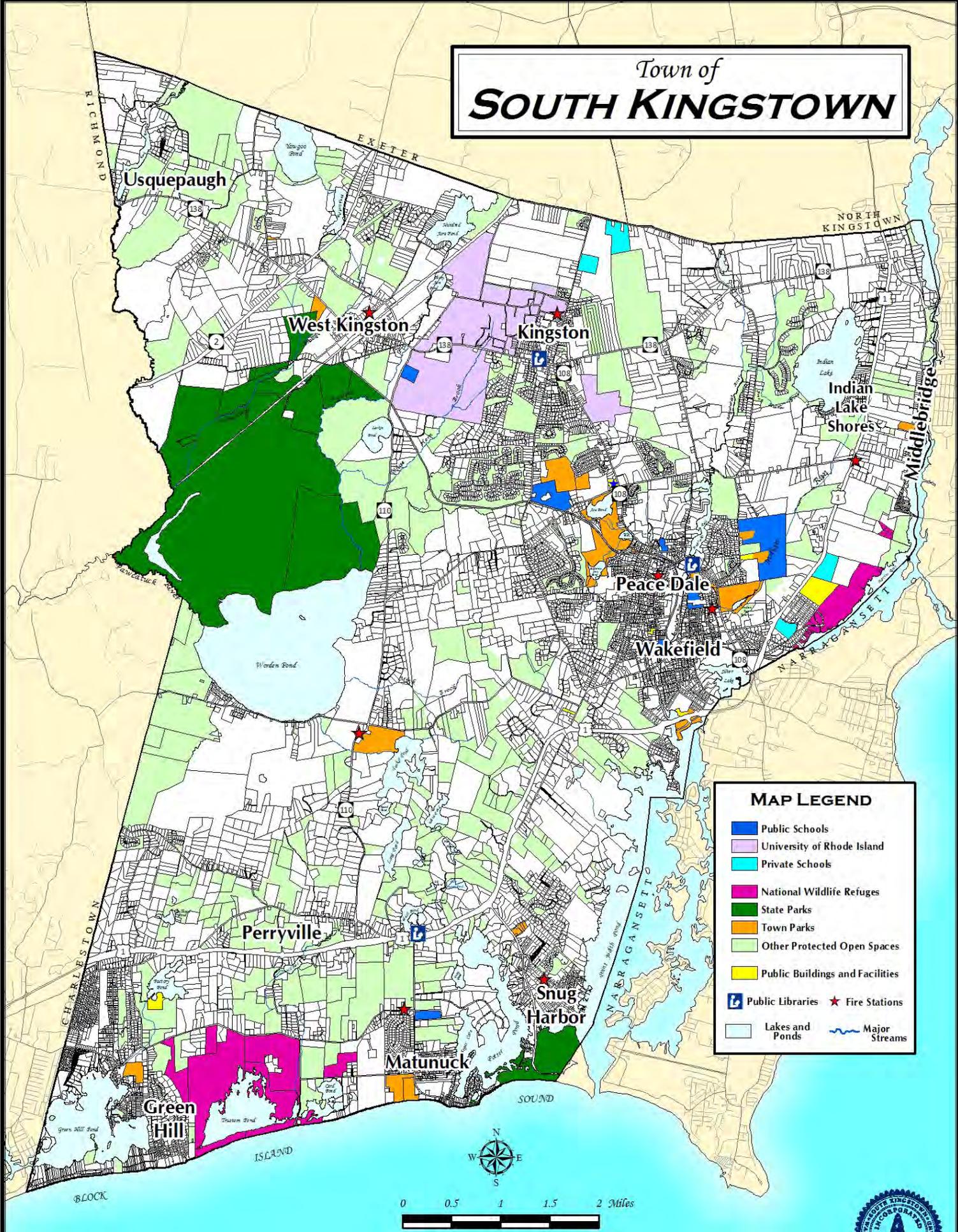




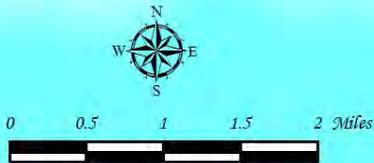
***Town of South Kingstown
2014-2015 Annual Report of Municipal Services***

Town of ***SOUTH KINGSTOWN***



MAP LEGEND

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



Cover Photo: South Kingstown Senior Center

October 6, 2015

Honorable Town Council Members:

The enclosed *Town of South Kingstown FY 2014-2015 Annual Report of Municipal Services* provides detailed information accompanied by visual images of the local government services and programs delivered to the community during the most recently completed fiscal year.

This report presents a summary of municipal policy and planning directives that the Town has pursued, administrative improvements that have been implemented, and an outline of initiatives designed to address the community's ongoing fiscal and service oriented challenges. Secondly, the report also provides a look at the level of services measured in quantitative terms that have been provided by our operating departments, inclusive of budgetary adjustments. Finally, in addition to prior year accomplishments, departmental goals are included that will direct the FY 2015-2016 administrative work plan.

I trust that this year's Annual Report will inform the Town Council about the scope of activities and accomplishments that the Town has achieved and the important policy and administrative issues and capital projects that the Town will address during the current fiscal year. Preparation of this report requires a team effort and I would like to acknowledge each of our Town departments for their individual assistance. In particular, I would like to thank Colleen Camp, Executive Assistant, for her contribution in the development of this document.

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

Sincerely,

Stephen A. Alfred
Town Manager

TOWN OF SOUTH KINGSTOWN, RHODE ISLAND



THE HONORABLE TOWN COUNCIL

ABEL COLLINS, PRESIDENT
MARGARET M. HEALY, VICE-PRESIDENT
RACHEL CLOUGH
JOE VIELE

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 2014-2016 Term

From left to right: Council members Carol Hagan McEntee, Vice-President Margaret M. Healy, President Abel Collins, Joe Viele, Rachel Clough

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 which can be accessed under Quick Links on the Town's website (www.southkingstownri.com). 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.



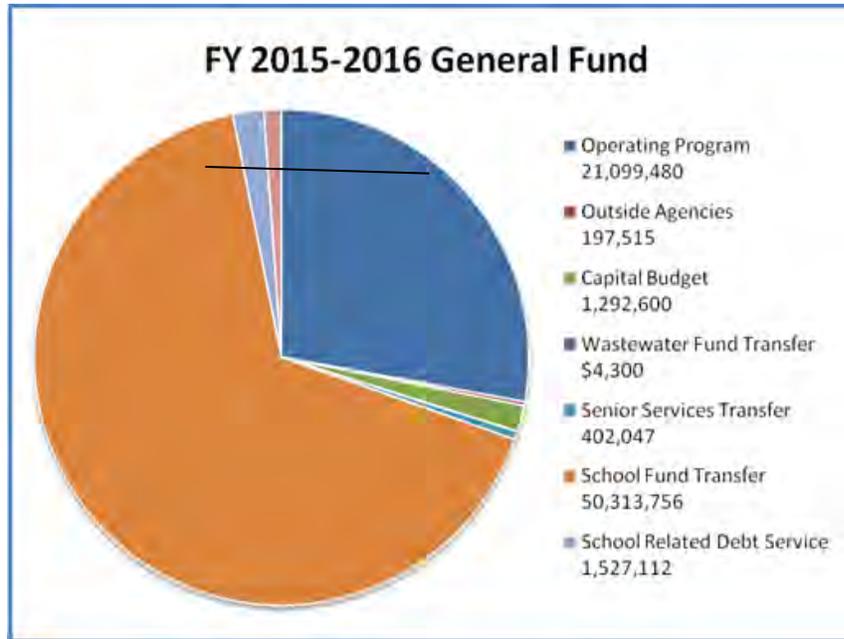
Budget FY 2015-2016

The final budget for the 2015-2016 fiscal year in the amount of \$75,703,006 was adopted by the Town Council in a regular session held April 27, 2015 representing an increase of \$835,753 over the prior fiscal year adopted budget. Funding is allocated in the amount of \$23,862,138 (31.5%) for municipal services and \$51,840,868 (68.5%) for school programs and school related debt service. The School Department receives additional revenues from the State and miscellaneous sources in the amount of \$8,816,272 with the School's total budget comprising nearly seventy-two percent (72%) of the Town's combined General Fund and School Fund Budget totaling \$84,519,278.

Appropriations for municipal operating programs and services equal \$21,099,480, an increase of \$533,447 over FY 2014-2015. Outlays for capital projects require expending \$1,292,600, and \$866,196 will be needed to meet municipal debt service requirements. The General Fund also supports \$197,515 in miscellaneous expenses and property tax transfers of \$402,047 to the Senior Services Fund and \$4,300 to the Wastewater Fund. The approved budget includes a property tax transfer for school operations in the amount of \$50,313,756 representing an increase of \$699,686 over FY 2014-2015. Spending for school-related debt service will require \$1,527,112, which is \$209,993 less than the 2014-2015 fiscal year funding level.

Budget Distribution

The chart below illustrates the FY 2015-2016 General Fund Program by major function:



Limitations on the growth of municipal property tax levies were set with the passage of legislation in 2006, with new restrictions effective with the 2007-2008 fiscal year at 5.5% and continuing to annually reduce tax levy increases by one half of one percent until the “tax cap” reached a 4% limit in the 2012-2013 fiscal year. The tax levy approved in the 2015-2016 fiscal year will grow by 1.33% or \$897,341, as noted below:

Compliance with State Property Tax Cap	Adopted FY 2014-2015 Tax Levy	Maximum FY 2015-2016 Tax Levy	Proposed FY 2015-2016 Tax Levy	Amount Below Statutory Tax Cap
Property Tax Levy	\$67,607,641	\$70,311,947	\$68,504,982	(\$1,806,965)
Motor Vehicle Levy	(\$3,504,861)	(\$3,624,136)	(\$3,624,136)	\$0
Net Levy	\$64,102,780	\$66,687,811	\$64,880,846	(\$1,806,965)
Increase in Levy	525,524	2,704,306	897,341	
Percent Increase	0.79%	4.00%	1.33%	
Property Tax Rate	\$15.48	\$15.95	\$15.52	(\$0.43)

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 2016, the enacted State budget remains consistent with FY 2015 in requiring a vehicle assessment reduction of \$500 per vehicle and provides the enabling authority for a community to increase the exemption up to \$6,000 per vehicle, without State reimbursement of any lost property tax other than the exempted value of \$500 per vehicle. The enacted State budget for FY 2016 provides a reimbursement of approximately \$170,945 in excise taxes that are removed from the tax roll as a result of the State mandated value reduction.

Real Estate and Personal Property Tax Roll

The average assessment of a single family dwelling in FY 2015-2016 is \$331,737 reflecting an increase of \$1,183 over the FY 2014-2015 assessment of \$330,554, with a corresponding real estate property tax of \$5,149 for the 2015-2016 fiscal year, reflecting a \$31 increase over FY 2014-2015.

The tax levy fluctuations during the ten year period from FY 2006-2007 to FY 2015-2016 varied from a high of a 4.86% 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 1.5% per year, as reflected in the chart below:

Year	# of Single Households	Median Sale Price ¹	Average Assessment	Tax Levy	\$ Increase	% Increase
FY 2005- 2006	8,586	380,000	339,037	4,452		
FY 2006- 2007	8,663	370,000	341,957	4,668	216	4.86%
FY 2007- 2008	8,707	352,000	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	290,000	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	289,000	347,021	5,036	122	2.48%
FY 2012- 2013	8,825	287,000	348,115	5,048	12	0.24%
FY 2013- 2014	8,863	300,000	328,887	5,088	40	0.79%
FY 2014- 2015	8,899	306,500	330,554	5,118	30	0.59%
FY 2015- 2016	8,940	290,500	331,737	5,149	31	0.60%
10 Year Increase	354	(89,500)	(7,300)	697	\$697	1.50%

¹ Source: Thewarrengroup.com

The average residential property tax liability is \$5,149 in the 2015-2016 fiscal year, up from \$5,118 in FY 2014-2015, reflecting a 0.60% increase.

Avg. Residential Property Tax	Actual FY 2014-2015	Adopted FY 2015-2016	Increase Over Prior Year Levy
Average Residential Assessment	\$330,554	\$331,737	\$1,184
Tax Levy Per Average Residential Parcel	\$5,118	\$5,149	\$31
Projected Tax Rate Increase	\$15.48	\$15.52	\$0.04

As presented in the chart on the next page, the real estate and tangible property roll increased by approximately \$39.9 million (0.97%) in taxable property in FY 2015-2016. The motor vehicles excise tax roll increased by approximately \$7.3 million over the prior year. It is noted that the Town continues to provide a \$3,000 tax credit for all vehicles subject to excise taxation.

<i>Taxable Property List</i>	2012-2013 Taxable Property	2013-2014 Taxable Property	2014-2015 Taxable Property	2015-2016 Taxable Property	Increase (Decrease) From Prior Year
Taxable Land /Buildings Tangible Property	\$4,150,727,192 202,728,309	\$3,946,264,414 174,040,007	\$4,095,876,600 106,473,897	\$4,127,131,800 113,540,016	\$31,255,200 7,066,119
Total Taxable Property	\$4,353,455,501	\$4,120,304,421	\$4,202,350,497	\$4,240,671,816	\$38,321,319
Less Exemptions	(\$9,627,415)	(\$8,839,487)	(\$61,825,014)	(\$60,187,119)	\$1,637,895
Net Taxable Property	\$4,343,828,086	\$4,111,464,934	\$4,140,525,483	\$4,180,484,697	\$39,959,214
Taxable Property Growth -%	0.15%	-5.35%	0.71%	0.97%	0.97%
Taxable Property Growth - \$	\$6,572,341	(\$232,363,152)	\$29,060,549	\$39,959,214	
Net Motor Vehicles -Roll	\$183,173,665	\$186,858,255	\$256,950,396	\$264,298,736	\$7,348,340
Less Exemptions	(922,154)	(981,596)	(69,624,846)	(70,534,714)	(909,868)
Fixed Portion of Tax Roll	\$182,251,511	\$185,876,659	\$187,325,550	\$193,764,022	\$6,438,472
Total Taxable Property	\$4,526,079,597	\$4,297,341,593	\$4,327,851,033	\$4,374,248,719	\$46,397,686

Highlights of FY 2015-2016 Budget

MUNICIPAL BUDGET

The adopted FY 2015-2016 *municipal operating* budget amounts to \$21,099,480, an increase of \$533,447 over the prior year. This increase is primarily driven by an anticipated increase of \$413,064 in Public Safety related costs, as shown in the chart below:

General Fund Functional Distribution	FY 2013-2014 Actual	FY 2014-2015 Adopted	FY 2015-2016 Adopted	Increase (Decrease)
General Administration	\$3,451,988	\$3,542,938	\$3,506,062	(\$36,876)
Public Safety	9,576,251	10,103,560	10,516,624	413,064
Public Services	2,727,218	2,899,241	2,967,368	68,127
Parks & Recreation	1,617,515	1,752,909	1,804,803	51,894
Library	1,146,945	1,171,116	1,179,156	8,040
Miscellaneous Services	\$1,053,886	\$1,096,269	\$1,125,467	29,198
Operating Program Total	\$19,573,803	\$20,566,033	\$21,099,480	\$533,447
Debt Service Program	3,219,624	2,822,564	2,393,308	(429,256)
Capital Improvements	1,231,406	1,286,000	1,292,600	6,600
Contributions/Transfers to Others	556,946	578,586	603,862	25,276
School Fund Tax Transfer	49,131,442	49,614,070	50,313,756	699,686
Functional Distribution Total	\$73,713,221	\$74,867,253	\$75,703,006	\$835,753

SCHOOL BUDGET

The adopted School Fund for FY 2015-2016 of \$59,130,028 is \$155,000 less than originally requested by the School Committee and \$527,555 more than the adopted FY 2014-2015 budget. Since funding for school programs and facilities (inclusive of School-related debt service) represents 76% 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 2015-2016 amounts to \$50,313,756 an increase of \$699,686 or 1.41% more than the FY 2014-2015 appropriation of \$49,614,070.

FIVE-YEAR BUDGET TRENDS

Budgeted expenditures for all municipal services, capital projects and debt service have risen an average of \$430,736 (1.90%) annually over the five-year period FY 2010-2011 through FY 2015-2016. Expenditures for municipal *operating* programs have increased an average of \$489,862 (2.40%) annually, while spending for Town *debt service* has decreased by an average of \$73,445 (-6.55%) per year. *Capital budget* expenditures have increased annually by an average of \$14,320 (1.15%) over this same period.

TOWN OF SOUTH KINGSTOWN MUNICIPAL BUDGET TRENDS															
Fiscal Year Assessment Date	2010-2011 12/31/2009	Percent Share	2011-2012 12/31/2010	Percent Share	2012-2013 12/31/2011	Percent Share	2013-2014 12/31/2012	Percent Share	2014-2015 12/31/2013	Percent Share	2015-2016 12/31/2014	Percent Share	5 Year Inc./Dec.)	Average Annual Inc.	Percent Inc./Dec.)
General Fund Revenue Statement															
Current Yr Property Taxes	\$64,240,096	88.26%	\$64,857,683	88.40%	\$65,148,020	88.83%	\$65,785,386	88.67%	\$66,600,977	88.96%	\$67,548,326	89.23%	\$3,308,229	\$661,646	1.01%
Prior Year Taxes and Penalty	845,000	1.16%	815,000	1.11%	825,000	1.12%	890,000	1.20%	913,500	1.22%	908,500	1.20%	\$63,500	12,700	1.47%
State Aid	2,190,768	3.01%	2,348,749	3.20%	2,394,693	3.27%	2,376,063	3.20%	2,513,928	3.36%	2,445,421	3.23%	\$254,653	50,931	2.14%
Local Revenue	4,307,389	5.92%	4,150,618	5.66%	3,968,699	5.41%	4,143,891	5.59%	4,013,849	5.36%	4,125,760	5.45%	(\$181,630)	(\$6,326)	-0.88%
Fund Balance Forwarded	1,200,000	1.65%	1,200,000	1.64%	1,000,000	1.36%	1,000,000	1.35%	825,000	1.10%	675,000	0.89%	(\$525,000)	(\$105,000)	-10.68%
Total Revenues	\$72,783,253	100.00%	\$73,372,050	100.00%	\$73,336,412	100.00%	\$74,195,340	100.00%	\$74,867,254	100.00%	\$75,703,006	100.00%	\$2,919,753	\$583,951	0.79%
Municipal Expenditure Program															
Municipal Program	\$19,254,033	26.45%	\$19,812,157	27.00%	\$20,171,016	27.50%	\$20,611,625	27.78%	\$21,144,620	28.24%	\$21,703,342	28.67%	\$2,449,309	\$489,862	2.40%
School Fund Transfer	47,909,928	65.83%	48,216,336	65.71%	48,364,159	65.95%	49,131,442	66.22%	49,614,070	66.27%	50,313,756	66.46%	\$2,403,828	480,766	0.98%
Capital Budget	1,221,000	1.68%	1,239,000	1.69%	1,210,000	1.65%	1,232,000	1.66%	1,286,000	1.72%	1,292,600	1.71%	\$71,600	14,320	1.15%
School Debt Service	3,164,869	4.35%	2,888,815	3.94%	2,370,336	3.23%	2,115,579	2.85%	1,737,045	2.32%	1,527,112	2.02%	(\$1,637,757)	(\$327,551)	-14.24%
Town Debt Service	1,233,423	1.69%	1,215,742	1.66%	1,220,901	1.66%	1,104,694	1.49%	1,085,519	1.45%	866,196	1.14%	(\$367,227)	(\$73,445)	-6.55%
General Fund	\$72,783,253	100.00%	\$73,372,050	100.00%	\$73,336,412	100.00%	\$74,195,340	100.00%	\$74,867,254	100.00%	\$75,703,006	100.00%	\$2,919,753	\$583,951	0.79%
Plus 3rd Party School Aid	\$11,702,035	13.85%	\$10,277,658	12.29%	\$9,886,241	11.88%	\$9,494,058	11.34%	\$8,988,403	10.72%	\$8,816,272	10.43%	(\$2,885,763)	(\$77,153)	-5.85%
School/Municipal Cost	\$84,485,288		\$83,649,708		\$83,222,653		\$83,689,398		\$83,855,657		\$84,519,278		\$33,990	\$6,798	0.01%

During this five-year period, the local tax appropriation for *school programs* has risen an average of \$480,766 or 0.98% annually, while *debt service* for school facilities construction and improvements has decreased by an annual average of \$327,551 (-14.24%). The average annual growth rate over this five-year period for the total General Fund budget has been \$583,951 representing an average of 0.79% percent.

A disturbing trend over the past seven years is evidenced in the loss of State Aid to both Municipal and School Programs. Over this term, the Town has lost \$1.8 million in General State Aid and the School Department has experienced a \$1.4 million loss.

PROPERTY TAX

A five year summary of growth in the Property Tax Levy is presented in the chart shown below. As noted therein, the Town's tax levy has grown at a rate of 0.90% per year.

Property Tax Levy - History					
Fiscal Year	Town	School	Total	\$ Increase	% Increase
2010-2011	\$14,567,945	\$50,931,488	\$65,499,433		
2011-2012	15,078,042	51,042,790	66,120,832	\$621,399	0.95%
2012-2013	15,685,666	50,714,116	66,399,782	278,950	0.42%
2013-2014	15,631,897	51,450,220	67,082,117	682,335	1.03%
2014-2015	16,250,145	51,357,495	67,607,641	525,524	0.78%
2015-2016	16,536,249	51,968,732	68,504,982	897,341	1.33%
Increase	\$1,968,305	\$1,037,244	\$3,005,549	\$3,005,549	4.51%
Five Year Average					0.90%

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 2015-2016 budget, the required property tax levy, inclusive of the motor vehicle excise tax and overlay, amounts to \$68,504,982.

The property tax allocation for municipal programs is \$16,536,249 (24.10%) and \$51,968,732 (75.90%) for school services and facilities. The property tax rate for FY 2015-2016 is \$15.52 per thousand dollars, consisting of \$11.77 for school purposes and \$3.75 for municipal services.

Administration/Management

PERSONNEL MANAGEMENT

The Personnel Division of the Town Manager's Office administers the Town's human resources program. The Division's reach extends from the first inquiry about a position vacancy through retirement, with the goal being to provide quality service to all prospective, current, and previous employees, and to treat such individuals with respect and good care. It is the mission of the Personnel Division to provide consistent, effective, and efficient human resource management by developing and implementing policies, programs, and services that contribute to attaining Town and employee goals. By making this commitment to its employees, the Town promotes an environment of mutual respect and equal opportunity, and provides outstanding service to the community.

Responsibilities of the Division include the recruitment of qualified applicants into a diverse workforce; employment and orientation services; ensuring a safe and discrimination free environment; employee benefits program; pre-payroll administration and processes; personnel policy development and administration; job classification, compensation, and labor market research; employee/labor relations; maintenance of personnel records; management of the Town's human resources database; management of performance evaluation programs; coordination of the employee grievance process; management of work related injuries; staff training for all Town departments; and ensuring adherence to local and federal employment laws and mandates.

During FY 2014-2015, the Personnel Division managed the recruitment, selection, and appointment of six full time positions within the departments of EMS (2), Town Manager (1), Public Services (1), Wastewater (1), and Animal Shelter/Control (1), as well as a combined seventy-one part time, seasonal, and per diem positions throughout the multiple Town departments. In addition, the Town had five full time employees resign and three full time employees retire from Town's service.



During the fiscal year, the Personnel Division completed the implementation and continued to further leverage the human resources portion of the Town's new financial management system, MUNIS. The integration of payroll and human resources within MUNIS provides a more organized, efficient, and cost-effective process for the management of employee data, as well as promoting the Town's "go-green" effort in paper reduction.

In addition, the Division manages accrued leave for 198 full time and 19 eligible part time employees. This information is used by Department heads to assist in budget preparation, staffing requirements/costs and various other departmental needs. The Personnel Division's year end reporting is employed by the Finance Department to determine the cost of compensable absences.

The Personnel Division continues to establish and maintain the Town's personnel related policies and procedures, and is responsible for the Town's participation in the US Department of Transportation's Federal Motor Carrier Safety Administration's (FMCSA) random drug and alcohol testing program for employees who drive commercial trucks and buses that require a commercial driver's license (CDL). The Town continues to be 100% compliant in administering this program.

The 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 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 (IOD) 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 the 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 Division also manages the Town's Wellness Committee, which continues to offer health and wellness related information and workshops for employees. The Personnel Division coordinates the annual Health and Safety Fair, which was held on September 18, 2014. Approximately eighty-five (85) employees and twenty-three (23) vendors participated.

Many of the Town's employees, including Town Hall staff, police civilians, public service administration, and recreation administration personnel participate in "dress-down days" for charity, typically once per month. Employees make a donation of \$2 and wear a sticker to indicate the dress-down event. Through this effort, employees contributed several hundred dollars to the Jonnycake Center during the year to aid 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.

UNION CONTRACTS

The Town completed the final year of 3-year agreements with three of the Town’s four collective bargaining units, including the South Kingstown Municipal Employees Association (SKMEA)/NEARI, Local 826; the Rhode Island Council 94, AFSCME, AFL-CIO, Local 1612; and the International Association of Fire Fighters (IAFF), Local 3365. Each of these three agreements expired as of June 30, 2015, and following negotiations, the Town and SKMEA/NEARI, Council 94, and IAFF came to agreements specific to 3-year labor contracts effective July 1, 2015 and extending through June 30, 2018. Principal components of each agreement include a significant number of language updates which provide clarity and define current practice, necessary updates based on the Town’s conversion to MUNIS, as well as updates that address the main issues of salary, health, and fringe benefits. The agreements establish budget stability for a 3-year period, with conservative salary increases, bring employee paid health co-shares to 20%, and make numerous language changes for added clarity and process documentation.

The Town also completed the second year of a 3-year agreement with the International Brotherhood of Police Officers (IBPO), Local 489. With the agreement expiring June 30, 2016, the Town is prepared to begin negotiations in the spring of 2016 for a new agreement effective July 1, 2016.

SKMEA/NEARI

Following negotiations, the Town and SKMEA/NEARI came to an agreement in July 2015 on a 3-year labor contract representing 47 full time and 5 part-time members, effective July 1, 2015 and extending through June 30, 2018.



Salary Provisions

The agreement provides for a 2.25% salary increase in each of the three years of the contract (FY 2015-2016, FY 2016-2017 and FY 2017-2018). This increase is consistent with the contractual terms negotiated with the two other collective bargaining units for this same 3-year period.

Longevity

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

Fiscal Year	Rate Per Week	Rate Per Year
FY 2015-2016	\$2.30 per week	\$119.60
FY 2016-2017	\$2.35 per week	\$122.20
FY 2017-2018	\$2.35 per week	\$122.20

Health & Dental Insurance

All full time and eligible part time employees are provided with the ability to enroll in an individual or family plan health insurance. The agreement adjusts the previous co-share schedule, increasing the employee paid co-share percentage of the premium. Effective July 1, 2015, the NEA employee co-share increases from 17.5% of premium, to the following schedule:

Fiscal Year	Co-Share Schedule
FY 2015-2016	18.5% of premium
FY 2016-2017	19.5% of premium
FY 2017-2018	20% of premium

This schedule is exclusive of those employees earning less than \$30,000 whose co-share increased from 2%, to 3%, 4%, and 5% of premium in each of the respective contract years.

All full time and eligible part time employees are provided with the ability to enroll in an individual or family plan dental insurance. The agreement adjusts the maximum dental insurance benefit to \$2,000 annually, from \$1,200.

The agreement added language specific to former spouses covered by the Town's health insurance, to define eligibility for coverage and provide an annual process to ensure only those former spouses who are eligible for coverage through the Town remain covered.

Retirement

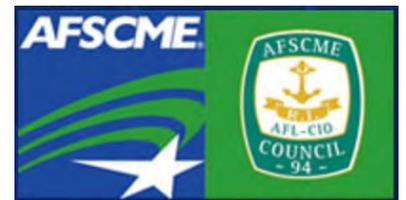
The agreement adjusts language referencing the Town's participation in the RI Municipal Employees Retirement System to include language stating subject to any amendments enacted from time to time by the Rhode Island General Assembly. This adjustment in language allows the Town to adapt to changes in the retirement system as required.

Post Employment Benefits

The agreement adds language to state that upon retirement, employees shall be eligible for post-employment benefits, inclusive of an annual stipend the Town pays towards health insurance for a set number of years, determined by years of service or until Medicare eligible, whichever comes first. The agreement also adjusts the annual health insurance stipend amount for employees hired before July 1, 2006 increasing the annual amount by \$500. In addition, the agreement adds language defining the current process of having retirees, who continue health coverage, annually sign and return an affidavit certifying that they do not have a substantially equal or better health insurance plan available to them through a current spouse or employer. This process ensures only those retirees who are eligible for coverage through the Town remain covered.

Council 94, Local 1612

Following negotiations, the Town and Council 94 came to an agreement in August 2015 specific to a 3-year labor contract representing 45 full time members, effective July 1, 2015 and extending through June 30, 2018. Members represent police dispatchers, and staff from highway, parks and recreation maintenance, wastewater, and animal control.



Salary Provisions

The agreement provides for a 2.25% salary increase in each of the three years of the contract (FY 2015-2016, FY 2016-2017 and FY 2017-2018), and is consistent with the contractual terms negotiated with the two other collective bargaining units for this same 3-year period. In addition to this annual increase, several positions received further adjustment to more accurately reflect the work being performed in their roles.

Longevity

The agreement provides for a modification in the longevity payment program. Longevity payments will continue to be provided based on the number of years of service (when service equals 4 or more years) multiplied by a stipend equal to \$2.35 per week, which is equivalent to \$122.20 per year.

Health & Dental Insurance

All full time and eligible part time employees are provided with the ability to enroll in an individual or family plan health insurance. The agreement adjusts the previous co-share schedule, increasing the employee paid co-share percentage of the premium. Effective July 1, 2015, the Council 94 employee co-share increases from 17.5% of premium, to 20% in each of the three contract years.

All full time and eligible part time employees are provided with the ability to enroll in an individual or family plan dental insurance. The agreement adjusts the maximum dental insurance benefit to \$2,000 annually, from \$1,200.

The agreement added language specific to former spouses covered by the Town's health insurance, to define eligibility for coverage and provide an annual process to ensure only those former spouses who are eligible for coverage through the Town remain covered.

Retirement

The agreement adjusts language referencing the Town's participation in the RI Municipal Employees Retirement System to include language stating subject to the Rhode Island Retirement Security Act of 2011 settlement as approved in the 2015 session of the Rhode Island General Assembly and any amendments enacted from time to time by the Rhode Island General Assembly. This adjustment in language allows the Town to adapt to changes in the retirement system as required.

Post Employment Benefits

The agreement adds language to state that upon retirement, employees shall be eligible for healthcare in retirement, inclusive of an annual stipend the Town pays towards health insurance for a set number of years, determined by years of service or until age 65, whichever comes first. In addition, the agreement adds language defining the current process of having retirees, who continue health coverage, annually sign and return an affidavit certifying that they do not have a substantially equal or better health insurance plan available to them through a current spouse or employer. This process ensures only those retirees who are eligible for coverage through the Town remain covered.

Eyewear Allowance

The agreement adds an employee eyewear allowance, available for the reimbursement of prescription eyewear expenses of up to \$150, every other fiscal year. This allowance parallels benefits already offered to SKMEA and non-union employees.

Leave Benefits

The agreement allows for an adjustment to the vacation accrual schedule, to include the addition of a twenty year accrual rate, where employees with twenty years or more of service will accrue twenty-three vacation days annually. This accrual rate parallels benefits already offered to SKMEA and non-union employees.

The agreement also grants employees one additional day of personal leave on the January 1st following the fifth anniversary of hire. This parallels benefits already offered to SKMEA and non-union employees.

IAFF Local 3365

Following negotiations, the Town and IAFF came to an agreement in July 2015 specific to a 3-year labor contract representing 16 full time members, effective July 1, 2015 and extending through June 30, 2018. Members represent the 15 paramedics and one emergency medical technician (EMT) within the Town's Emergency Medical Services (EMS) Department.



Salary Provisions

The agreement provides for a 2.25% salary increase in each of the three years of the contract (FY 2015-2016, FY 2016-2017 and FY 2017-2018). This increase is consistent with the contractual terms negotiated with the two other collective bargaining units for this same 3-year period.

Longevity

The agreement provides for a modification in the longevity payment program in the third year of the contract. Longevity payments will continue to be provided when an employee's years of service equals 5 or more years, based on a percentage of base salary, as outlined in the chart on the following page.

Years of Service	FY 2015-2016 and FY 2016-2017	FY 2017-2018
Five (5) years of service but less than ten (10)	3.75%	4.00%
Ten (10) years of service but less than fifteen (15)	4.25%	4.50%
Fifteen (15) years of service but less than twenty (20)	4.75%	5.00%
Twenty (20) years of service or more	5.25%	5.50%

Health & Dental Insurance

All full time and eligible part time employees are provided with the ability to enroll in an individual or family plan health insurance. The agreement maintains previous employee paid co-share percentage of 20% of the premium in each of the three contract years.

All full time and eligible part time employees are provided with the ability to enroll in an individual or family plan dental insurance. The agreement adjusts the maximum dental insurance benefit to \$2,000 annually, from \$1,200.

The agreement added language specific to former spouses covered by the Town's health insurance, to define eligibility for coverage and provide an annual process to ensure only those former spouses who are eligible for coverage through the Town remain covered.

Employees who have medical coverage through another health insurance plan and choose to waive medical coverage through the Town are now eligible to receive a healthcare buyback in the amount of \$2,000 annually, which is prorated over bi-weekly pay periods throughout the fiscal year. This parallels benefits already offered to SKMEA, Council 94, and non-union employees.

Retirement

The agreement adjusts language referencing the Town's participation in the RI Municipal Employees Retirement System to include language stating subject to the Rhode Island Retirement Security Act of 2011 settlement as approved in the 2015 session of the Rhode Island General Assembly and the Superior Court. This adjustment in language allows the Town to adapt to changes in the retirement system as required.

Post Employment Benefits

The agreement adds language to state that upon retirement, employees shall be eligible for healthcare in retirement, inclusive of an annual stipend the Town pays towards health insurance for a set number of years, determined by years of service or until Medicare eligible, whichever comes first. In addition, the agreement adds language defining the current process of having retirees, who continue health coverage, annually sign and return an affidavit certifying that they do not have a substantially equal or better health insurance plan available to them through a current spouse or employer. This process ensures only those retirees who are eligible for coverage through the Town remain covered.

Eyewear Allowance

The agreement adds an employee eyewear allowance, available for the reimbursement of prescription eyewear expenses of up to \$150, every other fiscal year. This allowance parallels benefits already offered to SKMEA, and non-union employees.

Lieutenants

The agreement changes the title of Supervisor (also referred to as Shift Supervisor) to Lieutenant. This title change is consistent with and reflective of the role within the field.

SHARED SERVICES

The Town continues to be proactive in the area of shared/consolidated services on a state-wide basis, having already achieved much operational efficiency, while continuing to investigate new opportunities both within and externally to the community. New opportunities for shared service programs continue to be considered in an effort to meet the challenges brought about by reductions in State Aid, static or limited growth in revenues, and an economy that just recently has shown 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
- Regional Road Striping Program
- Solid Waste and Recycling Services at the Rose Hill Regional Transfer Station
- Senior Services programs including Nutrition, General Programming and Adult Day Services
- Animal Shelter Operations
- Police and Emergency Medical Services (*Mutual Aid*)
- Superfund Landfill Closeout
- Plains Road Use & Maintenance
- Planning Efforts
- Grant Administration

Internal- Joint Initiatives with School Department

- Government Financial Management System – MUNIS
- 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/Wire Transfers

The Town has taken advantage of consolidation opportunities with outside agencies involving risk management with the RI 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.

Technology

GOVERNMENT FINANCIAL MANAGEMENT SYSTEM (GFMS)

The Town and School Department continued implementation of new financial management systems to replace those that had become outdated, 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.

The Town has contracted with the following vendors:

- Tyler Technologies: Financial, Payroll, and Human Resources
- Vision Governmental Solutions: Tax Assessment/Collection and Utility Billing/Collection
- Viewpoint Governmental Solutions: 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. The replacement of these core systems was a major undertaking involving countless hours of needs and workflow analysis, data conversion, staff training and ultimately implementation and execution.

Implementation of the major Financial modules (General Ledger, Budgeting, Requisition/Purchasing, and Accounts Payable) took place in October 2013. The next systems implemented were Payroll and Human Resources which went live in January 2014. Tax Assessment and Collection systems were deployed in October and December 2013, respectively. Utility Billing and Collection were installed in July 2014.

The Town went live with a cloud-based ViewPermit system on December 1, 2014 for the Building Department. Soon after the Union Fire District and the Town's Communications Department were trained so they could process permits and approve permits in the system. Union Fire is also utilizing the system on iPads in the field. Since implementing ViewPermit, the State of Rhode Island has awarded a statewide permitting system to Viewpoint using their ViewPermit application. The Town is positioned well to join in on this effort and the IT Department has already been working with the State's Project Manager. Also, part of the ViewPoint system is the Business Licensing module for the Town Clerk's office. Leveraging ViewPermit means more than just a data conversion and changes for staff in the Town Clerk's office, this will encompass almost every Town department as the workflow approval process will now be automated. This automated process will greatly improve the time it takes to get Business Licenses through the administrative process and to the Town Council for consideration.

Working collaboratively under the guidance of the Finance Department and IT Division, the Town has been able to meet estimated timelines and stay within budget.

COMMUNITY NOTIFICATION SYSTEM

In 2011, the Town put into service a community notification system (CNS) which allows notification to residents and businesses in the event of an emergency. Using this system, the Town has the ability to alert residents about severe weather, evacuations, fires, floods, and other emergencies. Messages can be sent to multiple communication devices such as cell phone, home phone, email, or text messaging device ensuring that residents receive life-saving emergency information in minutes.

The Town has used the system on several occasions in recent years in response to time sensitive events having potential impact on 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.

Recently, the State of Rhode Island Emergency Management Agency (RIEMA) awarded a statewide contract for this purpose. The Town will now migrate to the new system, which allows for collaborative efforts between RIEMA and the Town, as well as providing all RI residents a single portal to set up emergency notifications at both the state and local government level. All residents and businesses are encouraged to self-register and provide their specific contact information, including cell and text messaging information, for emergency type notifications. This can be accomplished by going to the Town's website at www.southkingstownri.com and clicking on "CodeRED" under the Quick Links section or by visiting the RIEMA web site at www.riema.ri.gov and clicking on the "CodeRED" link at the bottom of their page.

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 ClerkBase, the Town's meeting management system. In addition, the agendas and corresponding back-up materials are linked to each item shown on the agenda, which is posted to the Town's website (www.southkingstownri.com). 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 again the following day, Wednesday, at Noon.

TOWN FIBER OPTIC PROJECT

Beginning in 2013, the Town began implementing many new technologies and software systems (Munis Financials, Vision Tax/Utility, ViewPoint Permits and Licensing). With this upgrade in systems, the demand for quick and reliable connectivity increased beyond what the Town's current connections could provide. Thus in 2014, the Town investigated the cost and probability of having its own private fiber optic network, similar to what has been done in many communities in Rhode Island and in 2015, the Town began to implement a private fiber optic ring.

As technology is rapidly changing, this fiber optic network will position the Town to deliver future technology services. Utilizing fiber, the Town can leverage this investment by providing data and voice over the same fiber strands, thus reducing costs in the area of phone lines. Once the fiber ring is in place, connectivity between the Town, School, and Public Safety networks will be vastly improved. Locations that will be connected include Town Hall, Public Safety Complex, Public Services, Neighborhood Guild, Senior Center, Peace Dale Library, Highway Compound, Animal Shelter, South Kingstown High School, and the Union Fire District's Administration Building. This project is anticipated to be completed by the end of 2015. Post implementation, future initiatives can be delivered via fiber. These initiatives could include disaster recovery options and email for the Police, security system access and video.

RECREATION DATA MANAGEMENT SYSTEM

In July 2013, the Town Council authorized the purchase of a Recreation Data Management Software system, RecPro, which allows for comprehensive data management of major departmental functions including activity scheduling, participant registration, facility reservations, online registration, and reporting. The base software modules including activity and facility registration and POS, were implemented in May 2013.

In September 2013, the Town Council further authorized the purchase of the online registration and payment processing modules which represented Phase II of the system implementation. In July 2015, the Department began offering online registration, bringing significant benefits to the public, particularly the 24/7 convenience of registering for a recreation program from home or from a mobile device. The software also allows for reporting and analysis of programming/facility usage, financials and overall demographic snapshots that the Department is able to use for more effective planning and budgeting. In FY 2014-2015, Recreation staff worked directly with the Finance Department to export daily general ledger reports from RecPro that are then imported to the Munis Financial Management system, decreasing duplication of effort and potential for human error that can occur during data input. South Kingstown was the first municipality in Rhode Island to implement the RecPro software system, and since then, five other Rhode Island municipalities have migrated their recreation data management operations to RecPro software.

Planning Programs

TOWN / UNIVERSITY RELATIONS

The Town continues an active role in University policy development through the URI Master Plan Review Team and a variety of special purpose collaborations focusing on public safety, provision of shared infrastructure, and University capital improvement programming.



In this latter regard, various meetings and communications on numerous matters have occurred between Town staff and URI administrators during the past year. Topics and issues that have been discussed include transportation issues, parking enforcement, Route 138 reconstruction, URI sponsored projects in the State's Transportation Improvement Program (TIP) and the design of the University connection to the William C. O'Neill Bicycle Path, inclusive of a link to West Kingston Elementary School. The Town Council in May 2015 and School Committee in June 2015 issued endorsements of the proposed corridor for the URI link to the bike path (and link connection to West Kingston Elementary School). These endorsements will assist this project moving toward design and construction. 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



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 restrooms and a small community meeting room. The design elements of the building plan depict a public comfort station accented with railroad style architecture 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 complements 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

provide a significant asset to the Downtown Wakefield business community and to residents and visitors alike. Project construction of the intermodal building began in March 2014 and was substantially complete in July 2015, at which time the restroom portion of the facility was opened to the public. All project costs are being covered in full using RIDOT Transportation Improvement Fund resources. The Parks and Recreation Department will oversee the daily operation and maintenance of the facility. It is anticipated that once the meeting room is open, it will be utilized by community organizations as a rental facility similar to other Recreation Department indoor facilities.

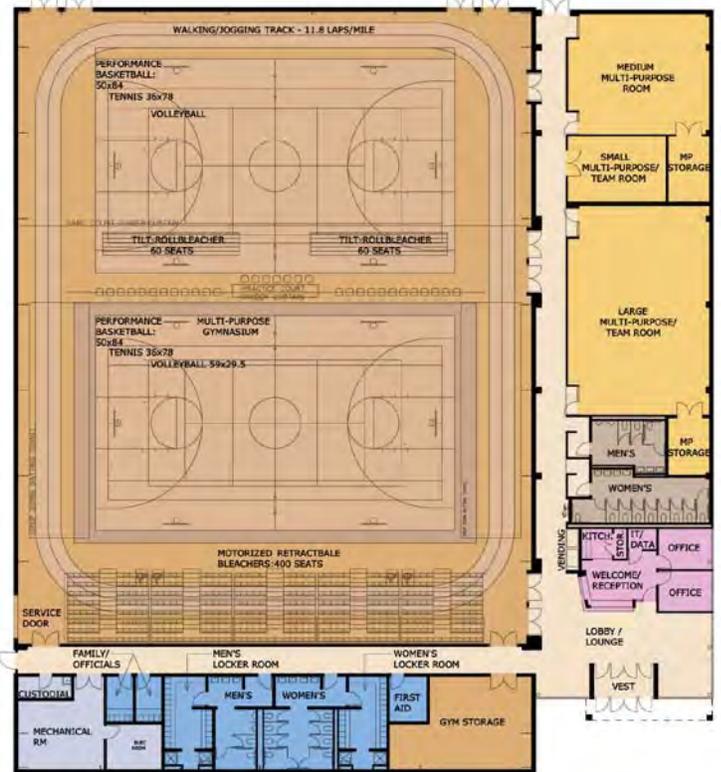
COMMUNITY RECREATION CENTER

The Community Recreation Center project was first introduced over ten years ago in the Town Council's FY 2003-2004 Adopted Capital Improvement Program (CIP) in response to the need for additional gymnasium space for recreational youth sports programming and interscholastic athletics. Since then, the needs have expanded to include all age segments of the community, as new demands for adult/senior sports programming have also increased.

Recreational and fitness needs for all age groups within the community will be served by this facility. As the Town's population continues to grow, the need to expand existing recreational programs also increases. The health and wellness of the community is well served with the development of indoor recreation space. While the Town's public parks system provides a great variety of active play spaces for outdoor programming, the Town needs to provide the same commitment to offering indoor play spaces to residents throughout the winter season and during inclement weather. As a vibrant community, new and creative opportunities need to be developed that allow all facets of the Town's population to lead healthier lives.

In July 2014, the Town Council awarded a contract for architectural design services related to the Community Recreation Center for a three-phased design development and construction management process. Phase I – conceptual design and probable construction costs – was completed in September 2014 and presented at a public information session. Phase II – development of construction and bidding documents – began in December 2014, and was substantially complete in August 2015. Construction is anticipated to start in the Spring 2016 with a projected date of completion by year-end 2016.

Design and construction costs for the facility are estimated at \$6.15 million. The project will be financed through the issuance of three bonds totaling \$4.15 million. The balance of funding for the project will come from recreation impact fees of \$1,000,000 that the Town currently has in reserve and a \$1,000,000 General Fund Unassigned Fund Balance Transfer which was authorized by the Town Council in April 2015. The



28,000 square foot facility consists of the following elements:

- Multi-court gymnasium for sports and athletic programming
- Two (2) smaller multi-use rooms for existing exercise classes and meeting spaces
- Walking track around the perimeter of the court area
- Reception area and office space to house staff responsible for the oversight of the facility
- Locker rooms and lavatories to accommodate the public and school athletic teams
- Storage space
- Parking lot (approx 125 spaces) and multi-modal entrance (inclusive of bike racks and sidewalks)

Environmental Planning

COASTAL EROSION ASSESSMENT AND REMEDIATION

The Town's 2010 update of its Multi-Hazard Mitigation Strategy Plan (MHMSP), which gained final approval by the RI Emergency Management Agency (RIEMA) and Federal Emergency Management Agency (FEMA) in March 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.

Town Beach Pavilion Relocation Project



The MHMSP provided the policy backing for the Town's project to relocate the Town Beach Pavilion and Onsite Wastewater Treatment System (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 are being utilized to fund approximately \$300,000 of this \$390,000 project. The Town also secured a Coastal Resources Management Council (CRMC) assent for the pavilion relocation. Phase I of the program, the OWTS relocation was completed last year. Phase II of the project – relocation of the pavilion structure – began in November 2014 and was operationally complete at the opening of the 2015 beach season.

Matunuck Beach Road Protection Project

The issue of addressing coastal erosion and infrastructure protection and resultant public safety and access issues in the Matunuck area continues to be a major focus for the Town administration. In order to protect the Matunuck Beach Road right of way from storm/coastal erosion damage along this vulnerable area, the Town plans to install a 202' +/- sheet pile/armor wall right of way protection system along the south side of Matunuck Beach Road in the area to the west of the Ocean Mist Restaurant. Potential damage to the road (and waterline situated within the right of way) would impede or prevent public safety accessibility to some 240 residences situated to the east of the project site and could interrupt fire suppression and potable water service to 1600 properties situated to the west. This project was approved by the Coastal Resources Management Council (CRMC) in an Assent dated July 17, 2012.



An award of bid was granted to HK&S Holding Company of Newport, RI, in September 2013 in the amount of \$998,000 for this project. Funding is being provided by RIDOT via an agreement with the Town. However, an abutting property owner, Hang Ten, LLC (a/k/a the Ocean Mist) sued the CRMC in RI Superior Court contesting that the agency should have not issued an Assent for the project. The Superior Court subsequently remanded the project Assent back to CRMC for the agency to reaffirm that environmental mitigation and public use conflicts were minimized to the greatest extent possible. A reaffirmed CRMC Assent was issued in September 2014 and forwarded to the Superior Court for review and affirmation. On May 8, 2015, Superior Court Judge Nugent upheld the CRMC Assent for the project, whereby the Town can proceed with construction of the seawall. The Town will need to work with the owner of the Ocean Mist in order to mitigate any potential damage to the building during seawall construction activities. Project commencement is planned for October 2015, with completion anticipated during the Summer 2016.

East Matunuck Water Main Relocation Project

As a result of on-going coastal erosion, the Town's South Shore water supply main was damaged during Superstorm Sandy in 2012 at the terminus of Ocean Avenue in Matunuck. The South Shore water system is very linear in nature, whereby a single 12" 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 1,600 properties west of the barrier beach (current water supply is provided 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. In July 2014, the Town was notified of a \$1.33M hazardous mitigation grant award from RIEMA. An additional award of \$944,822 in Federal Community Development Block Grant (CDBG) – Disaster Recovery (DR) funds for Hurricane Sandy was awarded to the Town in June 2015. Both grant awards are expected to cover the anticipated project cost of \$2.2M. Project construction is expected to begin in Spring 2016, with project completion on or before December 1, 2016.

Experimental Coastal Erosion Control Measures

The Town administration has also continued a dialogue with CRMC to facilitate eligible applicants in Matunuck to utilize "experimental coastal erosion measures" permitted under revisions to the Special Area Management Plan for the Salt Pond Region (Section 980, effective as of October 7, 2013). These regulations provide protective options to eligible properties situated on the Matunuck Headland easterly of the Town Beach for installation of erosion mitigation systems. CRMC plans to utilize these regulations as a means to resolve outstanding violations of coastal regulations in this area and provide improved protection potential for these vulnerable properties. The Town may also consider an application under these regulations to address erosion impacts at the Town Beach, particularly at the interface of the beach (easterly end) with the existing revetment at the Matunuck Trailer Association property.

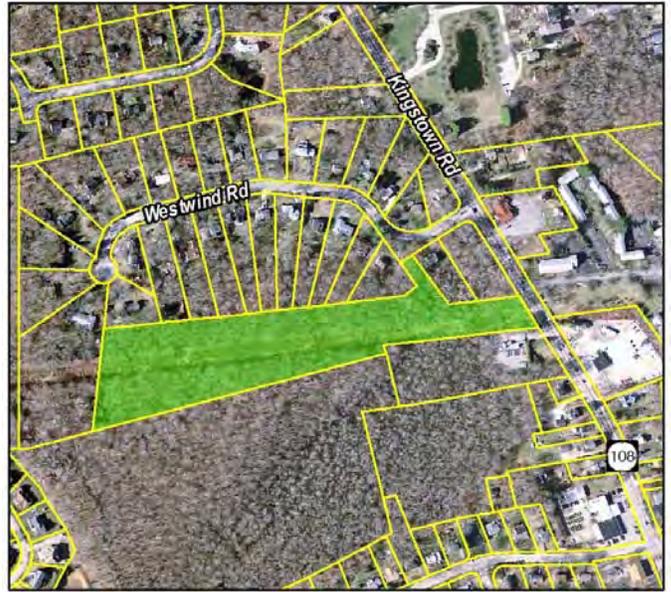
COMMUNITY SEPTIC SYSTEM LOAN PROGRAM (CSSLP)

Since 2002, the Town has participated in the RI Infrastructure Bank's (f/k/a RI Clean Water Finance Agency) 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. CSSLP funds are made available under Title VI of the Clean Water Act and § 46-12.2 of RI General Laws. Since program inception, 108 CSSLP loans have been issued to South Kingstown property owners, totaling \$1,585,279. The Town applies each year for additional funding through the State Revolving Fund (SRF) to ensure adequate funds are available for future CSSLP applications.

OPEN SPACE PRESERVATION

Preservation of open space remains an ongoing effort of the Town, with the Planning Department serving as the Town's lead under the direction of the Town Manager's office. The Planning Department works in conjunction with the Partnership for Preservation (SK Land Trust, Narrow River Land Trust, US Fish and Wildlife, RIDEM, Nature Conservancy, and Champlin Foundation) to identify candidate parcels for acquisition and the varied resources needed to facilitate preservation.

While the Town did not participate in the purchase or acquisition of new open space parcels in South Kingstown over the past year, support of the Partnership for Preservation continued, with technical assistance (i.e. GIS mapping and land evidence record support) being provided for ongoing negotiations with local property owners. In addition, the Planning Department and GIS Division conducted what is now an annual review of land use holdings by the various conservation entities and other property owners in Town to update and refine the inventory of preserved land in South Kingstown. This review identified previously unaccounted "cluster or conservation" open space in the Westwind subdivision on the westerly side of Route 108 (8.5 acres) and a 2.8 acre parcel on Saugatucket Pond encumbered by an easement in favor of the RIDEM. The Land Trust also protected 15.2 acres of land in the Perryville section of Town this past year, bringing the total preserved acreage in the Town (as of July 2015) amounts to 11,473.3 acres, representing 31.55% of the land area in Town, an increase of 26.5 acres or .07% compared to July 2014.



ENERGY PROGRAMS

Under the coordination and direction of the Town Manager's office, the Town's Energy Conservation Program continued to produce positive results for the community over the past fiscal year. This effort has involved a cooperative partnership among various Town departments, State officials, utility providers and other interested parties. In overall terms, this program has been supported through grant funding and utility incentives and has resulted in substantial system upgrades to a number of Town buildings and facilities improving energy efficiency and comfort levels for workers and residents. Over the past year the Town concluded the remaining grant funded project under this program, described below.

Building Local Capacity for Clean Energy and Climate Change Initiatives: An Intergovernmental Partnership – This is a cooperative grant venture of the Town, University of Rhode Island Energy Center, US Environmental Protection Agency and three other Rhode Island communities (Warwick, East Greenwich, and North Providence), with a grant budget of approximately \$55,000.

South Kingstown's EPA Grant "Demonstration Project" consisted of a retrofit all lighting at the South Kingstown Public Safety Building on Kingstown Road. The project was completed in the late Spring 2014, its total cost consists of \$85,579, which includes a \$38,933 incentive from N-Grid's Enhanced Municipal Initiative Program; the net Town cost was



\$46,646 which was fully funded by the EPA grant. For FY 2013-2014 the facility used 60,240 fewer KWH (kilowatt hours) than in the prior fiscal year, which resulted in saving \$4,676 overall. The grant was closed out in March 2015 with an EPA sponsored press event held in Warwick. The Town continues to explore potential facility upgrades under National Grid's incentive program. In this regard staff is reviewing proposals for lighting and energy system upgrades at the Peace Dale Office Building, Police Station "Chiller and HVAC controls" and Highway Garage lighting improvements. The Police Station project will proceed this fall and the other projects may move forward in the current Fiscal Year pending completion of internal evaluations and resource availability.

The Planning Department, under the direction of the Town Manager's office, is developing a "Sustainability Work Program" to coordinate and structure the Town's efforts at energy efficiency, carbon footprint reduction and related environmental issues. Moving forward, it is planned to assign approximately 10 hours per week of the Senior Planner's position work effort toward this program.

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 five year privatization contract extension was authorized by the Town Council in May 2015, which provides stabilized residential disposal costs through June 30, 2020.

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, as required by State law. 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 2014, the Town diverted 46.2% of municipal sector waste from the landfill. In September 2014, the Town received a recycling profit sharing check in the amount of \$39,274 from RIRRC, representing 2,751 tons of recyclables generated by South Kingstown residents. Although recycling tonnage decreased from the prior year (3,120 tons in 2013), the recycling profit sharing revenue was significantly greater due to a "stronger" recycling commodity market in 2014. In an effort to further increase recyclable material diversion from the solid waste stream, RIRRC began a State-wide "Recycle Together" (single stream) recycling program in June 2012. Under the program, residential users no longer have to separate paper products from container recyclables. RIRRC's goal was to have recycling rates significantly increase with this initiative, thereby saving valuable and finite landfill capacity. Private subscription hauler recycling compliance continues to be problematic and will require additional public education efforts and legal sanctions for failure to meet minimum recycling diversion rates.

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). 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. While FDR typically runs \$115 per linear foot, pavement overlay runs approximately \$32 per linear foot. However, unlike FDR projects, reflective cracking from existing road substrate and drainage complaints can be expected with an overlay program. Pavement overlay will continue to be the preferred method for bituminous concrete application and will augment other surface treatments (ex.: stone seal, microsurfacing) performed in conjunction with the annual operating budget 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. Projects recently completed by RIDOT are as follows:

High Hazard Intersection Improvements to Dale Carlia Corners. Lane and traffic signal improvements, including dedicated left turn lanes, began in June 2014 and were completed in the Spring of 2015 with the installation of brick pattern crosswalks at the Dale Carlia intersection.



Route 138 Accelerated Pavement Overlay (Route 2 to Railroad Avenue). RIDOT determined that portions of Route 138 (Route 2 to Railroad Avenue) required near term pavement overlay due to the existing road condition. Although this section of Route 138 is scheduled for full reconstruction as part of the Route 138 reconstruction project, RIDOT determined that it could not wait until Route 138 Phase 2 reconstruction, which does not have a firm construction start date as yet. Accelerated overlay work was completed by RIDOT in the Fall 2014.

AMTRAK Bridge (at Route 138) Repairs. The bridge on Route 138 that spans the AMTRAK railroad corridor was determined to be in need of repairs a number of years ago by RIDOT. Repairs to the bridge were originally scheduled to be completed as part of the Route 138 reconstruction project. However, RIDOT determined that the level of effort needed to repair the bridge necessitated the bridge to be reconstructed as a separate project. Although a date for full bridge repairs has not yet been determined, RIDOT completed interim repairs to an eastbound lane bridge beam in July 2015.

Projects either under construction, or anticipated to begin construction, during 2016 are as follows:

Route 1 from the Government Center to Route 108. RIDOT has awarded this cold planning/pavement overlay project to D'Ambra Construction, which is scheduled for completion in October 2015.

Route 1 Bridge Cap Repairs. RIDOT's project contractor (Cardi Corporation) began work in the Spring 2015 to repair the concrete bridge cap supports for the Pond Street, Silver Spring Cove/Saugatucket River, and Salt Pond Road bridges that traverse US Route 1. Given the complexity of this project, work will continue through September 2016.

Statewide Resurfacing Contract. Route 138 from US Route 1 to Broad Rock Road and Route 108 from the Peace Dale Library to North Road are scheduled for cold-planing and pavement overlay in the Spring 2016.

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. RIDEM has issued an environmental permit for the project; however, it is conditioned on RIDOT being able to design, permit and construct stormwater treatment using Best Management Practices (BMPs). It has yet to be determined when actual road construction can begin until the stormwater treatment issue is further advanced with RIDEM.

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 are awaiting an archeological field review prior to a formal environmental permitting submission.



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. As such, the Route 138 AMTRAK Railroad Bridge will proceed as a separate project. The earliest start of Contract 1 construction is anticipated for the latter part of the 2016 or early 2017 construction season. Final design details and logistics of the construction contract(s) will be the subject of review by the PAC.

Goals FY 2015-2016

ADMINISTRATION

- Prepare and submit to the Town Council a six-year Capital Improvement Program for the period FY 2016-2017 through FY 2021-2022.
- Prepare and submit the FY 2016-2017 Town Manager's Proposed Budget to the Town Council.
- Commence labor negotiations with the International Brotherhood of Police Officers (IBPO) whose agreement is set to expire June 30, 2016.
- Continue to establish and maintain the Town's personnel related policies and procedures, and publish an updated Employee Handbook and revised Personnel Evaluation process.
- Improve the recruitment and application process through the use of technology, to include better leveraging online and social media outlets to advertise job postings, updating the employee application and presenting it as a fillable PDF, and creating a centralized online application submission process inclusive of an auto-response confirmation to applicants.
- Continue to assist with the proximity card reader building access project, involving the Public Safety, Town Hall, and Animal Shelter buildings in FY 2015-2016, inclusive of issuing employee badges to necessary employees which will allow for building access functionality.
- Complete implementation of a new Government Financial Management Software (GFMS) system, which began in the 2012-2013 fiscal year. The final system for Licensing and Permitting went live in July 2015.
- Initiate and complete the installation of the East Matunuck – Route 1 Water Main Loop.
- Complete installation of the 202 ft. sheet pile/armor 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.
- Implement Phase III of the Community Recreation Center Project - construction of the new facility to be located off Broad Rock Road.

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.
- In cooperation with the Planning Department and Planning Board, complete the drafting process for amendments relating to regulations affecting coastal, seasonal communities in the Town.

- Work with the Planning Board and Planning Department in updating the Town's Comprehensive Community Plan for consideration of the 10 year approval timeframe required by recently enacted State legislation. Continue with the process of implementation of policies and action items contained within the current version of the South Kingstown Comprehensive Community Plan (5 year approval granted by the State in April 2014).
- Initiate a Community Sustainability Work Plan concerning energy efficiency, reduction of the local carbon footprint, climate change and sea level rise, renewable energy systems, facility retrofits and use of green infrastructure.
- 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 sea level rise impacts on coastal areas in the south shore areas of the State (Phase I of a Statewide project).
- Continue coordination with Town staff, CRMC, RIDOT, RIDEM, local property owners and other interested parties concerning coastal erosion impacts and mitigation projects in the south shore area (with a particular focus on Matunuck vicinity). This may include a potential municipal application for the Town Beach under CRMC's Experimental Erosion Control regulations, Section 980 of the Special Area Management Plan for the Salt Pond Region.
- Review and assess the condition/usability of identified public rights-of-way to the shoreline.
- In conjunction with the Planning Department, assist in the review of the Town's Zoning Ordinance relating to mill reuse with a focus on the development of regulatory amendments that will promote increased tenancy and flexibility of usage within the IND -1 zoning district.
- Continue to 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.
- Continue to assist in the promotion of ongoing "grassroots" efforts of local community groups, including but not limited to Peace Dale Neighborhood Revitalization, Inc (PDNRI), and the Wakefield Village Association (Main Street).



OFFICE OF THE TOWN CLERK

MISSION STATEMENT

The Town Clerk's Office is often a resident's first introduction to South Kingstown through the recording of a land transaction for their property, filing of a vital record for their family, registering to vote or filing a new business trade name. The family dog is registered in May, fishing licenses can be purchased in April, and the boat mooring is licensed at the beginning of the summer season in June.

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 2014-2015

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; 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 2014-2015:

- Prepared agendas, minutes, required legal advertisements, ordinances, resolutions, proclamations, commendations and correspondence for 27 Regular Council meetings, 8 Work Sessions, and 6 Closed Executive Sessions.
- Coordinated Live Video Streaming for all Town Council meetings, and published to ClerkBase with timestamps for viewing individual meeting segments. A meeting archive is available for viewing through ClerkBase, which can be accessed via the Town's website www.southkingstownri.com.
- There were 5 amendments to the Town Code and 3 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 2014 Council minutes for microfilming and conversion to book form.

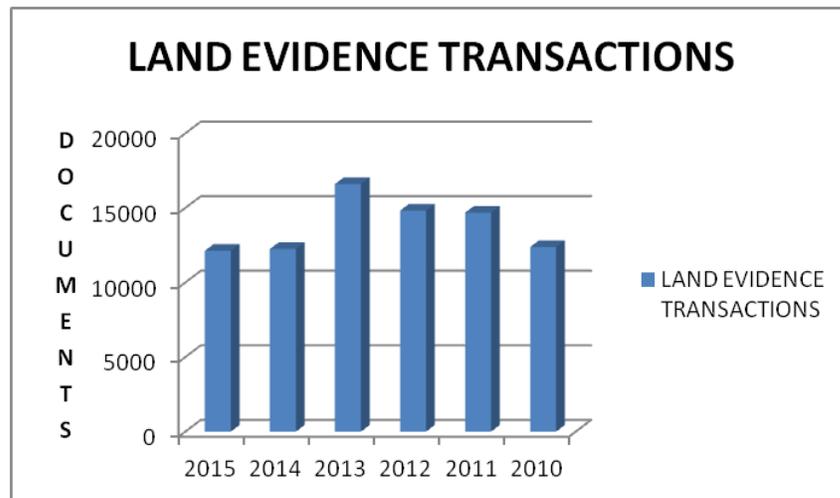
LAND RECORDS REGISTRY



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

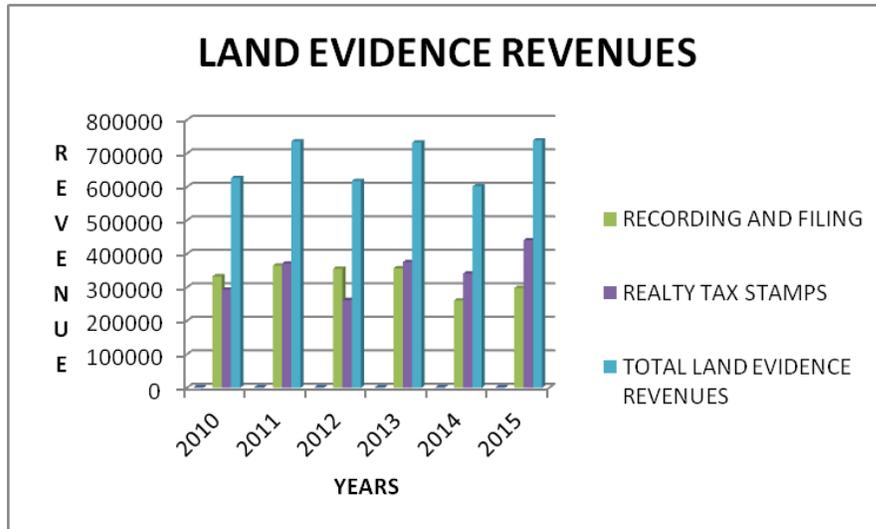
to the public via the Town's website. Indexes and images back to 1980 may be viewed for free; pre-paid accounts allow document to be printed.

The chart below depicts total land evidence transactions over the past six years:



The following activities were performed in the administration of land records during FY 2014-2015:

- Recorded 12,124 land evidence documents
- 29 maps associated with land evidence were recorded
- Generated \$272,437 in revenue from the recording and filing of these documents and an additional \$35,288 was collected for preservation of the records and for technology. Revenues generated from Realty Tax Stamps were \$570,083 of which \$440,675 was retained for the acquisition of open space.
- Revenue generated from online accounts was \$2,350



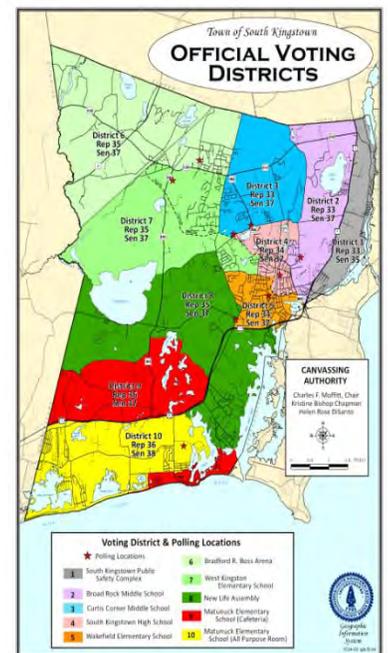
CANVASSING AUTHORITY

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.

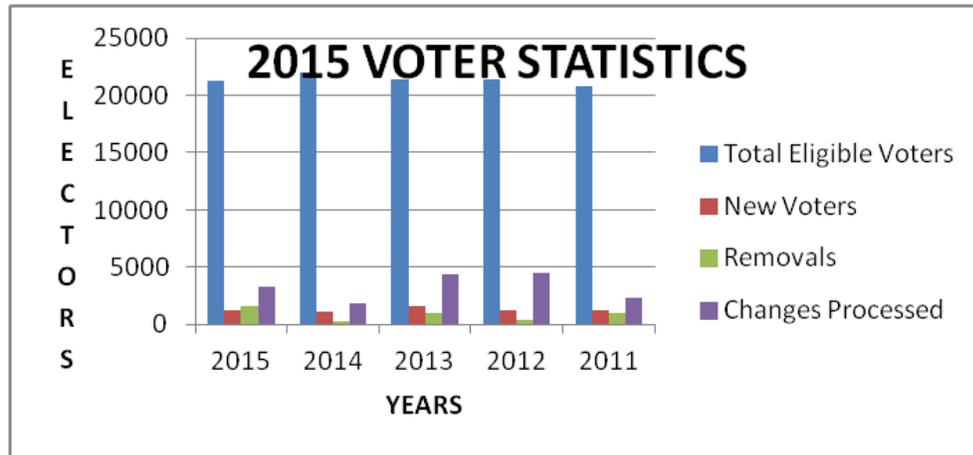
In FY 2014-2015, four elections were held:

- Primary Election - September 2014
- General Election - November 2014
- Due to the resignation of the State Representative in District 33, a Special Primary Election was held on May 5, 2015 and Special Election on June 9, 2015.

In addition, since the schools were open during the two Spring Elections, it necessitated the relocation of polling places in two voting districts, with 2,594 electors being notified of the change.



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.



BOARD OF CANVASSERS

- Eligible Voters: 21,235
- New Registrations: 1,180
- Cancellations: 1,593
- Changes: 3,339
- Voter List requests: 63
- Affiliation changes: 4,565
- Maintained 2014-2015 Voter Lists, including:
 - 2 Federal Election Cancellations (1,314)
 - Statewide Duplicate Voter Lists (26)
 - Jury Commissioner List (95)
 - 224 Acknowledgement letters
 - 187 Confirmation letters
- Voter Drives
 - South Kingstown Public Safety Complex – 8/10/14, 10/05/14, 04/05/15, 05/10/15
- Voter ID Events
 - The Senior Center on 08/05/14, 05/01/15, 06/05/15
 - Town Hall on 10/30/14
- Prepared ads, postings, Warrants, and all other Referendum filing and coordination, in accordance with budget process adopted in November 2006
- Continued records retention schedule
- Commenced the 2015 National Change of Address; processing the 1,249 NCOA received for South Kingstown and mailing 2,222 NCOA notices related to these changes
- Prepared and posted agendas and minutes for Board of Canvassers meetings (22)

2014 ELECTIONS

- Affiliation Changes: 1,421
- Poll workers Training and Maintenance:
 - Primary: 68 poll workers (+11 Alternates)
 - General: 102 poll workers (+9 Alternates)
- Candidate Management: Prepared Nomination Papers for 31 Candidates; Processed 201 Certification sheets for Board of Canvassers

- Absentee Ballots: Primary: 277; General: 728
- Voter turnout: Primary: 5,236 (23.85%) General: 10,884 (49.23%)
- Primary Election (September 9, 2014) events of note:
 - First Election using New Life Assembly as polling location (2,747 Voter notifications)
 - Added “Greeters” to busiest polls and alpha tabs to poll books to help reduce lines at polls
- General Election (November 4, 2014) events of note:
 - 2 Local questions: Recreation Center and School Bond Issues
 - First election with new BOE requirements for increased number of poll workers

2015 ELECTIONS

- Affiliation Changes: 76
- Poll workers training and maintenance: Primary 18 poll workers (+2 Alternates) Special: 18 Poll workers (+2 Alternates)
- Candidate Management: Prepare Nomination Papers for 3 Candidates; Processed 14 Certification sheets for Board of Canvassers
- Absentee Ballots: Primary: 30, Special: 46
- Voter turnout: Primary 498 (9.37%) Special 997 (19.52%)
- Democratic Primary Election for Representative District 33 (May 5, 2015) events of note:
 - Change of polling locations due to schools being in session
 - Notifications mailed to 2,594 voter households in Voting Districts 3202 & 3203
 - Three candidates on ballot
- Special Representative District 33 Election (June 9, 2015) events of note:
 - Four candidates on ballot
 - On June 22, 2015, the Town Council called for an election to be held to fill a vacancy on the Council created by the election of Carol Hagan McEntee as State Representative of District 33; Election to be held on September 22, 2015

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 dating back to 1960.

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 same sex marriage licenses since August 1, 2013 under State law.



The following activities were performed relative to the archiving of Vital Records in 2014-2015:

- Received and processed 469 death and 183 marriage records
- Issued 147 marriage licenses and 3,642 certified vital records
- Revenues in the amount of \$41,669 were generated from the issuance of these records
- All marriage and death records from 1984 to the present date are indexed into the new computer database and these records have been scanned into the new system from the beginning of 2014 to date. The scanning of records prior to 2014 will continue as time allows.

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 and for residents who require a guardian 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 as well as placement on a docket. Subsequent to the Probate Court Session, notices are sent to the Division of Taxation, decrees are noted and bonds and inventory forms are sent to the Attorneys and Fiduciaries. In addition, all of the petitions are microfilmed and sent off-site to a storage facility for safekeeping.

The following activities were performed for the Probate Court during the 2014-2015 fiscal year:

- Served as Clerk for 12 regular sessions and 3 special sessions of the Probate Court
- Filed petitions for 183 estates opened, of which 18 were wills filed for record only, and 11 were guardianships
- Completed implementation of new electronic probate system with LL Data, LLC
- Revenues of \$54,725 were generated through fees in the Probate Court in FY 2014-2015

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. ViewPermit, an electronic business license program has been purchased and will facilitate the department staff with the management of all investigations and approvals by other Town departments. State agencies approval will be managed through the system via Town Clerk office staff. Upon Town Council approval, licenses will be printed through the system and staff will issue licenses to the applicants. 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 2014-2015:

- Issued 409 business licenses, 38 liquor licenses, 3 transfers of liquor licenses and 3 nineteen hour beverage licenses.
- Issued 3 industrial wastewater licenses (including URI which is not charged a fee), 10 waste haulers, and 2 zero discharge licenses.
- Issued 13 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.
- Revenues in the amount of \$71,942 were generated through the issuance of business licenses in Fiscal Year 2014-2015.

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 following activities occurred during the 2014-2015 fiscal year:

- Sold 1,879 refuse tags and 384 yard waste tags.
- Sold 241 beach passes for the 2014 beach season.
- Issued 69 Hunting/Fishing Licenses and Stamps, of which 30 were permanent Hunting/Fishing Licenses with no fee for residents 65 or over and we sold 28 trout and duck stamps.
- Issued 1,257 dog licenses and 1 kennel license; collected \$10,836 in fees.
- Processed \$7,102 in animal control fines/fees.

BOAT MOORINGS

The Department also issues licenses for boat moorings. To streamline the application renewal process, the Town partnered with Online Mooring at www.onlinemooring.com to allow mooring holders to submit applications, pay fees, check the status of their application and view mooring location on Google Map/Earth. A new fee schedule was adopted by the Town Council in April 2015 to include an application fee (\$15) and late fees (\$50 after June 1st / \$100 after July 1st). For the 2015 boating season, 162 mooring licenses were issued. Revenue in the amount of \$30,157 has been collected, of which \$27,507 was for mooring fees, \$2,100 for application fees and \$550 for late fees. Ten new moorings have been assigned this season, and there are currently 10 applicants on the waiting list.

SAUGATUCKET VETERANS' MEMORIAL COMMISSION

The Town Clerk serves as the staff liaison to the Saugatucket Veterans' Memorial Park Commission that was re-established by the Town Council in June 2014. It was the intent of the Town Council that additional names of those residents who have given military service to their Country in time of war or conflict be added in a timely fashion to the Memorial located in the Saugatucket Veterans' Memorial Park. The Commission has met 5 times to solicit and certify names for placement on the Memorial. A deadline of July 31st was set for submission of additional names. Certification will continue during September 2015. Funds for the engraving will be pursued through the Capital Budget in the FY 2016-2017 budget process. It is estimated that the names will be added to the Memorial in the Summer 2016.

REVENUE COLLECTED

The Town Clerk's Office collected \$1,059,790 in revenue during FY 2014-2015.

Administrative Accomplishments FY 2014-2015

- 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 2005.
- Continued posting of Town Code and Zoning amendments on the Municipal Code website as they are adopted. Published the yearly supplement. Added OrdBank feature which links the online history notes to a copy of the original ordinance.
- Converted and integrated to new software programs for business licenses and moorings.
- 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.

Goals FY 2015-2016

TOWN COUNCIL

- Investigate use of laptop computers by Town Council members in order to eliminate paper packets.
- Evaluate feasibility of reestablishing live television broadcast of Town Council meetings.

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 to scan in recorded Land Plans for internet access.

CANVASSING

- Conduct the Special Election held on September 22, 2015 to replace Town Council member and prepare for the Presidential Preference Primary in April 2016, as well as a June 2016 Budget Referendum if required.
- Continue and complete 2015 NCOA process
- Continue to transfer election statistics to electronic record
- Continue to cross train staff

VITAL STATISTICS

- Continue electronic indexing of vital records.
- Implement paperless storage of all vital statistic records going forward.
- Implement new scan and indexing system.
- Scan deaths and marriages that occurred prior to implementation of new vitals system so all vitals will be accessible electronically through new LL Data vital system.

BUSINESS LICENSES

- Continue with implementation of new business license electronic program.

PROBATE

- Continue automation of probate records for easier public access and security microfilming.
- Implement new scan and indexing system.
- Scan probate records that occurred prior to implementation of new probate system so all estates will be accessible through new LL Data probate system.

MISCELLANEOUS

- Continue to work with Harbormaster to ensure compliance with mooring regulations and maintenance of mooring waiting list working with new Mooring License Program.
- Continue to ensure efficient and knowledgeable customer service to members of the community.
- Training pertaining to all aspects of Town Clerk's office functions with a focus on CVRS, Elections, Business Licenses, Vitals and Probate.
- Improve office organization through records management best practices and retention guidelines.
- Investigate the feasibility of establishing a Municipal Court for adjudicating motor vehicles and traffic violations, zoning violations and minimum housing violations.

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 Council, 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 2014-2015

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, while Andrew M. Teitz, AICP and Amy H. Goins serve as Special Legal Counsel for Zoning and Planning. Scott A. Ritch assists with review of all contractual matters. The Town Solicitor also addresses liability claims with the Town's insurer.

The 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	2013-2014 Cases	2014-2015 Cases
Agency Hearings	3	2
Code Enforcement Actions	6	4
Labor Cases	2	3
RI Human Rights Commission	0	0
Superior/District Court Actions (non-zoning)	5	6
Supreme Court Appeals	1	0
Tax Appeals and Cases	4	4
Unemployment Hearings	2	1
Zoning/Planning Appeals	3	7
TOTAL	28	27

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

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

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 2015-2016

- 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 strives to serve 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 in a timely, efficient and effective manner.

Accomplishments FY 2014-2015

FINANCIAL MANAGEMENT

Bond Rating

The Finance Director participated in a bond rating presentation to the Moody's Rating Agency and prepared the Official Statement in connection with the issuance of \$6,935,000 resulting in a savings of \$568,666 (8.2%), well above the recommended threshold for refunding of 3.0%. The Town's bond rating stands at a very favorable Aa1, which is only one notch below the highest possible rating of Aaa. South Kingstown is one of only four communities in the State with 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.

	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-

Other Post-Employment Benefits

The Finance Director worked with the firm of Nyhart Actuary & Employee Benefits for the actuarial review and preparation of the required financial actuarial report as of June 30, 2014 for both Town and School reporting of post employment benefits other than pensions (OPEB). The Town is in its seventh year of fully funding its annual required contribution (ARC) and remains one of only a few municipalities in the State that has fully funded its ARC.

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, 2015, the Finance Department solicited proposals from outside independent audit firms. State Law requires the approval of the Auditor General prior to the employment of private auditors by Rhode Island municipalities, and the Auditor General authorized the Town Council to award the three year contract to Blum, Shapiro & Company for fiscal years 2015 through 2017.

Certificate of Achievement Award

The Finance Department received the Certificate of Achievement Award from the Government Finance Officers Association (GFOA) for the Fiscal Year 2014 Comprehensive Annual Financial Report (CAFR). This represents the 25th 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.

ACCOUNTING AND CASH MANAGEMENT

- Recommended changes to the threshold for capital asset reporting from \$500 to \$5,000 were implemented as a best practice in financial management.
- Finance personnel performed a successful conversion of all checking and banking related services to comply with the award of a new contract with a local financial institution. A Pooled Cash system has been implemented to reduce costs and increase efficiency thereby reducing the number of checking accounts from twelve down to three.
- New professional Courier Deposit Services were implemented to relieve time demand on Police Officers and reduce the use of part-time personnel.
- Accounts Payable has implemented the process of electronic attachment of appropriate certificates of insurance and W-9 forms to vendors in vendor master file.
- Town departments were required to monitor and record employee time and attendance for submission of data electronically to the Finance Department's payroll division, saving significant duplication of effort between department and payroll personnel.

PURCHASING

- Proposals were solicited and awarded for Finance Department services contracts including banking services to Washington Trust Company; fiscal advisor services to the PFM Group; and auditing services for fiscal years 2015 through 2017 to the firm of Blum, Shapiro & Company PC.
- Recommended changes to requirements for competitive quotations were implemented to reduce time and effort required for small purchases.

TAX & UTILITY COLLECTION

Credit Card Payments

As of December 2014, over-the-counter credit card payments are being accepted in the Tax Collector's Office. The use of credit cards for making tax payments has increased significantly since 2010, with seventy-one tax payments made by credit card for a total amount of \$56,903; FY 2011 saw 343 credit card payments totaling \$145,675; for FY 2012 there were 374 credit card payments totaling \$216,118; FY 2013 had 427 credit card payments totaling \$270,369; for FY 2014 there were 542 credit card payments made, totaling \$314,302; and in FY 2015 there were 1,809 totaling \$677,954 in taxes and interest received. With the acceptance of over-the-counter credit card payments, 174 payments totaling \$43,704 have been received. With the added opportunity for utility bills to be paid with credit cards, a further increase in credit card receipts is anticipated for FY 2016.

Tax and Utility Payments via Automatic Withdrawal (ACH transfer)

Electronic automatic tax payments services via ACH Collections were transferred to the Town's newly contracted financial institution in 2015. Since 2009, the Town has provided taxpayers the opportunity to sign up for automatic withdrawal of quarterly tax payments, by ACH transfer from the taxpayer's bank account. This option affords taxpayers the convenience of not having to mail a check to the Town, or drive to Town Hall to pay in person, 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 a value added convenience to taxpayers. For Fiscal Year 2014- 2015, there were 4,653 tax payments via ACH and the total amount received was \$3,554,755.

Delinquent Account Collections

During FY 2014-2015 all delinquent accounts were sent notices that were created by Tax Collection personnel with the use of updated collection software. The Department continues its efforts to collect delinquent taxes utilizing various methods of collection. The results of the delinquent tax collection program are reflected in the collection rates on the following table. Prior year tax receivables, as of August 31, 2015, are listed on the below along with the percentage of Net Levy for each of the past five years.

Fiscal Year	Net Levy	Uncollected as of 8/31/12	% of Net Levy	Uncollected as of 8/31/12	% of Net Levy	Uncollected as of 8/31/13	% of Net Levy	Uncollected as of 8/31/15	% of Net Levy
2015	67,719,235							656,664	0.97%
2014	66,924,272					661,996	0.99%	104,028	0.16%
2013	66,147,839			648,333	0.98%	97,658	0.15%	53,484	0.08%
2012	65,893,639	618,926	0.94%	98,602	0.15%	59,888	0.09%	45,441	0.07%
2011	65,205,049	96,371	0.15%	79,229	0.12%	73,249	0.11%	59,677	0.09%

Explanations for each of the collection methods utilized for delinquent accounts are provided below:

Motor Vehicle Taxes - The Town utilizes Rossi Law Offices, Ltd. for the collection of delinquent taxes. From March 2008 through June 30, 2015, Rossi has collected \$52,396 in past due taxes and an additional \$34,205 in interest penalties. Delinquent accounts for unpaid 2008, 2009, 2010 and 2011 motor vehicle taxes totaling \$113,790 were turned over for collection to Rossi Law in Fiscal Year 2015. The RI Department of Motor Vehicles' computerized registration system provides the Tax Collector's office with the ability to place "unpaid local tax" holds on registration renewals for delinquent taxpayers.

Real Estate Taxes - The Tax Collector held an annual tax sale in April 2015 for unpaid 2013 real estate taxes and prior amounts due, with all 18 parcels that were advertised being collected on, for a total of \$52,797 in total taxes collected.

Tangible (Personal Property) Taxes - The Town files UCC liens with the Secretary of State's Office against tangible property owners to protect the Town's tax lien for unpaid taxes. These owners include business tangible property as well as mobile/manufactured homes on leased land. Delinquent tangible accounts are forwarded to the collection agency for the collection of these difficult to collect receivables. Since March 2008, 501 accounts have been placed with Rossi Law Offices, with \$4,149 in taxes and \$1,664 in interest having been collected through June 2015.

Goals FY 2015-2016

- Utilize the financial management accounting systems to provide uniformity and benchmarking with neighboring communities.
- Evaluate potential alternative revenue sources or expenditure reductions that could be utilized to reduce reliance on the property tax to finance Town services, with the focus on reviewing the current fee schedule to ensure that the fees are adequate for the services provided.
- Maintain or improve the Town's Aa1 bond rating from Moody's Investors Service.
- Continue to revise the Finance Department Accounting Manual as required with the implementation of the financial information systems.

- Update the Town's Purchasing Rules and Regulations to allow for new purchasing procedures.
- Identify and monitor opportunities for refinancing outstanding debt during favorable market conditions.
- Continue to pursue alternate means of collecting delinquent motor vehicle and tangible property taxes. While South Kingstown has one of the best tax collection rates in the State, the Town must continue to look for new alternatives in collecting overdue taxes.
- Integrate the detailed Capital Improvement Program into the financial management accounting system to allow for the use of the budget module for tracking and reporting of CIP projects.
- Assist Town Manager in preparation of a budget document that is in conformance with the GFOA Distinguished Budget Award Program requirements.
- Explore the practicality for centralized purchasing for Town and School Departments.
- Create a written policy for Town Council approval regarding the Investment of Town Funds along with written investment procedures for cash management personnel.
- Revise the Accounting Manual to reflect changes in internal procedures regarding the collection and deposit of funds for Town Departments.
- Update Tax Collections, Purchasing, Risk Management, and Financial Reporting in future updated web format.
- Implement a scanning procedure for paper vendor invoices.

INFORMATION TECHNOLOGY

MISSION STATEMENT

A division of the Finance Department, the Information Technology (IT) Division provides technological assistance, uniformity, and control in the analysis, design, development, and functionality of all technology related projects and computer system services.

The IT Division, consisting of 2 full time staff members, 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. The buildings have full access to all Town network services (servers, printers, firewall protection, internet use, email, etc.). 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) device meeting the bulk of the Town's data needs. 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 Clerk's Office.

The IT Division also manages a virtual server environment containing three physical server hosts and two IBM SANs. The virtual environment runs on VMware ESX 5.1, and all virtual servers run the Windows 2008 Server operating systems. A secondary Domain Controller was added to complement the physical Domain Controller. Contained within this environment is a multitude of virtual servers. The MUNIS server supports the Town and School's Financial Management System that includes General Ledger, Budgeting, Fixed Assets, Payroll and Human Resources. The virtual Exchange server houses the Town's email system. The Vision server hosts the Tax Assessor's Vision Appraisal CAMA package, Tax Administration and Collection systems and the Utility Billing system. The RecWare/Safari server hosts the Guild's class enrollment scheduling software.

SOFTWARE

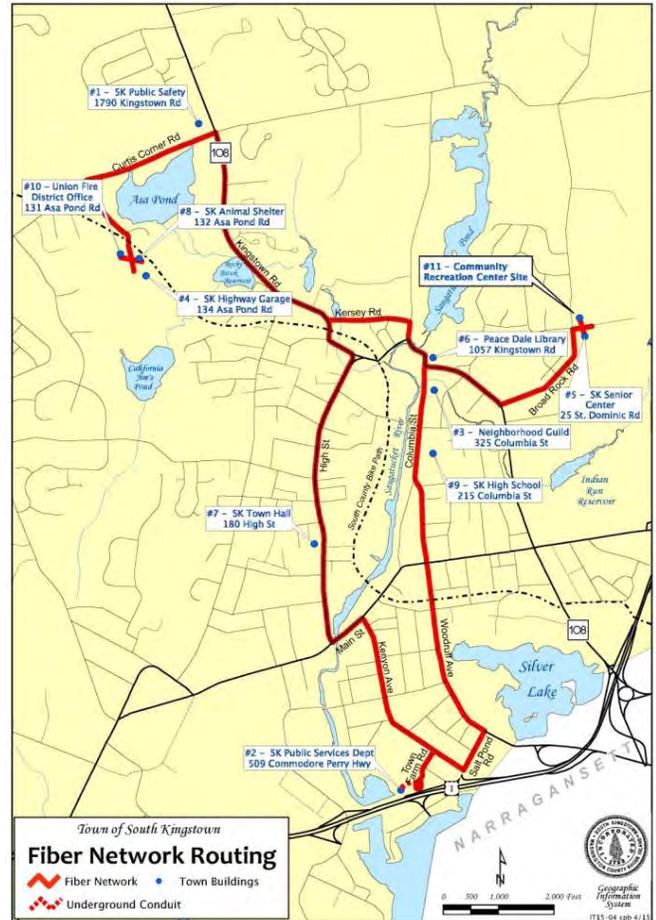
For the Town and School's Financial Management System (including General Ledger, Budgeting, Accounts Payables, Account Receivables and Fixed Assets), the MUNIS application was implemented in October 2013. Also utilizing the MUNIS product, the Town and School implemented their Payroll and Human Resources applications in January 2014. This project spanned approximately one year and changed processes in almost every department. For Tax and Utility administration, billing and collections, the Town deployed the Vision system. This project was completed during the same one year window. Both projects have allowed the Town to leverage the power of its own data. Management is now able to easily extract data into Excel and provide up to the minute reports on budgets, workforce costs, property values and payment history.

Policy Objectives

- Create a standards based database environment while increasing the productivity and functionality for Town and School staff to better serve the community.
- 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 2014-2015

- Implemented a new cloud based Permitting System (ViewPermit)
 - Designed new permit forms
 - Integrated with GIS and Tax Assessment systems to ensure data integrity
 - Building/Zoning, Communications and Union Fire work collaboratively on the permit review and inspection processes
 - State of RI will implement ViewPermit on a statewide level
 - Town is ahead of the curve being an early adopter of ViewPermit
- Upgraded Town Hall virtual environment
- Successfully bid and awarded a contract for the Town Private Fiber Optic network
 - Installation began May 2015
 - Upon project completion, all major Town facilities will be connected with potentially unlimited bandwidth between locations
 - Sharing of IT resources can be rolled out and consolidated
- Acceptance of credit cards for Tax, Water and Sewer payments in Town Hall and online
- Working in association with the Recreation Department, implemented online registration and credit card acceptance
- Cost effective printer plan and “go-green” efforts



Goals FY 2015-2016

- Redesign of Town’s web site
- Installation of a Town wide Fuel Management System
- Implementation of a Licensing system for the Town Clerk
- Continuation of the Town Private Fiber Optic network to connect Town facilities
- Redesign and implementation of the Public Safety computer network
- Redesign and virtualization of the Public Safety server environment
- Provide user training in the areas of computer utilization and MS-Office

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 2014-2015

2015 TAX ROLL

As of December 31, 2014 the Flexible Tax Roll was \$4,180,484,695 reflecting an increase of \$39,959,212 over the prior year taxable roll. The flexible taxable property roll generated \$64,880,846 in property taxes or 94.70% of all levied taxes. Property taxes generated from the taxation of motor vehicles produced \$3,624,136 or 5.30% of total taxes levied. The taxable value of motor vehicles increased \$6,438,472 in the 2015-2016 fiscal year.

Tax Roll Comparison	FY 2014-2015	\$15.482	FY 2015-2016	\$15.520		
	December 2013 Taxable Value	Tax Levied	December 2014 Taxable Value	Tax Levied	% of Tax Roll	% of Tax Levy
Residential	3,635,240,688	\$56,280,063	3,665,258,098	\$56,884,563	83.79%	83.04%
Commercial	493,273,045	\$7,636,754	499,920,193	\$7,758,728	11.43%	11.33%
Industrial	41,986,964	\$493,092	43,643,725	\$677,348	1.00%	0.99%
Utilities	31,849,800	\$650,034	31,849,800	\$494,307	0.73%	0.72%
Total Value	\$4,202,350,497	\$65,059,942	\$4,240,671,816	\$65,814,946	96.07%	96.07%
Less Exemptions	(61,825,013)	(\$957,162)	(60,187,119)	(\$934,100)	-1.36%	-1.36%
Flexible Tax Base	\$4,140,525,484	\$64,102,780	\$4,180,484,697	\$64,880,846	95.57%	94.71%
Motor Vehicles - \$18.71	256,950,396	4,807,542	264,298,736	4,945,029	6.04%	7.22%
Less Exemptions	(69,624,846)	(1,302,681)	(70,534,714)	(1,320,893)	-1.93%	-1.93%
Net Motor Vehicles	187,325,550	3,504,861	193,764,022	3,624,136	4.43%	5.29%
Total Tax Roll/Levy	\$4,327,851,034	\$67,607,641	\$4,374,248,719	\$68,504,982	100.00%	100.00%

The Town currently utilizes two tax rates in the 2015-2016 fiscal year, as shown below:

- \$15.52 for real estate and tangible personal property.
- \$18.71 for motor vehicles; excise tax exemption was legislatively reduced to \$500; however, for the 2015 tax roll the Town provided an additional \$2,500 exemption, resulting in a total motor vehicle exemption of \$3,000.

ASSESSMENT MANAGEMENT AND FINANCIAL MANAGEMENT SOFTWARE SYSTEMS (VISION AND MUNIS)

In June 2014, the Assessor's Office implemented new tax administration software from Vision Government Solutions, which provides greater efficiency in managing the assessment of real property, personal property and motor vehicles. At the same time, new financial management software (MUNIS) was also implemented, interfacing with the Finance Department, allowing for both payroll and accounts payable to be processed in a more efficient manner. Over the past year, with greater use and familiarity, the Assessor's Office has become more proficient in the use of both of these new software programs.

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

On a yearly basis the Tax Assessor's plat maps are maintained and updated by the GIS Division, 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, allowing staff to locate 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 IT and GIS Divisions 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 the Town web site. The public can access the Online Tax Assessment Database via the Town's site at www.southkingstownri.com or the revaluation company's (Vision Government Solutions) website either through a link on the Town website or directly 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.

VETERANS' EXEMPTIONS

For the 2015 tax roll there were 1,102 Veterans who received one of the exemptions listed below:

- VETERAN/WIDOW OF VETERAN..... \$126.00
- GOLD STAR PARENT.....\$378.00
- 100% DISABLED VETERAN..... \$252.00
- EX - P.O.W..... \$409.65

ELDERLY TAX CREDIT PROGRAM

Each year the Assessor's Office reviews the elderly tax abatement program to ensure 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 2015. For the 2015 tax roll there were 183 participants in this program. The tax credit dollars total \$264,340. The Assessor's Office continues to process applications for this program throughout the year. The chart on the following page 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

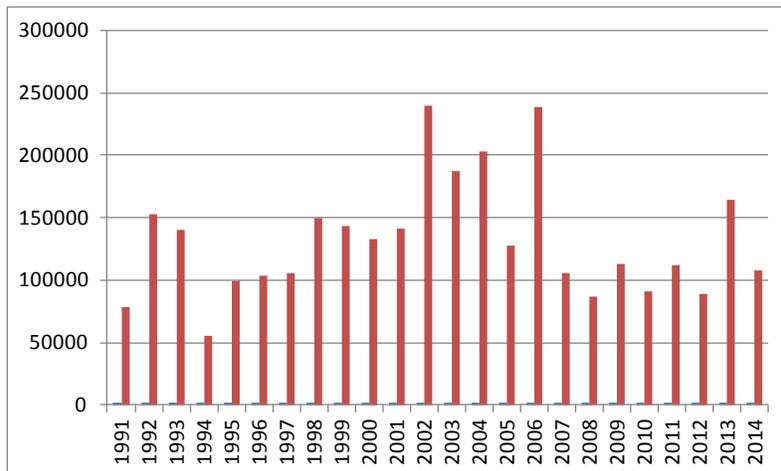
PRORATION OF NEW CONSTRUCTION

This program 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, \$108,214 in new construction tax dollars was generated in the 2014-2015 fiscal year.

Since its inception in 1991, this program has generated \$3,164,857 in tax dollars to date. A five year summary of the taxable value associated with this program is as follows:

Proration of New Construction		
Year	Assessed Value	Taxes Billed
2010	\$6,518,555	\$90,763
2011	7,712,949	111,820
2012	6,132,700	88,930
2013	10,607,570	164,099
2014	\$6,989,665	\$108,214

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



ASSESSMENT APPEALS

In 2014, property owners had until October 30th to file property appeals based on the 2012 revaluation and market conditions that existed at that time. As a result, there were twenty-six assessment appeals to the Assessor's Office in 2013, which resulted in seven assessment reductions. Ten appeals were further appealed to the Assessment Board of Review resulting in four reductions.

For the July 2015 tax bill, property owners will have until October 30th to appeal their assessments. All appeals will be based on the market conditions that existed as of the date of the last revaluation, December 31, 2012.

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 encouraging public participation in the State FF/OS Land Act.

Goals FY 2015-2016

STATISTICAL REVALUATION – DECEMBER 31, 2015

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.

On March 23, 2015 the Town Council awarded a contract for the 2015 Statistical Revaluation to Vision Government Solutions. On May 29, 2015 letters were mailed to property owners announcing the revaluation and the guidelines of the project. New assessment notices will be mailed in February 2016. At that time new assessments can be appealed directly to the revaluation company. All appeals will be reviewed with appropriate adjustments being applied on an individual and town-wide basis. Additional appeal opportunities are available to the property owners after the tax bills are mailed in July 2016, first to the Assessor's Office and then the Assessment Board of Review.

PLANNING DEPARTMENT

MISSION STATEMENT

Under the direction of the Town Manager, the Planning Department provides professional planning services for the Town across 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

Coordinates the review of 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 implementation 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 as directed.

Accomplishments FY 2014-2015

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 2014-2015 fiscal year include the following:

- Discussion during monthly meetings relating to promoting affordability of housing within the community. The AHC provided advisory reviews and recommendations to the Planning Board for “inclusionary” subdivision and land development applications.
- The official count of affordable housing in South Kingstown for the 2014 calendar year is 5.44% per statistics compiled by RI Housing and Mortgage Finance Corporation (593 units out of a total year round unit count of 10,900), representing an increase of 5 units (or .05%) over the 2013 affordable housing inventory consisting of 588 units.
- Provided advisory assistance to the Planning Board concerning proposed amendments to Town’s Inclusionary Zoning ordinance relating to “fees-in-lieu” of the production of affordable housing and targeting affordable low and moderate income housing generated by new subdivisions to households with incomes at or below 80% of the area median income (AMI).

ECONOMIC DEVELOPMENT

Economic Development Committee – The Economic Development Committee (EDC) has 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. The Committee also completed a local survey of business and not-for-profit organizations to better understand the issues, concerns and opportunities that exist with regard to economic development in South Kingstown. The survey results have been reviewed and will be used to support the EDC’s ongoing efforts to engage the businesses community in enhancing economic conditions in South Kingstown.

RI Commerce Corporation – Town administration and Planning Department staff continue to communicate with the RI Commerce Corporation concerning local economic development issues and opportunities.

ENERGY PROGRAMS

The Planning Department continues to serve as a coordinating entity among various Town departments, RI Office of Energy Resources, URI Outreach Center, utility providers and others interested in the Town’s development of its energy management program. The Town’s energy program, initially supported in large measure through grant funding, has resulted in substantial system upgrades to a number of Town buildings and facilities improving energy efficiency and comfort levels for workers and residents. Over the past year, the Town has worked to conclude the remaining grant project providing resources for this program.

Building Local Capacity for Clean Energy and Climate Change Initiatives: An Intergovernmental Partnership – This program was a cooperative grant venture of the Town, the URI Energy Center, the USEPA and three other RI communities (Warwick, East Greenwich, and North Providence). The grant budget is approximately \$55,000 and was used for the following:

- EPA Grant “Demonstration project” consisted of a retrofit all lighting at the Public Safety Building. The project was completed in the Spring 2014, at a total cost of \$85,579 (includes a \$38,933 incentive from N-Grid under its Enhanced Municipal Initiative Program; net Town cost was \$46,646 covered in full by the EPA grant). This grant was closed out in the early Winter 2015.
- The Town has continued to explore the potential to utilize the N-Grid “Enhanced Municipal Initiative Program” for upgrading energy systems at Town facilities. In this regard we are working on proposals for the Peace Dale Office Building, the Police Station “Chiller and HVAC Controls” and Highway Garage interior and exterior lighting. These projects may proceed based on these evaluations in the current fiscal year.
- The Planning Department is currently developing a “Sustainability Work Plan” to better coordinate and structure staff resources toward energy efficiency and related environmental sustainability efforts. Approximately 10 hours per week (Senior Planner) are expected to be devoted to such work.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) DIVISION

The Geographic Information System (GIS) Division provides access to the Town’s geographic information in both digital and hardcopy format as a tool in decision-making for Town government and the public. Tasks 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 (WebGIS) 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 during the 2014-2015 fiscal year include:

- Provided GIS mapping capabilities, analyses and technical expertise to Town departments including the Planning Department for the West Kingston and Matunuck Village Studies, the Tax Assessor for the Revaluation Hearings and the Public Services Department in continuation of stormwater inspections iPad-based mobile application.
- Updated Tax Assessor maps with 35 cuts on 42 plat maps.
- Completed migration of both Town staff and public WebGIS site from Adobe Flex to HTML5 format. New functionality on these sites included new 2014 aerial photographs and direct linkage to Assessor VISION database field cards.
- Produced 194 maps for ten Town departments.
- Continued scanning of Town Clerk recorded maps using Town’s large format scanner. Scanned a total of 325 maps, all recorded plat book maps are now scanned from 1937 to the present. Printed 615 copies of recorded maps for the public upon request.
- Maintained and updated many GIS data layers including roads, protected open space, zoning, comprehensive land use plan, and the Town’s utility infrastructure.
- Began migration of Town’s GIS software, database and map production capabilities to new version of GIS software, ArcGIS 10.3.

HEALTHY PLACES BY DESIGN (HPBD)

Although the official grant period for the Healthy Places by Design (HPBD) project ended in June of 2012, interest in the program and implementation efforts have continued through ongoing efforts of independent, citizen based working groups. These independent efforts have spun off from the original grant and at this point Town staff offers general assistance to the working groups by arranging meeting space and occasionally providing technical assistance. This is in line with the original grant program intentions that the program would be carried forth on a grass roots basis. Notable achievements of the past year include applying for and receiving an “honorable mention” designation under the Bicycle Friendly Community Program as administered by the American League of Bicyclists. Additionally, the “Bike/Walk” working group has established a seasonal, weekly “Family Bike Roll” program that provides residents with an opportunity to participate in a group bicycle ride with recreational and educational benefits for all ages.

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 assisted 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 other interested parties.

The Town’s major project planned is 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 Bar/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. The contract for the construction was awarded to HK & S Construction in September 2013 for \$1.19 Million including a \$200,000 contingency, (base bid of \$998,534). Concurrent to the Town process of specification preparation, bid and award the CRMC permit was subject of a court challenge to the RI Superior Court by the owner of the Ocean Mist. The Court remanded the matter back to the Coastal Council to clarify and further substantiate its earlier permit. This clarification was heard by the CRMC on June 24, 2014 and an amended assent was approved. On May 8, 2015 the RI Superior Court affirmed the CRMC decision to issue the assent to the Town, clearing the way for construction of the right of way protective system. Project commencement is planned for October 2015.

The Planning Department and Town administration have continued a dialogue with the Coastal Resources Management Council (CRMC) to facilitate applicants to utilize “experimental coastal erosion measures” permissible over designated properties in the Matunuck area, inclusive of the main parcel comprising the Town Beach. These regulations (referenced as Section 980 of the Special Area Management Plan for the Salt Pond Region), which provide more protective options than existing regulations, became effective on October 7, 2013. The CRMC plans to utilize these regulations as a means to resolve outstanding violations of coastal regulations along this area of the Matunuck headland.

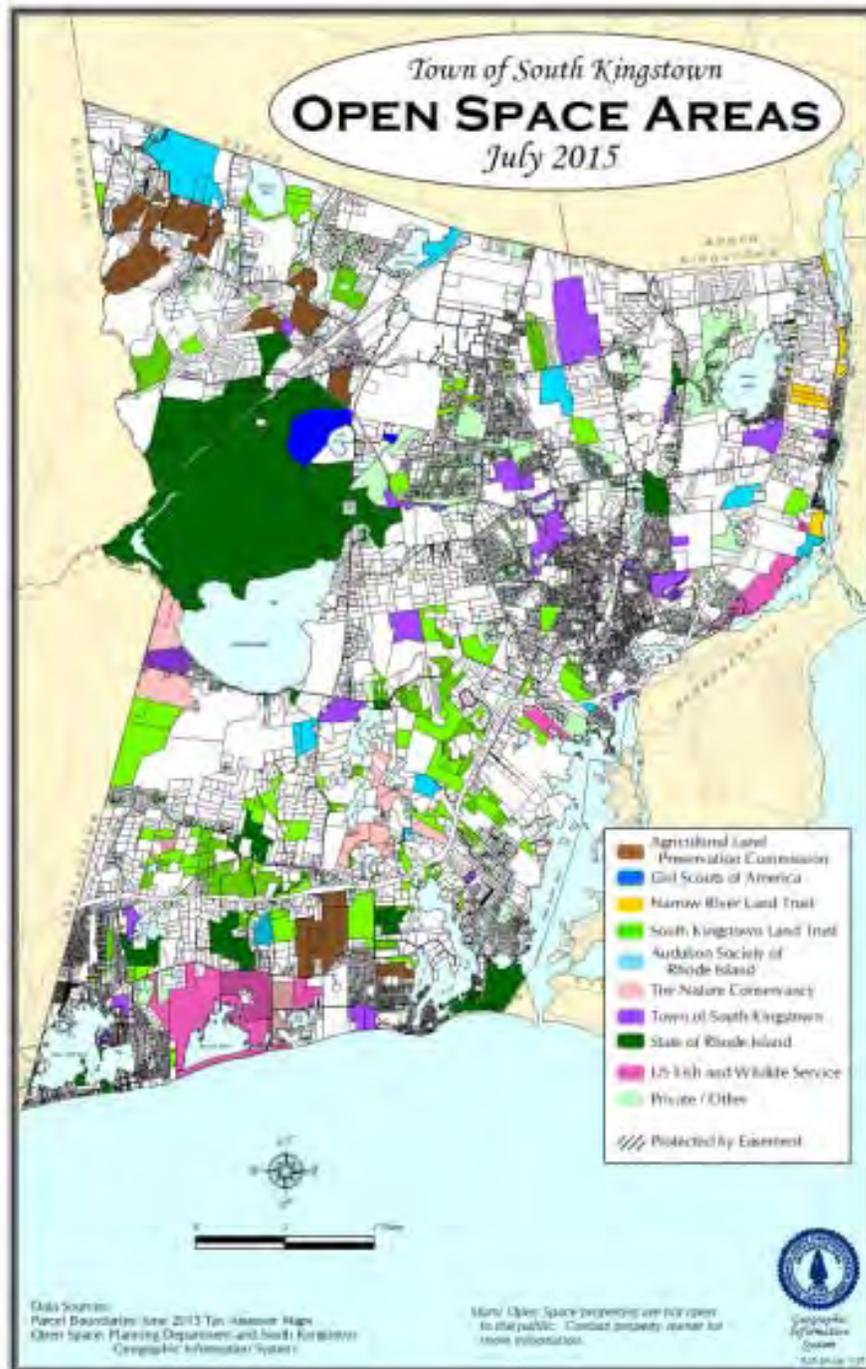
OPEN SPACE PRESERVATION

Preservation of open space remains an ongoing effort of the Town, with the Planning Department serving as the Town's lead, working cooperatively with the Partnership for Preservation (SK Land Trust, Narrow River Land Trust, US Fish and Wildlife, RIDEM, The Nature Conservancy and the Champlin Foundation).

Although the Town did not participate financially in the purchase or acquisition of new open space parcels in FY 2014-2015, the Town has continued its support of the Partnership for Preservation providing technical assistance (i.e. GIS mapping and land evidence record support) for ongoing negotiations with local property owners. In addition, Planning staff and the GIS Division undertook our annual review of land holdings by various conservation entities and other property owners in the Town. This effort provides a means to update

and refine the inventory of preserved land in the community. This review uncovered previously unaccounted “cluster or conservation” open space in the Westwind subdivision off of Route 108 (8.5 acres) and a 2.8 acre parcel on Saugatucket Pond encumbered by an easement to RIDEM. During the past fiscal year the South Kingstown Land Trust also protected 15.2 acres in Perryville.

As a result of these additions the total preserved acreage in South Kingstown as of July 2015 amounts to 11,473.3 acres, representing 31.55% of the land area in the Town, an increase of 26.5 acres or 0.07% compared to July 2014. The inventory of Open Space properties in South Kingstown are illustrated in the map below:



TOWN / INSTITUTIONAL RELATIONS

Planning and Town administrative staffs continue an ongoing, cooperative dialogue with South County Hospital administrators over a variety of issues, as needed. In March 2015 the Planning Board approved a 2,200 square foot addition to the Hospital to accommodate a “6th” operating room. The Planning and Public Services Departments and GIS Division staff have also maintained active lines of communication and provide assistance to the Union and Kingston Fire Districts in areas of mutual interest and concern. The Planning Director also sits as a member of the State Planning Council as a local government representative designee of the RI League of Cities and Towns.

UNIVERSITY OF RHODE ISLAND MASTER PLAN



The Planning Director continues to participate as the Town’s representative on the University of Rhode Island’s Master Plan Review Team. Through the Master Plan Review Team process, the Planning Department remains involved with the pending capital projects at URI, particularly those infrastructure and transportation management including the reconstruction project for Route 138 between Routes 2 and 108; and advocating for URI projects on the State Transportation Improvement Program (TIP). This includes a campus link to O’Neill Bike Path which will also provide a spur connection to West Kingston Elementary School). This project received the endorsements of the Town Council, School

Committee and URI administration in the past fiscal year. Such support is intended to move this project forward in the State TIP.

VILLAGES STUDY MATUNUCK AND WEST KINGSTON

The Department continued 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 is partnering with the Horsley Witten Group as the project consultant in this regard. The reports are intended to be celebratory, “micro-plans” that are centered on the issues and opportunities noted by residents and businesses during the public outreach efforts conducted over the course of the study.

At this point, the final *draft* Final Reports for each of the two villages detailing overall findings and recommendations have been completed. Additional outreach in the form of community workshops were held in each village in the Summer 2015 to gain reaction and determine next steps for implementation of project recommendations. The grant funded portion of this effort will conclude in the Fall 2015.

ZONING ORDINANCE AMENDMENT

In concert with the Planning Board, the Planning Department took a lead role in the development of and/ or review of Zoning Ordinance amendment applications as follows:

- Amendments to Article 5, Section 502.6 “Inclusionary Zoning” with regard to “fees in lieu” of providing affordable units and limiting “for sale” inclusionary units produced in new subdivisions to households earning up to 80% AMI (area median income). These amendments were adopted by the Town Council on February 9, 2015.

- Amendments to Article 3, Section 301, Use Code 33 “Outdoor Recreation Facility” and new Section 501.11 Indoor Gun Range and Outdoor Clay Shooting, amendments permit indoor shooting range under Use Code 33 by Special Use Permit and define standards for such use. Approved by the Town Council on March 9, 2015.
- Proposed text amendments to Article 3, Section 301 Use Regulations, Use Code 24.1, Drug and Alcohol Rehabilitation Facility. Proposal by Recovery Centers of America (RCA) to permit such use in the R80 zone on parcels of land greater than 25 acres in size subject to a Special Use Permit. Denied by the Town Council on April 13, 2015.
- Amendments to Zoning Ordinance Appendix B, Parcels Subject to Special Conditions of Previous Zoning Amendments, proposed changes to conditions applied to the Edward Everett Hale House at 2625A Commodore Perry Highway. Approved by the Town Council on June 8, 2015.
- Zoning Map amendment concerning former Dominic Savio property (13.44 acres located off Broad Rock Road, Assessor’s Plat 49-2, lot 55) proposed change of zoning designation of said premises from R40 Medium Density Residential to GI Government and Institutional. Approved by the Town Council on June 22, 2015.

Report of Activities/Work Programs FY 2014-2015

Planning Department staff works in concert with the Planning Board, Conservation and Historic District Commissions, Affordable Housing Collaborative, Economic Development Committee and other Town, State and Federal agencies to review applications for development and other activities that may impact the Town’s natural, historical, and cultural resources. During FY 2014-2015 the following took place:

Affordable Housing Collaborative Committee

The five-member Affordable Housing Collaborative Committee (AHC) held 8 regular meetings during FY 2014-2015. Over the past year, the following issues and topics were reviewed and discussed:

- Legislative issues relative to the allowance of fees in-lieu of production of affordable housing and potential revisions to the Town Code, Chapter 14, Section 14-2 “Affordable Housing Fund”.
- The rendering of an opinion relative to off-site rehabilitation of affordable units at 571 Main Street to meet the inclusionary requirements associated with this project.
- Recommendations to the Planning Board to approve the North Village Condominiums project in Kingston and a request to utilize off-site units to comply with the minimum 25% affordable component subject to clarification of the subsidy issue and insurance that the units achieve inventory status; approval of the Conceptual Master Plan of the South County Trail Flexible Design Residential Project; and approval of the Conceptual Master Plan, Tower Hill Road Condominiums.
- Review and input concerning the Town’s PY 2015 Community Development Block Grant award.
- Discussion concerning the status of affordable housing in South Kingstown and defining local needs.

Conservation Commission

The Conservation Commission held 11 regular meetings in FY 2014-2015. The Commission also serves as the Town Tree Board and Onsite Wastewater Treatment System (OWTS) Commission. The Conservation Commission reviewed and provided advisory recommendations on the following items in FY 2014-2015:

Type	Amount
Section 504.1 Special Use Permits/OWTS	2
Section 505.6 Ministerial Road Scenic Highway	1
Section 601 High Flood Danger Overlay District	2
CRMC Applications	3
Conceptual Development Review	3

The Commission discussed objectives for FY 2015-2016, a partnership with the Southern RI Conservation District regarding the America the Beautiful Grant Program, planning for an Earth Day observance event, consideration of a Town-wide ban on plastic shopping bags, and draft amendments to the Tree Ordinance.

Economic Development Committee

The Economic Development Committee (EDC) held eleven regular sessions during FY 2014-2015. Major issues and topics comprising the Committee's work program include changes to the EDC's charge and presence on the Town website, formulation and implementation of a survey of local businesses and non-profits, wireless cellular infrastructure in Town, the potential to establish mixed use zoning on Tower Hill Road from Dale Carlia Corner to Route 1, and the loss of businesses on Main Street. The EDC also provided an advisory recommendation to the Planning Board on the proposed Wakefield Alzheimer's Care Facility.

Historic District Commission

The Historic District Commission (HDC) held four regular meetings in FY 2014-2015, during which the Commission reviewed and acted upon four Certificates of Appropriateness, reviewed one approval for routine maintenance, rendered one advisory opinion to the Planning Board concerning the proposed Wakefield Alzheimer's Care Facility, and discussed the HDC's review process for minor projects/routine maintenance applications. The Commission also received the RIAPA 2014 Neighborhood Preservation Award for its work in developing and implementing the *Kingston Historic District Homeowner's Guidebook*.

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 22 times, including 13 regular meetings and nine work sessions.

Planning Board decisions and major actions in FY 2014-2015 included the following:

- Reviewed and approved two Conceptual Master Plans and denied one; approved one Preliminary Plan; approved five Combined Conceptual Master/Preliminary Plans; and approved three Development Plan Review applications
- Reviewed four Pre-Application submissions
- Made five recommendations to the Town Council for amendments to the Zoning Ordinance, one on the Route 1 Scenic Highway Designation application, and one Special Use Permit recommendation
- Made 2 recommendations to the Zoning Board relative to pending Special Use Permit applications
- Recommended Town Council acceptance of one new street for municipal ownership and maintenance (Sophia Court off North Road)
- The Administrative Officer's Report shows that ten Administrative Subdivisions and four Minor Subdivisions were recorded in FY 2014-2015

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

- Matunuck and West Kingston Village Studies
- Overlay district for coastal, seasonal and leased-land communities
- Local ramifications of State law changes concerning the allowance of fees in-lieu of the production of affordable housing in major subdivisions and land development projects
- Best practices for drainage management and design (green and low impact) techniques
- Consideration of architectural and site design standards for commercial buildings
- Route 1 Scenic Highway Designation application
- Historic preservation issues in areas outside the Kingston Historic District

Technical Review Committee

In support of the Planning Board, the Technical Review Committee met at total of twelve times, providing pre-review of applications and making recommendations to assist the Board’s formal consideration. The TRC reviewed and approved one Development Plan.

GRANT ADMINISTRATION

The Planning Department undertook the preparation and administration of various grants for the Town. The following grants were actively worked upon during the 2014-2015 fiscal year:

Type of Grant	Amount
CDBG - Small Cities Annual Award (PY 2014)	\$136,000
CDBG - Consolidated Homeless Fund, Welcome House Operating	173,250
CDBG - Disaster Recovery, Welcome House Green Street Rehabilitation	127,750
CDBG - Disaster Recovery, Senior Center Generator and Rehabilitation	180,000
CDBG - Disaster Recovery, Matunuck Water Main Relocation	944,822
CDBG - Disaster Recovery, Green Infrastructure (Newport is grant lead)	2,307,770*
Planning Challenge Grant (West Kingston/Matunuck Villages Study)	40,000
US EPA Climate Showcase Communities Program (w/ URI)	55,400
<i>*Award to be divided between South Kingstown and Newport. Grant contract anticipated Fall 2015.</i>	

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. 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 at the 90% design status. Environmental permitting will be formally considered once archeological and historic resource reviews are complete. These reviews are anticipated to commence in late 2015. The results of such studies may modify or amend plans for drainage handling and wetlands impacts from the project. The earliest projection of the start of construction for this project is in late 2016.

Goals and Objectives FY 2015-2016

- Work with the Planning Board and update the Town’s Comprehensive Community Plan for consideration of a 10 year approval timeframe. Continue with process of implementation of policies and action items within the Plan
- In cooperation with the Planning Board, complete the drafting process for amendments to regulations affecting coastal, historic leased land communities along the Town’s south shore
- 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). This may include a potential municipal application for the Town Beach under CRMC’s Experimental Erosion Control regulations, Section 980 of the Special Area Management Plan for the Salt Pond Region

- 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 CRMC
- Initiate Sustainability Work Plan elements with regard to energy efficiency, reduction of our local carbon footprint, climate change and sea level rise, renewable energy systems, facility retrofit and green infrastructure
- Develop a use program and plan for passive recreational use of the Noyes Farm property in Kingston
- Develop recommendations to update/amend the Town's Sign Ordinance ("micro-plan" process and visual preference survey), (Article 8 of the Zoning Ordinance)

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".

ECONOMIC DEVELOPMENT

The Planning Department will continue to work with the Town's Economic Development Committee, 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 businesses, civic organizations, development interests, and the newly re-branded RI Commerce Corporation (RICC).

ENERGY PROGRAMS AND SUSTAINABILITY EFFORTS

The Planning Department will continue to assist in the coordination and implementation of the Town's Energy Services Program. 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. See also bulleted items above concerning the initiation of the Town's sustainability program effort.

HEALTHY PLACES BY DESIGN

The Planning Department will continue to advocate for policies and programs that advance "healthy places by design" in the community. This will include continued collaboration with former grant partners in the program and the provision of basic supportive services to the grass roots, community working groups that emerged from the process.

GEOGRAPHIC INFORMATION SYSTEM (GIS)

- Continue to update and maintain Town staff and public WebGIS sites, hosted by CDM Smith, Inc.
- Increase public awareness and use of WebGIS site
- Continued GIS support of all Town departments
- Expand use of mobile iPad inspection application for other types of Town utility infrastructure
- Further integrate access to, and use of, SKGIS in everyday activities of Town departments
- Continued organization and scanning of historical Town Clerk recorded maps
- Work with Information Technology Division to better integrate GIS with other Town software

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. At this point, staff has prepared a revised draft of the application for review by the Planning Board and Town Council. The Town plans to conduct a public hearing in the Fall 2015 to receive community feedback on the application and formally consider the submission of the application to the SRB.



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 will include coordination of the Town program submittal for the upcoming process for development of the State's Transportation Improvement Program (TIP).

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 anticipated by the Fall 2015.



Deep Hole, Matunuck



Courthouse Center for the Arts, West Kingston

ZONING AND BUILDING INSPECTION

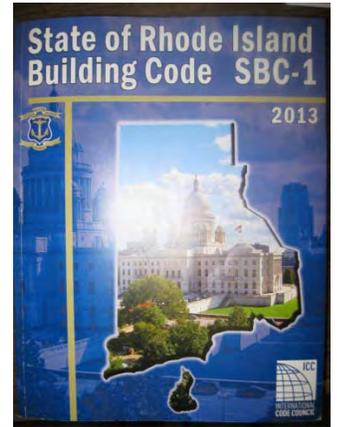
MISSION STATEMENT

The Zoning and Building Inspection Office is charged with enforcement of the Rhode Island State Building, Plumbing, Mechanical, Electrical, Gas, Energy, and Housing Maintenance Codes, as well as the Tourist Accommodations, Soil Erosion, and 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 2014-2015



The Department issued 2,249 permits and 27 Zoning Certificates, reviewed 30 applications to CRMC for zoning compliance, and performed 4,192 inspections and administered an increasing Minimum Housing Program. The Department's permitting activity for the past two fiscal years is detailed below:

BUILDING AND UTILITY PERMITS							
	FY2013-2014				FY2014-2015		
	Permits Issued	Construction Value	Fees Collected		Permits Issued	Construction Value	Fees Collected
Residential	900	\$28,836,442			945	\$31,999,315	
Commercial/Industrial	67	5,567,028			33	3,986,928	
			\$274,541				\$274,473
Plumbing	324	N/A	26,735		367	N/A	25,884
Electrical	784	N/A	52,688		304	N/A	43,152
Mechanical	714	N/A	50,456		600	N/A	45,725
	2,789	\$34,403,470	\$404,420		2,249	\$35,986,243	\$389,234

ZONING PETITIONS AND HEARINGS

	<u>FY2013-2014</u>	<u>FY2014-2015</u>
Number of Meetings	13	14
Number of Petitions	78	86
Fees Collected	\$13,950	\$15,280

ZONING AND MINIMUM HOUSING INSPECTIONS AND ACTIONS

	<u>FY2013-2014</u>	<u>FY2014-2015</u>
➤ Complaints Received & Investigated	118	112
➤ Violation Notices/ Advisories Issued	43	34

Goals FY 2015-2016

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 all federal, state and local laws.

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 (OWM) 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 utilizing professional engineering expertise, GIS, construction management, contract administration, and drafting services.

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

HIGHWAY DIVISION

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

ONSITE WASTEWATER MANAGEMENT PROGRAM

The Public Services Department is charged with enforcing the mandatory on-site wastewater management (OWM) inspection program adopted by the Town Council in 2001. This program was phased in over a seven-year period and required a mandatory First Maintenance Inspection of all on-site wastewater treatment systems (OWTS) and Cesspools. Notice of Violation (NOV) are issued and also recorded in the Land Evidence records for those properties with a failed OWTS or cesspool, or if the property owner fails to perform a baseline inspection. The NOV is released once the Town receives a Certificate of Conformance for a new or repaired OWTS or a baseline OWTS inspection as warranted.

WATER, WASTEWATER AND SOLID WASTE DIVISIONS

The Department is responsible for overseeing the Town's Water, Wastewater, and Solid Waste Divisions. 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 "Pay As You Throw" (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 has become 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, with a condition that haulers be required to collect curbside residential recyclables and either meet or exceed minimum recycling diversion rates. Haulers who do not meet this condition are not 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, allowing all recyclable commodities to be co-mingled.

Engineering Division Accomplishments FY 2014-2015

- Pavement Reconstruction & Overlay Program: Saugatucket Road (Route 108 to Broad Rock), Biscuit City Road, Waites Corner Road (Route 2 to Route 138), Dug Way Bridge Road, Fairgrounds Road (Waites Corner Rd to Hundred Acre Pond Rd)
- Pavement Management Program – 2014-2015 Stone Seal, Micro Seal and Crack Seal completed
- Municipal building refuse and recycling collection contract award – *second of a 2-year program*
- Tree and stump removal contracts – *Fall 2014 completed*
- Soil Erosion, Run-off and Sediment Control Permits Issued – *91 in 2014 and 36 to date in 2015*
- Notice of Violations – *15 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*
- GPS sewer manholes, drainage structures and water infrastructure – *ongoing*
- Town property damage claim investigations and reporting – *as required*
- Subdivision open space violation investigation – *ongoing*
- Regional Road Striping – *2014-2015 completed*
- Town wide Inspection and Cleaning of Catch Basins – *ongoing*
- Sewer Infrastructure Cleaning and Video – *completed July 2015*
- Town Beach Pavilion Relocation – *completed May 2015*
- Town Recreation Center Facility – *design process commenced July 2014*
- Walmsley Lane drainage improvement project – *drainage easement secured Fall 2014*
- Secured \$310,330 Water Restoration Grant for Narrow River TMDL stormwater improvements and 50% funding for a new vacuum assisted street sweeper



Highway Division Accomplishments FY 2014-2015

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 32 cubic yards of material from 16 stormwater catch basins and drainage manholes and jetted 11 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 2,654 municipal catch basins and 33 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 Engineering Division in preparing documents and roadways for reconstruction
- Evaluated arterial and collector roads to prioritize for future reconstruction under the Town's six-year Capital Improvement Program
- Disposed of 1,249 tons of road sweepings and catch basin spoils at the Central Landfill in Johnston to be used as landfill cover
- Inspected and performed maintenance on Town owned bridges and landfills

DRAINAGE

- Performed culvert cleaning
- Repairs to catch basins structures, frames and grates - *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
- Began Walmsley Lane drainage improvement project

TRAFFIC CONTROL

- Painted crosswalks and parking stalls on municipal streets and schools using high prismatic glass beads, thereby increasing nighttime reflectivity; Epoxy crosswalks striped in high use areas by Town striping contractor – *ongoing*
- Continued 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*
- Replacement of traffic control and street signs – *as needed*
- Manufactured specialty signs for various Town departments – *ongoing*



VEHICLE AND EQUIPMENT MAINTENANCE

- In-house staff performed all routine maintenance and repairs to the following equipment: 36 police and 6 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; 12 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 needed by employing 22 plow routes and 11 sanding routes.
- \$219,000 was budgeted for snow removal labor and materials for FY 2014-2015; however, a total of \$300,877 or 137% of the budget was actually expended.

A comparison of storm related activities during FY 2013-2014 vs. FY 2014-2015 is shown below:

	<u>2013-2014</u>	<u>2014-2015</u>
OT Hours Highway Forces	888*/768**	800*/1654**
OT Hours Non-Highway Forces	574*/800**	0*/1160**
Tons of De-icing Sand	2,894	4,710
Tons of Road Salt	2,941	2,517

* *Comp Time* / ** *Overtime*

MISCELLANEOUS PROJECTS

- Prepared FEMA documents for winter storm Juno expenses - approximately \$65,000 in reimbursement is expected to the Town for Highway Division related storm expense
- Performed Spring sweeping of Town sidewalks
- Replaced 27 +/- linear feet of deteriorating sidewalks in FY 2014-2015 – *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 and Hazardous Waste Collection Day held at Town Hall

Onsite Wastewater Management Program Accomplishments FY 2014-2015

- OWTS ordinance amendments drafted
- Five Community Septic System Loan Program (CSSLP) loans totaling \$87,992 were awarded during the 2014-2015 fiscal year. Since program implementation in 2002, 108 loans totaling \$1,585,279 have been awarded.

Water Division Accomplishments FY 2014-2015

WATER ACCOUNT SUMMARY

2,505	South Shore Accounts	284	Middlebridge Accounts
3,088	South Shore Units	297	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

- Sixth year completed of monthly testing for residual chlorine in accordance with USEPA Safe Drinking Water Act
- Continued enforcement of Cross Connection Control Plan protection devices (a/k/a “Backflow preventers”) for non-residential users
- Received RI Department of Health (RIDOH) approval for a new disinfection system to be installed at Mautucket Road water tank

DISTRIBUTION AND WATER STORAGE FACILITIES

- System wide fire hydrant painting and repairs – *ongoing*
- South Shore curb stop location program – *ongoing*
- Broken or leaking curb stops – *Replaced 42*
- Power washed exterior surfaces of Victoria Lane and Mautucket Road water tanks
- Implemented odd/even outside water restrictions during peak summer month demand periods



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
- New “Bri-Mar” tilt dump trailer purchased

Wastewater Division Accomplishments FY 2014-2015

WASTEWATER TREATMENT PLANT FLOW SUMMARY

Design capacity:	5.0 MGD*
Total yearly flow:	864.576 MG
Average daily flow:	2.368 MGD
Highest / Lowest daily flow:	4.729 / 1.830 MGD

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

WASTEWATER ACCOUNT SUMMARY

- 3,781 Accounts / 5,647 Units

COLLECTION SYSTEM

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

WWTF / PUMP STATION EQUIPMENT UPGRADES

- Public Services lift station (new grinder pump/entrance hatch/heater/dehumidifier – *completed*)
- Salt Pond lift station dry well – *completed*
- Wastewater treatment facility (WWTF) headworks improvements – *completed*
- Rebuild and Reinstall WWTF headworks screen – *completed*
- Silver Lake pump station, new pump #4 – *contract awarded*
- Kingston pump station replacement generator – *contract awarded*
- Replacement roof design – *Awaiting specifications from engineering consultant (Wright-Pierce)*

MIDDLEBRIDGE AND DIANE DRIVE SEWER SYSTEMS

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

	<u>Middlebridge</u>	<u>Diane Drive</u>
Total developed properties not connected	1	0
Total assessments remaining	1	5
Total assessments paid in full	323	20
Total Elderly Abatement assessments	1	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 2014-2015

ROSE HILL REGIONAL TRANSFER STATION (RHRTS)

In May 2015, the Town Council authorized a five- (5) year extension to an award of contract to Link Environmental (“Link”) f/k/a Waste Haulers, Inc. of Smithfield, 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 2020.

TONNAGE SUMMARY

- Total municipal solid waste (MSW) to Central Landfill 7,860 tons
- Total residential recyclables to the Central Landfill 4,526 tons
- Total RHRTS residential user “Tagged” refuse 1,095 tons

RHRTS RESIDENTIAL USER SUMMARY

- Total refuse tags sold: 89,177
- Total yard waste bags/tags sold: 12,216

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.

RECYCLING EVENTS

In FY 2014-2015, the Recycling Program secured a new electronic waste firm, Office Recycling Solutions (ORS), to collect e-waste at the Rose Hill Regional Transfer Station at no cost to the community. ORS holds R2 (Recycling Responsibility) certification or environmentally sound e-waste program practices.

As a component of the Recycling Program, the Town initiated a local advertising campaign to promote paint recycling concurrent with the State's new RI Paint Stewardship "PaintCare" program, which requires paint manufacturers to manage their postconsumer products. In conjunction with RIRRC, the Recycling Program is presently promoting RecycleTogetherRI with updated recycling information and an anti-contamination campaign. Public education material was developed and posted on the Town of South Kingstown website and sent to licensed private haulers.

The Town, in partnership with RIRRC, hosts a hazardous waste drop off day at Town Hall annually. On June 27, 2015, a total of 14,285 pounds of hazardous waste were collected and properly disposed. According to RIRRC, this number does not include any of the paint taken under the PaintCare program.

SUPERFUND AND LANDFILL SITES

- Rose Hill and West Kingston title work completed and submitted to the USEPA
- Awaiting signed Institutional Controls from Rose Hill and West Kingston abutting property owners
- Highway Division performed annual cap mowing and maintenance as needed for each landfill
- Participated in a workgroup with the Town of Narragansett and URI to explore the feasibility of photovoltaic arrays at the Rose Hill and West Kingston capped Superfund landfills

Engineering Division Goals FY 2015-2016

- Reconstruction & Pavement Overlay Program – *additional reconstruction and overlay roads scheduled for Summer 2015 construction* (Saugatucket Road (Route 1 to Broad Rock), Whitehorn Drive, Stonehenge Road, Spring Hill Road)
- Matunuck Beach Road Sheet Pile Wall Protection Project – *start construction October 2015*
- East Matunuck Water Main Interconnect – *start construction early Spring 2016*
- Townwide Catch Basin Cleaning – *ongoing through Summer/Fall 2015*
- Tree and Stump Removal Contracts – *Fall 2015 and Spring 2016 (if warranted)*
- Stormwater drainage complaint resolution where feasible – *ongoing*
- Phase II Stormwater Management Program Plan (SWMPP) implementation – *ongoing*
- Town-wide Road Striping Contract – *striping beginning summer 2015*
- Oversight of land development projects in Town – *ongoing*
- Sewer and Infrastructure Cleaning and Video – *ongoing through late Summer 2015*
- Townwide Road Safety Improvement Piloting Program with RIDOT – *Commence implementation of safety measures Spring 2016*
- Town Benchmark and Survey Monument Location Project by Engineering Staff – *ongoing*
- Assist EMS Division with bid documents for replacement EMS South Station garage at Public Services Building - *ongoing*
- Provide support services to Parks and Recreation Department for new Town Recreation Center
- Evaluate methods and costs associated with pedestrian-way snow removal

Highway Division Goals FY 2015-2016

- Upgrade Highway's fuel management system to include new pumps, operating system and gate controller. The new system will integrate with the Town's financial management system to streamline transferring of funds and enhance reporting capabilities.
- Initiate a tree canopy trimming program using shared resources from the Communications Department.
- Continue grading gravel roads; roadside mowing; and traffic control line painting
- Continue stormwater outfall inspections and sampling
- Replace approximately 200 linear feet of sidewalk, including installation of detectable warning plates where necessary – *ongoing*
- Complete Walmsley Lane stormwater improvements
- 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 staff in stormwater management, construction methods, safety, and materials
- Inventory and GPS all regulatory street signs – *ongoing*
- Participate in the surrounding communities' shared resources program
- Initiate the process of installing highly reflective prismatic panels on all Town maintained guardrails
- Continue to provide the necessary support services to other Town departments on an as needed basis

Onsite Wastewater Management Program Goals FY 2015-2016

- Update and refine septic system tracking software as needed
- Finalize Wastewater Management Ordinance amendments for Town Council consideration
- Continue to evaluate program effectiveness and consider program changes

Water Division Goals FY 2015-2016

- Flush all fire hydrants each fall and spring; continue painting and oiling fire hydrants
- Continue South Shore curb stop location program

- South Shore and Middlebridge leak detection program – *ongoing*
- Replace curb stops as needed
- Continued enforcement of Cross Connection Control Plan protection devices (a/k/a “Backflow preventers”) for non-residential users
- Installation of a new disinfection system at Mautucket Road water tank – *Fall 2015*
- East Matunuck/US Route 1 water main interconnect – *Late Fall 2015/Spring 2016 construction*
- Update SCADA System
- Clean and repair all gate valve boxes in South Shore and Middlebridge – *ongoing*
- Purchase plate compactor for mini excavator
- Install new pass doors at Factory Pond well buildings
- Implement odd/even outside water restrictions during summer peak demand periods as needed

Wastewater Division Goals FY 2015-2016

- Continue clearing sewer easements
- Continue two- (2) year cleaning schedule of all sewer collection lines
- Continue televising wastewater collection system
- Complete installation of new pump #4 at Silver Lake Pump Station
- Install influent grinder at Salt Pond lift station
- Perform in-house electrical and equipment repairs to Hospital lift station
- Install influent grinder at Hospital lift station
- Complete installation of Kingston Pump Station replacement
- Replace WWTF operations building roof
- Upgrade Aeration Panels
- Install replacement generators at Salt Pond and Hospital pump stations
- Award engineering services contract for upcoming capital improvement projects

Solid Waste Division Goals FY 2015-2016

SOLID WASTE AND RECYCLING

- Complete Rose Hill Regional Transfer Station capital improvements
- Initiate a weekly advertising campaign in the South County Independent highlighting current environmentally focused subject matter
- Continue to promote Recycling Update and Anti-Contamination Campaign initiated by RIRRC through public education and outreach
- Work in conjunction with the Mattress Recycling Council to promote recycling of discarded mattresses and investigate the feasibility of securing a drop off location at the RHRTS
- Continue to expand toter distribution to condominium complexes and multi-unit apartment buildings
- Sponsor a Household Hazardous Waste collection day in conjunction with RIRRC
- Maintain high rates of overall Town wide recycling and diversion rates
- Assist licensed private haulers with meeting or exceeding their recycling diversion rates

SUPERFUND AND LANDFILLS

- Continue Rose Hill and West Kingston cap maintenance
- Continue Rose Hill and West Kingston long-term monitoring plan (LTMP)
- Secure and record “institutional controls” for remaining Rose Hill and West Kingston off-site properties
- Coordinate solar photovoltaic request for proposals (RFP) with the Town of Narragansett and the University of RI for the Rose Hill and West Kingston closed Superfund landfill sites

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 2014-2015

- The Department was dispatched to 202 commercial fire alarm activations
- 7 municipally connected commercial systems were approved
- 5 local commercial and 6 residential fire alarm systems were approved
- 20 projects were submitted for plan review
- Received \$962 in Municipal Fire Alarm connection and plan review fees
- In May 2015, implemented a program with the Union Fire District utilizing the Deputy Chiefs to reset alarms in commercial buildings after normal working hours in an effort to increase efficiency and reduce overtime costs

Goals FY 2015-2016

- 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 and incorporating radio boxes into the department functions

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 25 part-time employees, including 10 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 library system's online reference resources, Microsoft Office software and the Internet. Residents can also access library online reference resources remotely. Wireless access to the Internet is offered at all library locations, for those who bring their own digital devices.

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 2014-2015

CIRCULATION

A total of 257,137 items were checked out in the 2014-2015 fiscal year, including 22,077 e-books. There were 14,012 registered library card holders as of June 30, 2015 with walk-in attendance estimated at 147,516.

INFORMATION REQUESTS

During the past year, library staff received 26,158 requests for information. Of this number, staff members were able to provide direct answers to 25,794 questions, for a fill rate of 98.6%.



ELECTRONIC INFORMATION SERVICES

The Library maintains a website providing information and many online resources and databases. Public computer workstations are located at the three library locations and were utilized 25,848 times during the year. Electronic resources are available from within the library, and are also available remotely from homes or businesses. Within the subscription databases, 1,407 searches were conducted.



LIBRARY COLLECTION / NEW ACQUISITIONS

As of June 30, 2015, the number of books in the library system totaled 69,301. Non-print holdings (audio books, DVDs, videos, and recorded music) totaled 9,298 items.

During the past year, 6,821 books and audiovisual items were added to the collection. In addition, 6,829 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 16 newspapers.

LIBRARY PROGRAMS



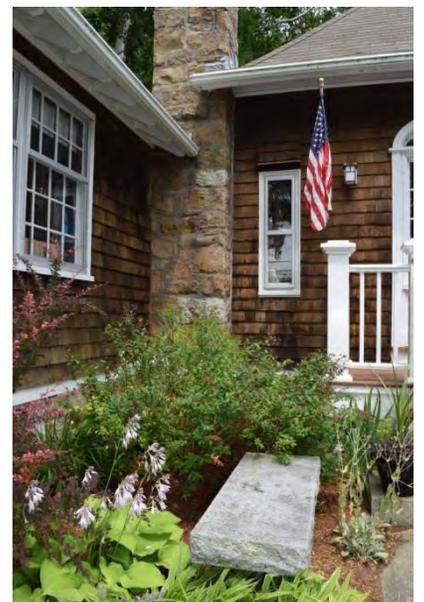
Total attendance at the 482 library-sponsored programs this past year numbered 10,911. Early childhood programs accounted for 23.6% of the attendance. Programs for children in grades K-5 and young adults (grades 6-10) ranked first in attendance at 38.7%. This category also includes classroom visits by 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 152 times for non library-related activities; the Conference Room at Peace Dale, 393 times; and Potter Hall at Kingston, 122 times.

FACILITIES

The fire alarm panel at Peace Dale was replaced with an up-to-date digital system. The wrought iron fence at the Kingston Free Library was repaired and painted and energy saving lighting fixtures were installed. New lighting fixtures were also installed at the Robert Beverly Hale Library.



GRANTS

- \$54,159 from the Champlin Foundations to repair the chimneys at the Robert Beverly Hale Library and to purchase new furnishings for the children's room at Peace Dale.
- \$3,900 from the Mary LeMoine Potter Fund through the Rhode Island Foundation to purchase audio books for the Kingston Free Library.
- \$2,679 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 audio books; large print books; DVDs; children's programming supplies; Summer Reading Program performers and prizes; and holiday wreaths and flowers.
- *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*; a subscription to *Birds and Blooms* magazine; supplies; and refreshments for program attendees.
- *Friends of the Peace Dale Library* provided funds for adult, young adult and juvenile programs and supplies; a DVD cleaning and repair machine; a color photocopy/fax/printer; a subscription to *Book Page*; movie licenses; programming support for the library's accounting system; and refreshments for program attendees.

STATE STANDARDS

In FY 2014-2015 the library complied with standards set forth by the RI Office of Library & Information Services (OLIS) for continued membership in the Library of 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

Five meetings of the Board of Trustees were held during the past year. The Trustees continued their planning process to assess the needs of Library users and determine services required to meet those needs. They approved a video surveillance policy during the year.

Goals FY 2015-2016

- To implement the FY2015-2016 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

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 18 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 2014-2015 operating budget (inclusive of the Neighborhood Guild) was approximately \$2.66 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 \$678,000 was supported by local property taxes, reflecting approximately 1% of the total municipal budget.

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 2014-2015

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 1,200 classes and programs in sports, fitness, community education, and arts are offered for all ages from preschoolers to senior citizens annually. The Recreation Division also oversees the operation of the South Kingstown Town Beach through the summer season, and the summer entertainment series which includes weekly concerts and movies on the Village Green, as well as the annual Fourth of July Celebration at Old Mountain Field.

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

Children's Fest
Pumpkin Races
Swap-It
Fishing Derby
Easter Bunny Breakfast

Pumpkin Launch
Travel the Trails 5k
Earth Day Yard Sale
Visits with Santa
Janet Gould Memorial Storywalk

Tree Lighting & Carol Sing
Breakfast and Bikes
Letters from Santa
Easter Egg Hunts

Through creativity, forward-thinking, and distribution of four seasonal program brochures, the Recreation Division strives to offer a diverse programming calendar for the entire community. The Department's multitude of summer camps, "School's Out" day camps and vacation camps give families a variety of programming options when children are not in school. Stepping Stone Preschool, licensed by The RI Department of Children Youth and Families, provides the community with a superior early education experience in a nurturing environment.



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

Soccer
Softball
Multi-sports
Champ's Camp
Flag Football
50+ Fitness

Basketball
Baseball
Golf
Wrestling
Volleyball
Aerobicconditioning

Field Hockey
Lacrosse
Skateboard
Fencing
Cross Country

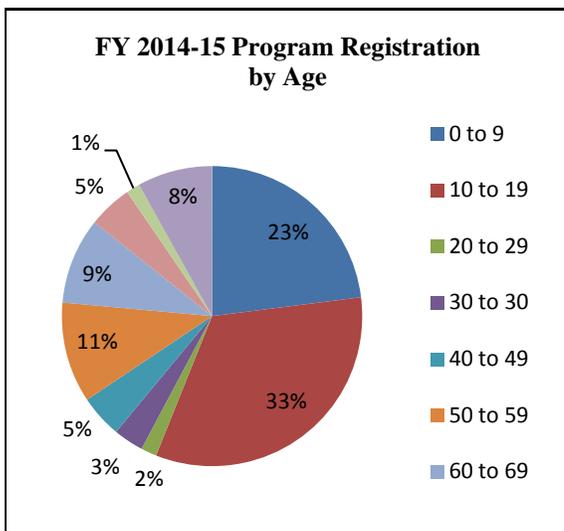
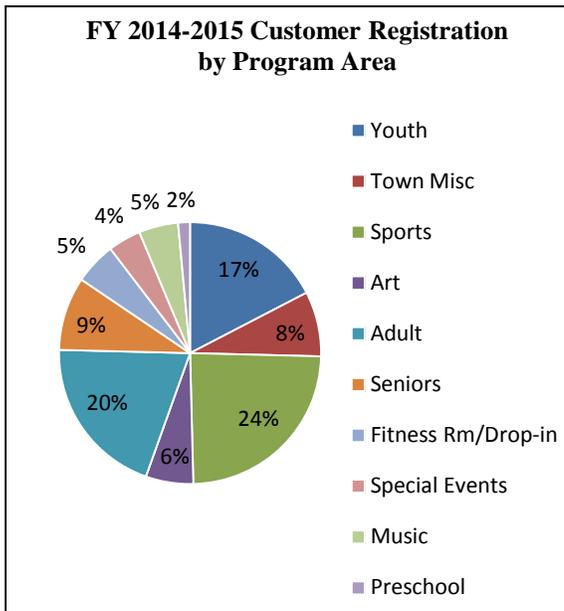
Dance Fitness
Yoga and Pilates
Rugby
Sports Extravaganza
Tai Chi

For the adult athletic community, drop-in programs are offered for Women's Basketball, Men's Basketball, Volleyball, and Tennis. The Department is preparing for the construction of the new Community Recreation Center which will allow for flexibility in offering a wider range of athletic programs to meet the public demand.

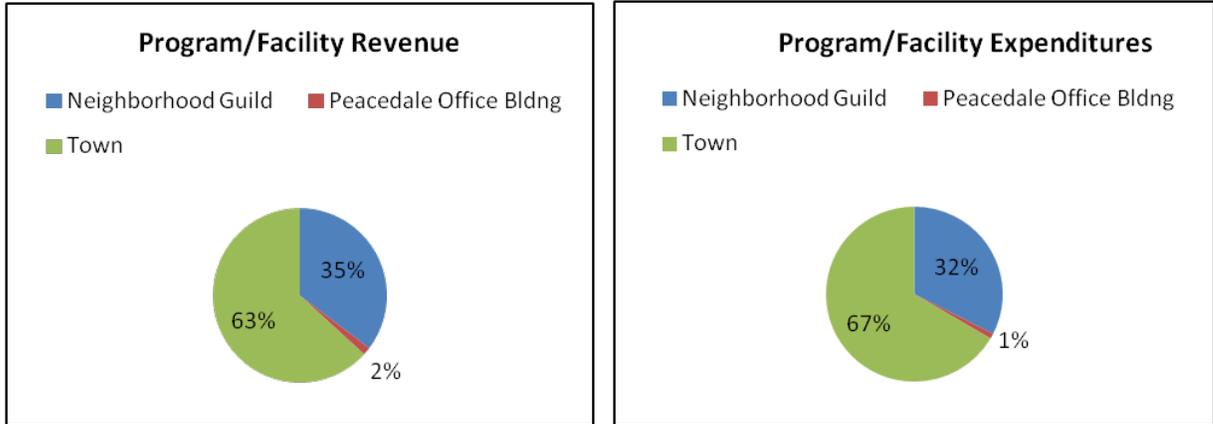
Program participation* totals for the past three fiscal years are shown below:

Program Participation	FY2012-2013	FY2013-2014	FY2014-2015
Community Education			
Preschool	680	492	359
Youth and Teen	1,514	1,698	2035
Adult	4,666*	1,694	1542
Access to Art	486	718	682
Environmental	285	292	312
Knapp School of Music	1,577	1,678	1580
Sports and Fitness	9,002	13,477	13763
Senior Programming	562	458	636
Special Events	9,973	10,043	9440
Totals	32,978	30,550	30,349

*Adult figure in FY12-13 included SKILLS programs for disabled adults in the absence of the LaPlante Center programs



Program revenue is also used as a measurement to gauge programming growth. Below is a breakdown of revenue generated by the Recreation Division in the 2014-2015 fiscal year:



The Department realized a net decrease in programming revenue of \$8,056 when compared to the 2013-2014 fiscal year. The decrease is due in large part to employee benefit costs being reflected within the departmental budget effective with the FY 2014-2015.

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 2011-2012.....	157	FY 2013-2014.....	113
FY 2012-2013.....	301*	FY 2014-2015.....	128

**SKILLS program implemented in FY 2012-2013 for a one year period*



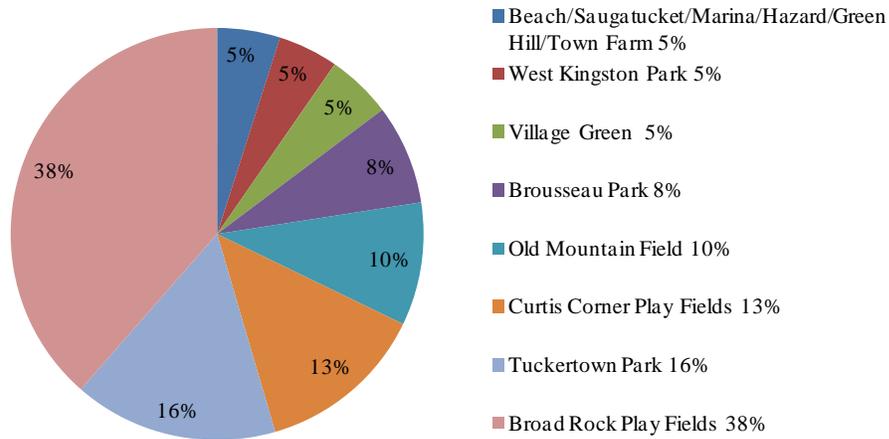
PARKS DIVISION

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 seven full-time park maintenance and three full-time building maintenance employees, as well as seasonal employees hired to assist with parks and beach maintenance during the busy seasons.

In addition to 17 parks and recreation properties, Park Maintenance staff is responsible for other sites including the William C. O'Neill Bike Path, Town Hall, three branch libraries, Neighborhood Guild, Senior Center and Adult Day Services, as well as various public grounds totaling approximately 420 acres of land. Staff is also responsible for assisting with special events, 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 (restrooms/concession/parks maintenance) located in the Parks.

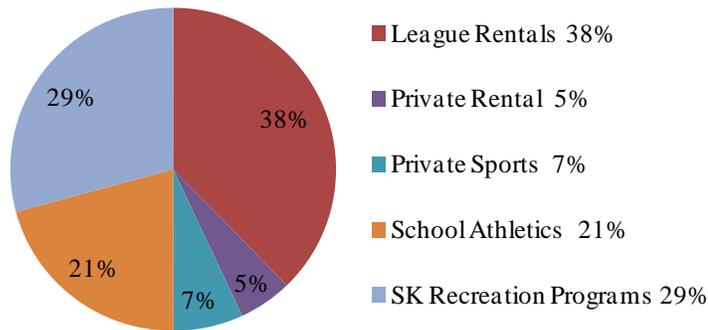
The Park Superintendent is also responsible for the coordination and scheduling of all park and athletic facilities. In FY 2014-2015 a total of \$28,175 was generated through park rentals reflecting an increase of \$3,196 over the 2013-2014 fiscal year.

Park Facility Rentals FY 2014-2015



The majority of scheduled outdoor athletic and park facility use in FY 2014-2015 was for local sports leagues, Town recreation programs, and school athletics.

Park Facilities by Use FY 2014-2015



Accomplishments/Highlights FY 2014-2015

- Implemented online program registration feature in January 2015.
- Exceeded Town Beach budgeted revenue by \$14,476.
- Exceeded park rental budgeted revenue by \$5,650.
- Completed the relocation of the Town Beach pavilion to protect it from coastal erosion.
- Maintained Pre School License through RI DCYF for Stepping Stone Preschool.
- Awarded over \$7,200 needs-based scholarships for camps and children's programs.
- Re-established the Skateboard Park Advisory Committee and began developing plans for expansion of the skate park; the Committee raised over \$10,000 for the skateboard park expansion project.
- Held annual Skateboard Competition through Friends of South Kingstown Parks and Recreation to raise funds for on-going renovations of the Skateboard Park.
- Converted the ground floor unit of the Peace Dale Office Building to a functional art and pottery studio and multi use meeting space.
- Restored Tuckertown Park Little League Field - fully re-sodded infield and rebuilt pitcher's mound.
- Ran successful 5th Annual Earth Day Yard Sale collaborating with the Southern Rhode Island Animal Rescue League.
- Successfully ran 60 new classes/camps.
- Renewed agreement with Ocean State Waves Baseball for a third season at Old Mountain Field.
- Maintained an average of 84% 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%.
- Increased participation in the rEc-Mail Club (weekly e-newsletter) to 1,382.
- Raised over \$4,800 in sponsorships for special events, obtained from local businesses.
- Continued the Janet Gould Memorial Storywalk® that occurs in the fall, spring, and summer.
- Continued to offer several family-fun programs to encourage family participation in activities. Events included: Breakfast and Bikes, Pizza Bingo, Take Your Daughter on a Hike, Game Night in the Park. "Cartoon-free zone" classes for children continue to be offered free or at a minimum fee. These Saturday morning programs provided families with an alternative to athletic programs.
- Sponsored the 2nd annual off road "Travel the Trails" 5K walk/run held at *The Farmer's Daughter*.

CAPITAL IMPROVEMENT PROJECTS

Beach Pavilion Relocation and OWTS Installation

In an effort to preserve the Town Beach Pavilion structure from the detrimental impact of coastal erosion, the Town planned for the structure to be relocated approximately 300 feet northwest of its original location.

Grant funding through the RI Emergency Management Agency (RIEMA) supported approximately 70% of the overall cost.

The project also entailed the installation of a new onsite wastewater treatment system, which was installed in June 2014 and relocation of the pavilion structure was completed prior to the 2015 summer season.



Community Recreation Center

The Community Recreation Center project was first introduced ten years ago in the FY 2003-2004 Capital Improvement Program (CIP) in response to the need for additional gymnasium space for recreational youth sports programming and interscholastic athletics. Since then, the needs have expanded to include all age segments of the community, as new demands for adult/senior sports programming have also increased.

In June, 2014, the Recreation Commission established a Community Recreation Center Planning Committee to work with Town Staff and an architectural consultant in the development of a conceptual design plan and probable construction costs for the project. In July 2014, the Town Council authorized an award of bid for architectural design services related to the Community Recreation Center, for a three-phased design development and construction management process.



Phase I was completed in September 2014, and in November 2014 a \$1,000,000 bond question met with voter approval as the last financial component for the project to proceed to construction. Phase II of the project includes development of construction documents and bid specifications, which are scheduled to be advertised for bid in the Fall 2015. Construction of the facility is anticipated to begin in the Spring 2016, with a projected ten to twelve month construction period.

The following approved CIP projects were either completed in FY 2014-2015 or are in progress:

Project	Status
Curtis Corner Play Fields Disc Golf Course (back 9)	In process
Neighborhood Guild Entrance Staircase	Completed July 2014
Town Beach Onsite Wastewater Treatment System	Completed July 2014
Tuckertown Park Restroom Improvements	Completed June 2015
Town Beach Pavilion Relocation Project	Completed June 2015
Village Green & Tuckertown Park Playground Improvements	Completed July 2015

Goals FY 2015-2016

- Initiate construction of Community Recreation Center
- Complete planned CIP work on Playground Rehabilitation projects
- Complete expansion of disc golf course from 9 to 18 holes; and develop new programs
- Continue to seek opportunities for regionalization of shared services and collaboration with private/public organizations
- Construct an ADA compliant wheelchair lift to improve accessibility of the Neighborhood Guild
- Develop passive recreation plan for Noyes Farm property in coordination with Planning Department
- Research grant funding opportunities to offset CIP project and local program costs
- Seek alternate revenue sources through program and team sponsorships
- Develop programs for special needs populations
- Increase distribution of email marketing program by 25%
- Continue to offer low/no cost family special events and activities
- Collaborate with interested organizations and volunteers to enhance select parks and facilities
- Seek opportunities for regionalization of services and shared services
- Develop a program plan with a focus on teens and young adults
- Promote and encourage public use of web-based registration feature
- Reorganization of Recreation Division staff to increase programming and in preparation of future Recreation Center Facility needs
- Develop transition plan for Neighborhood Guild in anticipation of sports and fitness program relocation to Recreation Center
- Continue multi-faceted marketing efforts through use of eNewsletter and social media outlets
- Recruit instructors/independent contractors for new program offerings
- Maintain present yield on Trust Fund and investment income sources
- Continue improvements and maintenance to interior of the Guild facility – replacement of flooring in first floor lobby and corridors and conversion to energy efficient lighting
- Increase use of program surveys for use as measurement and feedback tool



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 Senior Services Center, the Senior Nutrition Program, the Adult Day Services Program, and the Senior Transportation Program.

Senior Services Center Program FY 2014-2015

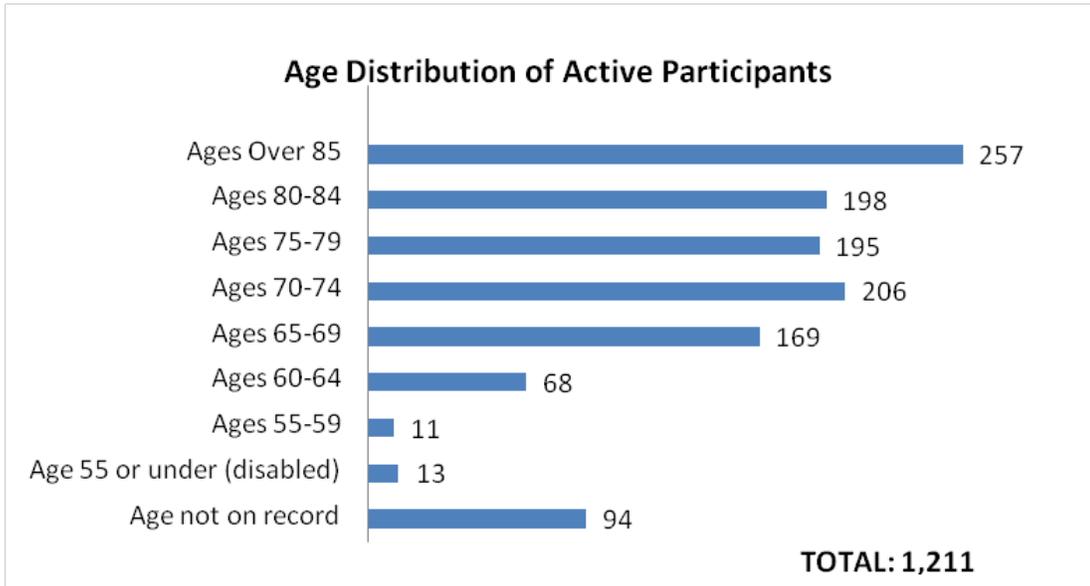
The objective of the Senior Services Center is to provide senior programs in conjunction with other existing local service providers for a single point of entry to comprehensive services. This is in keeping with the Department's overall charge of coordinating programs and services to support independence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

- Senior Nutrition Program
- Senior Transportation Program
- Case Management Services
- Information and Referral Services
- Social and Recreational Activities
- Health Promotions and Screenings
- Volunteer Services
- Educational Programming
- Fitness Classes
- Senior Associations



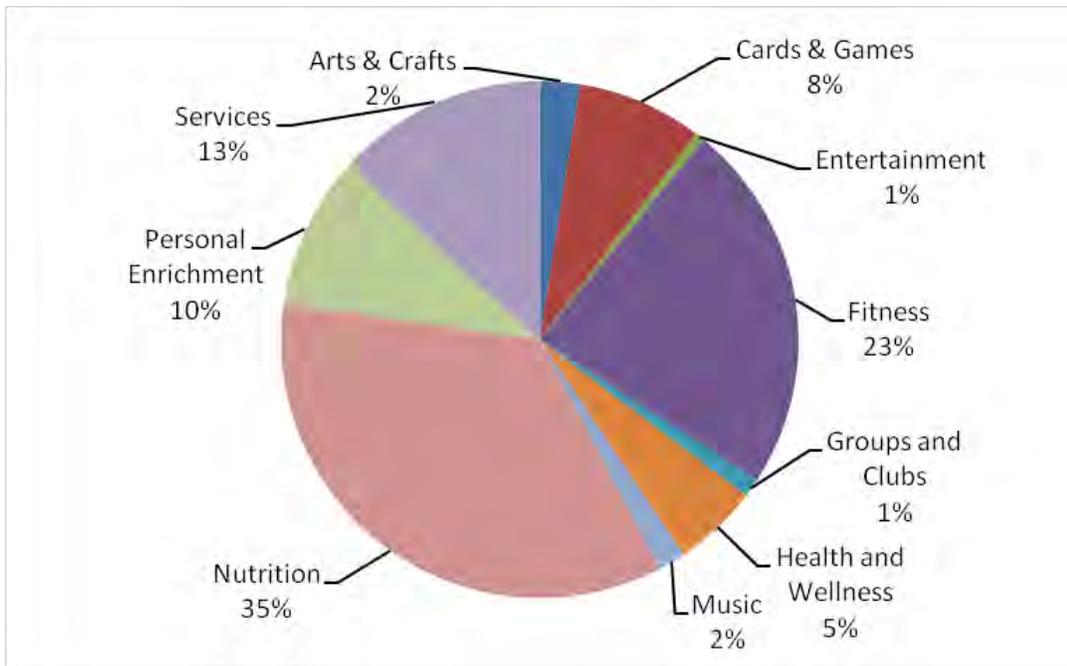
Services are available to seniors 60 years of age or older. The Department tracks participant data as it relates to participation in various programs and services that are offered throughout the year. The current number of registered Senior Center participants is 1,211; however, since Member Registration is optional, it is estimated that an additional 500-700 seniors visited the Senior Center in FY 2014-2015 without registering.

In the 2014-2015 fiscal year, 38% of the total active registrants were over the age of 80; and of that group, 56% were over the age of 85.



In FY 2014-2015, activity levels at the Center increased. There were 28 new programs introduced and included iPad tutoring, zumba, ukulele lessons, and beginner Spanish. To meet the needs of as many seniors as possible, an array of both passive and active program choices are available. Health, wellness and fitness programs make up 28% of the total scheduled programs offered last year. The daily noontime meal accounts for 35% of overall program offerings.

Distribution of Scheduled Programs & Activities Offered in FY 2014-2015



FISCAL

- The total operational budget for the Senior Center in FY 2014-2015 was \$289,901.
- \$92,313 or 27.5% of the total budget was received in outside funding support from the State Department of Elderly Affairs, Rhode Island State Legislature, South County Community Action Program, and the Town of Narragansett.

GRANT FUNDING SOURCES FY 2014-2015	
State of RI Community Service Grant	\$4,935
DEA Title IIIB Grant	\$23,712
State of RI Legislative Grant	\$2,000
South County Community Action	\$22,666
Town of Narragansett	\$39,000

ADMINISTRATIVE OPERATIONS

Day to day operations of the Senior Center program are overseen by a Center Director who is responsible for the supervision of four full time staff including a Program Planner, Community Information Specialist, Facility Manager, and Van Driver, as well as three part time kitchen staff. The Senior Center is a 10,000 square foot state of the art facility designed specifically to meet the needs of older adults. It offers separate rooms for a variety of classes and activities as well as a full dining room, a health room, and Wi-Fi enabled internet café. It serves as the community's single point of entry for elders to obtain information, be mentally and physically active, and socialize with friends both old and new.

In addition to health, wellness and enrichment programs, the Senior Center also offers social services assistance providing a full time Community Information Specialist (CIS). The CIS is available daily to assist seniors with information, referrals, and education on a wide variety of services such as Medicare, Senior Health Insurance, LIHEAP, Medicare Part D, housing and other similar programs. In FY 2014-2015 the Information Specialist recorded 2,125 service contacts with area seniors.



The Program was also the recipient of a Community Development Block Grant Disaster Recovery (CDBG-DR) program grant award of \$65,000 in November 2014 for the installation of an emergency generator at the Senior Center in order for the facility to be utilized as an emergency shelter. An award of bid for the installation of an emergency generator was authorized by the Town Council in June 2015 and the project is anticipated to be completed in October 2015. During Superstorm Sandy, the Senior Center power was out for a period of five days which prevented the Senior Services Department from providing assistance such as daily meals and other social services, to the elderly. Installation of an emergency generator will allow for

the Senior Center to open immediately following a weather event for the purpose of providing services such as meals and general shelter for residents impacted by a disaster. It would also serve, if necessary, as a secondary emergency shelter location for frail elderly and residents with special medical needs.

PROGRAM PARTNERSHIPS

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 Senior Center will continue to seek new service links in order to meet the changing needs of the population.

Some of the Senior Center's existing partnerships are:

VNS Home Health Services

Chronic Disease Self Management
Driver Fitness Program Series

University of Rhode Island

College of Pharmacy
College of Nursing and Gerontology
Food Science and Nutrition
Dept. of Speech and Hearing
URI Sigma Kappa Sorority

South County Hospital Partnership

'Wellness Clinic' staffed by RN

RI College School of Nursing

Clinical with Senior Nursing Student

Tri-Town Community Action Program

Case management services
Fall Prevention Program
Medicare Part D Open Enrollment workshops

South County Community Action Inc.

Emergency Food Assistance Program

South Kingstown School Department

Internet Café – Computer
Broad Rock Elementary School

Narragansett School Department

School to Work Program

Senior Nutrition Program FY 2014-2015

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. Beyond the obvious 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 programs offered at The Senior Center. The Town has operated this locally based, federally funded Senior Nutrition Program since April 1996. In FY 2014-2015, the program transitioned to a new catering company after experiencing a significant decline in participation due to poor food quality from the previous food supplier. With the start of a new food service provider and higher quality menus, senior diners began to return to the program during the 2014-2015 fiscal year and attendance is steadily increasing, however as of year-end, senior participation in the lunch program remains lower when compared to the previous three years.

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 the Meals on Wheels program.



FISCAL

- Total operational budget for the Nutrition program in FY 2014-2015 was \$111,780.
- Received \$29,372 in support received from the Town of Narragansett and \$4,214 from the State Community Service Grant for FY 2014-2015 program operations.

PROGRAM STATISTICS

- Total number of congregate meals served in FY 2014-20159,375
- Average number of unduplicated individuals served per week.....466
- Total number of Nutrition Program volunteer hours per year.....3,904

Adult Day Services Program FY 2014-2015

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 loved ones longer and prevents premature placement in institutional care settings. Over the course of a day, professional staff members facilitate a variety of therapeutic and social activities designed for the functional levels of the participants, with participants enjoying breakfast, lunch and snacks as part of the daily routine. In FY 2014-2015 the program maintained an average daily attendance of 12 to 13 clients per day, consistent with the prior fiscal year. Due in part to the frailty of the client population, as well as an increase in the average age of the client population, the program has experienced a higher client turnover rate and shorter participation periods before clients move on to an acute care setting.



FISCAL

The FY 2014-2015 Adult Day Services program was funded through a combination of sources including Medicare/Medicaid subsidies, client payments, and contributions from neighboring towns of North Kingstown and Narragansett, whose residents received services. The total operating budget for FY 2014-2015 was \$335,277 of which \$39,647 (11.8%) was funded through direct taxpayer support.

PROGRAM STATISTICS

- Service Days in FY 2014-2015.....245
- Clients served per Day.....12.4
- Total Number of Client Days.....3,034
- Clients Retained from 2014.....23
- New Client Admissions.....18
- Discharges.....21
- Year End Active Caseload.....22
- Clients Served (Unduplicated)...43
- Average Client Age.....83.5

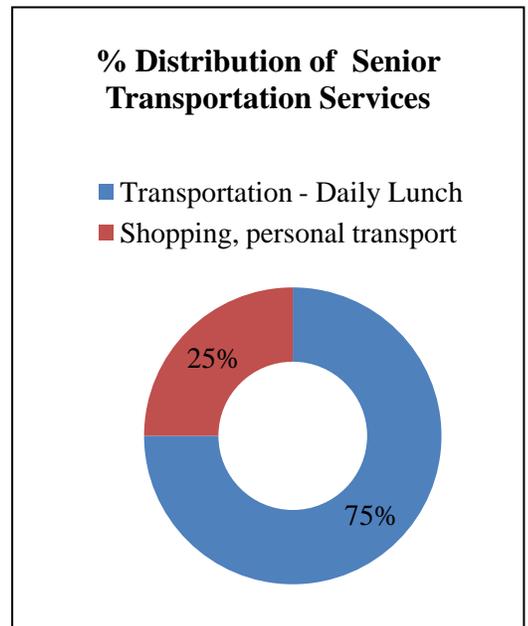
Senior Transportation Program FY 2014-2015

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 for a fee of .50 cents per trip 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, free of charge, 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 18-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 56,241 miles.

PROGRAM STATISTICS

- Passengers transported (unduplicated) 135
- Avg number of rides per month..... 586
- Total # miles logged 17,713
- Total trips provided in FY2014-2015 7,042



ACCOMPLISHMENTS / HIGHLIGHTS

- Received \$10,444 in funding for Adult Day Services program through Title IIIB grant.
- Awarded Federal Title IIIB Supportive Services Grant Extension for FY 2015-2016.
- Awarded \$180,000 CDBG funding for installation of an emergency generator and infrastructure improvements to the Tetreault Senior Center Annex.
- Collaborated with the Recreation Department in offering two evening dances at The Senior Center.
- Collaborated with State Dept. of Health and Division of Elderly Affairs in presenting “Living Well RI”, a six week, evidence based self-management program for those coping with chronic disease.
- Co-Sponsored Community Flu Clinic with South County Hospital.
- Offered Shingles Vaccination Clinic through South County Hospital and the Wellness Company.
- Presented “Empower Rhode Island” Initiative in collaboration with the State Office of the General Treasurer, to assist and empower residents to take charge of their finances.
- Launched re-vamped congregate meal program in Fall 2014 through Westbay Community Action.
- Provided monthly office hours with representative from the RI Division of Veterans Affairs to answer questions regarding benefits for Veterans and their spouses.
- Collaborated with the South Kingstown Elks Lodge #1899 to offer a complimentary Dinner Dance to honor older adults in the community.
- Offered AARP Tax-Aide Assistance for seniors and low-income individuals with preparing income tax returns and electronic filing of returns.
- Collaborated with RI Secretary of State’s Office and the Town Clerk’s Office to issue free Voter Identification Cards and conduct Voter Registration.
- Provided Outreach to local Senior Housing Communities to encourage participation and utilization of The Senior Center’s services.
- Celebrate 14th Anniversary with an evening Dinner & Dance with music provided by The ROMPS.
- URI Department of Physical Therapy Students conducted a five session workshop on Falls Prevention, Weight Management and Exercise, Posture, Joint Protection and Balance.
- Collaborated with Elks Lodge #1899 to identify eligible low income homeowners in need of home repairs by referring them to their free Home Maintenance and Repair Program (HoMRAP).
- URI Sigma Kappa Sorority hosted a “Spring Fling Dance”, provided decorations for several events and assisted with our Volunteer Recognition Event.
- RI Attorney General, Senior Outreach Program, offered a workshop on Scams and Frauds.
- RI Bar Association, “Ask a Lawyer” program, presented a workshop on wills, trusts, durable power of attorney, lending and real estate.
- RI Public Transit Authority (RIPTA) provided two opportunities for seniors and individuals with disabilities to purchase Bus Passes.
- Senior Youth Association (SYA), a 501©3 non-profit association within The Center, donated the necessary funding to purchase 8 new computers for the Internet Café.

Goals FY 2015-2016

- Ensure excellence in service delivery, advocacy and public policy dedicated to the needs of older residents, their families and caregivers through a single, visible and responsive department.
- Continue to re-build the congregate meal program to the level prior to the change in food provider.
- Continue to expand enhanced technology learning opportunities through offering assistance to Senior Center participants with the latest technological advances (i.e. personal digital accessories).
- Establish social media marketing campaign to raise community awareness of programs.
- Expand fitness/wellness programs to meet the needs of the growing older adult population.
- Seek input from participants to ensure relevancy of program content.
- Seek alternative or supplemental funding sources in order to expand and enhance current services provided to the community.

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 2014 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 total decreased from 486 in FY 2013-2014 to 398 this past fiscal year, which reflects a reduction of 18%. Compared to the prior year, there were reductions in the number of offenses reported in all major crime classifications, with the exception of motor vehicle theft which increased by one offense, and no criminal homicides in either year.
- The overall total number of UCR classified adult arrests, for all categories of crime classifications, decreased from 583 in FY 2013-2014 to 465 in the past fiscal year, representing a 20% reduction.
- Juvenile arrests increased from 63 in FY 2013-2014 to 65 in FY 2014-2015.

The Department continues to be vigilant in investigating the trafficking of illegal substances in Town. During FY 2014-2015 there were 31 arrests, adult and juvenile, for drug related offenses, which encompassed the drug abuse violations of sale/manufacture and possession. The arrests are due to the combined efforts of the Patrol and Detective Divisions and are often a result of useful intelligence that is developed, along with undercover surveillance operations performed by Detective personnel.

DEPARTMENT IN GENERAL

The men and women of the South Kingstown Police Department, both sworn and civilian are committed to providing total community service to the Town. It is through this commitment that the Department recognizes there is no single factor more crucial to reducing crime levels than the partnerships that has formed within the community.



Several Department members sit on or are advisors to advocacy groups dedicated to South Kingstown quality of life issues. South Kingstown officers work cooperatively with organizations such as South County Hospital and the University of Rhode Island. The Department also coordinates with numerous business and charitable organizations, such as the Main Street Business Merchants and Peace Dale Neighborhood Revitalization, on safety matters for events held in the community. The Juvenile Detective and School Resource Officer also network with the various public and private schools in the community dedicating countless hours to working with these organizations and families

to promote a safe learning environment for all. The Department works closely with neighboring police departments, the RI State Police, the legislature and courts, the Coast Guard, RI Department of Transportation, State Department of Health, and State and Federal Task Forces to make South Kingstown one of the safest communities in the State.

The Department again participated in the RI Department of Transportation/Office of Highway Safety “Operation Blue Riptide” program and received grant funding to conduct planned Impaired/Drunk Driving Enforcement, Speed Management activities, Child Safety Seat and Seatbelt Safety efforts. 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. Additionally, the Department works cooperatively with Mothers Against Drunk Driving (MADD), and the South Kingstown Partnership for Prevention, taking a pro-active approach on alcohol enforcement and education initiatives. Lieutenant Paul Horoho (Ret.) was recently recognized by AAA for his outstanding performance in carrying out speed, occupant-protection, and alcohol-impaired enforcement activities in South Kingstown.



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.

South Kingstown High School continues to serve as the Town’s primary shelter. Broad Rock Middle School and Curtis Corner Middle School are designated as secondary, or over-flow shelters, if necessary.

PERSONNEL / STAFFING

The Department operated with an approved level of fifty-two sworn officers in FY 2014-2015, which represents a reduction of three officers from the full complement of fifty-five sworn officers. This reduction in staffing was accomplished through attrition over the last several years. One of these positions will be restored in FY 2015-2016 through a joint partnership with the School Department to deploy a second School Resource Officer (SRO) at Curtis Corner Middle School.

The Police and School Department jointly envision this position as being able to provide some additional support services to the students and staff at the Broad Rock Middle School and the elementary schools for the challenging situations that may arise at those locations as well. This proposal is based on a 50/50 cost sharing agreement with the School Department, with a veteran officer scheduled to be deployed to the new SRO assignment in September 2015. Officer David Melucci has been appointed to this position and will begin training this summer. Officer Jerome Gillen will start his fourth year as the SRO at the South Kingstown High School.



Lieutenant Paul Horoho retired after completing over 27 years of service. Sergeant Jason Wheatley was promoted to the rank of Lieutenant, and Officer Trevor Richmond was promoted to the rank of Sergeant, both assigned to the Patrol Division. Lieutenant Mark Healy was transferred to the position of Administrative Assistant to the Chief and Lieutenant James Krajewski assumed the role of Prosecution Officer. The Detective Division welcomed veteran officers Gary Marquis and Michael Sousa who transferred from the Patrol Division. Detective Sousa successfully completed the Criminal Investigation Course presented by the Rhode Island State Crime Lab at the University of Rhode Island, and Detective Marquis will be attending this program starting in September 2015. Detective Mark Sgalia was deputized by the US Marshals Service and participates with the SOLEMN task force to assist with investigations involving sexual offenders.

In June 2014, the Department re-activated its Bicycle Patrol Unit for the summer and fall. The Patrol focuses primarily on the villages of Peace Dale and 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.



The Department also conducted a recruiting drive to establish an eligibility list of candidates to fill vacancies as they occur. Sixty-six applicants participated in this highly competitive process which resulted in an eligibility list of ten candidates. Two recruit candidates are currently attending the RI Municipal Police Academy that began in July 2015.

The Honor Guard Unit continues to play an important role in representing the Town in ceremonial events, parades and memorial services. During FY2014 -2015 they participated in numerous local, State and Federal ceremonies.

Training



Police department personnel, sworn and civilian, participated in over 2,000 hours of training during the 2014-2015 fiscal year. A major accomplishment was the implementation of a new program for the deployment of the TASER conducted electrical weapon (CEW). This is an effective tool in subduing uncooperative and/or dangerous subjects without the use of deadly force.

The Training Division has also been tasked with spearheading the Department's efforts to attain accreditation through the Rhode Island Police Accreditation Commission. A major effort is underway to complete this process over the next year which involves a comprehensive review of all policies and procedures to adhere to best practices and the highest level of police professionalism.

EQUIPMENT IMPROVEMENTS

The Department was successful in completing the following acquisitions during FY 2014-2015, allowing the Department to remain on the forefront of technology.

Vehicles & Police Equipment

- 2014 Dodge Charger V8 AWD Police Vehicles (2 marked, 2 unmarked)
- 2016 Ford Interceptor 4WD SUV Police Vehicles (2 marked)
- Radar Units for Patrol Division (2 each)
- TASER Conductive Electrical Weapon (11 each)
- Automated External Defibrillator (1 each)
- Ergonomic Chairs for Dispatch (2 each)
- Law Enforcement Audio/Video Recording System for Felony or Major Crime Interviews – Federal Drug Forfeiture Funding
- Security Fencing Installed in Police Garage for Evidentiary Purposes – Federal Drug Forfeiture Funding
- Heavy Duty Document Shredder – JAG Grant Funding



Computer System Equipment & Peripherals

- Workstation Replacements (2 each)
- Vehicle Mobile Tablets (4 each)
- Laptop for Training Division
- Voice Recording System Upgrade
- Public Safety Facility Rewired with CAT 6 Wiring for Future Network Upgrades



Goals FY 2015-2016

The Department will continue to strive toward the advancement of professional police services to promote enhanced administrative, technical, and operational police practices. In furtherance of this goal, the Department will continue working toward achieving accreditation status through the Rhode Island Police Accreditation Commission.



EMERGENCY MEDICAL SERVICES

MISSION STATEMENT

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



Overview 2014-2015

Calls for Service by Vehicle		
Paramedic 1 Total	Paramedic 2 Total	Paramedic 3 Total
1,736	2,593	1,044
Mutual Aid Required	Mutual Aid Given	
157	58	

Five-year Comparison	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Total runs	2,707	2,652	2,807	2,852	2,750
Advanced Life Support	918	1,010	1,104	1,455	1,503
Mutual Aid Required	126	123	174	133	157

Accomplishments FY 2014-2015

COMMUNITY SERVICES

- RI Department of Health, various committees and interests for pre-hospital care
- Paramedic-2 continued to provide Advanced Life Support to requesting agencies
- Provided training for Town staff & Police in CPR and the application of Automated External Defibrillator
- Provide training in CPR, sheltering, and other methods to the Community Emergency Response Team (CERT) of volunteers
- Received Federal grant in the amount of \$42,751 that provided EMS Rescue gear for staff
- Administered Tdap vaccine and seasonal flu vaccine to school age (grades K-12) and adult residents during a public clinic in South Kingstown in cooperation with the School Department and Department of Health
- Continued working with the RI Department of Health in the creation of new EMS protocols and education guidelines
- Continued to increase public education and awareness activities, advocate for emergency preparedness for all citizens



STAFF TRAINING

- Advanced Cardiac Life Support
- Pediatric Advanced Life Support
- Basic Trauma Life Support
- EMS response to terrorism
- Advanced Burn Life Support
- Incident Command levels 100-800
- Computer based continuing education
- Traditional classroom based training in conjunction with surrounding public safety agencies
- Mass Casualty Incident procedures



Main Station – Public Safety Complex

Goals FY 2015-2016

- Continue to utilize Medical Director for quality improvement through call review
- 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
- Complete building improvements to southern EMS station
- 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 professional development for personnel
- Design and prepare specifications to replace Paramedic 1 in FY 2016-2017
- Upgrade to new version of electronic patient care report system



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 maintains 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 2014-2015

SHELTER PROGRAM



The primary function of the South Kingstown Animal Shelter, located at 132 Asa Pond Road, 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 and found ledger, and access to the shelter seven days a week. The Shelter also focuses on animal placement, both on premises at the Shelter and off premises through displays and/or arrangements with local businesses. The success of the Shelter's reclaim and adoption rate is evidenced by the low euthanasia rate of less than 4% of impounded animals. While euthanasia does occur, it is 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.

In addition to basic needs, Shelter staff provide 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.

Shelter operations were moved into a newly constructed addition in January 2012, with renovations to the old section of the building completed in the Spring 2012. This state of the art facility supports the Shelter's philosophy to provide the animals with the best quality care possible utilizing all available resources. To reduce utility costs for the operation of this expanded size facility, energy savings measures were implemented in FY 2013-2014, including the reconfiguration of ductwork, the integration



of an economizer control package into the HVAC system, and the installation of an induct air purification system. The Shelter has realized a major reduction in fuel and electricity consumption as a result of this initiative. Improvements to the facility in FY 2014-2015 also included the installation of additional fencing adjacent to the building leading to the kennel area to make it more secure for the staff to safely move animals to and from the outside kennel areas.

The Shelter continues to serve the stray population of the Town of Narragansett through a shared services agreement. In the 2014-2015 fiscal year, the Town of Narragansett contributed \$70,500 toward the Shelter’s operating expenses, reflecting the services offered to the Narragansett impounded population. Additionally, the Animal Shelter staff raised \$17,398 through various donations and fundraising efforts held throughout the year, such as yard sales, recycling aluminum cans, and memorial donations.



The Shelter has been designated as a Regional Emergency Animal Shelter for sheltering pets in the event of a disaster or severe weather event requiring evacuation. The RI Department of Environmental Management, in cooperation with the State Veterinarian, has supplied the Shelter with a 25kw portable generator to support shelter operations during these events.

ROAD PROGRAM



The Animal Control Officers (ACO’s) 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 ACO’s 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 2013-2014</u>	<u>FY 2014-2015</u>
Total Animal Complaints	1,357	1,188
Total Impoundments	318	201
➤ Canine/Feline	162/154	138/60
Total Summons Issued	5	12
Total Quarantines	58	58
➤ Canine/Feline	46/12	46/12

Goals FY 2015-2016

SHELTER AND ROAD PROGRAMS

- Continue the Shelter’s commitment to educate the general public regarding the humane treatment of animals, the importance of pro-active care, the benefits of spaying/neutering, and rabies awareness
- Continue general fundraising
- Continue refining operational procedures for the shelter facility
- 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 2014-2015

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 2014 boating season, the Harbormaster crew conducted 17 safety checks and issued 14 warnings for various boating violations.

The Harbormaster also manages the Town's mooring fields which generated \$33,909 in rental fees during the 2014-2015 fiscal year. The Harbormaster, in conjunction with the Town Clerk's Office, works to enforce inspection requirements and resolve nonpayment of licensing fees to ensure compliance of current mooring holders. To streamline the application renewal process, the Town recently entered into a partnership with Online Mooring. By using www.onlinemooring.com, mooring holders can submit applications, pay fees, check the status of their application and view mooring locations on Google Map/Earth.



URI Sailing Center

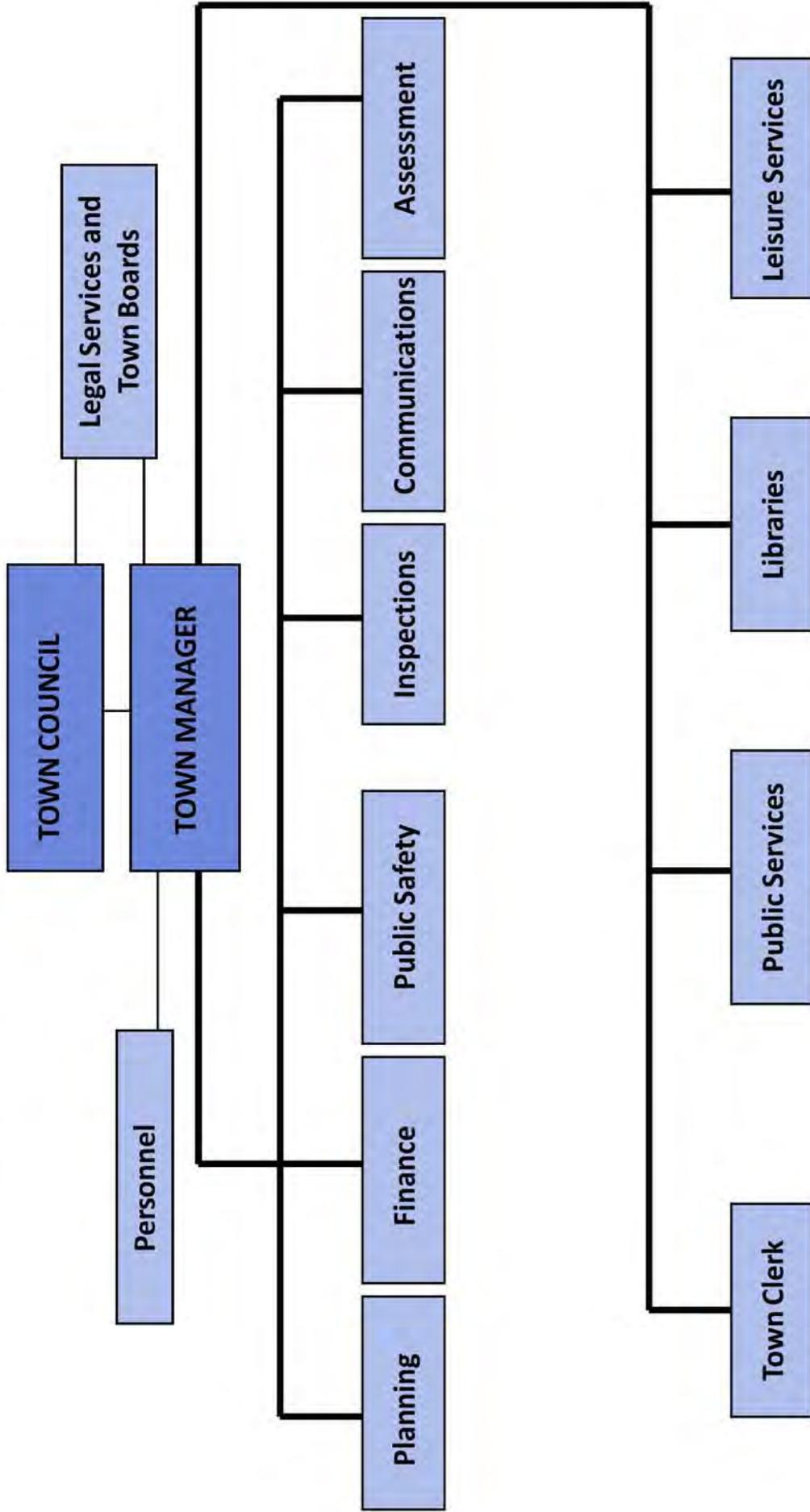


Marina Park Boating Facilities

Goals FY 2015-2016

The Harbor Patrol Division will continue its efforts in educating the public on boating safety, in addition to enforcing state and local boating safety laws. Additionally, the Harbormaster will continue working with the Town Clerk's Office in completing the transition to the new Online Mooring system.

Town of South Kingstown –Organizational Chart



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

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

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

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

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

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

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

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

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

TOWN OF SOUTH KINGSTOWN



MUNICIPAL DEPARTMENT DIRECTORS

As of September 2015

TOWN MANAGER	STEPHEN A. ALFRED
DIRECTOR OF ADMINISTRATIVE SERVICES	AIMEE Y. REINER
TOWN CLERK	DALE S. HOLBERTON
TOWN SOLICITOR	MICHAEL A. URSILLO
FINANCE DIRECTOR.....	PATRICIA A. SUNDERLAND
INFORMATION TECHNOLOGY DIRECTOR	LORI ANN FOX
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	LANCE WHALEY
LIBRARY DIRECTOR	SHIRLEY LONG
DIRECTOR OF LEISURE SERVICES	THERESA L. MURPHY
CHIEF OF POLICE	VINCENT VESPIA, JR.
INTERIM EMERGENCY MEDICAL SERVICES DIRECTOR	WILLIAM E. HOWE
ANIMAL SHELTER MANAGER.	ANN MARIE MITCHELL
HARBORMASTER	MICHAEL STACH