iannelli was transferred to assume the position of Detective.

Military Leave

Officer Anthony Grassini was on active duty military leave for the majority of the year serving in Afghanistan during his deployment. He was welcomed back to the Department in July 2013.

Probationary Officers

The Department welcomed five new probationary officers during the past fiscal year - Officers Evan Johnson, Kevin Rinn, Ryan Moriarty, Jeffrey Sugrue, and John D'Agostino. Officers Johnson and Rinn graduated from the RI Municipal Police Training Academy (RIMPA) in December 2012, and were assigned to the Patrol Division upon completion of their field training in March 2013. Officers Moriarty, Sugrue, and D'Agostino graduated from the RIMPA in May 2013, and will be finished with their field training in August 2013, at which time they will receive a Patrol Division assignment.

Training

During FY 2012-2013, 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 FY 2012-2013, allowing the Department to remain on the forefront of technology.

Vehicles & Police Equipment

- 2013 Ford Crown Victoria V8 Marked Police Vehicles (4 each)
- 2012 Dodge Charger V8 Unmarked Police Vehicle (1 each)
- Soft Body-Armor Bulletproof Vest (10 officers) – Partial Federal Grant Funding
- Ancillary Equipment/Supplies for Active Shooter Training
- Radar Units for Patrol Division (3 each)
- Light Bars for Patrol Division (2 each)
- Video Cameras (1 each – Detectives, 1 each – Traffic)



Computer System & Telephone Equipment Upgrades

- Computer Replacements (1 each – Workstation, 2 each - Notebooks)
- Printer Replacements (3 each)
- Telephone System Replacement for Public Safety Complex

Facilities – Equipment Replacements

- Snow Blower, Vacuum Cleaner, Floor Scrubber

Goals FY 2013-2014

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

Overview 2012-2013

Paramedic 1 Total	Paramedic 2 Total	Paramedic 3 Total
1,863	2,718	1,044
Mutual aid Required	Mutual aid Given	
174	120	



Five-year Comparison	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Total runs	2,637	2,703	2,707	2,652	2,807
Advanced Life Support	793	889	918	1010	1104
Mutual Aid Required	92	147	126	123	174

Accomplishments FY 2012-2013

COMMUNITY SERVICES

- RI Department of Health, various committees and interests for pre-hospital care
- Paramedic-2 continued to provide Advanced Life Support to intercept to requesting agencies
- Provided training for Town staff & Police in CPR and the application of Automated External Defibrillator
- Participated in the training of new Paramedics
- Provide training in CPR, sheltering, and other methods to the team of volunteers.
- SKEMS is the *Medical Emergency Distribution System (MEDS)* coordinator for South Kingstown. Plans and procedures for emergency distribution of medications in the event of a biological threat to public safety are updated annually and deliverable completion by the town provides grant money for MEDS planning and flu clinic preparation. Approximately \$4,500 received in grants for the 2012-2013 fiscal year.
- 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.



- Completed transition to new electronic care report system.
- Continue working with the Department of Health in the creation of new EMS protocols and education guidelines.
- Took delivery of a new Type 1 ambulance vehicle for Paramedic 3.
- Continued to increase public education and awareness activities, advocate for emergency preparedness for all citizens.

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
- Mass Casualty Incident procedures
- Traditional classroom based training in conjunction with surrounding public safety agencies



Main Station – Public Safety Complex

Goals FY 2013-2014

- 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
- Continue progression of building improvements to southern EMS station
- Expand Heart Safe Community efforts and complete renewal of the designation by the American Heart Association
- Continue progression of building improvements
- 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 more diverse training to help prepare EMS personnel to respond to traditional and non-traditional events
- Integrate applicable electronic components of the new town financial management system into daily activities



South Station – Route 1

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 2012-2013

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. Fifty percent (50%) of the impounded animals are returned to their owners.



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. 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 FY2012-2013 the Town of Narragansett contributed \$66,606 toward the Shelter's operating expenses reflecting the services offered to the Narragansett impounded population. Additionally, the Animal Shelter raised \$40,725 through various donations and fundraising efforts throughout the year.



In 2009, the Town Council approved an award of bid 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 2011-2012</u>	<u>FY 2012-2013</u>
Total Animal Complaints	1,457	1,260
Total Impoundments	382	383
➤ Canine	232	216
➤ Feline	150	155
Total Summons issued	18	2
Total Quarantines	44	54
➤ Canine	33	45
➤ Feline	11	9

Goals FY 2013-2014

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 proactive 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

HARBOR PATROL

MISSION STATEMENT

To provide for the safety of the boating public on waters located in the Town of South Kingstown, through education and enforcement of State and local boating safety laws, while assisting Federal, State, and local governmental agencies in their efforts by providing local knowledge relative to their specific water related issues.

Program Overview FY 2012-2013

A major emphasis is placed on educating recreational boaters about the rules and regulations governing the use of Town waters in order to promote public safety and enjoyment. The Harbormaster utilizes seasonal assistants and interns from the University of Rhode Island to staff the program. These efforts, combined with coordinating coverage with the Narragansett Harbormaster, makes it possible to cover the Town's waterways (weather permitting) seven days a week for the entire fifteen-week summer season.



The presence of the Harbor Patrol on the Town's waterways has a calming effect on the general boating population and promotes a safe boating environment for all to enjoy. During the 2012 boating season, there were 1.25 average daily boating safety contacts, among which 118 safety checks were conducted and 11 warnings issued for various boating violations.

The Harbormaster also manages the Town's mooring fields which generated \$28,952 in rental fees during the 2012-2013 fiscal year.



URI Sailing Center



Marina Park Boating Facilities

Goals FY 2013-2014

The Harbormaster Division will continue its efforts in educating the public on boating safety, in addition to enforcing state and local boating safety laws.

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..... **TRISH SUNDERLAND**

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**

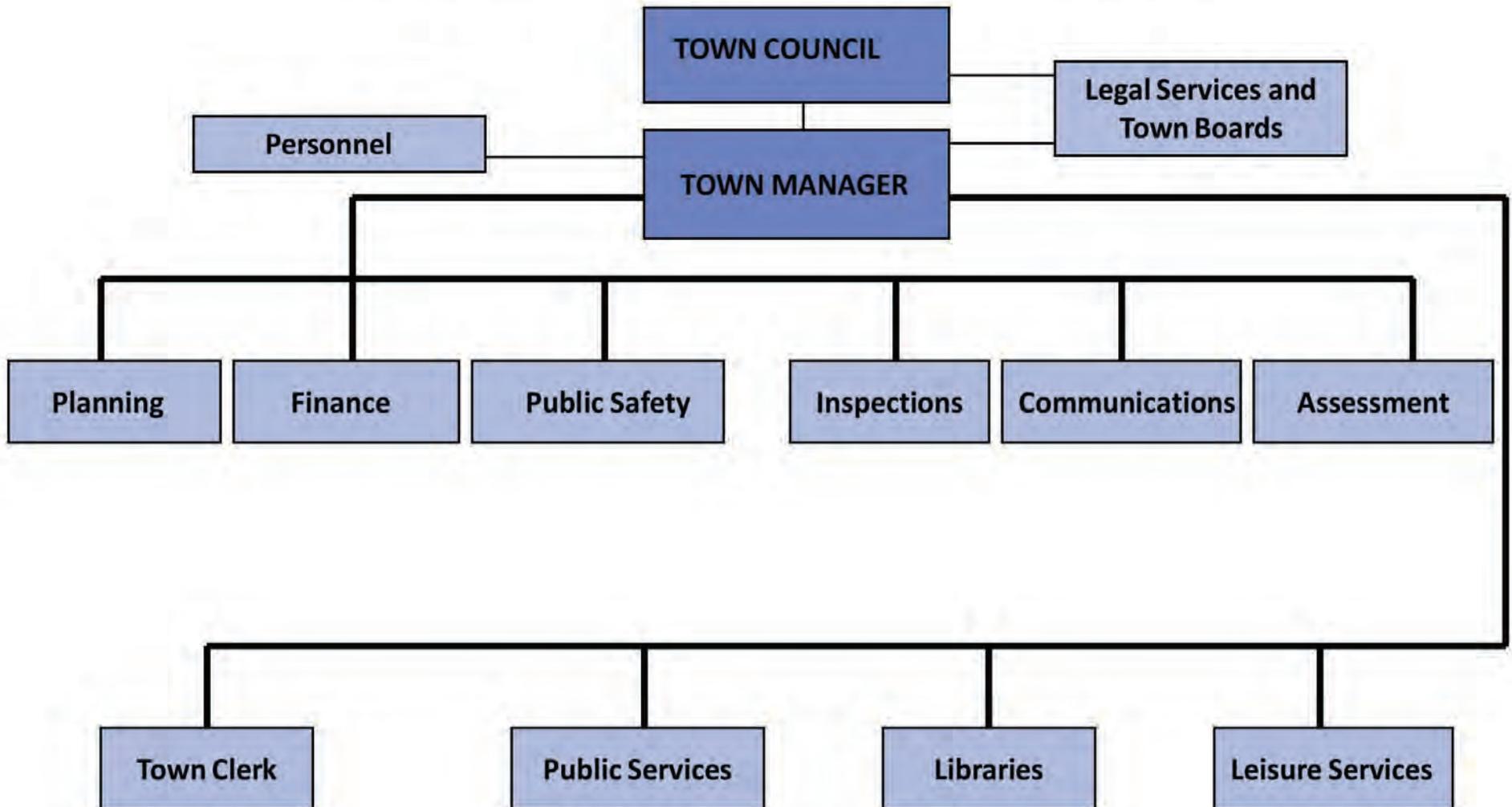
LIBRARY DIRECTOR**SHIRLEY LONG**

DIRECTOR OF LEISURE SERVICES **THERESA L. MURPHY**

CHIEF OF POLICE**VINCENT VESPIA, JR.**

EMERGENCY MEDICAL SERVICES DIRECTOR.....**MICHAEL A. DEMELLO**

Town of South Kingstown –Organizational Chart



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

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

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

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

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

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

TOWN OF SOUTH KINGSTOWN

Town Hall

180 High Street, Wakefield, RI 02879

401-789-9331

www.southkingstownri.com