



Town of South Kingstown
Annual Report of Municipal Services
FY 2015 - 2016





**TOWN OF SOUTH KINGSTOWN
FISCAL YEAR 2015-2016**

**ANNUAL REPORT OF MUNICIPAL SERVICES
OCTOBER 2016**

TOWN COUNCIL PRESIDENT

ABEL G. COLLINS

TOWN COUNCIL VICE PRESIDENT

MARGARET M. HEALY

RACHEL CLOUGH, COUNCIL MEMBER

LIZ GLEDHILL, COUNCIL MEMBER

JOE VIELE, COUNCIL MEMBER

PUBLIC SERVICES DEPARTMENT

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

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

KINGSTON FREE LIBRARY

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

PUBLIC SAFETY COMPLEX

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

ANIMAL SHELTER

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

NEIGHBORHOOD GUILD

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

SENIOR CENTER

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

ADULT DAY SERVICES CENTER

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

TOWN HALL

180 High Street, Wakefield, RI 02879
(401) 789-9331

www.southkingstownri.com

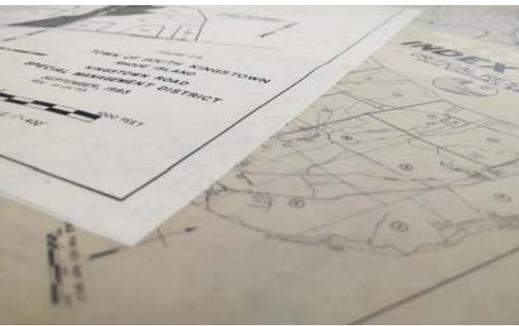
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**TOWN OF SOUTH KINGSTOWN
ANNUAL REPORT OF MUNICIPAL SERVICES
FY 2015-2016**



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HONORABLE TOWN COUNCIL MEMBERS:

The enclosed Annual Report has been prepared in order to provide information about the Town's municipal services delivered to the community during the most recent fiscal year, 2015-2016.

The Annual Report is designed to present to the Town Council, and to the community, a summary of municipal policy and planning directives the Town has pursued, including key projects, programs, and accomplishments, as well as providing key metrics, inclusive of budgetary comparisons of adopted as compared to actual expenditures. Readers will note this year's Annual report has been redesigned, providing information in a new modern format, using infographics to showcase metrics, as well as identifying how the Town staff's work efforts relate to the Town Council's Adopted Goals and Objectives. Although we have accomplished much this year, there is always more work to be done and we will constantly look for ways to raise the bar of excellence.

Preparation of this report requires a team effort and I would like to personally acknowledge the outstanding talents and services provided by each of the Department Directors as well as Aimee Reiner, Director of Administrative Services and Chelsea Siefert, Principal Planner in the preparation of this year's Annual Report. Ms. Reiner's development of the new Annual Report format, and her efforts in conjunction with Department Directors to provide informative content that identifies projects, accomplishments, and work efforts, combined with Ms. Siefert's assistance with graphic design, allowed a visually appealing document to be prepared that provides the community with a wealth of information as to how their local government operates.

I trust that this year's Annual Report will inform the Town Council about the scope of activities and accomplishments that the Town has achieved in the last year. Therefore, I am pleased to submit to the Town Council, and to members of the South Kingstown community, the Town of South Kingstown's FY 2015-2016 Annual Report of Municipal Services. 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

SOUTH KINGSTOWN, Rhode Island, established in 1658 and incorporated as a Town in 1723, is a suburban community situated in southern Rhode Island, located about 30 miles south of Providence. The natural setting of the community is very diverse, and is comprised of farms and woodlands, freshwater wetlands and ponds, salt ponds and marshes, ocean beaches, and other waterfront areas across a total area of 62.3 square miles, or 56.98 square miles excluding inland water bodies.

LANDSCAPE

The Town's beaches, salt ponds, and estuaries are significant natural features seldom found in such abundance and proximity in other communities. These resources are augmented by freshwater marshes and open water in a series of ponds, including Worden's Pond - the largest natural freshwater pond in the State, and rivers connecting upland resource areas with the tidal estuaries. These resources benefit not just residents, but attract tourists from throughout New England and beyond. The varied landscape provides critical habitat to more threatened and endangered species than any other Rhode Island community. The Chipuxet River Aquifer,

a sole source aquifer, provides high quality groundwater to the four public water suppliers in Town and provides the source for many of the private residential, agricultural, commercial, and industrial wells in Town.

CULTURAL RESOURCES

Cultural resources of South Kingstown mirror both the heritage of the Narragansett Indian Tribe and other local Native American tribes, and the historic settlement patterns of the colonists, and later industrialization. South Kingstown contains a number of unique and distinct historic villages and places, including the villages of Wakefield and Peace Dale in the central portion of the community. Stone mills, stone walls, historic homes, and Native American place names help to define the heritage and cultural context of the Town. Agricultural and aquacultural activities also define an important component of South Kingstown's cultural landscape. South Kingstown's natural and cultural resources provide the framework for the high quality of life today in the community. Scenic forests, rural farmlands, historic villages, and unique summer communities complete a picture, weaving upland and wetland resources together. The protection of the Town's critical natural resources has been



a long-term, continuing priority in the community, resulting in the preservation of 11,473 acres (31.5%) of the land area in the community as of July 2015.

ECONOMY

Like many New England communities, South Kingstown's early economic heritage is rooted in agriculture. Initially the dominant economic activity, farmsteads are still visible across the landscape of Town. Farming gave way to manufacturing during the nineteenth century. Grist mills and saw mills transformed villages such as Wakefield, Peace Dale, and Rocky Brook into thriving communities. Later in the 1800's, textile mills and fulling mills were also established. Following this, the role of the shore gained prominence in the late 19th and early 20th centuries, as it developed to serve a growing influx of summer visitors and residents. The Town became the home of a new railroad station at West Kingston in 1875 and a new State college in 1888, now the University of Rhode Island, two economic components still of notable significance to the community and region.

URI

The University of Rhode Island is located in the historic village of Kingston. Originally chartered as the State's agricultural school in 1888, it became Rhode Island College of Agriculture and Mechanical Arts in 1892, Rhode Island State College in 1909, and then a university in 1951. URI enrollment for the 2015-2016 academic year stands at 16,783 students, (comprised of 14,650 undergraduates and 2,223 graduate students). This enrollment is supported by a full time teaching faculty of 728, further assisted by 581 part-time faculty members. URI is the sixth largest employer in the State of Rhode Island, with 2,448 full time employees and 1,308 part time employees, inclusive of Graduate Student assistants.

EMPLOYERS & TOURISM

Besides URI, major employers in the Town include Schneider Electric (parent company of the

former American Power Conversion), and South County Hospital. Tourism is also an important component of the local and regional economy in South Kingstown and Washington County, known affectionately as South County. Visitors to the community take advantage of the Town's many natural and cultural attractions: salt water beaches on Block Island Sound, salt ponds, seasonal rental communities, abundant Town and State parks and open space areas, historic resources, as well as varied shopping and dining opportunities.

QUALITY OF LIFE

For decades now, residents and visitors have been coming to South Kingstown to enjoy the unspoiled beauty of the shoreline, the quiet tranquility of rural farmlands, and the quaint charm of the historic villages. It is no surprise that South Kingstown has grown at a faster pace than all other Rhode Island communities over the last twenty years - a fact that underscores the desirability of the community as a vibrant place to live and work.

South Kingstown is a community where residents take great pride in maintaining and preserving the quality of life residents enjoy. As can be readily imagined, this effort requires enthusiastic and active participation of dedicated elected and appointed officials, as well as concerned and interested citizens, to address the issues of the day and plan for the future. The Town provides exemplary services and facilities to its residents, businesses, and visitors, while maintaining prudent and efficient fiscal practices. South Kingstown is fortunate to have a strong volunteer spirit among residents, whose creativity, talents, and energy contribute immensely to a vital, active, and healthy community. The vibrant quality of life in South Kingstown is rooted firmly in its natural and cultural heritage and carried forth by the residents, elected officials, and administration in a manner that is respectful of the past, cognizant of the present, and anticipatory of the community's needs in the future.

SOUTH KINGSTOWN FUN FACTS



ESTABLISHED
1658
INCORPORATED
1723



56.98 SQ MI
LAND AREA



5.32 SQ MI
WATER AREA



POPULATION OF
30,750

2.9% OF STATE POPULATION

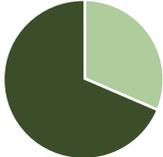
24% OF WASHINGTON COUNTY POPULATION

5
TOWN COUNCIL MEMBERS

13,218
HOUSING UNITS



11,473
ACRES OF PRESERVED LAND



31.5% OF LAND AREA

2,313
SEASONAL HOUSING UNITS
17.5% OF TOTAL

592
AFFORDABLE HOUSING UNITS
5.43% OF TOTAL



\$72,021
MEDIAN HOUSEHOLD INCOME

AVERAGE HOUSHOLD SIZE
2.6




1 PUBLIC HIGH SCHOOL

2 PUBLIC MIDDLE SCHOOLS

4 PUBLIC ELEMENTARY SCHOOLS

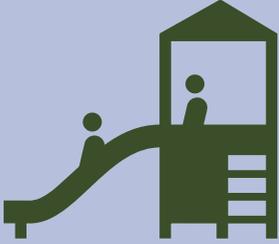


3
PUBLIC LIBRARIES



10 MILES
OF UNDISTURBED
BEACHES

22
PUBLIC PARKS &
FACILITIES



HOME TO
KINGSTON TRAIN
STATION



HOME TO THE
UNIVERSITY OF RI

7 MILES


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

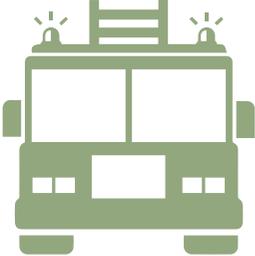


HOME TO SOUTH
COUNTY HOSPITAL



12
UNIQUE VILLAGES

2
VOLUNTEER FIRE
DISTRICTS



KINGSTON FIRE
DISTRICT
&
UNION FIRE
DISTRICT





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

TOWN COUNCIL PRESIDENT
ABEL G. COLLINS

TOWN COUNCIL VICE PRESIDENT
MARGARET M. HEALY

COUNCIL MEMBER	RACHEL CLOUGH
COUNCIL MEMBER	LIZ GLEDHILL
COUNCIL MEMBER	JOE VIELE

ELECTION & MEETING INFORMATION

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

LIVE VIDEO STREAMING & REBROADCASTS

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

CONTACT THE TOWN COUNCIL

The Town Council can be reached via the Office of the Town Manager, by sending an email to towncouncil@southkingstownri.com, or by sending a letter to the Town Council, 180 High Street, Wakefield, RI 02879. In addition, members

of the public are always welcome to attend Town Council meetings, and can speak to agenda items or other items of concern during the public comment

portion of the agenda, Comments from Interested Citizens.

TOWN COUNCIL FACTS

 <p>5 TOWN COUNCIL MEMBERS</p>	 <p>2 YEAR TERMS</p> <p>ELECTED IN NOVEMBER OF EVEN NUMBERED YEARS</p>	<p>SPECIAL ELECTION HELD IN SEPTEMBER 2015 TO ELECT 1 NEW MEMBER</p>	
<p>25 REGULAR MEETINGS 7 CLOSED EXECUTIVE SESSIONS 13 WORK SESSIONS</p> <p>45 MEETINGS</p> 		<p>REGULAR SESSION MEETING TIME</p>  <p>7:30PM</p>	<p>REGULAR SESSION MEETING NIGHTS ARE THE 2ND AND 4TH MONDAYS OF EACH MONTH</p>

TOWN COUNCIL GOALS & OBJECTIVES

The Town Council’s Goals and Objectives for the 2014-2016 term, as adopted August 24th, 2015, are organized and detailed within twelve main topics, identified below. Throughout this document, the topical areas are identified by the symbol shown.

BUDGET DEVELOPMENT & FISCAL MANAGEMENT

South Kingstown will compose annual municipal budgets that are efficient, transparent, and engage the general public

- Provide adequate resources for essential public services and programs
- Continue to identify and implement efficiency and effectiveness improvements throughout the Town’s Operating program
- Consider, as a guiding principle, the “ability to pay” of local residents and businesses in the budget development process
- Utilize the budget process to advance/implement the overall policy environment and administrative work program for the community
- Promote public involvement and participation in the development of the annual budget program

COMMUNICATION & EDUCATION

Utilize the Town website on a broader basis to communicate with residents, local business, and other interested parties

Maintain and improve communications and cooperation with local institutional entities (URI, South County Hospital, and Fire Districts, Kingston and Union)



PROVISION OF CORE SERVICES & FACILITIES

Continue exemplary levels of general municipal core services and programs for the citizens of our community

Provide high quality municipal services in the most cost effective manner

Maintain the Town's leadership position among RI communities by continuing to incorporate sustainability features into municipal services, programs, and facilities



LAND USE

Maintain rural, small town (historic village based model) qualities of the community

Preserve open space and agricultural land

Support appropriately scaled aquaculture uses in the Town's salt ponds

Continue with growth management efforts and development of a sustainability policy model for community development

Support a land use development model that promotes the health of our citizenry



HOUSING

Promote and enhance the values, sense of place, and community represented in South Kingstown's existing housing stock and traditional village development pattern

Facilitate the development of affordable housing throughout the community with the goal of achieving the State's 10% affordable housing stock

Encourage a wide range of affordable housing options through a combination of innovative regulatory mechanisms, public and private initiatives, and joint public and private partnerships



ENVIRONMENT & NATURAL RESOURCES

Promote the sustainability and resilience of the natural resource systems within the Town of South Kingstown

Identify and promote public discussions relative to issues concerning sea level rise (SLR), climate change, and coastal erosion threats to natural resources and municipal infrastructure

Promote the protection of groundwater resources and water conservation measures

Protect freshwater and saltwater resource systems in the community

Consider the establishment of a community goal for reduction of our municipal carbon footprint in a manner that is consistent with, or exceeds, established State of RI goals

Promote and encourage the establishment of locally sourced renewable energy resources such that by 2025 the production of such resources exceeds the annual energy use requirements of the South Kingstown municipal government



CULTURAL & HISTORIC RESOURCES

Consider expansion of measures available for protecting cultural resources to provide maximum protection to South Kingstown's historic and prehistoric resources



ECONOMIC DEVELOPMENT

Foster a local economy that supports a diverse business and industry base

Support village based economic development in South Kingstown

Provide the business community with a clear framework for establishing, maintaining, and expanding business operations in Town

Recognize and support tourism as a major driver of economic development in South Kingstown

Continue support of agriculture and aquaculture in the Town



CIRCULATION

Encourage and maintain multi-modal transportation opportunities throughout Town to support a healthy, equitable transportation system

Promote street and infrastructure improvement designs that are safe, inviting, and attractive which support healthy, active modes of transit in the community

Ensure that circulation improvements protect the quality of life in the community

Work with state and federal agencies to improve safety and accessibility for residents, visitors, and students



SPECIAL NEEDS POPULATIONS

Provide services and programs that seek to address unmet needs of special populations within the Town

Ensure excellence in service delivery, advocacy and public policy dedicated to the needs of older residents of the Town of South Kingstown, their families, and caregivers through a single, visible and responsive department

Acknowledge the unique and valuable contributions of the veterans in our community and commit to a public policy environment that honors such service



UNIVERSITY OF RHODE ISLAND

Improve host community/institutional relationships and strategic planning

Enhance transportation, traffic, public safety, and infrastructure system linkages

Promote on-campus housing resources and affordable housing opportunities

Preserve open space, provide for a sustainable campus environment, and enhance natural systems protection



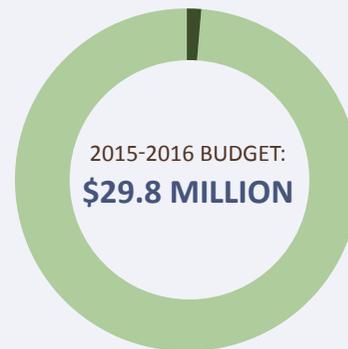
SOUTH COUNTY HOSPITAL

Work in cooperation with the hospital administration to ensure the long-term viability of South County Health Care System's community health-care delivery model



THE TOWN MANAGER'S OFFICE provides general administrative management, policy direction, and oversight of municipal operations. The Office is committed to being responsible, ethical, and transparent while providing quality, innovative, and effective service to the Town Council, all Town departments, federal and state agencies, the business community, and Town residents. The Office fosters and promotes effective working relationships with all Town employees, boards, committees, and commissions, and is committed to annually presenting a fiscally responsible comprehensive budget program and six-year capital improvement plan.

DEPARTMENT BUDGET:

\$408,479**3.25**

EMPLOYEES



PRINCIPLE FUNCTIONS

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

- Serve as the Town's Chief Executive Officer
- Advise the Town Council on municipal policy and programs affecting the community
- Provide direct staff support to the Town Council and various municipal Boards and Commissions
- Provide weekly reports to the Town Council and responsible for the bi-monthly Town Council agendas
- Responsible for the administration and management of all municipal government operations, including directing and coordinating policy implementation, activities, and work programs for all Town Departments
- Interact with federal and state agencies and other local governments and agencies
- Conduct short and long-range financial planning



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- Policy and program development including preparation, administration, and fiscal management of the annual operating budget and the six-year capital improvement program
- Manage employee and labor relations including contract negotiation, implementation, and grievance process

FEATURED PROJECTS & ACCOMPLISHMENTS

FY 2016-2017 BUDGET, TAX LEVY & TAX RATE

The Town Manager's Office, working closely with the Finance Director, prepared the FY 2016-2017 Town Manager Proposed Budget in conformance with defined GFOA Distinguished Budget Presentation Award requirements. The proposed budget was presented to the Town Council in March 2016. This budget document is the Town's first to be prepared in conformance with GFOA requirements. The FY 2016-2017 Town Council Adopted Budget has been submitted to GFOA for award consideration, and is currently in the review process.

The final budget for the 2016-2017 fiscal year, in the amount of \$92,432,421 was adopted by the Town Council in a regular session held April 25, 2016. Funding is allocated in the amount of \$31,277,700 (33.8%) for municipal services and \$61,154,721 (66.2%) for school programs including school related debt service.

Cities and towns in Rhode Island must rely on property tax as the principal revenue source to support municipal and school services, based upon the historical state and local tax structure in the state. In the FY 2016-2017 Adopted Budget, the required property tax levy inclusive of the motor vehicle excise tax and overlay amounts to \$70,583,038. The property tax allocation is budgeted at \$18,545,689 for municipal programs and \$52,037,349 for school services and facilities, including school related debt service. The property tax rate to support this tax levy equates to \$15.09 per thousand dollars, resulting in 74 cents of every dollar paid in property tax being spent on schools,

and the remaining 26 cents spent on the municipal program.

CAPITAL IMPROVEMENT PROGRAM

The Town Manager presented the 6-year Capital Improvement Program (CIP) for the period FY 2016-2017 through FY 2021-2022 to the Town Council in January 2016. Capital facilities and infrastructure refer to all public facilities, both municipal and school, including buildings, parks, streets, bridges, water and wastewater systems, and solid waste disposal facilities. The CIP is a financial planning document that is subject to annual review and update, and documents capital programs or projects that are proposed to be undertaken over the next six year period. The intent of the CIP is to provide a comprehensive community needs statement, to provide for the development of a prioritized implementation schedule for meeting the community's needs, and to provide financial data relative to the community's ability to manage and finance the costs associated with meeting the defined needs. The Town Council adopted the CIP as presented on January 25, 2016 with a FY 2016-2017 Capital Budget program in the amount of \$2,541,450 and a Six Year Long Term Element program in the amount of \$24,049,890 for the period FY 2016-2017 through FY 2021-2022.

UNION CONTRACTS

The Town's municipal staff consists of nonunion employees as well as employees who are union members. The four municipal unions include the International Brotherhood of Police Officers (IBPO), Local 489 representing the Town's police officers; the International Association of Fire Fighters (IAFF), Local 3365 representing employees of the Town's EMS Department; the South Kingstown Municipal Employees Association (SKMEA), a local chapter of NEARI; and Council 94, Local 1612.

Three of the Town's four municipal unions completed the first year of three year agreements, with negotiations having taken place during the Spring of 2015, and new contracts effective July 1, 2015. With an agreement expiring June 30, 2016, the Town commenced negotiations with the

International Brotherhood of Police Officers (IBPO), Local 489 in the Spring of 2016. Negotiations were completed successfully, with the Town and the IBPO coming to agreement in June, and subsequently signing a three year agreement effective July 1, 2016 which extends through June 30, 2019. The principal components of the agreement include a significant number of language updates which provide clarity and define current practice, as well as updates that address the main issues of salary, health, and leave benefits. Salary increases reflected over the course of the three year agreement bring the officer salary schedule into better alignment with neighboring communities, and reflects the quality and professionalism of the Police Department. In addition, the agreement includes a significant adjustment to the overtime calculation process, which allows the Town to recognize a cost savings on overtime budgeted, offsetting the expense of the salary increases.

CodeRED EMERGENCY NOTIFICATION SYSTEM

In 2011, the Town began to use a purchased service for resident emergency notification. The Town has used the system on several occasions in recent years in response to time sensitive events having potential impact on the community, including coastal and rain-based flooding events, hurricane/tropical storms, power outages, as well as severe winter storms. Last year, the Rhode Island Emergency Management Agency (RIEMA) awarded a statewide contract, and the Town migrated to the CodeRED emergency notification system, allowing

for collaborative efforts between RIEMA and the Town, as well as providing all residents a single portal to set up emergency notifications at both the state and local level. All residents and businesses are encouraged to register and provide their specific contact information, including cell phone, text message, and email address information and contact method preference. To register, visit the Town's website and click the Emergency Alerts button on the homepage.

SHARED & REGIONAL SERVICES

The Town continues to be proactive in the area of shared, consolidated, and regional services, having already achieved much operational efficiency, while continuing to investigate new opportunities both within and outside of the community. New opportunities for shared service programs continue to be considered in an effort to meet the challenges brought about by reductions in State Aid, static or limited growth in revenues, and an economy that has just begun to show signs of limited growth.

In addition to the programs shown on the following page, the Town has taken advantage of consolidation opportunities with outside agencies involving risk management with the Rhode Island Interlocal Risk Management Trust (The Trust), shared support of youth recreational leagues and facilities, electricity purchasing, and open space acquisition. The need to maintain and expand shared service relationships will continue to be an ongoing priority of the community in the coming years.

FEATURED ACCOMPLISHMENTS



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

Prepared and submitted to the Town Council a 6-year Capital Improvement Program (CIP) for the period of FY 2016-2017 through FY 2021-2022

Prepared and submitted to the Town Council the FY 2016-2017 Town Manager Proposed Budget, and prepared the FY 2016-2017 Town Council Adopted Budget

Prepared the FY 2016-2017 Town Manager Proposed Budget document in accordance with GFOA Distinguished Budget Award Requirements, and submitted the Town Council Approved budget document for award consideration

Administration of the FY 2015-2016 operating and capital budget program

SHARED SERVICE PROGRAMS	SCHOOL DEPARTMENT	NARRAGANSETT	NORTH KINGSTOWN	URI	OTHER NEIGHBORING COMMUNITIES
Government Financial Management System (MUNIS)	⊙				
Budget Review	⊙				
Other Post Employment Benefit (OPEB) Preparation	⊙				
Accounts Payable & Appropriation	⊙				
Medical & Dental Benefit Programs	⊙				
Athletic Field Maintenance	⊙				
Radon Testing	⊙				
Information Technology Support	⊙				
Bank Reconciliation, Check Endorsements, Wire Transfers	⊙				
Winter Storm Response Services	⊙				
Coordinating the location & management of Emergency Sheltering Services during emergency events	⊙	⊙			
Regional Wastewater Treatment Facility	⊙	⊙		⊙	
Regional Road Striping Program	⊙	⊙	⊙	⊙	⊙
Solid Waste & Recycling Services at Rose Hill Regional Transfer Station		⊙			
Senior Services programs		⊙	⊙		⊙
Animal Shelter Operations		⊙			
Mutual Aid for Police & Emergency Medical Services		⊙	⊙	⊙	⊙
Superfund Landfill Closeout		⊙		⊙	
Rose Hill & Plains Road Use & Maintenance		⊙		⊙	
Planning Efforts		⊙	⊙	⊙	⊙
Grant Administration	⊙				
Solar Photovoltaic Energy Consortium	⊙	⊙		⊙	
Capital Planning	⊙				



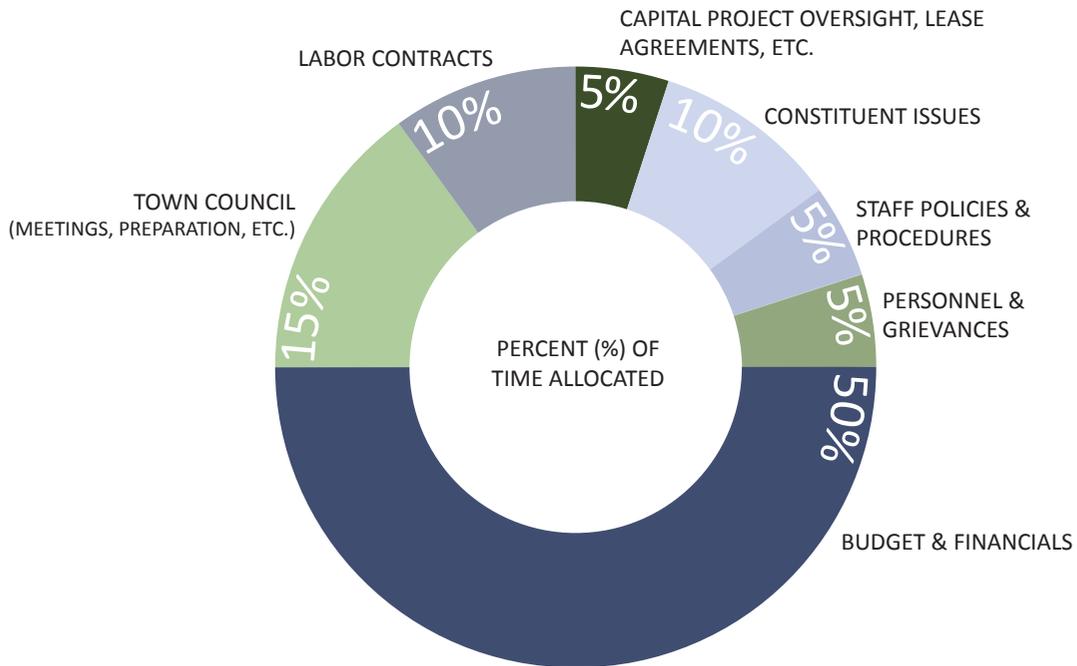
PROVISION OF CORE SERVICES & FACILITIES

Prepared and submitted to the Town Council the FY 2014-2015 Annual Report of Municipal Services

Provided management oversight of major Town projects, including but not limited to the Community Recreation Center, the sheet pile wall road protection project in Matunuck, and the East Matunuck Water Main Interconnect project

Conducted and successfully completed labor negotiations with the IBPO Local 489, representing the members of the Town's Police Department, and implemented a contract effective July 1, 2016 - June 30, 2019

PERFORMANCE METRICS



ATTENDED

45 TOWN COUNCIL MEETINGS

25 REGULAR MEETINGS

7 CLOSED EXECUTIVE SESSIONS

13 WORK SESSIONS

Aa1

MOODY'S BOND RATING

1ST TIME

BUDGET SUBMITTED TO GFOA FOR AWARD CONSIDERATION

26

DEPARTMENT & DIVISION HEADS

ALMOST

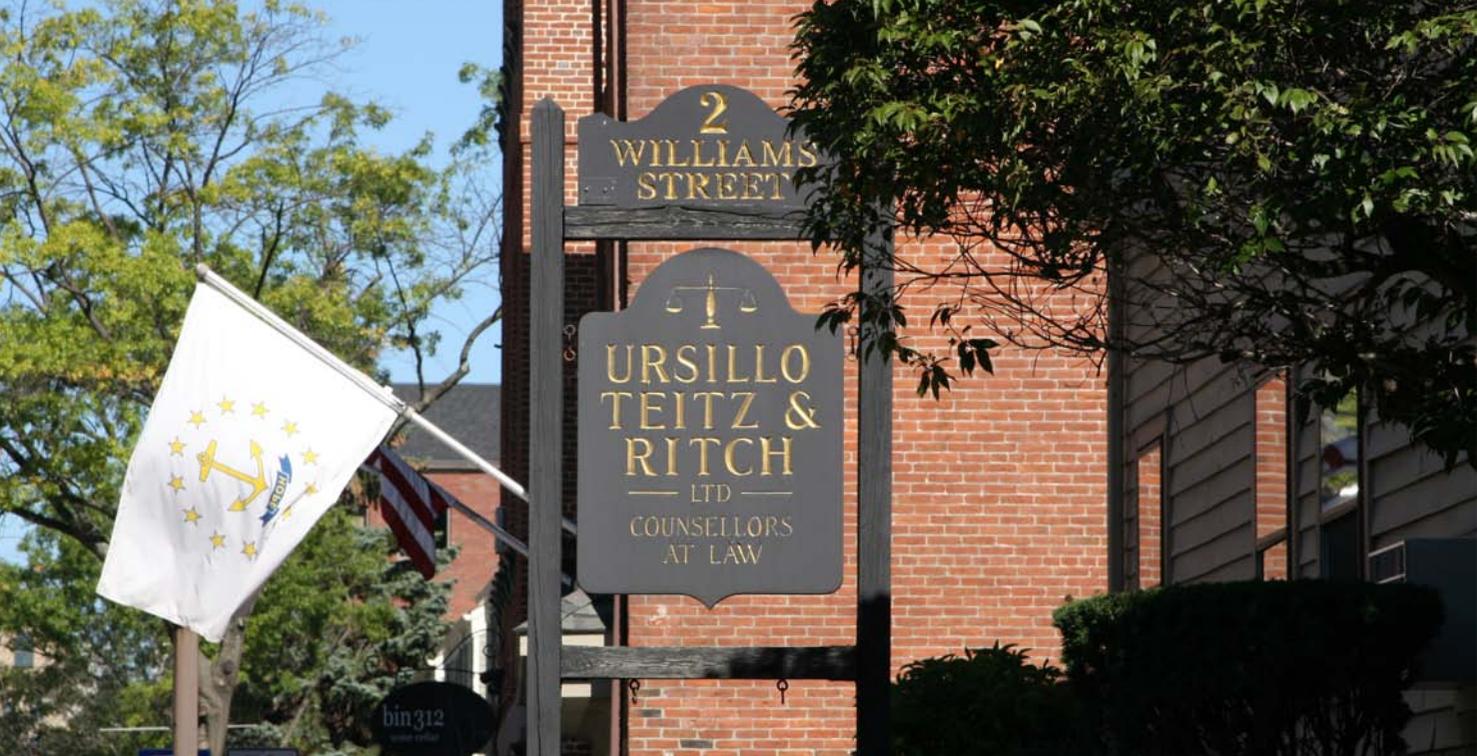
400

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

4 UNION CONTRACTS

3 IN FIRST YEAR OF 3 YEAR CONTRACT

1 NEGOTIATED TO BEGIN 07/01/16



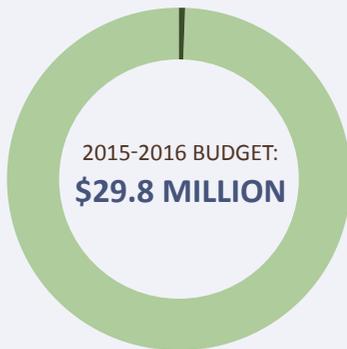
4

ATTORNEYS
ON RETAINER



PROGRAM BUDGET:

\$173,748



THE MUNICIPAL LEGAL SERVICES PROGRAM

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

OVERVIEW

The following law firms provide the Town with legal services:

- Ursillo, Teitz & Ritch, Ltd. provides general municipal and special legal counsel representation
- Kelly, Kelleher, Reilly & Simpson provides criminal prosecution representation
- Locke Lord LLP provides representation for bond related matters
- First Southwest provides representation for financial related matters

TOWN SOLICITOR

The law firm of Ursillo, Teitz & Ritch, Ltd. provides legal representation to the Town, attends all meetings of the Town Council, Zoning Board of Review, and Planning Board, and provides legal assistance and advice to these bodies as well as to the Town Manager and Town Staff. In addition, the Town Solicitor provides advocacy on behalf of the Town, tracks State policy affecting the municipality, and assists with the drafting of additions and amendments to the Town Code as required. The Town Solicitor is proactive, meeting with Town Officials to anticipate and avoid potential problems before they arise.

Responses are provided to all requests for legal advice from Town Departments, through either the department heads directly or the Town

Manager. The Town Solicitor accepts service of process on behalf of the Town and defends the Town in all lawsuits not handled by the Town's insurance carrier. The Town's legal staff also files actions on behalf of the Town when necessary seeking civil remedies, including enforcement actions against public nuisances and violations of Town Ordinances. The Solicitor exercises independent professional judgment and renders candid advice to the Town Council, Town Manager, and staff involving matters of concern to the Town.

The law firm of Ursillo, Teitz & Ritch, Ltd. has provided all general municipal legal services to the Town since 1995. Michael A. Ursillo serves as Town Solicitor and Andrew M. Teitz, AICP, and Amy H. Goins serve as Special Legal Counsel for Zoning and Planning. Scott A. Ritch assists with review of all contractual matters. The Town Solicitor also addresses liability claims with the Town's insurer, The Rhode Island Interlocal Risk Management Trust.

TOWN SOLICITOR FEATURED ACCOMPLISHMENTS

The Town has successfully prevailed in two Superior Court actions as well as at the Coastal Resources Management Council with regard to the installation

of a sheet pile wall to protect Matunuck Beach Road and the over 250 households that are at risk in the event of an adverse weather event. We also successfully worked with a court-appointed Receiver of the former sea wall contractor to transition its construction to a new contractor.

The office is working diligently to obtain EPA-mandated compliance with regard to the imposition of Institutional Controls applicable to properties in the vicinity of the Rose Hill Transfer Station.

The office has reviewed numerous Town contracts, agreements, leases, and easements to ensure that the Town is subject to the least amount of liability possible and best protecting the Town's interests.

The office has interfaced with various state agencies in representing the Town's interests including the Rhode Island Emergency Management Agency relative to the Rhode Island statewide communications network; the Rhode Island Clean Water Finance Agency; and the Department of Environmental Management with regard to the Wakefield Pond Dam and Institutional Controls.

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



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

The 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.

PROGRAM FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

Provide quality legal services to the Town in a timely fashion and at an affordable rate

Successfully represent the Town in civil cases where the Town has an interest; in civil or criminal cases in which the constitutionality or validity of any ordinance is questioned; institute and prosecute all legal proceedings deemed necessary or proper to protect the rights and interests of the Town; and otherwise successfully defend lawsuits brought against the Town

Provide proactive representation through the review of various ordinances, municipal contracts (collective bargaining agreements, contracts with supply vendors, professional services, etc.), memoranda, and policies prior to implementation

Provide proactive representation through keeping abreast of continued state law and regulatory changes

Provide non-partisan legal advice, opinions, and services as required and/or as requested, based on the combined experience of legal counsel, set forth in a comprehensible and straightforward manner, including but not limited to: matters relating to Federal and State law, Town Charter and Code of Ordinances, land use, tax assessment and collection, new and pending general litigation, labor relations, criminal prosecutions

PERFORMANCE METRICS

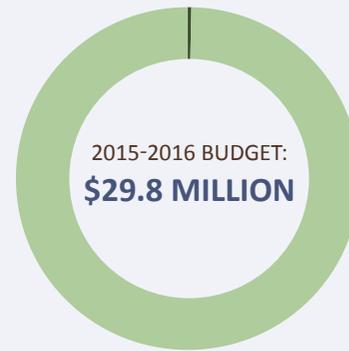




THE PERSONNEL DIVISION'S mission, as part of the Town Manager's Office, is to provide consistent, effective, and efficient human resource management by developing and implementing policies, programs, and services that contribute to attaining Town and employee goals. By making this commitment to its employees, the Town promotes an environment of mutual respect and equal opportunity, and provides outstanding service to the community.

DEPARTMENT BUDGET:

\$99,935



1.25

EMPLOYEES



PROGRAM SUMMARY

The Division's reach extends from the first inquiry about a position vacancy through retirement, with the goal being to provide quality service to all prospective, current, and previous employees, and to treat such individuals with respect and good care. Responsibilities of the Personnel Division include the recruitment of qualified applicants into a diverse workforce; employment and orientation services; ensuring a safe and discrimination free environment; administering employee benefits programs; administering pre-payroll related processes; development and administration of personnel policies; conducting job classification, compensation, and labor market research; employee/labor relations and contract administration; maintenance of

personnel records; management of the Town's human resource database; management of performance evaluation programs; management of Worker's Compensation and On the Job Injury (OJI) processes for work related injuries; ensuring adherence to local and federal employment laws and mandates; management the employee fringe benefit enrollment process; administration of COBRA continuation coverage; and administration of post employment benefit programs.

EMPLOYMENT OPPORTUNITIES

In the last year, the Personnel Division expanded the channels through which the Town uses to advertises employment opportunities, and began leveraging local employment and university list serves and websites, career related professional



associations and organizations, as well as using the Town's website and social media outlets. The goal of this advertising expansion is to leverage modern technologies and platforms job seekers are using in their job search, and to attract, hire, and retain high quality, well qualified applicants for available employment opportunities.

FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

Expanded the channels the Town uses to advertise employment opportunities and began leveraging local employment and university list serves and websites, as well as using the Town's social media outlets

Implemented a centralized employment application submission process, including the creation of jobs@southkingstownri.com email address, which provides an auto-response confirmation email to applicants

The Division also streamlined and modernized the method of applying for available positions. With the creation of the jobs@southkingstownri.com email address, applicants can easily submit a cover letter, resume, and application electronically via email to the Personnel Department. Immediately upon submission, applicants will receive an auto-response confirmation email, inclusive of information about the Town's hiring process. This automated and streamlined application and confirmation process creates numerous efficiencies and promotes paper usage reduction.

Should you be interested in knowing when the Town has employment opportunities available, positions are posted on the Town's website, within the Employment Opportunities page. Or, use the Notify Me feature to receive an email or text message when positions are posted. Simply click the Notify Me button on the homepage to sign up.

NONDISCRIMINATION

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

Implemented an electronic method to disseminate applicant materials to departmental hiring managers, resulting in ease of information distribution, time savings, and a reduction in paper usage

Leveraged the Town’s internal shared drive to develop an electronic knowledge base for dissemination and sharing of current personnel policies, forms, and related information for Town-wide employee access of up to date information and resources



PROVISION OF CORE SERVICES & FACILITIES

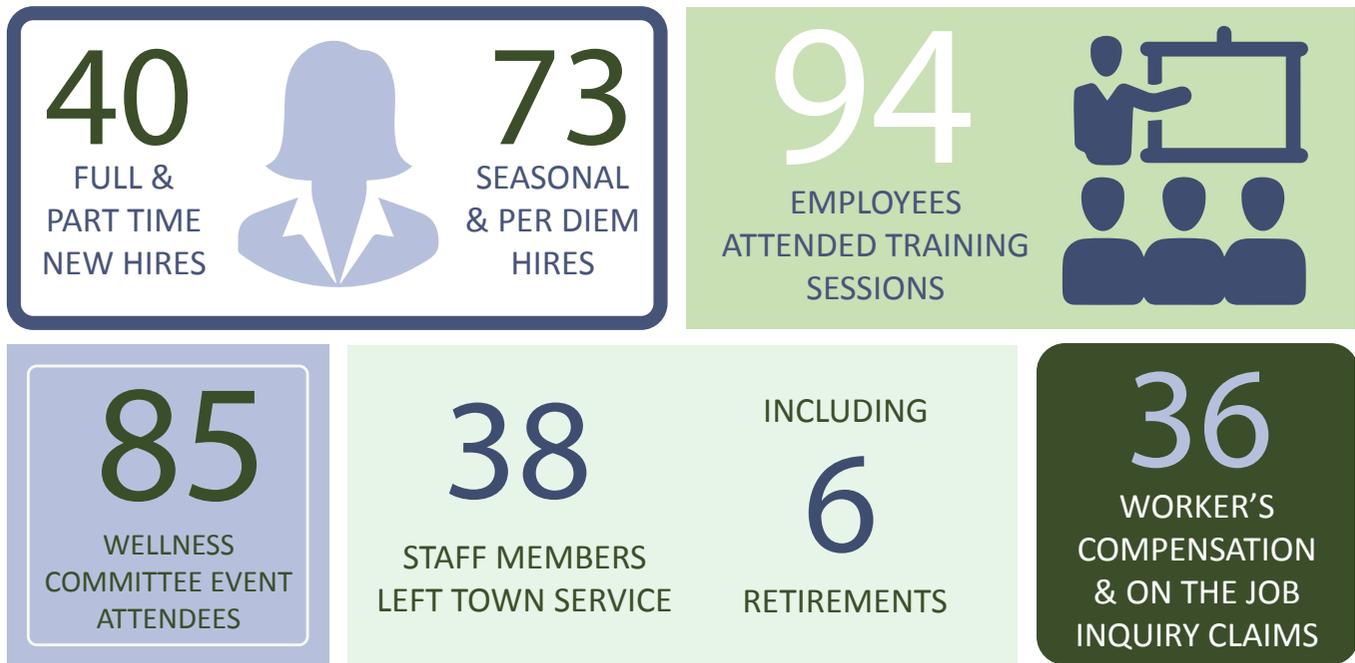
Worked collaboratively with Town departments in the recruitment and selection of appropriately qualified employees for available employment opportunities

Continued to administer and maintained 100% compliance with the required US Department of Transportation’s Federal Motor Carrier Safety Administration’s (FMCSA) random drug and alcohol testing program for CDL drivers

Continued to oversee and provide staff support for the Town’s employee Wellness Committee and the Town’s Safety Committee

Worked collaboratively with the Town Manager’s Office to address employee personnel matters and issues in a professional manner, to promote a positive culture and environment while ensuring employee accountability

PERFORMANCE METRICS





DEPARTMENT BUDGET:

\$482,888



EMPLOYEES



The mission of **THE TOWN CLERK'S OFFICE** is the timely, efficient, and accurate processing, according to applicable state and local laws, of documents preserving past and present vital information required to ensure a sound-functioning government while being ever mindful of neutrality and impartiality, rendering equal, courteous service to all.

PROGRAM SUMMARY

The Town Clerk's Office is often someone's first visit to Town Hall, and is where residents can register to vote, and obtain a marriage license, a birth certificate, or a license for the family dog. However the Office's responsibilities expand well beyond these common resident requests. The Town Clerk's Office is responsible for providing a number of services to the public; ensuring transparency of government, providing administrative support to the Town Council, maintaining and supporting public access to records and archives, and administering local elections. The Office has six major focus areas: Town Council Records, Land Records Registry, Board of Canvassers, Registry of Vital Statistics, Probate Court, and Business Licenses.

TOWN COUNCIL

The Town Clerk serves as the Clerk to the Town Council, and attends all Regular, Work, and Closed Executive Sessions of the Council. Agendas are prepared for all Town Council meetings and posted at four sites including the Town Hall, Peace Dale Library, the Town's website, and the Secretary of State's website at www.sos.ri.gov. Within ClerkBase, the Town's online meeting and agenda management system, agenda "back-up" material is posted and linked to each agenda item in advance of a Town Council meeting. All Town Council meeting votes and minutes are prepared, recorded, and maintained by the Office of the Town Clerk, and are posted within ClerkBase. In addition, ClerkBase includes live and on-demand video streaming allowing residents to watch meetings live, or at a later time. Visit the Town's

website and click the Agendas & Minutes button to easily access ClerkBase.

LAND RECORDS REGISTRY

All records associated with land transactions are recorded, indexed, proofed, and scanned through an indexing and imaging system on a daily basis, providing accurate and prompt information. Records include deeds, mortgages and discharges, liens and maps – records vital to individuals seeking financing or purchasing and selling properties, as well as professionals doing title, legal, and engineering work. In addition to storing the records in the Town’s Vault within the Town Clerk’s Office, each record is microfilmed and stored off-premise, as required by law, for safe keeping at a storage facility specifically designed for the protection and storage of such records, should a catastrophic event occur at Town Hall. A Disaster Recovery System has been implemented, allowing for uninterrupted access to land records in the event of a catastrophic occurrence. Records are available to the public in person or via the Town’s website. Indexes and images back to 1980 may be viewed for free; and pre-paid accounts allow documents to be printed.

CANVASSING AUTHORITY

The Town Clerk serves as the Clerk to the Canvassing Authority and is responsible for the preparation and maintenance of all Town voting records and the administration of all national, state, and local elections, including budget referendums. In FY 2015-2016, two elections were held; a Special Town Council Election in September 2015, and the Presidential Preference Primary Election in April 2016. In the September 2015 Special Election, 2,239 eligible voters (11%) cast ballots to elect a new fifth Town Council member, after the seat had been vacated due to the previous Council member winning the District 33 Special Election in June 2016. In the April 2016 Presidential Preference Primary, 6,595 eligible voters (31.5%) cast ballots. For the upcoming November 2016 election, the Town Clerk’s Office managed and received 95 Declarations of Candidacy, filed by the June 2016 deadline. A Voter Drive was held at the South Kingstown Public Safety Complex in February 2016,

and a Voter ID event was held at Town Hall in March 2016. At the close of FY 2015-2016, the Town had 21,743 eligible voters, and the Town Clerk’s Office had managed 1,357 new registrations, and 5,796 voter information changes.

VITAL RECORDS

The Town Clerk serves as the Registrar of Vital Statistics for the Town. All records associated with marriages and deaths that occur in the Town of South Kingstown are filed, indexed, maintained by the Town Clerk’s Office. The original records are sent to the State Department of Health’s Division of Vital Statistics. The Office also processes records for marriages and deaths of Town residents, which occur outside of Town. In addition, the Office issues marriage licenses for non-residents wishing to marry in South Kingstown. Birth records are sent directly to the State by all the hospitals in the State and the Town Clerk’s Office can access those records via an internet connection for issuance of those records dating back to 1960.

PROBATE COURT

In accordance with the Town Charter, the Town Clerk serves as the Clerk of the Probate Court, as well as Acting Judge in the absence or inability of the Probate Judge or Town Solicitor to serve in that capacity. All petitions filed in association with either the administration of the estate of a Town resident or property owner, or residents who require a guardian in the Town are filed in the Office and scheduled for hearing. All petitions require the calculation and collection of fees, notice preparation, and indexing as well as placement on a docket. Subsequent to the Probate Court Session, notices are sent to the Division of Taxation, decrees are noted, and bonds and inventory forms are sent to the Attorneys and Fiduciaries. In addition, all of the petitions are microfilmed and sent off-site to a storage facility for safekeeping.

LICENSES

In accordance with the Town Code, Chapter 9, all business license applications are prepared by and submitted to the Town Clerk for consideration

by the Town Council. The Town purchased and implemented ViewPermit, new software to manage business licensing, during FY 2015-2016. The new software enables the Town Clerk's Office to manage the application, investigation, and approval process for businesses seeking any business license electronically, and for the process to be streamlined. The Office coordinated with IT, and other departments involved in the review of business licenses, including Fire Alarm, Planning, Building, Police, Finance, and Public Works, as well as with both Kingston and Union Fire Districts. All steps in the approval process are electronic, with many occurring simultaneously rather than consecutively. As the item moves through the approval process, staff is notified of the process stage and approvals via automated email. Depending on the type of business license, what had taken several weeks to facilitate, has now been reduced to as little as one week.

SAUGATUCKET VETERANS' MEMORIAL COMMISSION

The Town Clerk serves as the staff liaison to the Saugatucket Veterans' Memorial Park Commission, which was re-established by the Town Council in June 2014. The intent of the Town Council in re-establishing the Commission was so that the names

of residents who have served in the military during a time of war or conflict would be added in a timely fashion to the Memorial located in the Saugatucket Veterans' Memorial Park. Veteran names were last added to the Memorial in 1997. The Commission met 16 times in FY 2015-2016 and completed the solicitation and certification of 175 Veteran names, which will be added to the Memorial during the Fall 2016, in time to be honored at the ceremony following the November 2016 Veterans Day Parade.

BOAT MOORINGS

The Department also issues mooring licenses. To streamline the application renewal process, the Town partnered with Online Mooring, an online mooring system at www.onlinemooring.com. By using this website, mooring holders can submit applications, pay fees, check the status of their application and view mooring locations on Google Map/Earth. This Office assists the Town's Harbormaster with scanning registrations and inspections and attaching them to the record in the Online Mooring system for easy access. For the 2015-2016 boating season, 187 mooring licenses have been issued, with 9 applicants on the wait list.

FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

Tested and implemented ViewPermit, a licensing program with electronic workflow and departmental review and approval

Tested and implemented Online Mooring, a web based mooring licensing program allowing for electronic filing of mooring applications



PROVISION OF CORE SERVICES & FACILITIES

Prepared agendas, minutes, and required legal advertisements, ordinances, resolutions, proclamations, commendations and correspondence for 25 Regular Council meetings and 13 Work Sessions and 7 Closed Executive Sessions

Administered a Special Town Council Election in September 2015, with 2,239 ballots cast

Administered the Presidential Preference Primary in April 2016, with 6,595 ballots cast

Documented 6 amendments to the Town Code and 1 amendment to the Zoning Ordinance; Amendments are posted at the time of adoption, and incorporated into the yearly supplement

Assisted the Harbormaster with the licensing, inspection, and registration documentation for 187 moorings

Recorded 10,487 land evidence documents including 49 maps

Managed and received 95 Declarations of Candidacy for the upcoming November 2016 election, filed by the June 2016 deadline

Held a Voter Drive at the Public Safety Complex in February 2016, and a Voter ID event at Town Hall in March 2016

Processed 1,357 new voter registrations, and 5,796 voter information changes, managing a total of 21,743 eligible voters

Commenced the 2016 National Change of Address; processing the 1,737 NCOAs received for South Kingstown and mailing NCOA notices related to these changes

Received and processed 171 marriage records (139 marriage licenses issued), 403 death records, and certified a total of 3,482 vital records

Held 12 regular sessions and 1 special session of the Probate Court, with 197 estates opened

Issued 15 Miscellaneous Licenses for Road Races, Festivals and Block Parties, each requiring the execution of indemnification agreements, certificates of insurance and verifying that any required state licenses are obtained



SPECIAL NEEDS POPULATIONS

Assisted Saugatucket Veterans’ Memorial Park Commission with the solicitation and certification of 175 names for placement on the Memorial

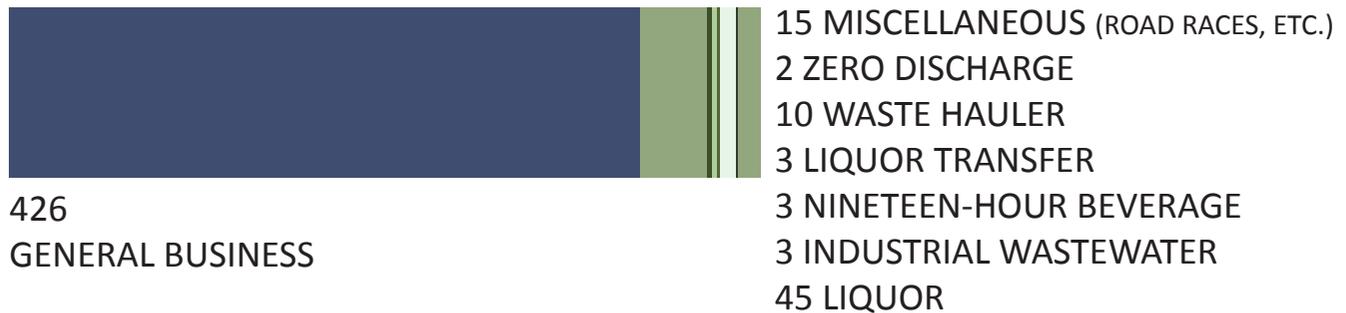


ECONOMIC DEVELOPMENT

Issued 426 Business licenses, 45 liquor licenses, 3 transfers of liquor licenses, 3 nineteen hour beverage licenses, 3 industrial wastewater licenses, 10 waste haulers, and 2 zero discharge licenses

PERFORMANCE METRICS

507 BUSINESS LICENSES ISSUED



VOTER TURNOUT

SEPTEMBER 22, 2015
TOWN COUNCIL SPECIAL
ELECTION VOTERS

2,239 (11%)



APRIL 26, 2016
PRESIDENTIAL PRIMARY
VOTERS

6,595 (31.5%)



21,743

ELIGIBLE VOTER
REOCRDS
MAINTAINED

1,357

NEW VOTERS
REGISTERED

5,796

VOTER
INFORMATION
CHANGES

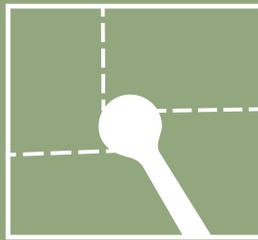


3,482

VITAL RECORDS
CERTIFIED

197

PROBATE ESTATES
OPENED



10,487

LAND EVIDENCE
TRANSACTIONS
RECORDED



1,283

DOG LICENSES
ISSUED

TOWN COUNCIL

1,229

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

45

MEETINGS



139

MARRIAGE
LICENSES ISSUED

6

TOWN CODE
AMENDMENTS



175

NAMES OF VETERANS
CERTIFIED TO BE ADDED TO
THE MEMORIAL IN
SAUGATUCKET VETERANS'
MEMORIAL PARK

95

DECLARATIONS FOR
CANDIDACY IN NOVEMBER
2016 ELECTIONS

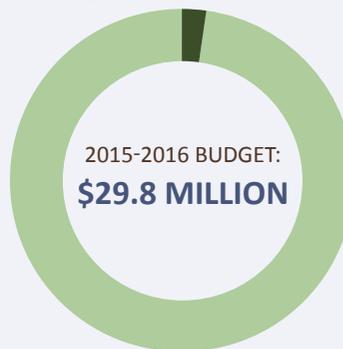




The mission of **THE FINANCE DEPARTMENT** is to lead the Town's financial management efforts and to serve the public, and all officials and departments of the Town as an information gathering and control center, providing both internal and external reports relative to any financial information involving the Town business in a timely, efficient, and effective manner. The Finance Department ensures the integrity and accuracy of the Town's financial transactions in accordance with applicable accounting standards, Town ordinances, state statutes and federal laws.

DEPARTMENT BUDGET:

\$687,879



8.3

EMPLOYEES



DIVISIONS

The Finance Department oversees several divisions, including Financial Management, Accounting and Cash Management, Purchasing and Risk Management, and Tax and Utility Collection, which are responsible for a number of functions as detailed below. The Information Technology (IT) Division, which is also part of the Finance Department, is detailed separately.

BOND RATING

The Town's bond rating continues to stand at a very favorable Aa1, which is only one notch below the highest possible rating of Aaa. Of the thirty-nine cities and towns in Rhode Island, South Kingstown is one of only five municipalities that

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

MOODY'S BOND RATINGS

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

FEATURED PROJECTS

INVESTMENT POLICY ADOPTED BY TOWN COUNCIL

Article IV, Section 4233 of the Town Charter provides the Finance Director with the authority and responsibility for the cash and investment functions of the Town, subject to the limits of an investment policy. The Finance Director prepared for the Town Council's consideration the Town's first written investment policy, with the assistance of an investment advisory firm, which also complies with the Government Finance Officers Association (GFOA) best practice recommendation that municipalities have an investment policy. The policy was approved by the Town Council in May 2016, and provides for future opportunities to increase investment revenues with longer term investments diversified by sector and maturity invested in U.S. Treasuries and Federal Agencies.

BUDGET PREPARATION IN CONFORMANCE WITH GFOA REQUIREMENTS

The Finance Director worked closely with the Town Manager's Office to prepare the FY 2016-2017 Town Manager Proposed Budget in conformance with defined GFOA Distinguished Budget Presentation Award requirements. This budget document is the Town's first to be prepared in conformance with GFOA requirements. The FY 2016-2017 Town Council Adopted Budget has been submitted to GFOA for award consideration, and is currently in the review process.

TAX & UTILITY PAYMENTS VIA AUTOMATIC WITHDRAWAL

Since 2009, the Town has provided residents the convenience of paying quarterly tax payments via automatic withdrawal (ACH). By signing up for this payment option, quarterly tax payments are automatically withdrawn from the resident's bank account... no need to mail a check or drive to Town Hall to pay in person. In addition, paying via automatic deduction allows the peace of

mind in knowing that the payment is on time, and eliminates the possibility of incurring interest penalties for late payments. This payment option has proved to be a cost effective method of collecting taxes, while also providing a free value added convenience to taxpayers. Each year, the Town sees more residents signing up for automatic deduction. During FY 2015-2016, there were 4,770 quarterly tax payments paid via ACH, total totaling \$3,609,155.

CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE AWARD FOR FY 2014-2015 CAFR

As part of the annual financial audit process, the Finance Department was successful in closing the prior fiscal year trial balances and completing the necessary work papers for the Town's outside independent auditors to review. The Town's financial report was determined to be in full compliance with Generally Accepted Accounting Principles (GAAP), and received an unqualified opinion on its financial statements. The Town received a Certificate of Achievement for Excellence in Financial Reporting award for the FY 2014-2015 Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association (GFOA). This represents the 26th consecutive year that the Town has received this prestigious award, which is the highest form of recognition in governmental accounting and financial reporting.

HEALTH AND DENTAL BENEFITS FROM SELF-INSURED TO FULLY-INSURED

The Town's municipal and School Department employees and eligible retirees are provided Blue Cross Blue Shield (BCBSRI) health coverage, along with Delta Dental coverage. Since 2009, these plans were administered by BCBSRI and Delta Dental, and managed by West Bay Community Health (WBCH) through a self-insured program. With this type of program, the employer is responsible for their own risk. Historically, the Town and School had seen claims and expenses lower than the annual total of working rate payments; however the Town and School had begun to experience escalating

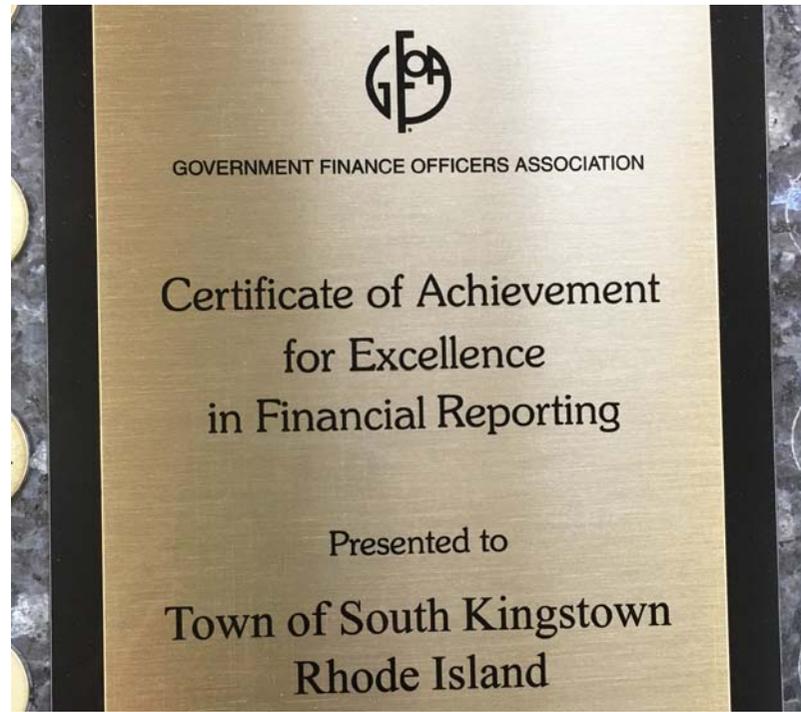
claims, which initiated the research to consider fully-insured options. During FY 2015-2016, the Finance Department conducted a selection process to determine the feasibility of the Town and School groups becoming fully insured through the Rhode Island Interlocal Risk Management Trust (The Trust). This process resulted in the determination that it was in the best interest of both the Town and School to secure a fully-insured arrangement for FY 2016-2017, and by doing so realized a savings in the first year alone of approximately \$18,000.

OTHER POST-EMPLOYMENT BENEFITS

The Town is in its eighth year of fully funding its Annual Required Contribution (ARC). An ARC is an employer’s required contribution to a defined benefit Other Post Employment Benefit (OPEB) plan. Of the thirty-nine cities and towns in Rhode Island, the Town of South Kingstown remains one of only a few municipalities that fully funds its ARC.

TAX & UTILITY PAYMENTS VIA CREDIT CARD

Since FY 2009-2010, the number of residents using credit cards to make tax payments has increased significantly. This change in payment method preference over traditional checks prompted the Town to begin offering the convenience of accepting over-the-counter credit card payments in the Tax Collector’s Office as of December 2014. In looking at the chart below, of the 1,809 credit card transactions processed in FY 2014-2015, 174 payments totaling \$43,704 were accepted over-the-counter in the Tax Collector’s Office. During FY 2015-2016, the first full year of over-the-counter credit card acceptance, residents made 374



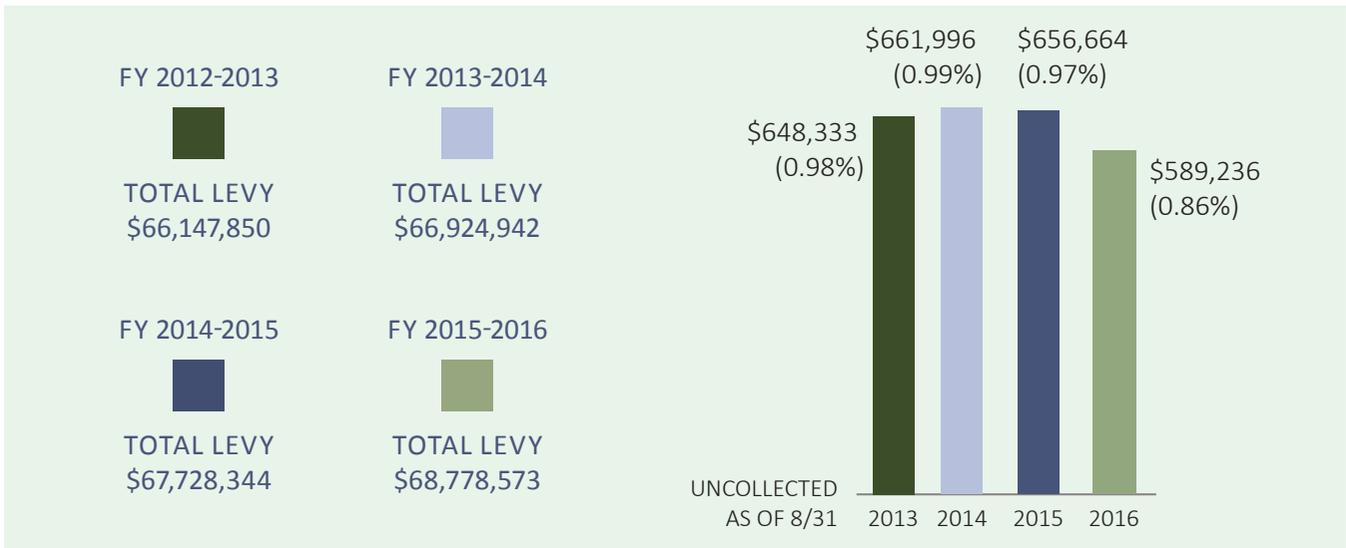
over-the-counter payments totaling \$94,663. In addition, fiscal year 2015-2016 was the first year the Town began offering municipal sewer and water customers the convenience of making utility bill payments via credit card.

DELINQUENT ACCOUNT COLLECTIONS & COLLECTION RATE

The Tax Collector’s Office, as part of the Finance Department, continues its efforts to collect delinquent taxes, and maintain collection rate at or above 99%. The results of the delinquent tax collection program are reflected in the collection rates within the chart on the following page. Prior year tax receivables, as of August 31, 2016, are listed within the chart, along with the percentage of net levy for each of the past few years.

FISCAL YEAR	CREDIT CARD TRANSACTIONS	TOTAL AMOUNT PAID
2015-2016	2,807	\$944,774
2014-2015	1,809	\$677,954
2013-2014	542	\$314,302
2012-2013	427	\$270,369
2011-2012	374	\$216,118
2010-2011	343	\$145,675
2009-2010	71	\$56,903

LEVY & COLLECTION INFORMATION



FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

Began planning for a centralized purchasing division for the administration of the procurement process and proactively issue bids for goods and services to provide taxpayers with a transparent process to ensure they are getting a high level of trustworthy/dependable service



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

Received the Certificate of Achievement For Excellence in Financial Reporting award from the Government Finance Officers Association (GFOA) for the 26th consecutive year in recognition of the FY 2014-2015 Comprehensive Annual Financial Report (CAFR)

Prepared the FY 2016-2017 personnel and benefit budget programs for all Town departments

Prepared the FY 2016-2017 budget document in accordance with GFOA Distinguished Budget Presentation Award requirements, and submitted the Town Council Adopted Budget for award consideration



Continued to promote the various payment options available for tax and utility payments, including the convenience of using automatic withdrawal and over-the-counter credit card transactions

Maintained compliance with RIGL §44-35-10, which requires the Finance Director to continuously monitor the financial operations of the Town by tracking actual versus budgeted revenues and expenditures; with all reports submitted on time

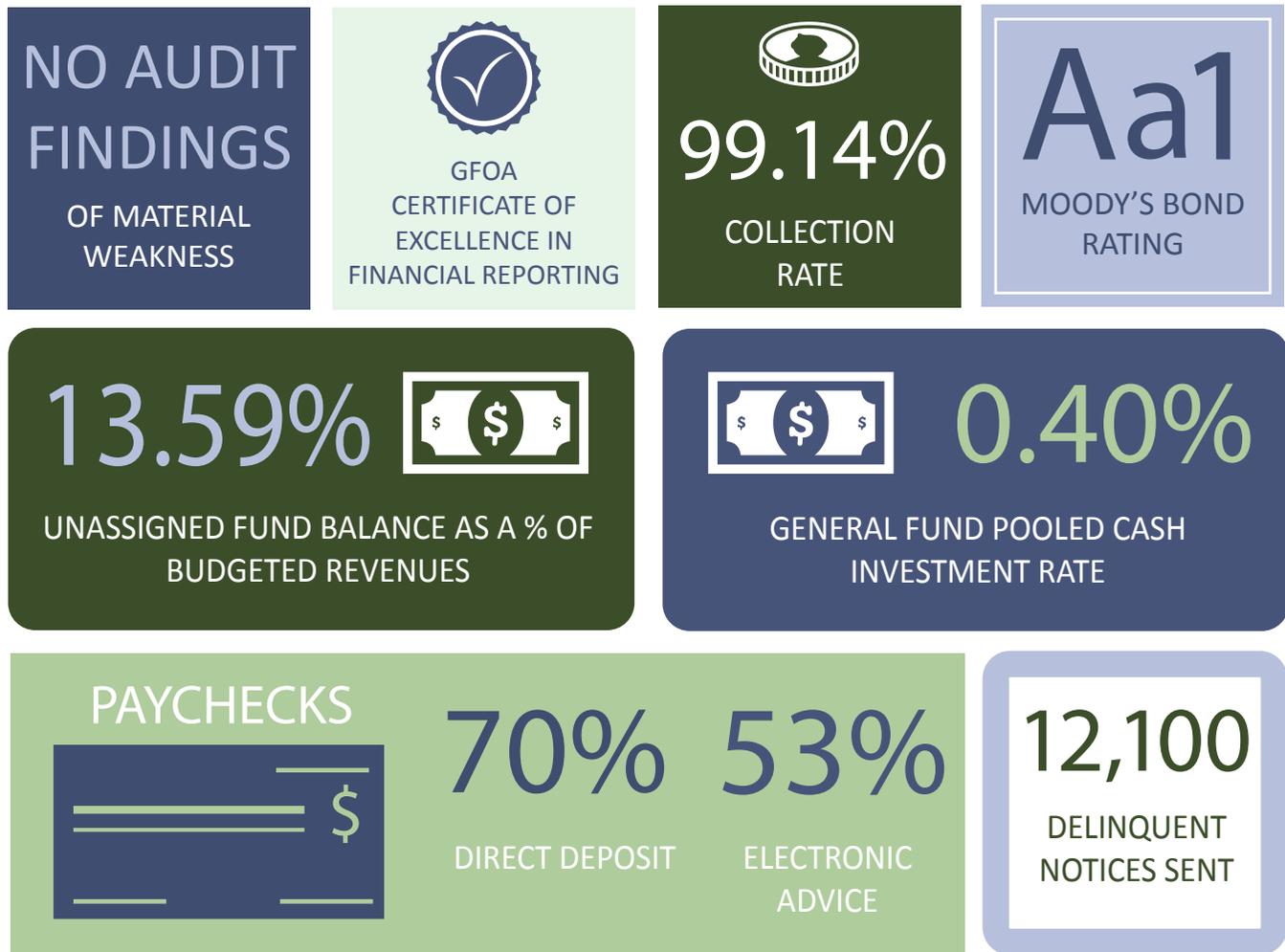
Updated the Town’s Purchasing Rules and Regulations to allow for the implementation of new procedures promoting process efficiencies

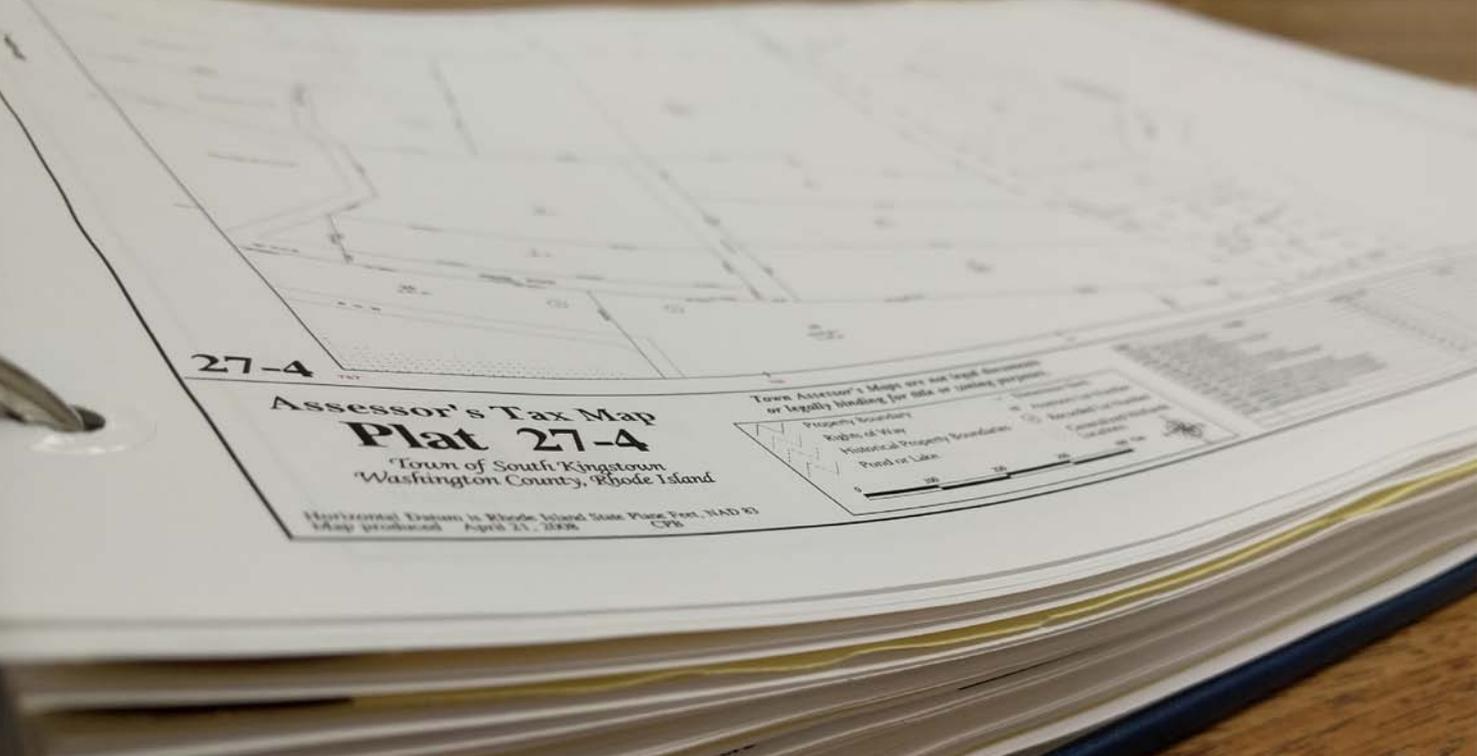
Developed and recommended a formal Investment Policy for the Town, which was approved by the Town Council in May 2016

Invested in longer-term certificates of deposit, within FDIC limits, and U.S. Government securities to improve investment earnings

Integrated the detailed Capital Improvement Program (CIP) into the financial management accounting system to allow for the use of the budget module for tracking and reporting

PERFORMANCE METRICS





DEPARTMENT BUDGET:

\$388,110



5

EMPLOYEES



THE TOWN ASSESSOR'S OFFICE provides for the orderly valuation of all real estate, motor vehicles, and tangible personal property located in the Town of South Kingstown. The primary objective of the Department is to discover, list, and value all taxable and exempt property, to ensure that assessments are made properly and uniformly, and that the tax roll, when completed, is a true and accurate account of all ratable property in the jurisdiction.

FEATURED PROJECTS

STATISTICAL REVALUATION

The Town Assessor's Office recently completed the State mandated 2015 Statistical Revaluation. With the three year revaluation cycle currently in place, revaluation projects dominate a significant portion of the yearly work load that takes place within the Assessor's Office. Under the State's revaluation guidelines, revaluations are to be performed every three years by all cities and towns. The revaluation cycle requires a full revaluation every nine years with two statistical revaluations at three year intervals. A statistical revaluation was conducted in 2015, and another statistical revaluation will be conducted in 2018. For the 2015 revaluation the Town Council awarded the

contract on March 23, 2015 to Vision Government Solutions. On May 29, 2015 letters were mailed to property owners announcing the revaluation and the guidelines of the project.

2015 TAX ROLL

Property taxes generated from the 2015 Tax Roll supported the 2015-2016 fiscal year operating budget. The 2015 Flexible Tax Roll was \$4,180,484,697 and the 2015 Motor Vehicle Tax Roll was \$193,764,022 representing increases of \$39,959,212 and \$6,438,472 respectively over the prior year. After exemptions were applied, real estate and tangible personal property generated \$64,880,846 in property taxes and motor vehicles generated \$3,624,136 in taxes, which respectively accounted for 94.7% and 5.3% of all levied taxes.

For the 2015-2016 fiscal year, the Town utilized two tax rates:

- \$15.52 for real estate and tangible personal property
- \$18.71 for motor vehicles*

2016 TAX ROLL

The 2016 Property Tax Roll was certified on June 15, 2016 in the amount of \$4,418,663,444, following the completion of the State mandated statistical revaluation. This represents a 5.7% increase over FY 2015-2016, or \$238,178,747. The Motor Vehicle Tax Roll is anticipated at \$198,929,263. After exemptions are applied, it is anticipated that real estate and tangible personal property will generate approximately \$66,677,482 in property taxes and motor vehicles will generate approximately \$3,720,816 which will support the 2016-2017 fiscal year operating budget.

For the 2016-2017 fiscal year, the Town is utilizing two tax rates:

- \$15.09 for real estate and tangible personal property
- \$18.71 for motor vehicles*

**The Town notes that the Motor Vehicle Excise Tax exemption was legislatively reduced several years ago to \$500, however the Town provided an additional \$2,500 exemption, as it has since the reduction, resulting in a total exemption of \$3,000 for Town residents.*

ELDERLY TAX CREDIT PROGRAM

The Town offers an elderly tax credit program to help ease the property tax burden for qualified elderly home owners. Eligibility is based on income, with the maximum allowable household income currently set at \$37,000, and proof of income must be filed on an annual basis. In addition to meeting household income criteria, a person must be at least 65 years of age, have owned and occupied property in Town for at least the past 5 years, and reside at the premises under application. The tax credit is between \$450 and \$2,100 based on income brackets up to \$37,000. In FY 2015-2016, 188 residents participated in the program, saving a combined \$272,188.

FARM FOREST & OPEN SPACE PROGRAM

In conjunction with the RI Department of Environmental Management, the Town Assessor's Office administers the Farm, Forest, Open Space Program (FFOS). The FFOS tax relief program has several purposes: to encourage the preservation of farm, forest, and open space land in order to maintain a readily available source of food and farm products; to conserve the State's natural resources; to prevent the forced conversion of farm, forest, and open space land to more intensive uses; to preserve agricultural heritage; and to protect scenic views and rural character. To learn more about this program, please contact the Town Assessor's Office or visit the Town's website.

VETERANS EXEMPTIONS

The Town offers several Veterans' Exemptions to qualified residents. It is of note that on April 11th, 2016, the Town Council adopted an increase in the Veterans' Exemptions effective July 1, 2016.

EXEMPTION	FY 2015-2016	FY 2016-2017
Veteran	\$126.00	\$146.00
100% Disabled Veteran	\$252.00	\$272.00
Ex-POW	\$409.65	\$430.00
Unmarried Widow(er) of Veteran	\$126.00	\$146.00
Gold Star Parent	\$378.00	\$378.00

FEATURED ACCOMPLISHMENTS



BUDGET DEVELOPMENT AND FISCAL MANAGEMENT

Coordinated activities and the successful completion of the State mandated 2015 Statistical Revaluation

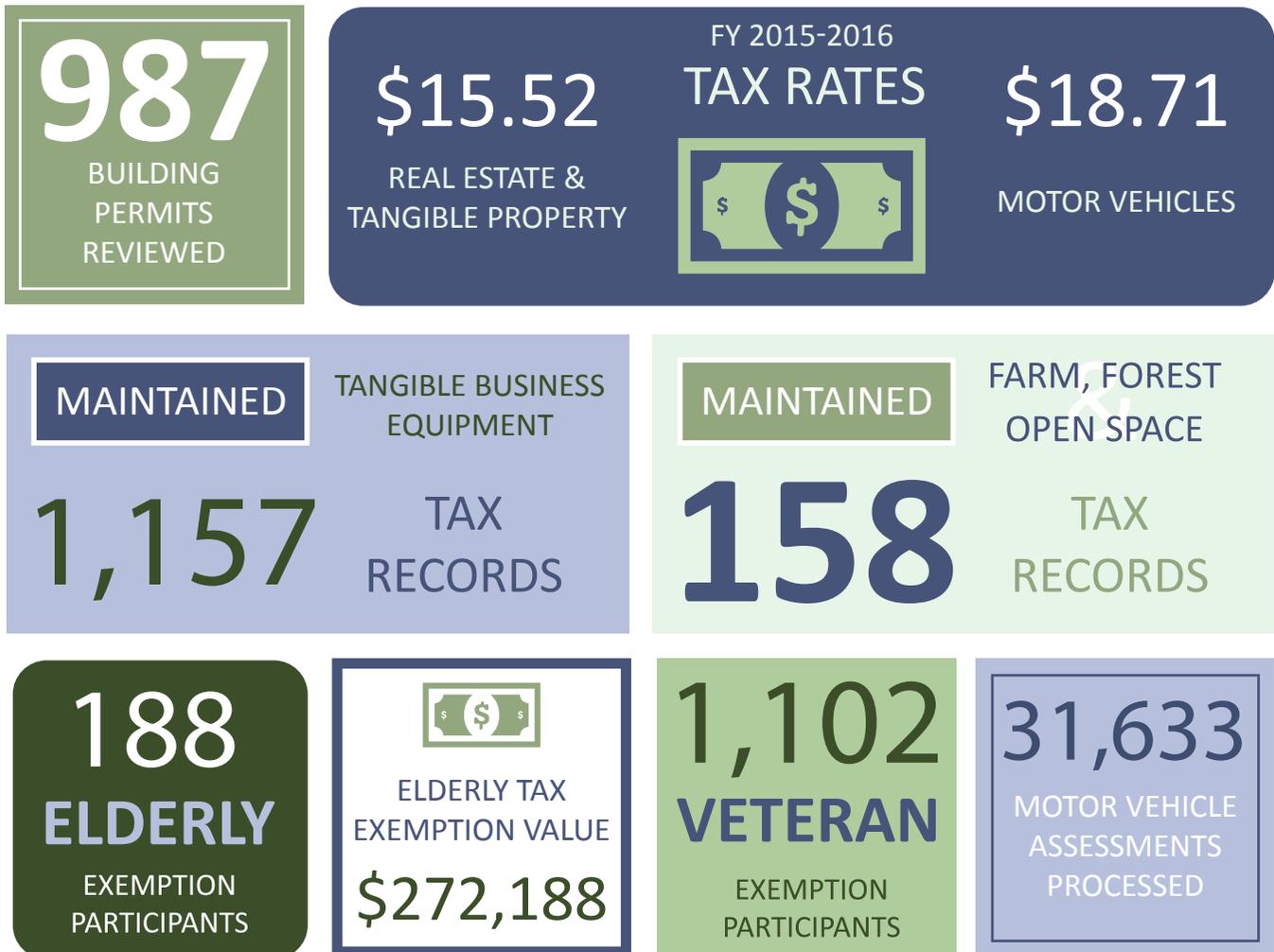
Discovered, listed, and provided for the orderly valuation of all taxable and exempt property, including real estate, motor vehicles, and tangible personal property located in the Town, to ensure that assessments were made properly and uniformly in preparation of the Tax Roll certification

Certified the Tax Roll by June 15, 2016

Kept accurate records of property ownership and coordinated all activities for the completion of the December 31, 2015 Statistical Revaluation

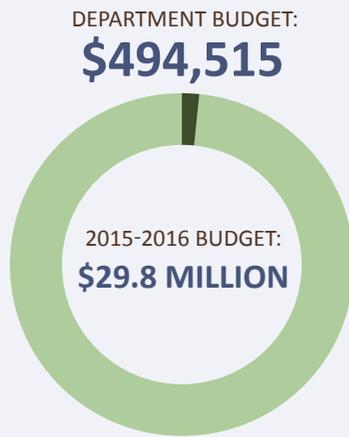
Ensured that evaluations, revaluations, and abatement and exemption programs were completed per State law, local ordinances, and follow assessment standards prescribed by both Rhode Island and National Association of Assessing Officers

PERFORMANCE METRICS





THE PLANNING DEPARTMENT’S mission is to provide professional planning services across a broad spectrum of policy and regulatory considerations including: administration of land use regulations and ongoing planning programs, coordination with Federal and State agencies, administrative and management support to Town boards and departments, assistance with Town/institutional relations, promotion of environmental preservation and community sustainability, research activities and special projects, grant administration and support services relating to land use planning, and guidance for community growth particularly concerning the maintenance and updating of the Town’s Comprehensive Community Plan.



FEATURED PROJECTS & ACCOMPLISHMENTS

VILLAGE STUDIES FOR MATUNUCK AND WEST KINGSTON

In Fall 2015, the Planning Department completed work on the Village Studies for West Kingston and Matunuck. During this time frame, these “micro-plans” were accepted by the Planning Board and Town Council and will serve as general policy documents acknowledging the importance of these Villages to the heritage and future of

the community and outlining policy directions and potential programs to support each. The Village Study project engaged local residents and stakeholders to identify those critical challenges and opportunities facing each village. Recognizing that South Kingstown consists of many unique villages, this project is part of a broader Town planning model to incorporate village-centric plans into the Town’s Comprehensive Community Plan. The project was supported by a \$40,000 grant from the RI Statewide Planning Program under its Planning Challenge Grant Program.

TOWN COUNCIL GOALS AND OBJECTIVES

The Department played a key role in the development of the Town Council Goals & Objectives: 2014-2016 Term guidance document, working in concert with the Town Manager’s Office. The document contains a mission statement for the Town Council as well as goals and objectives organized by broad categories. It has been utilized as a general policy guide for Town government and as a means to organize and inform budget preparation, as well as this Annual Report. The document has served as an important linkage of municipal policy with our various department functions and programs.

COMMUNITY SUSTAINABILITY

Under the direction of the Town Manager, the Planning Department has worked to provide focus and structure towards a Sustainability Work Plan for South Kingstown. Programs and policy development that are included in this work plan include:

SOLARIZE SOUTH KINGSTOWN

This program was conducted via a partnership among the Town, the RI Office of Energy Resources, and the RI Commerce Corporation in order to encourage adoption of solar technology by local residents and businesses, by offering community

outreach and financial incentives. The program resulted in 52 solar installation contracts on homes across the town, with a projected power generation of 354 kW. Participants were able to have the solar panels installed at their properties at a substantial savings due to the group buying characteristic of Solarize South Kingstown, subsidies from the RI Commerce Corporations, and federal tax credits.

COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY (C-PACE) PROGRAM

This program offered through the RI Infrastructure Bank is designed to assist local commercial property owners with financing options regarding projects relating to energy efficiency, renewable energy, water conservation, or environmental health/safety. The Town initiated participation in this program at the end of FY 2015-2016. The Town will continue to assist with program outreach by hosting a public kick-off meeting in Fall 2016.

EFFICIENT BUILDINGS PROGRAM

This program offered through the RI Office of Energy Resources and the RI Infrastructure Bank provides financing for energy efficiency and renewable energy improvements on municipal properties. The Town submitted an application to receive technical assistance to develop a program for energy saving retrofits and new facility system infrastructure at municipal buildings and facilities. Based on the technical assistance the Town will

GRANTS ADMINISTRATION

The Department provided ongoing administrative support for the following grant programs during the past fiscal year.

PROGRAM	AMOUNT
Community Development Block Grant (CDBG) Small Cities Annual Award (PY 2015)	\$308,955
CDBG – Consolidated Homeless Fund – Welcome House Operating	\$52,500
CDBG – Disaster Recovery (DR) - Welcome House, Green Street Rehab	\$234,407
CDBG – Disaster Recovery (DR) - Senior Center Generator	\$88,065
CDBG – Disaster Recovery (DR) - Matunuck Water Main Relocation	\$944,822
Planning Challenge Grant - (Matunuck/West Kingstown Village Studies)	\$40,000
Certified Local Government Grant, Resurvey of Wakefield National Historic District	\$5,000
PENDING OR RECEIVED GRANT MONIES TOTAL	\$1,633,749

submit a final application to the RI Office of Energy Resources by December 2016.

SOUTH KINGSTOWN SUSTAINABILITY COMMITTEE (SKSC)

The Planning Department took the lead in the development of this newly established committee’s scope of services, charge, and composition. The SKSC mission is to promote the incorporation of green technologies and behaviors across the community.



GEOGRAPHIC INFORMATION SYSTEMS (GIS) DIVISION

The Geographic Information System (GIS) Division, as part of the Planning Department, 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, maintain WebGIS sites for Town staff and the public which provides online access to GIS data and incorporating evolving GIS and spatial technological changes into the Town’s GIS.



PROVISION OF CORE SERVICES & FACILITIES

Provided research based and technical assistance in development of Town Council Mission Statement, and Goals & Objectives

Provided ongoing administrative and technical support of Town boards and commissions

Implemented a revised administrative function concerning Community Development Block Grant (CDBG) program and continuing role in CDBG-DR (disaster recovery) grants

Drafted amendments to the Town’s Wastewater Management Ordinance

Provided GIS mapping capabilities, analyses, and technical expertise to Town departments, most frequently Planning, Public Services, the Tax Assessor’s Office



LAND USE

Completed the Village Studies for Matunuck and West Kingston, closing out the State Planning Challenge Grant of \$40,000 which funded the project

Processed various applications for subdivision and land development projects

Performed the administrative processing of Comprehensive Plan Amendment/Zoning Amendments: Dykstra/East Matunuck

Performed the administrative processing and review of five (5) applications for zoning amendments



ENVIRONMENT & NATURAL RESOURCES

Developed the Town’s Sustainability Work Plan and Scope of Services for the recently established Sustainability Committee

Coordinated the Town’s energy efficiency programs, building retrofits and partnership with the Rhode Island Office of Energy Resources (RI OER) and National Grid

Installed shade trees at Old Mountain Field and the Animal Shelter as an Arbor Day event

Updated the Town’s Tree Ordinance in collaboration with the Department of Public Services



SPECIAL NEEDS POPULATIONS

Submitted grant applications for CDBG PY15 for \$250,000 in funding for programs benefitting low/moderate income persons and households, with an award certificate currently pending



CIRCULATION

Served as lead entity in preparation of Town’s application and priority assignment for RIDOT Transportation Improvement Program (TIP)



ECONOMIC DEVELOPMENT

Provided staff support and technical assistance for the conduct of and public presentation of the Town’s Economic Development Committee survey of local businesses and non-profits



UNIVERSITY OF RHODE ISLAND

Maintained Town presence on URI Master Plan Review Team and helped organize Town/Gown meeting held in November 2015



SOUTH COUNTY HOSPITAL

Continued to act as the main point of contact for communication with South County Hospital; also processed the application for a new operating suite at the facility



CULTURAL & HISTORIC RESOURCES

Finalized draft application for consideration of Route 1 as a State designated Scenic Roadway

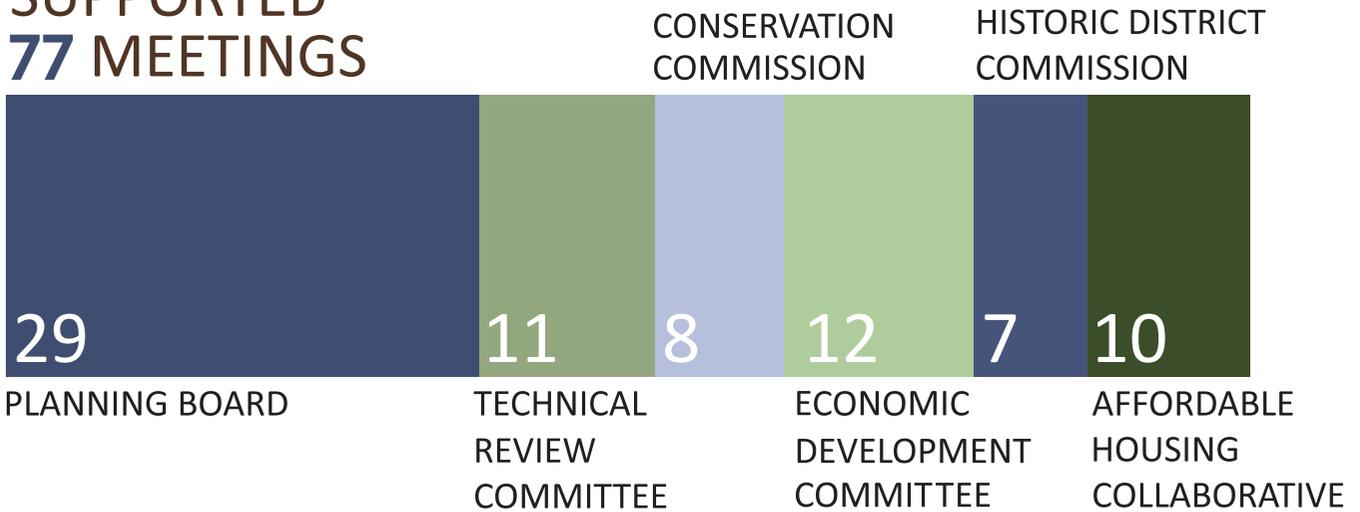
Continued working with the Town Clerk’s Office on the historical map scanning project, scanning a total of 109 recorded maps, with all recorded plat book maps now scanned back to the year 1937

COMMUNICATION & EDUCATION

Maintained Town and public WebGIS databases, making updates to numerous GIS data layers, including property boundaries, roads, protected open space, zoning, comprehensive land use plan, and the Town’s utility infrastructure

PERFORMANCE METRICS

SUPPORTED 77 MEETINGS





DEPARTMENT BUDGET:

\$528,257



5.5

EMPLOYEES



The mission of **THE BUILDING AND ZONING INSPECTION DEPARTMENT** is to provide information and guidance to residents, realtors, contractors, and attorneys to assist in the navigation of the State Building Code and the Town Zoning Ordinance. The Building Official also serves as the Zoning Enforcement Officer. In addition, the Zoning and Building Inspection Department oversees Town Hall Operations, to include the maintenance needs of the Town Hall complex.

CLOUD BASED PERMITTING SYSTEM & TABLETS

Through the use of new technology implemented this year, the Department has recognized efficiencies, and process improvements. The Department converted the Town's permitting system from a paper based application and filing system to a digital cloud based system, which also alleviates the storage of more than 10,000 pieces of paper. Out in the field, inspections are now recorded and reported with tablets allowing the inspectors to issue approvals or correction notices right from the field, via email to the contractor.

COUNCIL CHAMBERS

The Council Chambers on the second floor of Town Hall is where the Town Council and other Town boards and commissions meet for public meetings. The Chambers were last renovated in 1989, and have been well maintained in the years since. The Chambers received some repairs this year, to remove and replace water damaged drywall near two of the historic windows. Small leaks causing the modest damage had been fixed previously, and the patching and painting work has now been completed. In addition, the wood paneling on the Town Council dais and around the room was restored after being sanded, stained, and polyurethaned.

PERMITTING, REVIEW & INSPECTIONS

Over the course of the year, the Department issued a combined 2,810 permits, 31 Zoning Certificates, reviewed 42 applications to CRMC for zoning compliance, performed 3,660 inspections, and administered the Minimum Housing Program. A summary of the Department’s activity is detailed in the charts on the following page.



FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

Transitioned to a cloud based electronic permitting system

Instituted the ability for onsite inspection recording through the use of tablets



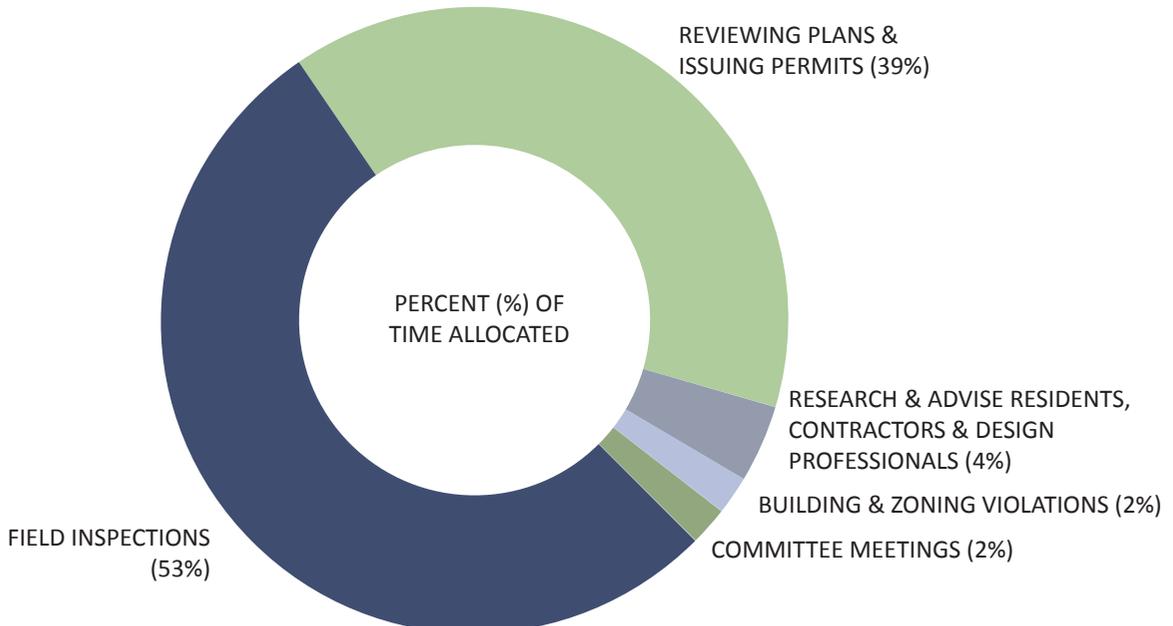
PROVISION OF CORE SERVICES & FACILITIES

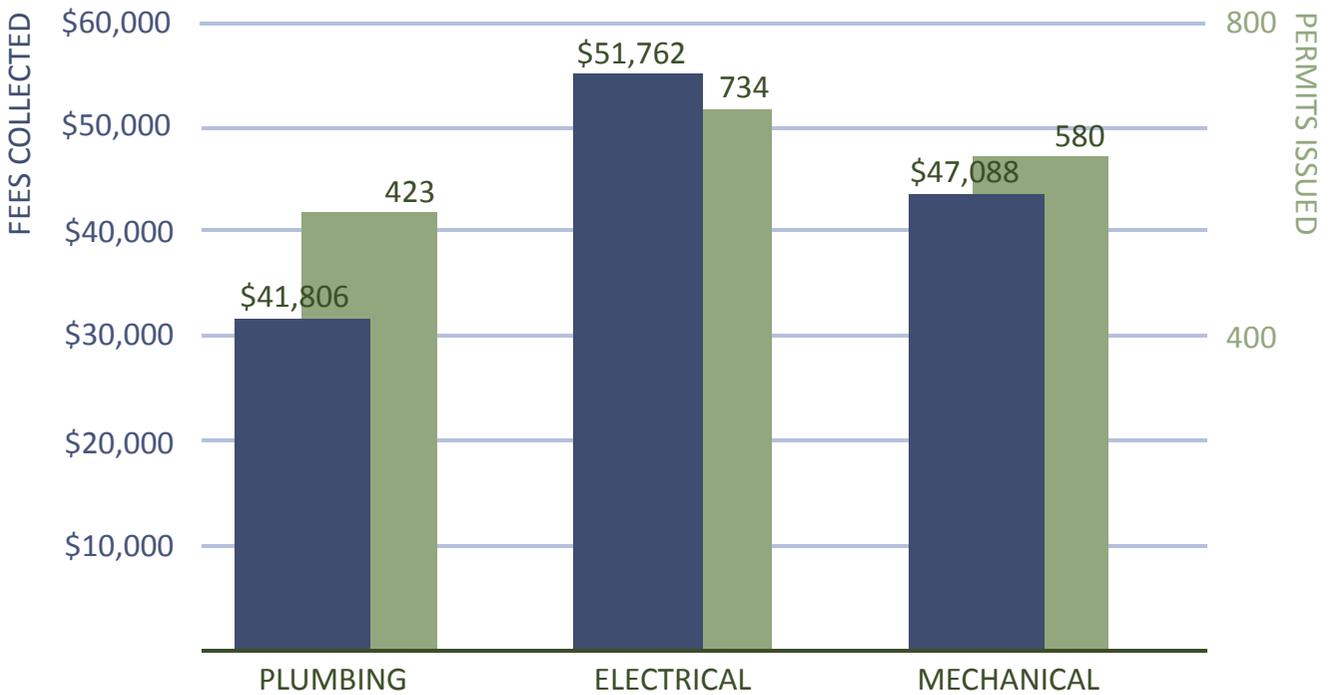
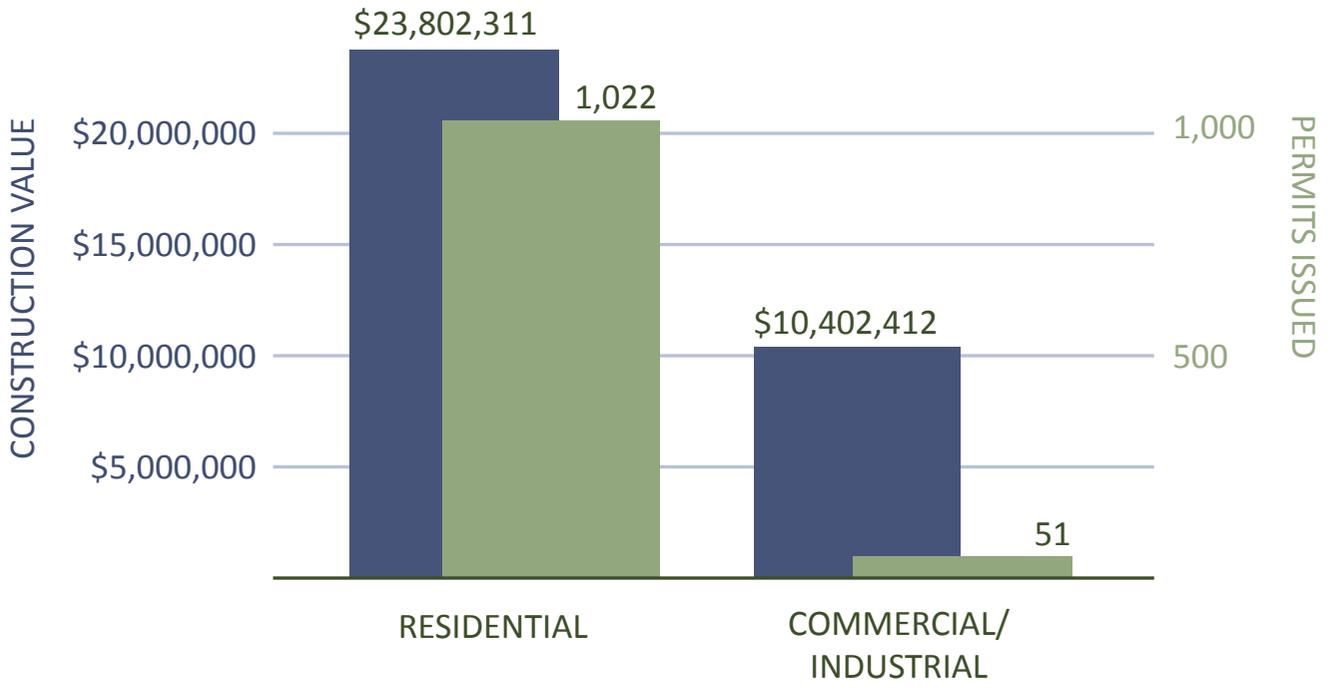
Reviewed plans, issued permits, and performed required inspections in a timely manner

Continued to ensure that all construction is in conformance with the State law, and the State Building Code and the Town Zoning Ordinance

Maintained the Town Hall building and grounds with care, making improvements and repairs as needed, including to the Council Chambers

PERFORMANCE METRICS





ZONING PETITIONS & HEARINGS

13 MEETINGS HELD

51 PETITIONS HEARD

\$10,065 FEES COLLECTED

COMPLAINTS RECEIVED & INVESTIGATED

112

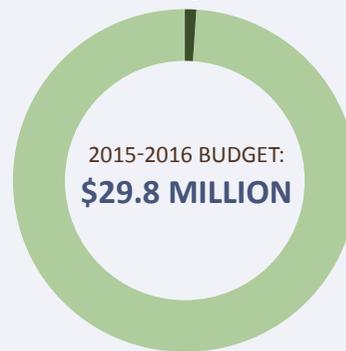
34 VIOLATIONS ISSUED



It is the responsibility of **THE INFORMATION TECHNOLOGY (IT) DIVISION**, under the Finance Department, to provide all Town Departments with technological assistance, uniformity, and control in the analysis, design, development, and functionality of all technology related projects and computer system services.

DEPARTMENT BUDGET:

\$323,431



1.8

EMPLOYEES



The IT Division's duties include the following:

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

FEATURED PROJECTS

WEBSITE & SOCIAL MEDIA

The Town of South Kingstown recently launched a new, feature rich website, available at the same web address www.southkingstownri.com. The new site's modern design includes a range of features that enhance the user experience, including device-optimization ensuring the best presentation on all user devices, smart phones, tablets, or computers. Using the Notify Me feature, users can sign up to receive email and text notifications about news items, programs, job postings, meetings, and events.

The new website replaces the Town's previous site which initially launched in 2000, and was last



redesigned in 2009. Lead by the IT Division, the website project began last year, and once a vendor was determined, the Division worked collaboratively with the vendor and representatives from each Town department to develop the site design, and color scheme. Following in depth training, the departments developed and published new pages and content. We hope that residents, businesses, and visitors alike will find our new site useful.

Several departments, including the Police Department, Animal Shelter, Library, and Parks & Recreation have had a department specific social media presence. To align with the release of the Town’s new website, the Town launched an official Town of South Kingstown Facebook page. The goal is for the website and the Town’s social media presence to be used as sources of information to assist the public in all facets of Town Government and public information.

PUBLIC SAFETY LAN & SERVER

In the last year, the technology needs of the Town’s Public Safety Department, inclusive of the Police Department, EMS, Animal Control, and Harbor Patrol, were aligned to fall under the IT Division’s purview. IT worked with the Public Safety leadership to perform an assessment in order to identify what areas for improvement were needed in order to comply with the Criminal Justice Information Systems (CJIS) guidelines. Some of

the changes included the implementation of a virtualized environment for greater redundancy, and the replacement of aging network equipment (i.e. firewall and switches) with gigabit network equipment, resulting in greatly improved speed, reliability, and security.

TOWN LICENSING

The Town implemented new licensing software for use by the staff in the Town Clerk’s Office, which enables the application and approval process for businesses seeking any business license to be significantly streamlined. In addition to the Town Clerk’s Office, IT worked cooperatively with multiple Town Departments, including Fire Alarm, Planning, Building, Police, Finance, and Public Works, as well as with both Kingston and Union Fire Districts, in order to improve and streamline the process. What had normally taken a few weeks to process, with all the applicable approvals needed, now can take as little as 5 days (dependent on type of license). All approvals are electronic, with many occurring simultaneously rather than consecutively. As the item moves through the approval process, staff is notified of the process stage and approvals via automated email instead of a hard copy interoffice memo.



FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

Lead the Town’s website redesign project

Implemented a Town Licensing system and electronic workflow for all departments, as well as Union Fire District and Kingston Fire District

Lead the Town’s Private Fiber Optic Network project to connect Town facilities

Redesigned and implemented the Public Safety local area network (LAN)

Redesigned the Public Safety server environment

Coordinated with the Town Manager’s Office in the creation of the Town’s Facebook presence

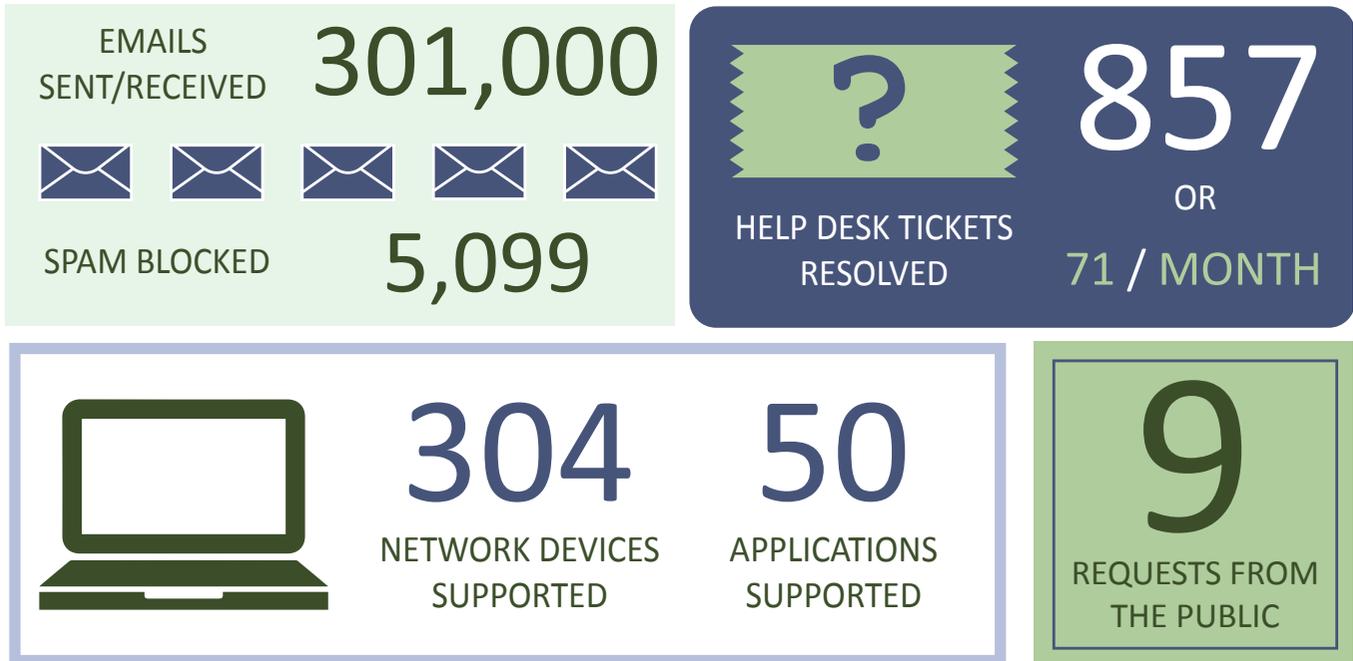
Lead the migration project to enable the Town to use the State of Rhode Island’s CodeRED emergency notification system



PROVISION OF CORE SERVICES & FACILITIES

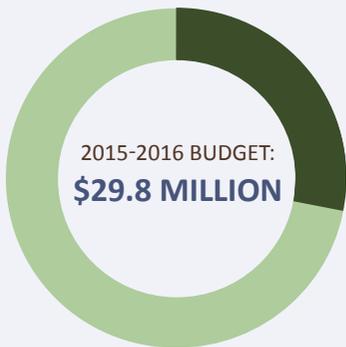
Installation of a Town wide Fuel Management System

PERFORMANCE METRICS



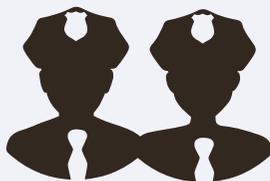


DEPARTMENT BUDGET:
\$8,172,517



72

EMPLOYEES



The primary responsibility and mission of **THE SOUTH KINGSTOWN POLICE DEPARTMENT** is to provide total community service. Although preservation of peace and protection of lives and property are the principle duties of a police officer, South Kingstown Public Safety Personnel, both sworn and civilian, also function as public service officers responsible for identifying and responding to service needs of all our citizens.

MISSION PHILOSOPHY

The Mission Philosophy of the South Kingstown Police Department is a component of the Department Rules and Regulations, which in accordance with the Town Charter were adopted and approved by the Town Council in August 1987. The mission statement is unique in that in addition to defining the well accepted principal duties of law enforcement, it also advocates that the Town's public safety personnel recognize the need to function as community service providers.

South Kingstown Police Officers recognize their roles in this multi-service organization by providing assistance and counseling for a wide range of services from simple street directions to referrals of services of other agencies not provided by police. The spirit of South Kingstown

Police Officers is to identify, report, and remove a variety of public safety hazards and to provide assistance to ensure citizen safety at every opportunity. In addition, South Kingstown Police Officers are also public safety officers responsible for ensuring safe, orderly and lawful conduct in the community through various crime fighting activities designed to discourage illegal behavior and to elicit community cooperation.

It is the mission of the South Kingstown Police Department to deliver the highest level of police professionalism to the Citizens of South Kingstown in a sensitive and efficient manner within the rule of law which guarantees individual rights to all our citizens. Officers of the South Kingstown

www.facebook.com/southkingstownpolice



Police Department will conduct their professional responsibilities in a disciplined manner pledging to uphold the laws of the Nation, State, Town Code and Rules and Regulations of the South Kingstown Police Department.

The South Kingstown Police Department is comprised of 53 sworn officers, eight dispatchers, and ten civilian support staff. The complement of sworn officers consists of the Chief, two Captains, six Lieutenants, seven Sergeants, and 37 Patrol Officers. Many of the officers also specialize in various units, including School Resource Officers, Bike Patrol Officers, Ceremonial Honor Guard, Accident Reconstruction Team, and Field Training Officers. The Department is also fortunate to share a supportive bond with the Department Chaplin, Father Taillon, of the St. Thomas Moore Parish.

FEATURED PROGRAMS & ACCOMPLISHMENTS

NEW EMPLOYEES WELCOMED TO SKPD

This year the Department hired four new police officers and a part-time dispatcher to fill vacancies. The new officers each completed 22 weeks of training at the Rhode Island Municipal Police Academy, studying Rhode Island criminal and traffic law, patrol procedures, investigative techniques, accident investigation, report writing, communications, patrol vehicle operation, hate crimes, fair and impartial policing, domestic violence awareness, alcohol and substance abuse awareness, mental health issues, active diffusion methods, self-defense and firearms training. After successfully completing the Academy, the officers were assigned to an SKPD Field Training Officer for 15 weeks to learn the policies and procedures of the South Kingstown Police Department, along with receiving enhanced training on the equipment in use by the Department.

COMMUNITY PROGRAMS

The men and women of the South Kingstown Police Department, both sworn and civilian, recognize that a successful police department must balance

enforcement with community service efforts, as the partnerships established within the community are crucial to reducing crime levels and enhancing safety efforts. The training many officers receive in specialized fields of service allows them to conduct programs that enhance the quality of life for our residents.

The Town's bike patrol focuses primarily on the villages of Peace Dale and Wakefield, the Town's south shore areas, and the bike path. Bike patrol officers balanced their program with a combination of parking enforcement, alcohol enforcement on the beaches and parks, and bike safety awareness along the bike path and roads. This year, the bike patrol officers teamed up with McDonald's of Old Tower Hill Road to hand out free dessert coupons to children whom they observed practicing bicycle safety.

Members of the Department who are Child Passenger Safety certified technicians coordinate with local business and daycare centers to provide community presentations and/or child safety seat checks where parents and caregivers receive education and hands-on assistance with the proper use of child restraint systems and seat belts. At these events, along with providing this service at the Police Department, these Officers performed over 300 child passenger safety checks, assuring that everyone is safely buckled up all the time.

The Honor Guard Unit continued to play an important role in representing the Town in ceremonial events, parades, and memorial services.

JUVENILE DIVISION & SCHOOL RESOURCE OFFICERS

The South Kingstown Police Department takes a proactive stance on all aspects of Juvenile Justice. It involves the handling of criminal investigations as well as public relations and juvenile safety initiatives throughout Town. One of the main goals of the Juvenile Division is understanding and implementing rehabilitative measures for our community's juvenile population. Working with families, the School Department, South Kingstown Partnership for Prevention (SKPP), South County Community Action, and the Family Court is a key

component of ensuring the youth in our community are being provided the help and guidance they need as they grow into adulthood. The Juvenile Division prides itself on having a positive relationship with the staff and student bodies of our schools.

Working cooperatively, the Police Department and School Department manage the School Resource Officer (SRO) Program. With the addition of a second School Resource Officer, the program was expanded this year to include Curtis Corner Middle School, with the SRO program in its fifth year at South Kingstown High School. The two SROs combined efforts and worked to address safety issues for both the students and the school facilities. The SROs were also instrumental in facilitating resolutions to a number of conflicts involving students, focusing on restorative practices to intervene in preference to, and often preventing arrest.

At the High School, the School Resource Officers developed and enhanced relationships with students through a new program which provided students an option for a constructive location to come “hang out”, and participate in games and activities each week on Wednesday mornings, as the school start time is later than other school days due to teacher common planning time. The SROs also implemented a social media page for use by the students and SROs as an additional means to communicate.

UNIFORM CRIME 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 2015 Police Department Annual Report, available on the Police Department’s page of the Town’s website, includes the Uniform Crime Report (UCR), which contains statistical information covering the seven major crime classifications of homicide, rape, robbery, assault, burglary, larceny, and motor vehicle theft. UCR figures are reported to the Federal Bureau of Investigation (FBI) on a calendar year basis. For the purpose of the Town’s FY 2015-2016 Annual Report, the UCR statistics noted in the Performance

Metrics section have been converted to a fiscal year date range.

ILLEGAL SUBSTANCE TRAFFICKING

The Department continues to be vigilant in investigating the trafficking of illegal substances in Town. During FY 2015-2016 there were 25 arrests, combining both adult and juvenile, for drug related offenses, which encompassed the drug abuse violations of sale/manufacture or possession. The arrests are due to the combined efforts of the Patrol and Detective Divisions and are often a result of useful intelligence that is developed, along with undercover surveillance operations performed by Detective personnel.

EMERGENCY PREPAREDNESS

As in past years, the Department continues to work in unison with the RI Emergency Management Agency (RIEMA), the US Department of Homeland Security (DHS), the American Red Cross – RI Chapter, and South County Hospital on community preparedness planning for incidents such as hurricanes, severe flooding, pandemic flu, and terrorism. The Department has worked in partnership with members of the American Red Cross, South Kingstown Senior Services, and the South Kingstown School Department throughout the year to ensure that shelters are ready and staffed when needed. 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.

ANNUAL TRAINING AND PROFESSIONAL STANDARDS

In order to maintain a high level of service and efficiency, the members of the South Kingstown Police Department participated in over 2,000 hours of training. Officers participated in annual training involving department policy and procedure updates, criminal and traffic law updates, firearms qualifications, DUI & breathalyzer recertification, defensive tactics, and less lethal force options. Additional topics of training included: autism

and law enforcement, background investigations, and interrogations, deceptive behaviors, police crime scene fingerprinting, property and evidence cyclist, police prosecution, and social network management, drug investigations, interview investigations.



PROVISION OF CORE SERVICES & FACILITIES

Continued making progress toward achieving accreditation status through the Rhode Island Police Accreditation Commission; working on a comprehensive review of all policies and procedures to adhere to best practices and highest level of professionalism

Conducted a police recruitment drive; resulting in the hiring of four new officers to fill Department vacancies

Provided sworn and civilian personnel with over 2,000 hours of professional development training

Continued assignment of undercover officer in DEA Multi-jurisdictional Task Force

Prepared bid specifications and completed acquisitions for police equipment budgeted for replacement in FY 2015-2016 (6 Police Vehicles, 1 Portable Radio, 1 AED, 2 Radar Units, 1 Gun Safe)



SPECIAL NEEDS POPULATIONS

Expanded the School Resource Officer (SRO) program; deploying a veteran officer as an SRO at Curtis Corner Middle School in September 2015; The program expansion was accomplished through a partnership with the School Department, and funded through a 50/50 cost sharing agreement



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

Received \$47,000 from the RI DOT Operation Blue Riptide grant program to reinforce traffic safety efforts; including Impaired/Drunk Driving Enforcement, Speed Management, Child Safety Seat and Seatbelt Safety Efforts

Detective Division continued to work with US Marshals Service to identify/manage sexual offenders in the community (grant funded detail)

Performed Alcohol and Tobacco Compliance inspections as directed by RI Department of Behavioral Health (BHDDH grant funded detail)

Participated in the Department of Justice Bulletproof Vest Grant Program to obtain 50% cost share toward the purchase of body armor for the safety of our officers; 7 officers outfitted with bulletproof vests

Acquired and placed in service Total Station Accident/Crime Scene Reconstruction (funded by combination of JAG grant Federal Forfeiture proceeds)



COMMUNICATION & EDUCATION

Worked collaboratively with the Town's IT Division on a major overhaul of police computer network system and connectivity between Police Department and Town Hall; resulted in improved network security and operational efficiency; outfitted front-line patrol vehicles with new computer tablets (partially funded by Homeland Security grant)

Prepared and submitted the SKPD Annual Report for 2015; posted on the Town's website for public access

Continued working cooperatively with URI Police on public safety matters and strategic planning; cross trained with URI police officers on active shooter incidents



ENVIRONMENTAL & NATURAL RESOURCES

Completed several facilities improvements (Chiller, solar tint windows/skylights, started parking lot upgrades)



CIRCULATION

Activated Bicycle Patrol Unit for the summer and fall months in the Wakefield and Peace Dale village centers, along the bike path and the South Shore

PERFORMANCE METRICS

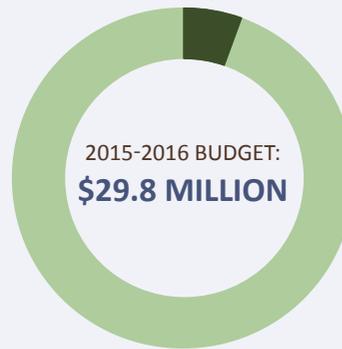




THE EMERGENCY MEDICAL SERVICES (EMS) DEPARTMENT'S mission is to provide pre-hospital emergency medical treatment and transportation of the sick and/or injured, and to promote a Town-wide community based emergency medical services system that reduces premature death and disability from acute illness and injury through prevention, education, and response efforts. The EMS Department is charged with maintaining a state of readiness for emergency response, providing emergency and non-emergency response, providing aid to the public, and providing community services.

DEPARTMENT BUDGET:

\$1,612,847



17

EMPLOYEES



FEATURED PROGRAMS

HIGH-TECH TRAINING

Beginning in October 2015, the Department coordinated with the Medical Simulation Laboratory at Rhode Island Hospital to provide Department staff several courses necessary for Paramedic recertification. These courses included Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). Given the already high level of education and experience the Department's Paramedics possess, training in a high-tech facility with high-fidelity manikins, and provided by emergency physicians offered the Department's Paramedics an excellent training opportunity.

PROBATIONARY EMPLOYEE TRAINING PROGRAM

The Department implemented an orientation and training program for new Paramedics hired into the department. Before beginning their assigned shift schedule, new employees work under the direct supervision of the EMS Lieutenants on a variety of shifts, and have the opportunity to work out of both the North and the South Station allowing them to experience calls and become familiar with the different villages and neighborhoods in Town. The goal of the orientation and training program is for new employees to become properly acquainted with the Town and the operations of the department by the end of the probationary period.

IMC RUN CARD EFFICIENCY PROJECT

The IMC Run Card system was reviewed by Police, Fire Alarm, and EMS Departments, and efforts were coordinated with officials from Union Fire District and Kingston Fire District, in order to identify areas where efficiencies could be created within the dispatch and emergency response process. South Kingstown is over 62 square miles, the largest community in the State, and has over 30,000 residents. With over 1,500 IMC sites within the Town of South Kingstown, consolidated run cards were created for EMS and Fire, and a defined response map was developed to distinguish areas serviced by UFD and KFD, as well as to define designated response routes used by first responders. The efficiencies and new resources developed as part of the project will allow Police, Fire, and EMS to work together to promote a streamlined process for emergency dispatch and enhance response time by first responders.

HOMELAND SECURITY GRANT AWARD

The Department was awarded a Homeland Security Grant award in the amount of \$76,000 which will be used to fund the acquisition of radios for EMS and the Police Department. EMS will receive one mobile radio, two 800 MHz radios, and three Kenwood UHF radios. The acquisition of two 800 MHz radios will serve to replace existing radios, as they are approaching six years of service and will become no longer serviceable. EMS currently owns 1 Kenwood radio which is utilized by the on duty EMS Lieutenant to communicate with Union Fire District and Kingston Fire District. The acquisition of the additional three Kenwood UHF radios will enable the EMS Director, and the ambulance crews to also communicate directly with both UFD and KFD.

EMS SOUTH STATION RENOVATION

The EMS South Station is housed at the Town's Public Services Building off Route 1, which was the Town's former Police Station. The EMS South Station Renovation project, for which planning began in 2012, is now underway; a contract has been awarded and construction has begun. The

project includes a renovation and expansion of the existing vehicle garage doors and space, necessary as the standard ambulance vehicle size has significantly increased since the garage was originally constructed. The project also includes the replacement of an aged generator, to ensure the South Station can remain operable and continue to provide service in the event of a power outage. The anticipated date of project completion is December 2016.

IMPROVED SOFTWARE & TECHNOLOGY

The EMS Department switched this year from using a fee-based propriety billing software to a web-based platform provided free of charge through the Rhode Island Department of Health, at a savings of about \$3,300 annually. In recognizing this savings, funds were used to purchase software that enables Department scheduling to be accomplished electronically. Employees can now view their schedules, request time off, receive notifications about available shifts, apply for available shifts, and even receive notification about awarded shifts all electronically and online. The software messaging also requires mandatory acknowledgment, thus providing documentation that employees have received critical messages such as policy updates or operational issues. Additionally, the software allowed the Department to eliminate many paper forms and checklists previously used by the Department for the purposes of equipment, vehicle, and controlled substance management.



FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES AND FACILITIES

Implemented an orientation and training program for new hire Paramedics, with the goal of new employees being acquainted with the Town and department operations by the end of the probationary period

Implemented a rubric for use during the Paramedic interview and candidate review process

Established the EMS Lieutenant position, formerly named the Shift Supervisor, and defined duties and responsibilities for the position

Assisted in training and information sharing relative to CodeRED, the Town's new emergency notification system

Provided EMS Lieutenants with leadership training and conflict resolution skills



COMMUNICATION & EDUCATION

Coordinated with Rhode Island Hospital to provide Department staff with ACLS and PALS training at the Medical Simulation Laboratory

Created electronic fillable forms for staff to document and communicate deficiencies with vehicles, equipment/supplies, station, etc. and track resolution

Implemented a web-based scheduling and tracking software that allows employees to view shift assignments remotely 24/7, enables a more efficient shift fill process, as well as eliminating paper forms for equipment, vehicle, and controlled substance management

Provided training courses to Town staff, School Department teachers and staff, and members of the community including RI Hospital Medical Simulation Center staff





SOUTH COUNTY HOSPITAL

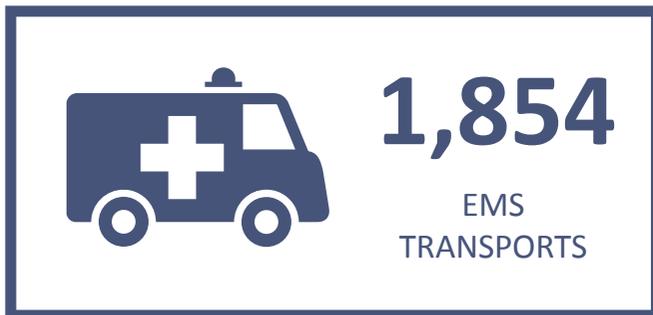
Worked with South County Hospital Medical Director and RI Department of Health to document standard operating procedures



BUDGET DEVELOPMENT AND FISCAL MANAGEMENT

Replaced the patient reporting software the Department used with a streamlined and web-based reporting solution, which is provided by the State free of charge

PERFORMANCE METRICS

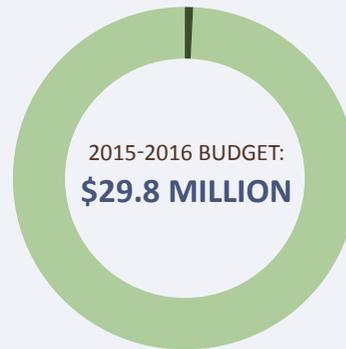




THE FIRE ALARM DEPARTMENT (formerly known as the Communications Department) is charged with enforcement of the Rhode Island Fire Safety Code, as it pertains to the installation and maintenance of commercial fire alarm systems for all new and existing buildings in South Kingstown, and includes responding to commercial fire alarm activations 24 hours a day, seven days a week, to assist in locating the origin of the alarm, resetting the system, and ensuring all fire alarm systems are in normal operating condition.

DEPARTMENT BUDGET:

\$234,796



2.5

EMPLOYEES



INTEROPERABILITY PROJECT

The radio system utilized by Police, Fire, and EMS is 800MHz, a digital system used by emergency responders statewide. In order to allow for better interoperability with all emergency responders within the Town, in the event of a significant weather event or critical incident, the Department successfully completed a project that now enables other Town divisions who provide emergency response such as Highway, Water, Wastewater, and Parks interoperable communication with Police, Fire, and EMS. This allows all responding departments and resources to effectively and efficiently communicate with each other on the same platform.

COMMERCIAL FIRE ALARM RESETS

The Department works closely with Union Fire District and Kingston Fire District, the volunteer fire departments serving the Town. This year, the Department identified and implemented a mutually beneficial efficiency, whereby UFD Deputy Chiefs were trained to reset the Town's commercial fire alarm system installed in many businesses within the UFD district for routine incidents at low occupancy buildings. This includes locating the origin of the alarm, resetting the system, and ensuring the system is in normal operating condition. Previously, any time a commercial fire alarm occurred outside the Department's normal work hours, an employee was called in to respond. Implementing this program enables the first responders to provide the community with a quick response during routine incidents, resulting

in less business down time, as well as a significant reduction in overtime cost to the Town. During FY 2015-2016, there were a total of 288 commercial fire alarm incidents, with 64 occurring during the Department's normal working hours. Of the 224 remaining incidents, UFD Deputy Chiefs reset the alarm on 183 occasions, and the Department was needed for only 41 resets.

IMC RUN CARD EFFICIENCY PROJECT

The IMC Run Card system was reviewed by Police, Fire, and EMS to identify areas where efficiencies could be created within the dispatch and emergency response process. South Kingstown is over 62 square miles, the largest community in the state, and has over 30,000 residents. With over 1,500 IMC sites within the Town of South Kingstown, consolidated run cards were created for EMS and Fire, and a defined response map was developed to distinguish areas serviced by UFD and KFD, as well as to define designated response routes used by first responders. By working together, the efficiencies and new resources developed as part of the project will allow Police, Fire, and EMS to work together to promote a streamlined process for emergency dispatch and enhance response time by first responders.

MUNICIPAL FIRE ALARM SYSTEM CABLE

The Municipal Fire Alarm System supports over 240 businesses in Town, along with servicing all

Town and School properties for fire alarm, burglar alarm, and in some cases telephone service. The buildings are connected to the system via cable hung from utility poles or run underground. The addition of new cable, as well as cable relocation, replacement, and rebuild projects are necessary, as new businesses are connected, storm damage occurs, or aging wire needs replacement. The following major projects occurred during FY 2015-2016:

- The new Intermodal Comfort Station on Main Street, and the new Thundermist building were two of the thirty-one new Municipal Fire Alarm System connections.
- Construction on the EMS South Station garage, located at the Town's Public Services building required the installation of a new underground conduit bank, fire alarm, and cable for phone and fiber.
- Cable along Cards Pond Road, which serves Theatre by the Sea and the Perryville Baptist Church, was impacted due to storm damage over the last year, requiring a significant rebuild project.
- Cable along Route 138 and Fairgrounds Road was impacted due to storm damage over the last year, requiring new wire to be run and any businesses along the line to be reconnected. This cable serves ten businesses as well as the fire horn for West Kingston Fire Station.



FEATURED ACCOMPLISHMENTS



BUDGET DEVELOPMENT AND FISCAL MANAGEMENT

Significantly reduced the number of Call Back responses and related overtime expenses for municipal fire alarm system resets due to routine and low occupancy building incidents



COMMUNICATION AND EDUCATION

Implemented a program allowing Union Fire District Chiefs & Deputy Chiefs to reset municipal fire alarm systems for routine and low occupancy building incidents

Streamlined the Fire Alarm plan review process with UFD & KFD and the Town's Building Department



PROVISION OF CORE SERVICES AND FACILITIES

Completed Town 800Mhz radio interoperability project for emergency responders in the event of a significant weather event or critical incident

Assisted Police, Fire, and EMS in the IMC Run Card Efficiency project

Cable relocation projects: Route 1 – Salt Pond Road overpass; and the Town's Public Services Building

Cable replacement projects: Route 1 at South County Commons circuit 4; and Columbia Street for PDOB and Guild

Cable rebuild projects: Cards Pond Road; Route 138; Fairgrounds Road; and Main Street

Municipal Fire Alarm System Connections: new Intermodal/Comfort Station; and new Thundermist building

PERFORMANCE METRICS





DEPARTMENT BUDGET:

\$37,516



2015-2016 BUDGET:
\$29.8 MILLION

The mission of **THE HARBOR PATROL**, under the direction of the Police Department, is to provide for the safety of the boating public on waters located in the Town of South Kingstown, through education and enforcement of State and local boating safety laws, while assisting Federal, State, and local governmental agencies in their efforts by providing local knowledge relative to their specific water related issues.

PROGRAM DESCRIPTION

The Harbor Patrol program was established in 1975 to promote public safety through enforcement of State and local laws and regulations, and to assist boaters in distress. A major emphasis is placed on educating recreational boaters about the rules and regulations governing the use of Town waters in order to promote public safety and enjoyment. The presence of the Harbor Patrol on the Town’s waterways has produced a calming effect on the general boating population and promotes a safe boating environment for all to enjoy. The Harbormaster works collaboratively with the Narragansett Harbormaster, and the Town’s waterways, weather permitting, are patrolled seven days a week for the entire fifteen-week summer season. The Harbormaster also manages

the Town’s mooring fields, and 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.

The Harbor Patrol utilizes seasonal assistant harbormasters to aid in staffing the Harbor Patrol during the summer months. This staff receives specific training in boating safety laws and procedures, and typically consists of students at the University of Rhode Island in the Marine Affairs Program and students from the Massachusetts Maritime Academy. The program has been in place for a number of years, and the Town’s new Harbormaster met with the recruiting and job placement personnel at these institutions in early 2016 to continue to foster this important relationship.

FEATURED ACCOMPLISHMENTS

ONLINE ADVANCES TO ASSIST LOCAL BOATERS

The Harbor Patrol's redesigned page on the Town's new website provides information about the Town's Boats & Waterways Ordinance; RI Requirements & Standards for Vessels & Associated Equipment; State law related to Boats, Waterways & Navigation; Boating Safety & Education; and links to information on tides and the Point Judith Harbor Chart.

The Town continued its partnership for the second season with OnlineMooring.com. Using this online tool, mooring holders can submit applications, pay fees, check the status of their application, and view mooring locations all online. This year the Town's mooring fields generated \$31,706 in rental fees, for its 187 rented moorings. The Harbormaster continues to work to increase occupancy of

available moorings, striving to fill all of the Town's moorings to attempt to realize all available revenue potential for the Town.

COORDINATED WITH STATE AGENCIES

The Harbormaster worked with the State to obtain replacement no wake buoys for both South Kingstown and Narragansett. This effort provided all new buoys for the shared waterways of both towns on Pt. Judith Pond and the Narrow River at no cost to either town.

The Harbormaster also coordinated with the RI Division of Fish and Wildlife to review needed repairs and improvements to The Narrow River boat ramp. This ramp is owned and maintained by the State and sees a high volume of traffic in the summer. Fish and Wildlife was receptive to the suggestions provided and was able to make some improvements to the parking area.



PROVISION OF CORE SERVICES & FACILITIES

Continued public educational efforts to promote safe boating and provide boating safety education

Patrolled the Town's waterways to promote public safety, provide a calming effect, assist boaters in distress, and issue warnings or citations as necessary

Managed the Town's mooring field program, and increased the number of available moorings by 14





COMMUNICATION & EDUCATION

Worked collaboratively with the Town Clerk's Office to update the mooring application process, converting it to an online system easily accessed and used by residents

PERFORMANCE METRICS

73

BOATING SAFETY
CHECKS CONDUCTED



20

VIOLATION
WARNINGS
ISSUED

3

CITATIONS
ISSUED



\$31,706

MOORING
REVENUE

187

MOORINGS



9

APPLICANTS ON
WAITING LIST

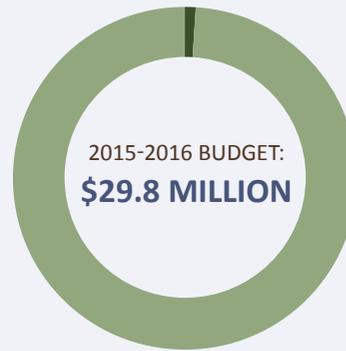




The mission of **THE ANIMAL CONTROL PROGRAM**, under the direction of the Police Department, is to enforce all animal related Town Ordinances and State laws, house the Town's stray animal population, provide humane education to the general public in regard to the proper treatment and care of animals, and to help ensure that all animals within the Town's jurisdiction are treated humanely. The Animal Control Program is separated into two divisions; the Animal Shelter and the Road Division.

DEPARTMENT BUDGET:

\$295,744



4

EMPLOYEES



FEATURED PROGRAMS

REGIONAL ANIMAL SHELTER SERVICES

In addition to serving South Kingstown, the Animal Shelter also serves the Town of Narragansett through a shared services agreement, and the Shelter employees work closely with Animal Control Officers in both South Kingstown and Narragansett. As part of the agreement, the Town of Narragansett assists with the Shelter's operating expenses by providing a funding contribution each year, to reflect the services available to the Narragansett population.

SAVING STRAYS PROGRAM

Founded in 1980, the South Kingstown Animal Shelter accepts neglected, abandoned, and/or stray dogs and cats. The Shelter is committed to improving the quality of life of all strays in its care. All possible medical care, including preventative attention, is given to the animals. While animals typically include dogs, puppies, cats, and kittens, in the past the Animal Shelter has assisted animals including rabbits, a variety of birds, ferrets, salt & fresh water fish, reptiles, goats, pigs, horses, and cows. Some stray animals are simply lost, and the Animal Shelter works hard to help them find their family. The Shelter focuses on returning strays to their owners through social media, advertising, lost & found ledger, and access to the shelter seven days a week. Other strays need forever homes, and the Animal Shelter also focuses on



www.facebook.com/groups/southkingstownanimalshelter



placement and adoption, and carefully screens adoption applicants.

KEEPING OUR PETS SAFE

The Animal Shelter staff and Animal Control Officers are committed to educating the general public about the humane treatment of animals, the importance of proactive care, the benefits of spaying/neutering, and rabies awareness through displays, conversations, social media, newspapers, public appearances, and general fundraising. The Town recorded no canine fatalities on Town roads over the past year, and hopes that with the program's public education efforts, coupled with the willingness for people to report violations, this trend will continue. The Animal Shelter Staff and Animal Control Officers are committed to providing access to the shelter seven days a week, to promote public safety and the safety of the impounded animals.

FEATURED ACCOMPLISHMENTS



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

Served the stray animal population of South Kingstown, as well as Narragansett, through a shared services agreement

EMERGENCY SHELTER

The Animal Shelter has been designated as a Regional Emergency Animal Shelter, and can shelter pets in the event of a disaster or severe weather event requiring evacuation, and as of this year is now equipped with a generator to support shelter operations during these events.

LOW COST SPAY/NEUTER PROGRAM

The Animal Shelter offers a low cost pet spay/neuter program for Town residents, and offers both pre- and post-procedure assistance options. To learn more about the eligibility guidelines and application process, please visit the Animal Shelter's page on the Town's website or contact the Animal Shelter Manager or the Animal Control Officer. Qualifying residents may choose where their pet receives spay/neuter services, however the Animal Shelter can provide information about local spay/neuter clinics, including if any providers also offer assistance programs that can be combined with the Town's program to keep costs incurred at a minimum. The Animal Shelter has identified two low cost providers who offer quality care and services, and can provide a referral to Companion Animal Welfare Society (CAWS) or Salmon River Veterinary Mobile Clinic. CAWS is a non-profit organization that supports the Rhode Island pet community by providing high quality veterinary care to economically challenged pet owners. Salmon River Veterinary is a mobile state-of-the-art surgical unit that also provides low cost spay and neuter services to the Town for impounded animals. Salmon River Vet schedules regular hours with the mobile surgical unit at the South Kingstown Animal Shelter on Asa Pond Road. Spaying and neutering is vital in keeping the animal population at manageable levels.

Maintained operational readiness as a Regional Emergency Animal Shelter for sheltering pets in the event of a disaster or severe weather event requiring evacuation



PROVISION OF CORE SERVICES & FACILITIES

Continued educating the public regarding the humane treatment of animals, the importance of proactive care, the benefits of spaying/neutering, and rabies awareness

Promoted a low cost pet spay/neuter program for qualifying residents

Improved safety and security at the Animal Shelter facility with the installation of a new Video Surveillance System

Recorded no fatalities of canines on Town roads

Purchased and placed in service a new Animal Control Van

PERFORMANCE METRICS





DEPARTMENT BUDGET:

\$604,266



5

EMPLOYEES



The mission of THE **DEPARTMENT OF PUBLIC SERVICES** is to provide for the administration, planning, and design of all public works and utility enterprise fund programs and projects. The mission of THE **ENGINEERING DIVISION**, under the Department of Public Services, is to provide for the proper development and management of the Town's infrastructure improvement program. In addition, Engineering is responsible for oversight of the Tree Warden and the Town's street lighting programs.

FEATURED PROJECTS

PAVEMENT MANAGEMENT PROGRAM

The Engineering Division prepared project bid documentation and managed the construction of the Town's pavement reclamation and overlay program in FY 2015-2016. Roads reclaimed and/or paved during the year included Saugatucket Road between Route 1 and Broad Rock Road; White Horn Drive; Spring Hill Road; Stonehenge Road; and Matunuck Beach Road between Route 1 and Matunuck Schoolhouse Road.

SUPERFUND SOLAR FARMS AND OFF-SITE NET METERING SOLAR PROJECTS

In December 2015 and February 2016, the Town Council authorized conditional awards

to Kearsarge Energy and Energy Development Partners, LLC (EDP), respectively, for Superfund landfill solar farm and off-site net metering solar energy. Both projects are still in the design phase and expected to be constructed in early 2017. Since the Town is a public entity, the Town will be able to "off take" solar energy generated by each project and receive an energy credit for electrical costs for its municipal facilities.

MATUNUCK BEACH ROAD PROTECTION PROJECT

As a result of on-going coastal erosion and associated threats to the Matunuck Beach Road infrastructure, in September 2013, the Town Council authorized an award of bid to HK&S Construction Holding Corporation of Newport, RI

to construct a sheet pile seawall along Matunuck Beach Road. Prior to construction commencement, Hang Ten (a/k/a Ocean Mist) filed suit against the Coastal Resources Management Council (CRMC) indicating that the project Assent should not have been issued. Ultimately, the RI Superior Court upheld the project Assent as valid. However, in the Fall 2015 and prior to construction commencement, HK&S declared Chapter 7 (liquidation) bankruptcy. As such, the Engineering Division had to re-bid the project, which was subsequently awarded by the Town Council on June 13, 2016, to Narragansett Dock Works (NDW). Project construction is expected to begin in October 2016, with substantial completion anticipated by Memorial Day 2017.

REGIONAL STREETLIGHT OPERATIONAL AND MAINTENANCE PROGRAM

In 2013, the RI General Assembly passed RIGL § 39-30 The Municipal Streetlight Investment Act, which provides the opportunity for Rhode Island cities and towns to purchase the street lights within their community from National Grid. Subsequently in 2014, the Rhode Island Public Utilities Commission (PUC) adopted a new tariff (Rate S-05) that provides for new National Grid 'energy charge only' rates for those municipalities that purchase

the streetlights within their community. The Towns of Westerly, Narragansett, South Kingstown, and North Kingstown worked together to develop and issue a regional bid solicitation for the operation and maintenance of streetlights, based upon the assumption of the Towns owning the streetlights within their respective communities. A decision on South Kingstown streetlight ownership and third party street light operation and maintenance services will be evaluated in the upcoming fiscal year. In the event the Town purchases streetlights from National Grid, the Public Services Department will also be evaluating LED streetlight conversion.



FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

East Matunuck Water Main Interconnect project completed

Completed the first of a three year contractual Town-wide catch basin cleaning program

Contract Awarded for a Tree and Stump removal contract

Managed the Town's Pavement Management Program, including stone sealing and micro surfacing

Provided engineering and construction administration support assistance for the Town's Recreation Center project

Contract Awarded for a Town-wide Road Striping program

Provided bidding document assistance and project support for the EMS South Station construction project, located within the Public Services Building

Designed the new ADA ramp and stairways for the relocated Matunuck Beach Pavilion

Re-bid and Contract Awarded for the Matunuck Beach Road Sheet Pile Wall road protection project
 Assisted in the preparation of the regional street lighting operation and maintenance bid specifications
 Repaired ornamental and municipal parking lot lighting in Wakefield and Peace Dale
 Coordinated streetlight outages with National Grid on an as needed basis



CIRCULATION

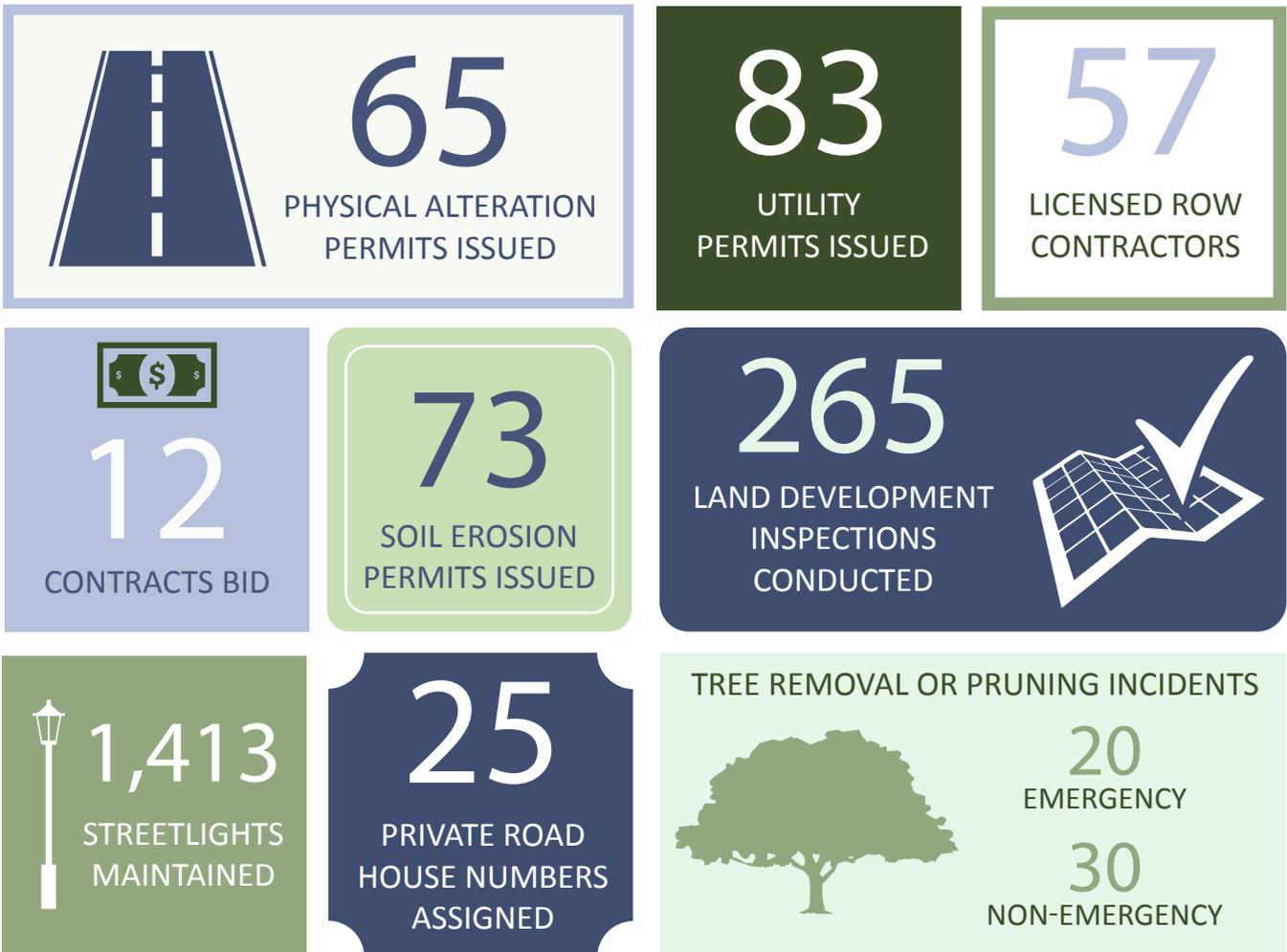
Completed the reconstruction and pavement overlay project on Saugatucket Road (Broad Rock to Route 1)

Completed the reclamation and pavement overlay project on Whitehorn Drive, Spring Hill Road and Stonehenge Road

Completed the reclamation and pavement overlay project on Matunuck Beach Road (Route 1 to Matunuck School House Road)

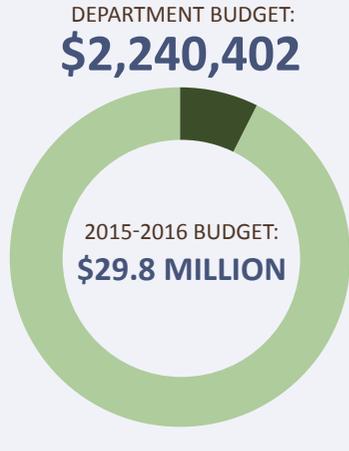
Implemented Town-wide Road Safety Improvement Piloting Program with RIDOT

PERFORMANCE METRICS





The mission of **THE HIGHWAY DIVISION**, under the Department of Public Services, is to provide for the maintenance and improvement of the Town roads, bridges, dams, storm drainage, landfills, and related infrastructure. In addition to these municipal right-of-way duties, the Highway Division is also responsible for providing support services to other various Town departments.



18
EMPLOYEES

FEATURED PROJECTS

FUEL MANAGEMENT SYSTEM

The Highway Division operates and maintains a fuel management system for the Town’s unleaded and diesel fuel used for all Town, School Department, Union Fire District, and Kingston Fire District vehicles. The Fuel Master system installed this year replaced one that was installed in the mid-1980s, and includes a new software system, new fuel pumps and pedestals, and provides for the tracking of all fuel dispensed to each vehicle for departmental billing purposes, the monitoring of incoming versus outgoing fuel to ensure no environmental releases occur, and even integrates vehicle data with the Highway Division’s vehicle preventative maintenance system.

POLICE DEPARTMENT VEHICLE IMPOUND LOT

In order to provide a secure area to house impounded vehicles, the Engineering Division designed a perimeter fenced impound lot at the Town’s Public Safety Complex. The impound lot was subsequently constructed in-house by the Highway Division, and now houses impounded vehicles.

WALMSLEY LANE STORMWATER IMPROVEMENTS

As a result of the natural, step topography along Walmsley Lane, some down-gradient property owners have been subject to historic stormwater drainage patterns that adversely impact their



constructed a majority of the improvements in FY 2015-2016, with the remainder of the work to be completed in the near future.

VEHICLE & FLEET MAINTENANCE

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

property. In an effort to mitigate some of the stormwater impacts these residents experienced, the Engineering Division designed and the Town received an Assent from CRMC for the construction of “level spreader” sheet flow stormwater improvements along the upland shoulders of Walmsley Lane. Level spreaders disperse the concentrated stormwater over wide, relatively flat slopes so that erosion from concentrated runoff is minimized. These improvements required a drainage easement from the down-gradient property owner, the Narrow River Land Trust. The Highway Division

The Highway Division procured the following vehicles and equipment in 2015-2016:

- International six (6) wheel dump truck with snowplow and articulating sander body
- Chevrolet ¾ ton pickup truck with snowplow
- John Deere four-wheel drive backhoe with quick detach bucket

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

Prepared roads in advance of stone sealing and microsurfacing pavement preservation treatments

Maintained the Town’s vehicle fleet

Mowed all Town earthen dam impoundments

Installed a new municipal fuel management system

Continued the installation of high reflective prismatic inserts on municipal roadway guardrails



CIRCULATION

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

Swept all municipal streets



ENVIRONMENT & NATURAL RESOURCES

Mowed and maintained the Rose Hill and the West Kingston landfill caps

Commenced Walmsley Lane stormwater improvements

Constructed Hundred Acre Pond Road stormwater improvements

Provided employee training on stormwater management, construction methods, safety, and materials

Constructed miscellaneous municipal stormwater drainage projects, with emphasis on infiltration systems

Performed stormwater outfall inspections and sampling, cleaning, and outfall repairs as necessary

Commenced using new waterless vacuum-assist street sweeper for improved stormwater BMPs

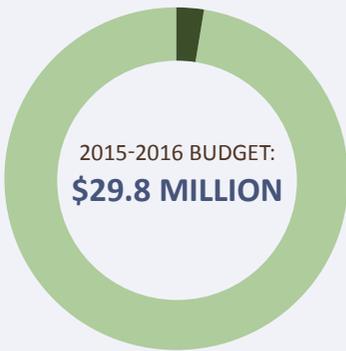
PERFORMANCE METRICS





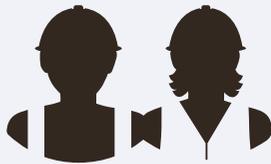
DEPARTMENT BUDGET:

\$957,082



2.7

EMPLOYEES



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

PROGRAM OVERVIEW

In addition to the many properties that receive water from a private well, residents of the Town may be serviced by one of four water providers. The Town provides water to the area of Town south of Route 1, including Green Hill, Matunuck, East Matunuck, and Snug Harbor, as well as the Perryville area. This service area is the South Shore water system. The Town also provides water to the majority of residents along Middlebridge Road, as part of the Middlebridge water system. Suez, formerly United Water, provides water to residents of Peace Dale and Wakefield. The Kingston Water District provides water to residents of Kingston and portions of West Kingston. The University of Rhode Island Water District provides water to on-campus areas in Kingston.

FEATURED PROJECTS

SOUTH SHORE DISINFECTION SYSTEM

During 2012 and 2013, the South Shore water system had three separate bacteriological events, with positive total coliform results occurring at the Mautucket Road water tank in Green Hill. In response to these total coliform violations, the Rhode Island Department of Health required the Town to complete a Level 2 Assessment to identify the cause(s) of the total coliform detections, and to identify corrective actions or measures necessary to prevent such detections from occurring in the future. Comprehensive Environmental Inc. (CEI) was retained by the Town to complete this study and design the needed disinfection equipment improvements, which was approved

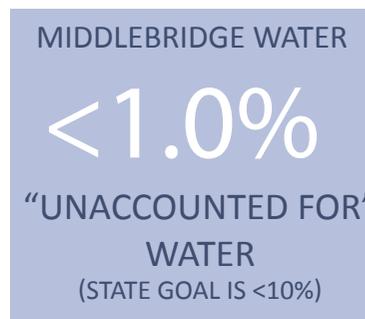
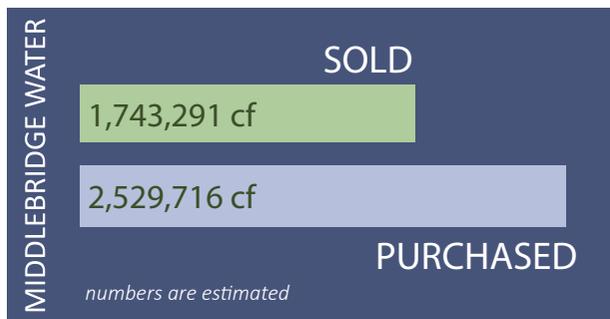
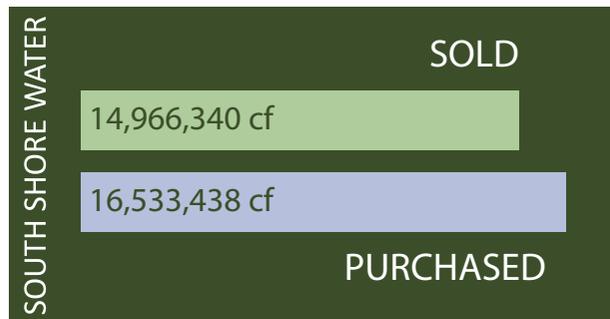
by the Department of Health. The proposed improvements included a precast chemical feed building, disinfection day tank, SCADA control integration, feed pumps and associated metering equipment. The disinfection system became operational in the Spring of 2016.

EAST MATUNUCK WATER MAIN INTERCONNECT LOOP

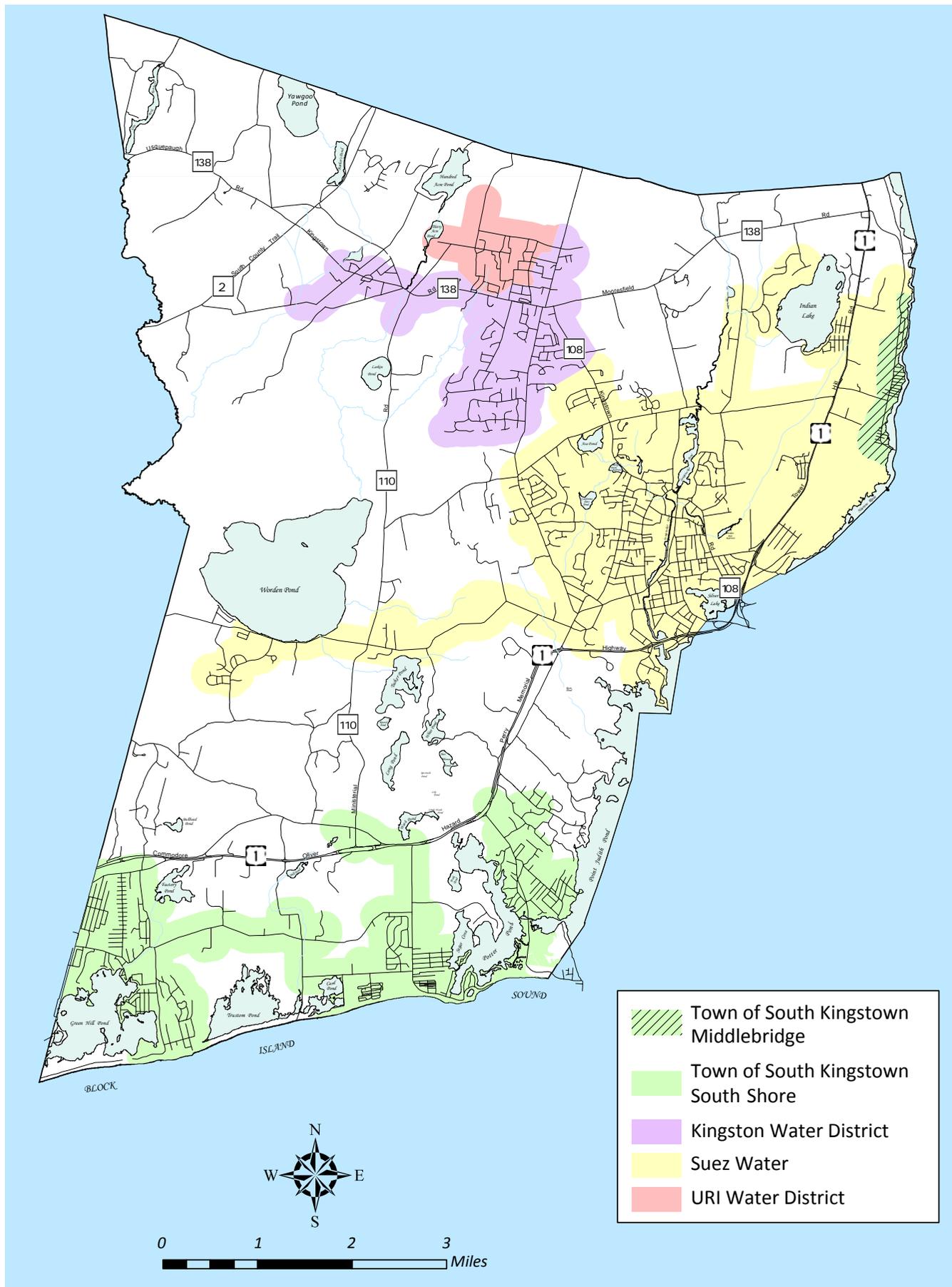
The South Shore water system serves two distinct geographically separated areas that are linked by a single 12 inch diameter water main that runs along the Matunuck/East Matunuck barrier beach. As a result of on-going coastal erosion, the Matunuck/East Matunuck barrier beach has been significantly reduced in size. In October 2012, the water main was exposed, damaged, and therefore compromised due to severe coastal erosion generated by Superstorm Sandy. Should this water main be compromised on a long term or permanent basis, the areas to the east and west of the breach would be divided in half, resulting in the loss of a potable water supply as well as

fire protection service to approximately 1,600 properties west of the barrier beach. The need to construct a second transmission line north of Potter’s Pond, creating a loop, has been identified as high priority in the Town’s Hazard Mitigation Plan for many years. The Town Council authorized an award of contract to D’Ambra Construction on February 8, 2016, to construct the subject water main. The water main was subsequently constructed and became operational as of June 13, 2016, with final road restoration performed in Fall 2016. It is important to note that this construction project was fully funded by Federal grant funds, inclusive of an RIEMA hazardous mitigation grant award and Federal Community Development Block Grant (CDBG) – Disaster Recovery (DR) funds for Hurricane Sandy damage.

PERFORMANCE METRICS



SOUTH KINGSTOWN WATER SUPPLY DISTRICTS

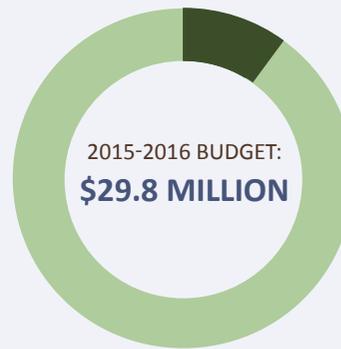




The mission of **THE WASTEWATER DIVISION**, under the Department of Public Services, is to provide for continuous treatment of wastewater from residential and non-residential users that meets or exceeds requirements in accordance with its Rhode Island Pollution Discharge Elimination System (RIPDES) permit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

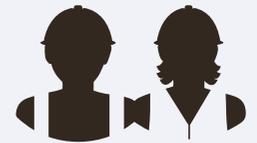
DEPARTMENT BUDGET:

\$3,476,748



15.35

EMPLOYEES



PROGRAM DESCRIPTION

WASTEWATER TREATMENT FACILITY

The Town operates and maintains the South Kingstown Regional Wastewater Treatment Facility located on Westmoreland Street in Narragansett. The facility services portions of South Kingstown and its regional partners, the Town of Narragansett and URI. The facility receives septage from outlying areas, and conventional wastewater via the Town’s municipal gravity collection system and twelve pump stations. The facility also accepts and treats septage waste from Town property owners not connected to the municipal sanitary wastewater collection system. Dewatered sludge is either incinerated at the Synagro Woonsocket Incinerator or transported and disposed of at the

RI Resource Recovery Corporation (RIRRC) Central Landfill facility located in Johnson. The Division strives to protect the environment by providing optimum treatment of influent into the plant, which results in an excellent quality of effluent.

ON-SITE WASTEWATER MANAGEMENT

The Wastewater Division is responsible for the oversight of the On-Site Wastewater Management program (OWM), enforcing the mandatory OWM inspection program adopted by the Town Council in 2001, and maintaining oversight of all the remaining cesspools and On-site Wastewater Treatment Systems (OWTS), formerly known as ISDS, in Town. The goal of the OWM program is to ensure that all OWTS and remaining cesspools in Town are inspected on a regular basis, to

help ensure the surface waters and groundwater resources of the Town are protected to the greatest extent possible.

FEATURED PROJECTS

KINGSTON PUMP STATION GENERATOR

The Kingston Pump Station is one of four original pump stations constructed in the mid-1970s, and handles all wastewater flow from URI's Kingston campus and the Town's Kingston Hill localized collection system. This pumping facility must be fully functional at all times, and was equipped with a generator to maintain service in the event of a power disruption. The generator was original to the facility, and as such was about 40 years old. A new generator, equipped with a closed loop cooling system, was installed to replace the original generator.

SAUGATUCKET INTERCEPTOR CLEANING & INSPECTION

The Town's wastewater collection system was originally constructed in the mid-1970s. The Wastewater Division routinely cleans and inspects small diameter sewer mains. Last year, a third party contractor was used to clean and inspect approximately 800 feet of the large diameter interceptor that runs along the Saugatucket River, as the pipeline requires high velocity jet cleaning beyond the capability of the Wastewater Division's equipment. The interceptor was found to be in overall good condition, with some minor areas of leaks, and scheduled for repair.

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

Completed Kingston Pump Station generator replacement project

Conducted the Saugatucket Interceptor Cleaning & Inspection project

Performed Salt Pond Pump Station facility improvements

Completed Sweet Allen Pump Station wireless alarm installation project

SALT POND PUMP STATION FACILITY IMPROVEMENTS

The Salt Pond Pump Station is one of four original pump stations constructed in the mid-1970s. Due to the facility's age, improvements were necessary and were completed in-house by Wastewater Division staff. Improvements to the "wet side" of the facility included the installation of a new in-channel grinder, an air exchange unit, and explosion proof electrical components.

MONITORING SYSTEM CONVERSION OF SWEET ALLEN FARM PUMP STATION

Over the last several years, the Town began converting the systems used at the 14 pump stations in both South Kingstown and Narragansett to a new wireless software system that monitors activity, replacing an aged hardwire copper line system that had been installed in the mid-1970s. Several pumping stations have already been converted, and this year the Sweet Allen Pump Station was brought online making it the sixth to receive the upgrade. The new monitoring system's alert notifications include data specific to the issue, and should an issue arise, an alert is sent wirelessly to Wastewater Treatment Facility Staff. Activity at the six pump stations equipped with this system can even be remotely monitored online. In addition, the monitoring system units are equipped with battery backup, and continue to operate during power outages.

- Awarded a two year analytical laboratory testing contract
- Completed WWTF SCADA improvements
- Awarded regional wastewater engineering services contract
- Awarded WWTF roof replacement contract
- Awarded a three year grit removal and sludge transportation contract
- Awarded annual wastewater chemical contracts
- Performed continuous wastewater treatment to comply with RIPDES permit limits
- Continued proactive collection system cleaning to prevent blockages and by-passes
- Received and treated septage from outlying, non-sewered areas of Town that rely on OWTS wastewater disposal

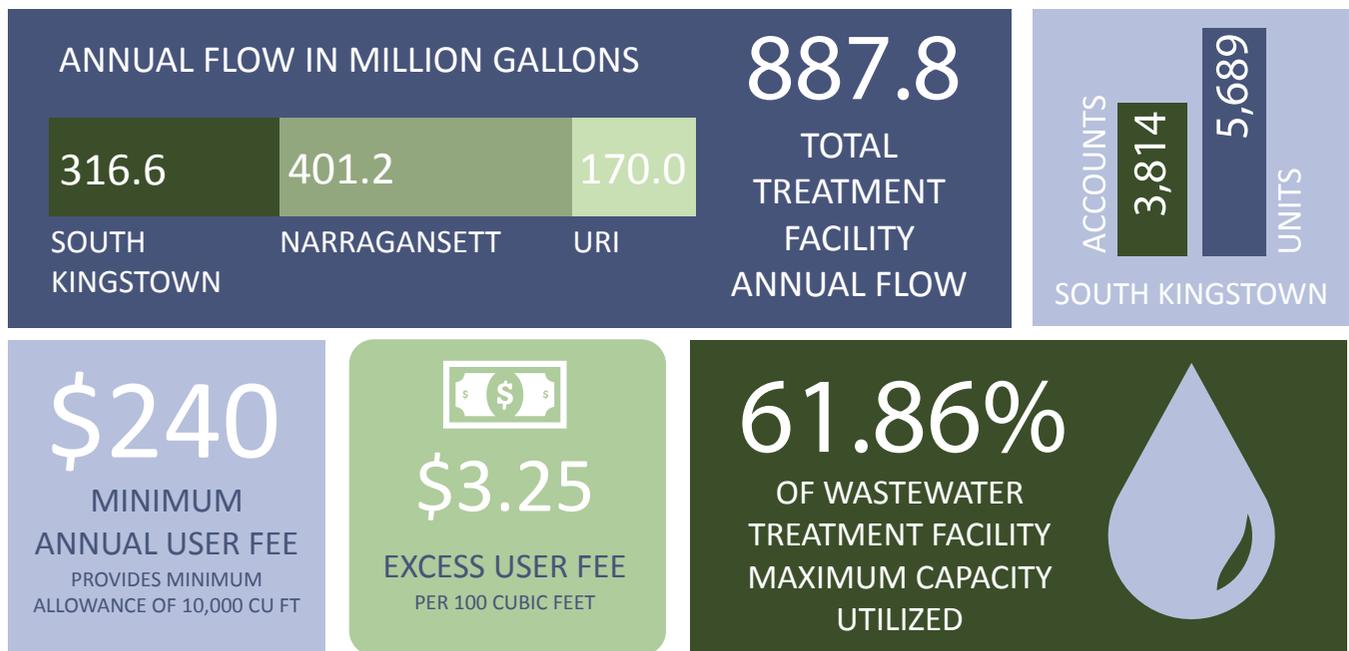


ENVIRONMENT & NATURAL RESOURCES

Recorded NOVs on an as needed basis for failure to inspect or repair an OWTS or to replace a cesspool

Recorded NOV releases for property owners that had an OWTS NOV and subsequently complied

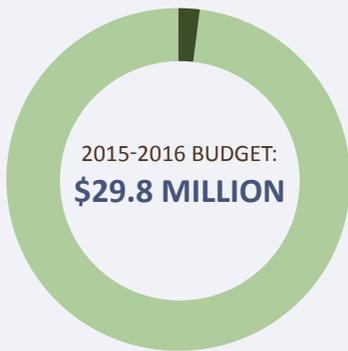
PERFORMANCE METRICS





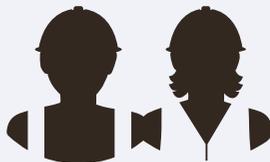
DEPARTMENT BUDGET:

\$663,520



5

EMPLOYEES



THE SOLID WASTE DIVISION, under the Department of Public Services, is responsible for ensuring solid waste management and recycling compliance in accordance with Rhode Island Department of Environmental Management (RIDEM) and Rhode Island Resource Recovery Corporation (RIRRC) rules and regulations. The mission of the Division is to provide residents of the Town a means of proper solid waste disposal at an affordable price, while ensuring that residential users are recycling materials to the greatest extent possible.

FEATURED PROGRAMS

TRASH & RECYCLING OPTIONS

Residents of the Town have the option of contracting with an approved private hauler for curbside pickup of trash and recyclables, or taking their trash and recyclables to the Rose Hill Regional Transfer Station (RHRTS). By Town ordinance, all residents, whether they use the Transfer Station or a private hauler, must recycle. The Town's Solid Waste Management Ordinance was amended in May 2008 in order to ensure that all residents meet minimum recycling diversion levels, and recycle state mandated recyclable commodities.

APPROVED PRIVATE HAULERS

Private haulers that wish to provide curbside pickup service to Town residents must secure a hauler's license from the Town, and as a condition of license approval, must offer recycling services and meet minimum recycling diversion rates. A list of licensed haulers is maintained and provided on the Town's website. If a hauler is not on this list, the hauler does not have a license to operate and provide service within Town. Please be sure to contract with a licensed hauler to ensure they are providing proper recycling services.

BAG AND TAG PROGRAM

Residents wishing to take their trash and recyclables to the Rose Hill Regional Transfer

Station use the Bag and Tag program. Residents supply the trash bag and purchase a tag, which is placed around the neck of the trash bag prior to disposal. Trash bag size is limited to 33 gallons, and bag weight is limited to 35 pounds. Bags exceeding volume or weight restrictions will require additional tags. Residents can purchase tags for the Bag and Tag program at Town Hall or at the Transfer Station, for \$1.80 each. Tags are sold in lots of five, for a total of \$9. Because all recycling is free of charge, the more you recycle, the less trash you have, and the more money you save on tags! Residents may also dispose of other items at the Transfer Station, such as yard waste, appliances, and tires, for an additional cost. Additional information and a fee schedule are available on the Town's website.

MATTRESS DISPOSAL

As part of Rhode Island's statewide recycling program Bye Bye Mattress, and in accordance with RIGL § 23-90, all mattress retailers now charge \$10 per mattress or box spring at time of sale for new bedding. As such, as of May 1, 2016 RIRRC began accepting mattresses and box springs that can be recycled (those that are not damaged, wet, or soiled), and residents can now dispose of a clean mattress and box spring at the Transfer Station at no cost. Damaged, wet, or soiled units (not eligible for recycling) can continue to be disposed of at the Transfer Station at established tip fees.



ROSE HILL REGIONAL TRANSFER STATION (RHRTS) IMPROVEMENTS

The Rose Hill Regional Transfer Station has served as a regional solid waste disposal and recycling processing facility for South Kingstown and Narragansett since 1983. LINK Environmental has contracted with the Town to operate the facility. As part of the contract, LINK is required to make a number of capital improvements to the Transfer Station. The following capital improvements have been completed this year:

- New concrete pad at the 100 yard transfer pit
- New yard waste disposal concrete pad and retaining wall
- New chain link perimeter fence
- New on-site wastewater treatment system (OWTS)

ECO-DEPOT HAZARDOUS WASTE DROP OFF

The Town, in partnership with RIRRC, hosts an Eco-Depot hazardous waste drop off day at Town Hall annually. Many items commonly kept in the garage, basement, bathroom, and kitchen are household hazardous waste that when they need to be disposed of, cannot be simply thrown in the trash can or poured down the drain. Anything that has a skull and crossbones on the label, the words "poison", "hazardous", or "danger", or cautions you to properly ventilate the area while using, is household hazardous waste. Common items include florescent light bulbs, nail polish remover, propane tanks, anti-freeze, batteries, household pest and rat poisons, pool chemicals, rug cleaners, and even mothballs. The Eco-Depot is a free service for Rhode Island residents who wish to dispose of their household hazardous waste safely and properly. On June 25, 2016 a total of 15,032 pounds of hazardous waste were collected at the Town's event, and were properly disposed of by RIRRC. For more information, visit www.rirrc.org/ecodepot.

FEATURED ACCOMPLISHMENTS



PROVISION OF CORE SERVICES & FACILITIES

Construction commenced on the Rose Hill Regional Transfer Station capital improvement projects, and the following projects were completed:

- 100 yard transfer pit concrete pad constructed
- Stormwater treatment improvements constructed
- Leachate collection system constructed
- OWTS system completed
- Yard waste concrete pad and retaining wall constructed
- Perimeter fence installed

Mattress recycling program implemented



ENVIRONMENT & NATURAL RESOURCES

Exceeded the required RIRRC 35% recycling diversion rate, Town at 41.09%

Exceeded the Town’s minimum recycling diversion rate of 36%, Town at 41.09%

Continued to work with curbside private haulers to track and ensure residential recycling compliance

In partnership with the RIRRC, the Town hosted an Eco-Depot hazardous waste drop off event, where residents were able to properly dispose of 15,032 pounds of Hazardous Waste

PERFORMANCE METRICS



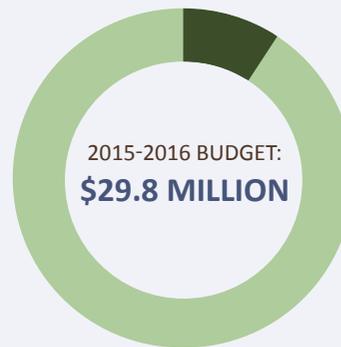


THE PARKS AND RECREATION DEPARTMENT serves the community by providing enriching recreation experiences and quality facilities. The Department's mission is to provide a well rounded and balanced leisure services program for all segments of the community by striving to attain the following objectives:

- Promote health and wellness through programs that encourage active lifestyles
- Connect all citizens to the community through increased cultural unity by offering programs and facilities that encourage inclusion and participation
- Promote life-long learning through recreational and cultural programs
- Protect and maintain environmental resources
- Develop facilities that will improve the livability of the community, including recreation facilities, parks, open space, greenways, multi-use paths, and diverse play spaces
- Facilitate community problem solving
- Strengthen community image and sense of place
- Maintain a high level of customer service to all patrons
- Ensure the Department is both citizen and professionally driven by the consistent use of program and facility evaluations, and community-wide surveys

DEPARTMENT BUDGET:

\$2,673,792



20.5

EMPLOYEES



PROGRAM DESCRIPTION

Appropriately named, the Parks & Recreation Department includes both the Parks and Recreation Divisions.

The Recreation Division plans and coordinates over 1,200 classes and programs annually in sports, fitness, community education, and arts for all ages from preschoolers to senior citizens. This Division also oversees the operation of the South Kingstown Town Beach at Matunuck, the summer entertainment series, and the annual Fourth of July Celebration at Old Mountain Field. Through creativity and forward-thinking, the Recreation Division strives to offer a diverse programming calendar for the entire community. The Division's multitude of summer camps, School's Out day camps and vacation camps give families a variety

of options when children are not in school. Stepping Stone Preschool, licensed by the Rhode Island Department of Children Youth and Families, provides the community with a superior early education experience in a nurturing environment.

The Parks Division is responsible for the care and maintenance of all Town parks, municipal grounds, athletic fields, school athletic fields, indoor recreation facilities, and various public green spaces including the William C. O’Neill “South County” Bike Path. The Parks Superintendent supervises seven full-time park maintenance and three full-time building maintenance employees, as well as seasonal employees hired to assist with parks and beach maintenance during the busy seasons.

In addition to the Town parks, beach, and bike path, the Department maintains and operates the Neighborhood Guild as a public community center, and the Peace Dale Office Building (PDOB). The Guild was constructed in 1908 as an activity center for employees of the Peace Dale Mill Company. Today it remains true to its original purpose, serving as the home of the Department, offering year-round leisure programming. Operation of the Guild is fully self supporting, with revenue from the Hazard and Guild Trust Funds, as well as from room rentals and program fees. The Peace Dale Office Building (PDOB) was constructed in 1865 by the Peace Dale Mill Company, and was purchased by the Town in 1983. Since that time, leveraging the building’s location next to the Neighborhood

Guild and Village Green, the Parks and Recreation Department has managed the facility, and expanded recreational programming into the building. In addition, the Department focuses on maximizing rental income through offering commercial rental space within the PDOB to various service-oriented businesses and organizations. Operation of the PDOB is fully self supporting, and rental income generated is held in a capital reserve fund. These funds are used exclusively for improvements and upgrades to the building, to both maintain PDOB’s historical feel and include energy efficient upgrades and improvements.

FEATURED PROJECTS

RELOCATION OF TOWN BEACH PAVILION

Relocation of the South Kingstown Town Beach Pavilion was successfully completed in July 2015. The project, which began in FY 2014-2015, included the installation of a new onsite wastewater treatment system, detachment of the pavilion structure from its original foundation, and relocating it approximately 300 feet north to a newly constructed foundation. The pavilion now rests outside of the 500 year flood zone and away from the immediate threat of damage from coastal erosion.



OLD MOUNTAIN FIELD SKATE PARK EXPANSION

The Parks and Recreation Department, in conjunction with an active Skate Park Advisory Committee, developed a conceptual design for expanding the existing skate park to include the area originally designed as an in-line skating rink. A concrete ramp and stairs were constructed as a transition area to connect the original park to the new 9,000 square foot area. Funding for this project was raised by the Skate Park Advisory Committee. Not only have Skate Park activity levels increased since the expansion, instances of vandalism and litter has declined. The Town appreciates the commitment from the active Skate Park users, who are invested in maintaining and continually improving the space.



GROUNDBREAKING FOR COMMUNITY RECREATION CENTER

Construction of a new Community Recreation Center began with a groundbreaking ceremony at the site on March 29, 2016. The Recreation Center will be located at 30 Broad Rock Road, close to several other existing Town facilities including the Senior Center, and the Dog Park, as well as Broad Rock Middle School and Play Fields. The groundbreaking and construction represented the start of the third and final phase of this major Capital Improvement project. The facility is expected to open in Spring 2017 and will serve the entire community offering fitness activities,

recreational athletic programs, and interscholastic sports. It will feature two multi-use courts, a walking track, two multi-purpose activity rooms, full locker rooms, a reception area, and Recreation Department administrative office space.

INSTALLATION OF NEW AMENITIES TO TOWN BEACH

In response to public feedback regarding accessibility and lack of shade after the pavilion had been relocated, the Department added new





provide better sun protection for beach staff, and a new sand volleyball court was constructed and located adjacent to the pavilion. Approximately 200 cubic yards of sand was trucked in and spread to replenish sand lost from winter erosion. All of these improvements were performed in-house by Parks Division personnel.

PLAYGROUND IMPROVEMENT PROJECTS

Two of the Town’s oldest play structures, located at the Village Green and Tuckertown Park, were rehabilitated in July 2015. Improvements and upgrades included replacement of all plastic slide beds, steel decks, bridges, and all connecting hardware. Both playgrounds had several features that no longer met current playground safety standards, which were removed and replaced with engaging elements that are compliant with today’s standards.

amenities to address these concerns. Three 14’ x 22’ shade structures and 180 feet of ADA compliant beach access mats were installed. Additionally, two shaded lifeguard chairs were constructed to

FEATURED ACCOMPLISHMENTS: RECREATION DIVISION



PROVISION OF CORE SERVICES & FACILITIES

Recreation program expanded to include the addition of a Full Time Youth, Teen, and Family Recreation Supervisor position

Stepping Stone Preschool successfully completed the DCYF License Renewal process

Introduced a Family Focused Program to allow families to participate together in a fun, safe environment at minimal cost. Program events included Winnie the Pooh Tea Party, Bike & Seek, Family Treasure Hunt, Ice Cream for Breakfast, and Children’s Night Out



Offered 6 camps during April school vacation (in addition to the traditional School’s Out Vacation Camp) to increase options for parents and students

Collaborated with Westerly and Narragansett Senior Centers to promote and coordinate the Town’s senior bus trips, resulting in increased participation

Secured a grant from the USA Pickleball Association, which covered the funding of Pickleball equipment needed for the program. To promote the new program, two beginner clinics were offered free of charge.

Started a Track Club for children ages 7 to 13. Participants were given the chance to learn, practice, and receive coaching on each type of track event typically offered at track meets

Developed standardized program logos for the Town’s tennis, softball, basketball, and track programs. These logos will be placed on shirts and other marketing tools to assist with marketing and to promote better brand recognition for each program.

16 instructors offered private lessons in flute, piano, drums, mandolin, violin, guitar, and voice

Three performance recitals were held and provided music students the opportunity to showcase their musical talents

Expanded art class offerings, due to relocation of the pottery studio to a larger space, resulted in higher program attendance



FEATURED ACCOMPLISHMENTS: PARKS DIVISION



PROVISION OF CORE SERVICES & FACILITIES

Repaired cracks and resurfaced the tennis and basketball courts at Tuckertown, West Kingston, Green Hill, and Saugatucket Parks

Rebuilt Tuckertown’s lower baseball field and installed new sod

Installed safety netting on Old Mountain Field’s baseball field backstop

Completed construction of the disc golf course at the Curtis Corner Playfields.

Installed new wood fiber safety surfacing at all Town playgrounds to meet current safety standards





Installed over 300 feet of new wooden privacy fence along the Cherry Branch Lane section of the Bike Path

Installed additional fencing at the dog park to create a third off-leash area for dogs

Installed wood rail fencing to better define the overflow parking areas at Marina Park



CIRCULATION

Constructed pathway at Curtis Corner Playfields to connect the park with an abutting neighborhood to promote ease in pedestrians access



ENVIRONMENT & NATURAL RESOURCES

Installed new energy efficient windows and doors on the Columbia Street side of the Peace Dale Office Building

Building

Collaborated with local Boy Scouts to install an attractive rain garden at the Village Green parking lot to reduce pollutants entering Indian Run Brook

Purchased new stake body truck to promote the improved efficiency of the park trash removal and recycling program



PERFORMANCE METRICS: RECREATION DIVISION

STEPPING STONE
PRESCHOOL
REGISTRATION

48



1,235

PROGRAMS
OFFERED

28,168
PARTICIPANTS

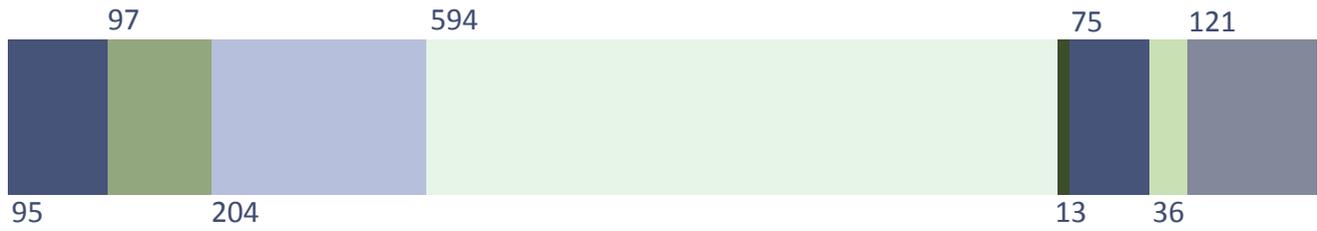


1,641

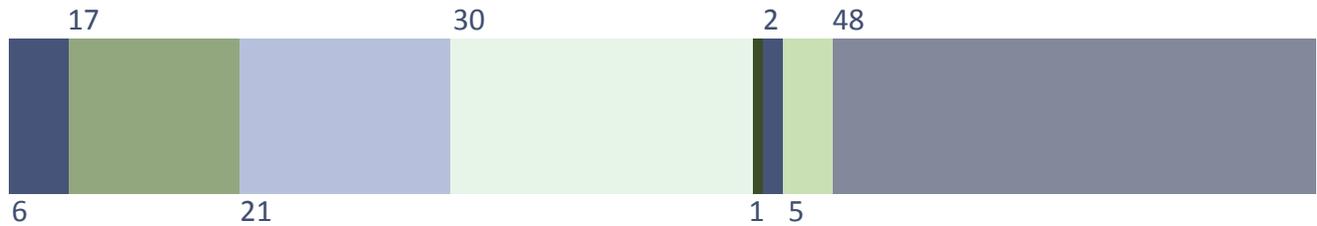
TOTAL NUMBER OF
MUSIC LESSONS



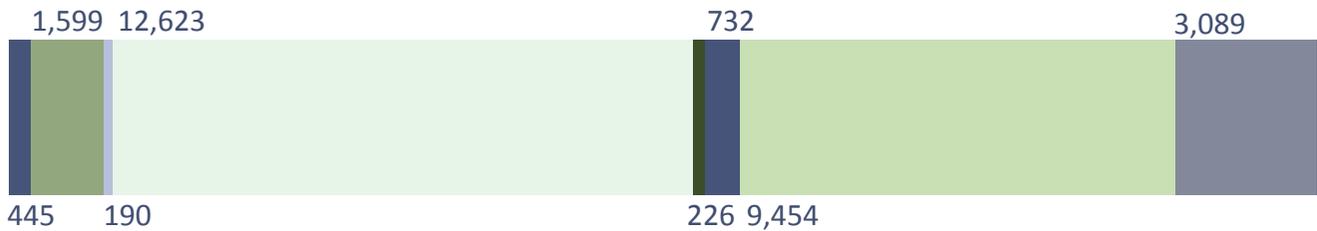
TOTAL CLASSES/PROGRAMS OFFERED: **1,235**



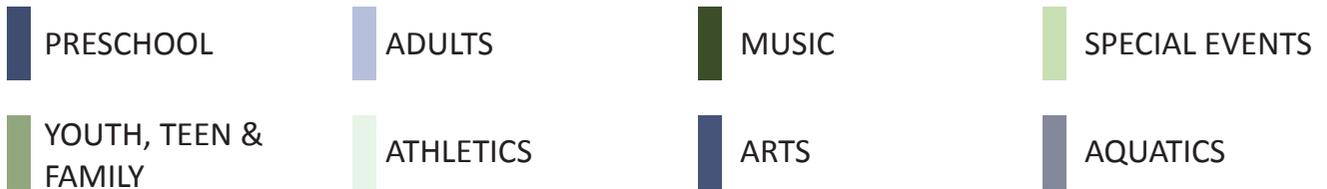
NEW CLASSES/PROGRAMS OFFERED: **130**



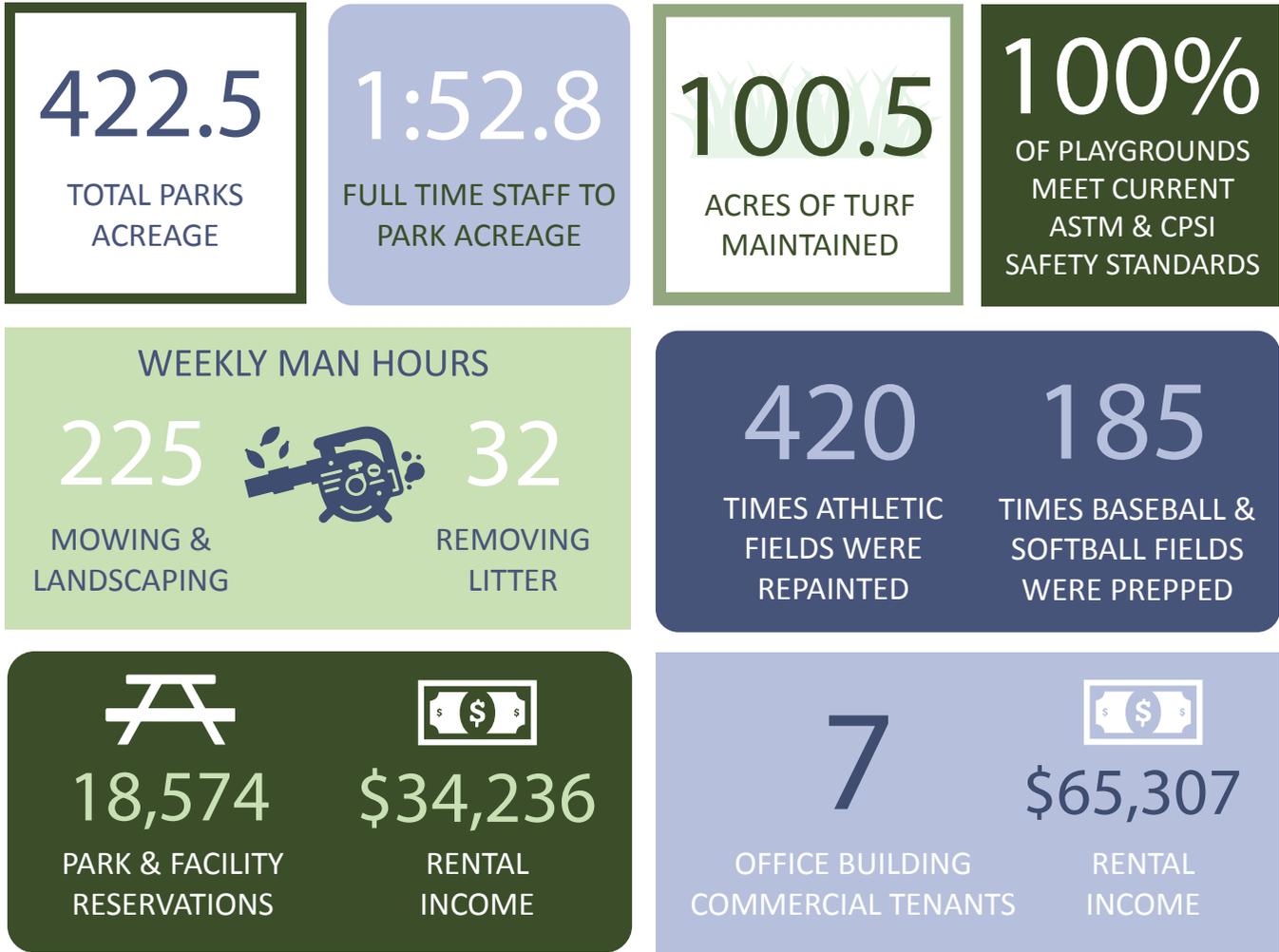
TOTAL PROGRAM PARTICIPANTS: **28,168**



CLASS/PROGRAM TYPES



PERFORMANCE METRICS: PARKS DIVISION

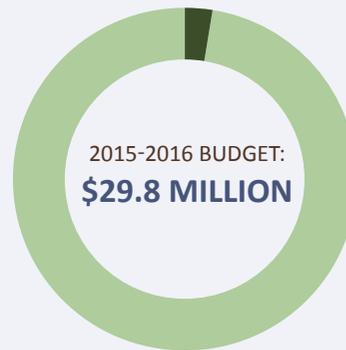




THE SENIOR SERVICES DEPARTMENT mission is to ensure excellence in service delivery, advocacy, and public policy dedicated to the needs of older residents of the Town of South Kingstown, their families, and caregivers through a single, visible and responsive department. The department is responsible for identifying and documenting elderly service needs, managing direct service programs, coordinating existing senior service programs provided by other public and private agencies, and promoting accessibility of services.

DEPARTMENT BUDGET:

\$777,933



7.5

EMPLOYEES



GUIDING PRINCIPLES

The Department strives to ensure that programs and services are user-friendly, consumer-directed and delivered in the least restrictive environment. The following are the Department's Guiding Principles:

- Listen, respond and react to the needs of older residents of South Kingstown, their families, and caregivers with respect, courtesy, patience and dignity. Target services to elders in greatest need, and those who are frail and at-risk.
- Provide a system of services and opportunities to help older people serve, and be served,

where they live. Familiarize older people, their families and friends, and the community at large with the local senior services system.

- Maintain a dedicated effort to coordinate the many essential elements of an effective and comprehensive community system for older persons by collaborating with existing senior service programs provided by other public and private agencies and promoting accessibility of services.
- Protect the rights and confidentiality of our patrons through adherence to laws, policies and procedures. Ensure integrity of information and equitable access in a manner that is culturally sensitive.

FEATURED PROGRAMS

The Senior Services Department offers programming and services geared towards seniors aged 60 years young, or older, and have options available for active seniors, as well as seniors who need an additional level of care. Among the vital services offered are transportation, congregate meals, respite care, senior services center, adult day services, and caregiver education and support groups. The Senior Services Department provides each of these services, and links community members with other providers for additional support services, through the operation of four direct service programs: Transportation, Nutrition, Adult Day Services, and a nationally accredited Senior Services Center.

REGIONAL SERVICES

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

SENIOR CENTER PROGRAM

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

The coordination of programs and assistance helps to support independence and promote positive aging for those 60 years of age or older. The Center is a 10,000 square foot facility designed to meet the needs of older adults. Separate rooms are available for a variety of classes and activities. A full dining room, health room, and internet café are also available. Presently, there are 1,240 registered

members, however due to registration being optional, many individuals visit The Senior Center and participate in activities without registering and it is estimated an additional 500-700 seniors visited The Senior Center over the course of the year. During the 2015-2016 fiscal year: 37% of the participants were 80 years or older; 76% of the registered members were female; and a total of 18 new programs were added to the schedule this year including a coloring group, iPad class, Ted Talks, Yoga, and Zumba Plus.

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 2015-2016 a total of 2,067 service contacts were made to seniors or their caregivers by the Information Specialist.

SENIOR NUTRITION PROGRAM

The Senior Nutrition Program provides meals daily at the Senior Center's congregate meal site and for home delivery through the federally-funded Meals on Wheels Program. The goal of this program is to provide the Town's older persons with low cost, nutritious meals, and appropriate nutrition education.

Participation in the Senior Nutrition Program enhances daily nutrient intake, nutritional status, social interaction, and functionality of older adults. This federally funded program has been in operation by the Town since April 1996. The suggested donation for enjoying a meal at The Center is three dollars; however seniors may take part in the daily meal regardless of their ability to pay. Participants have shared they are happy with the new catering company and good reviews of the food and presentation have been received. During the year, 9,831 meals were served which is a significant increase of nearly 500 meals from the previous year. A total of 502 unduplicated individuals participated in the nutrition program, in comparison to 466 the previous year.

In addition to the primary health benefits of a balanced meal, seniors also receive the benefit of socialization with peers and the opportunity to take part in a variety of programs. The Senior Center serves as a community focal point for access to various services and activities available to older adults.

ADULT DAY SERVICES PROGRAM

The Adult Day Services Program provides care and companionship to the frail elderly who need assistance or supervision during the day. The goal of this program is to meet the medical, social, and psychological needs of the Town's frail and/or disabled seniors.

In FY 2015-2016, the program saw an average daily attendance of 14 clients per day, which was an increase from the previous year. Daytime care in a supervised setting helps to keep seniors in their homes and with loved ones longer, and prevents premature placement in institutional care settings. Professional staff members facilitate a variety of therapeutic and social activities, which help to make days fuller, richer, and more enjoyable for participants. Breakfast, lunch, and snacks are provided as part of the daily routine. The Adult Day Services Program is funded through

Medicare/Medicaid subsidies, client payments, and contributions from the towns of Narragansett, Richmond and North Kingstown, whose residents receive services.

SENIOR TRANSPORTATION PROGRAM

The Senior Transportation program assists senior residents aged 60 and older with maintaining their independence in the community, and preventing social isolation by providing non-medical transportation within the Town borders. This service is available Monday through Friday, and because it is based at The Senior Center, it has maximum access to the senior population.

For a small fee, rides are provided for grocery and retail shopping, hair appointments, banking, government center visits, pharmacy visits, and volunteering. Transportation is provided, for no fee, to and from The Senior Center, for seniors participating in the congregate meal program and/or daily activities and programs.

During FY 2015-2016, 12,978 miles were logged and a total of 5,758 trips were provided to participants. On average, 219 rides were provided each month, and 105 unduplicated individuals utilized the transportation program.

FEATURED ACCOMPLISHMENTS



SPECIAL NEEDS POPULATIONS

Collaborated with South Kingstown Elks Lodge #1899 to host a Senior Dinner Dance in Recognition of Older Adults attended by 175 guests; also provided evening transportation to and from the event

Expanded fitness & wellness programs to meet the needs of the growing senior population, to include Zumba Plus and yoga offerings

Provided new programs that support healthy, independent aging, and promote a high quality of life including new programming such as adult coloring club and artists' works gallery

Registered individuals for the Rhode Island Special Needs Emergency Registry

Established a TED talks program, offering educational videos from expert speakers on business/science/technology and creativity

Promoted healthy eating by hosting three cooking demonstrations, presented by Farm Fresh Rhode Island, attended by 56 seniors

Distributed 125 “Farm Market Fresh for Seniors” vouchers which encourage healthy eating and are provided from a USDA Food and Nutrition Services grant administered by RI Division of Agriculture, RI Department of Elderly Affairs and RI Department of Health

Rebuilt the congregate meal program, and increased the total number of meals served over the previous fiscal year by 4.6%

Provided therapeutic care and enrichment activities to a daily average of 14 memory impaired and/or frail senior participants in a secure setting

Increased adult day services daily participant average from 12 to 14 seniors

Coordinated with Logisticare, who offers non-emergency medical transportation services, to provide 3,048 transports to and from Adult Day Services

Applied for and received credentialing from Neighborhood Health Plan of RI to be a provider of Enhanced Services

Worked to coordinate efforts with other transportation providers: RIPTA Flex Service, Logisticare, South County Hospital and Southern Rhode Island Volunteers

Successfully coordinated alternative transportation for participants during a six week period when the Senior Van was out of service, due to a staffing shortage of qualified drivers

Safely transported 105 seniors to The Center, grocery shopping, and various errands to maintain independence in the community



UNIVERSITY OF RHODE ISLAND

Collaborated with URI Nursing, Gerontology, Psychology, Exercise Science, Speech/Hearing, Food Science, and Pharmacy to offer educational programming throughout the year

165 volunteer hours Pharmacy, Gerontology and nursing students from the University of Rhode Island provided



BUDGET DEVELOPMENT & FISCAL MANAGEMENT

The Senior Center Program was awarded a Community Service Grant in the amount of \$4,935

The Senior Nutrition Program was awarded a Community Service Grant in the amount of \$4,200

Received \$37,000 in Title IIIB Senior Centers and Supportive Services grant funding

Received \$48,939 in program funding support from the Town of Narragansett as a Cost Share Community

Received \$33,580 in program funding support from the Town of North Kingstown as a Cost Share Community



PROVISION OF CORE SERVICES & FACILITIES

Began the rehabilitation of and infrastructure improvements to the Tetreault Senior Center Annex including replacement of windows, doors, exterior shingles, and interior ceiling. The project is 100% funded through a CDBG grant

Received a score of 100% on a Division of Elderly Affairs Quality & Evaluation review of Case Manager's Records



COMMUNICATION & EDUCATION

Expanded technology learning opportunities by introducing iPad class, Electronics Help Class, Kindle 911 and Computer Help

PERFORMANCE METRICS





DEPARTMENT BUDGET:

\$1,180,871



EMPLOYEES



The mission of **THE SOUTH KINGSTOWN PUBLIC LIBRARY** is to provide free, convenient, and equal access to print and non-print materials, services and technologies that support our community's informational, educational, cultural, and recreational needs.



www.facebook.com/pages/South-Kingstown-Public-Library/

PROGRAM DESCRIPTION

The Town's library system is comprised of the Peace Dale Library, and two branch libraries; Kingston Free Library and Robert Beverly Hale Library. In 1975, the Town established the South Kingstown Public Library, uniting three previously independent libraries. In addition to offering access to a collection of print, non-print, and electronic resources, the Library offers educational and cultural programs for all age groups, meeting rooms, and study space. A member of the Ocean State Libraries consortium, the Library offers card holders access to seventy-two library collections across the state of Rhode Island. In addition, card holders can even borrow museum and zoo passes allowing free or reduced entry costs. The libraries are rich with information, culture, and history, come visit!

FEATURED PROGRAMS & PROJECTS

ENHANCED PROGRAMMING AND OFFERINGS

The Libraries made some notable achievements in the last year specific to enhanced programming and offerings. The Libraries offer a wide array of cultural and educational classes, events, and special activities as part of its commitment to serving the community. In just the past year, the offerings expanded by sixty-six unique programs, in addition to seeing an overall increased program participation rate of twenty-nine percent. While maintaining a commitment to expand the print material collection, now numbering almost 70,000 between the three libraries, the Library

staff worked to expand the e-book collection by almost fifty percent, with close to 78,000 e-books now available. In addition, wi-fi is now available for public use at each of the three libraries for patrons visiting the library to peruse books, find a quiet study space, or hold a group meeting in one of the meeting rooms.

PEACE DALE LIBRARY CHILDREN'S ROOM FURNITURE

Benefiting from the generosity of a Champlin Foundations grant, Peace Dale Library has given a complete facelift to the Children's room. All of the furniture has been replaced with new, colorful, and comfortable pieces, including sectional couches and upholstered stools to better enhance patrons' visiting experience. New shelving includes specialized browsing bins for the large collection of picture books. These bins make the books easier to store, and more importantly, easier to see, browse through, and choose a new favorite. In addition, a slatwall and new work areas have been added to better display and utilize our children's materials.

ICE DAM PREVENTION AT PEACE DALE LIBRARY

The library's roofline is a notable aspect of the building's beautiful architecture; however the

library has suffered from ice dams, especially during the winter of 2014 when the building incurred significant damage. Funded by the Hazard Memorial Trust, an ice dam prevention system has been installed at Peace Dale Library. The new prevention system is controlled by an outside thermostat, and consists of panels and heat cords snaked through the building's roof valleys, gutters, and downspouts, all to ensure that ice dams will no longer be an issue.

ROBERT BEVERLY HALE LIBRARY RENOVATIONS

The Robert Beverly Hale Library was the grateful recipient of a \$25,000 bequest by the estate of George Kutcher, Jr., a local community member and library patron, and thus was able to complete significant improvements to the building. The generous bequest allowed for the installation of a new handicap ramp leading to a new entry doorway, enabling ADA compliant access to the building. The bequest also funded other necessary building improvements, including: the restoration of the building's granite chimney, which was repaired and repointed where necessary; needed repairs to the roof and siding; the sanding and resealing of the building's interior wood floors; the installation of new carpeting in the rear entry area; and minor exterior painting where needed.

FEATURED ACCOMPLISHMENTS



COMMUNICATION & EDUCATION

Installed wireless access points in all Library buildings



PROVISION OF CORE SERVICES & FACILITIES

Continued to develop a plan to improve the Town's library services, formulated by Trustees, staff, and members of the public

Installed new furniture within the Peace Dale Library children's room

Upgraded the fire alarm system at all three library buildings

Increased the number of programs offered by 66 programs

Increased program participation rate by 29%



Expanded the E-book collection by 49%

Installed an Ice Dam Prevention system at Peace Dale Library

Added 7,286 books and audiovisual items to the collection



SPECIAL NEEDS POPULATION

Installed a new ADA compliant handicap ramp and door, refurbished the granite chimney, and completed a number of other upgrades at the Robert Beverly Hale Library

PERFORMANCE METRICS



NON-DEPARTMENTALS

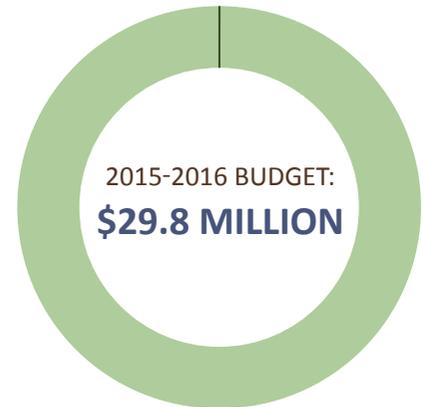
The following items were also included within the Town's municipal budget program for FY 2015-2016:

TOWN COUNCIL, BOARDS & COMMISSIONS

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

BOARDS & COMMISSIONS
BUDGET:

\$35,011



INSURANCE & CLAIMS

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

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

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

WORKERS' COMPENSATION: This account provides funding for Workers' Compensation Insurance for Town personnel budgeted in the General Fund, with the exception of Public Safety and EMS employees, who are covered under separate State statues for on-the-job injuries. Workers' compensation costs continue to rise at significant rates due to heightened risk factors, high cost of medical care, and increases in reinsurance premiums.

INSURANCE & CLAIMS
BUDGET:

\$950,335



FUND CONTINGENCY: This account provides funds to accommodate any emergency situation that might arise during the fiscal year for which there is not sufficient funds budgeted. Situations such as a major fire, major equipment breakdown, or unanticipated snow removal costs such as those due to severe winter storms would be charged to this account.

TOWN HEALTHCARE: This account provides municipal funding for the Annual Required Contribution (ARC) for Other Post-Employment Benefits (OPEB), as well as for contingency funding in case of adverse development within incurred costs. OPEB costs associated with post employment benefits include the annual payments to meet all unfunded accrued liability associated with those current and retired General Fund employees entitled to some form of employer paid medical, dental, and/or life insurance benefits in retirement, and the current year cost associated with OPEB benefits current employees will earn in the current fiscal year.

HUMAN SERVICE & OUTSIDE AGENCIES

HUMAN SERVICE AGENCIES: The Town is dedicated to the well-being of its residents and makes every effort to ensure that basic needs are being met – particularly for those who are low income, elderly, and/or living with disabilities. The contributions to human service agencies represent the Town’s efforts to support organizations that provide a wide range of services to local residents. In addition to the funding detailed below, it is also noted that the Town also makes additional contributions to several of these agencies through CDBG funding and/or property tax exemptions. Contributions have been made to:

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

HUMAN SERVICE & OUTSIDE AGENCIES BUDGET:

\$188,181



OUTSIDE AGENCIES: The Town strives to support local outside agencies that work toward the betterment of the community, often with limited funding support. Outside agencies are comprised of a number of types of organizations including neighborhood and/or village groups, as well as local commerce, economic development, community organizations, and/or environmental groups. The contributions to outside agencies represent the Town’s efforts to support organizations that provide a wide range of support to the community and local residents. Contributions have been made to:

- | | |
|---|---|
| RI League of Cities & Towns | Washington County Regional Planning Council |
| The Veterans Day Parade, the Memorial Day Parade, and the Firefighters’ Memorial Parade | South Kingstown Partnership For Prevention |
| Union & Kingston Fire Districts | Wakefield Village Association |
| Narrow River Preservation Association | Washington County Community Development Corporation |
| Southern RI Chamber Of Commerce | |
| Peace Dale Neighborhood Revitalization, Inc. | |

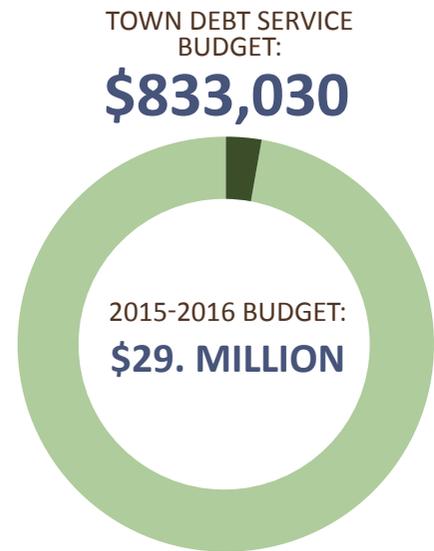
CAPITAL BUDGET

This account provides funding for the Capital Budget portion of the FY 2015-2016 Adopted Budget, and is the first year spending program of the six year Capital Improvement Program (CIP). The CIP’s first year spending program is also referred to as the ‘Pay-As-You-Go’ element. The Town uses the Capital Improvement Program (CIP) to strategically invest in and develop capital projects. A project that is included in the Town’s capital budget is defined as requiring the expenditure of public funds, for the purchase, construction, enhancement, or replacement of physical infrastructure and/or assets. Capital facilities and infrastructure refer to all public (both municipal and school) facilities such as buildings, streets, bridges, water and wastewater systems, parks, and solid waste disposal facilities. The formal document detailing the entire six year Capital Improvement Program for Fiscal Period 2015-2016 through 2020-2021 is available on the Town’s website.



DEBT SERVICE

The Debt Service Fund is used to account for the principal and interest payments for the issuance of bonds, notes, or other obligations secured by the Town and in accordance with the Town charter, for municipal related debt.

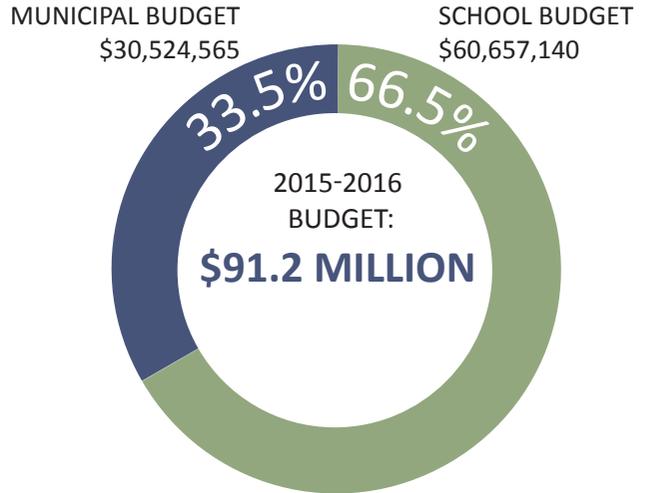


FISCAL YEAR 2015-2016 IN REVIEW

ADOPTED BUDGET

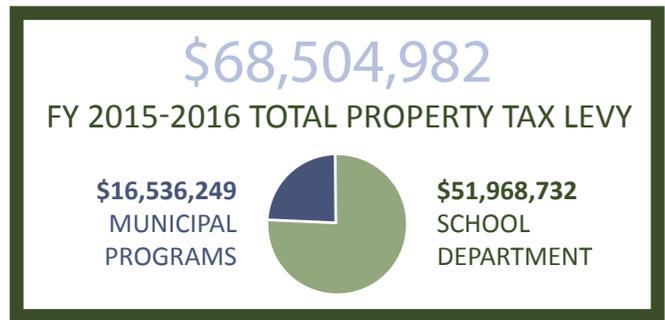
The final budget for FY 2015-2016, inclusive of all funds, was adopted by the Town Council on April 25, 2015 in the amount of \$91,181,705.

Funding was allocated in the amount of \$30,524,565 (33.5%) for municipal services and \$60,657,140 (66.5%) for school programs and school related debt service.



TAX LEVY

Based upon the historical state and local tax structure in Rhode Island, cities and towns must rely on property tax as the principal revenue source to support municipal and school services. In the FY 2015-2016 Adopted 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 was \$16,536,249 and \$51,968,732 for school services and facilities.



TAX RATE

The property tax rate to support this tax levy equated to \$15.52 per thousand dollars, with \$11.77 allocated to school purposes and the remaining \$3.75 for municipal services.



PROPERTY TAX ALLOCATION

For every dollar paid in property tax, 76 cents was allocated to the School Department and 24 cents was allocated to municipal programs and services.

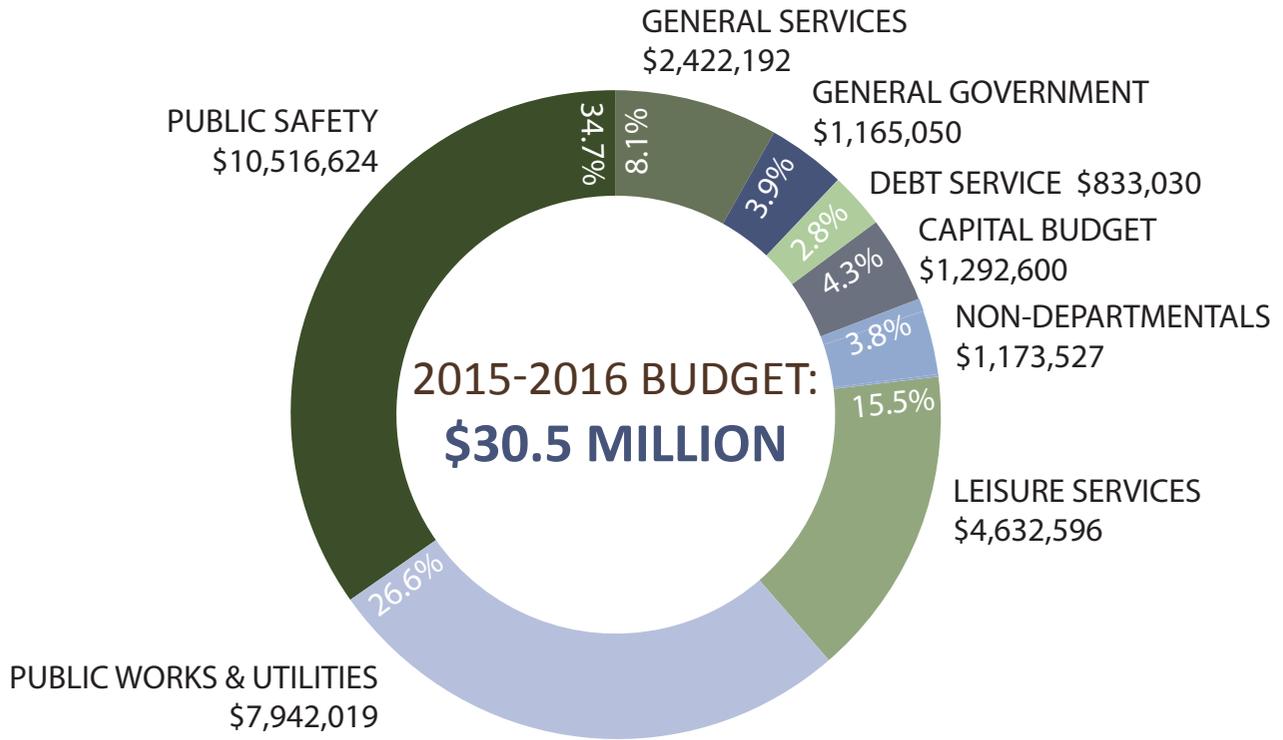


FOR EVERY \$1 PAID IN PROPERTY TAX

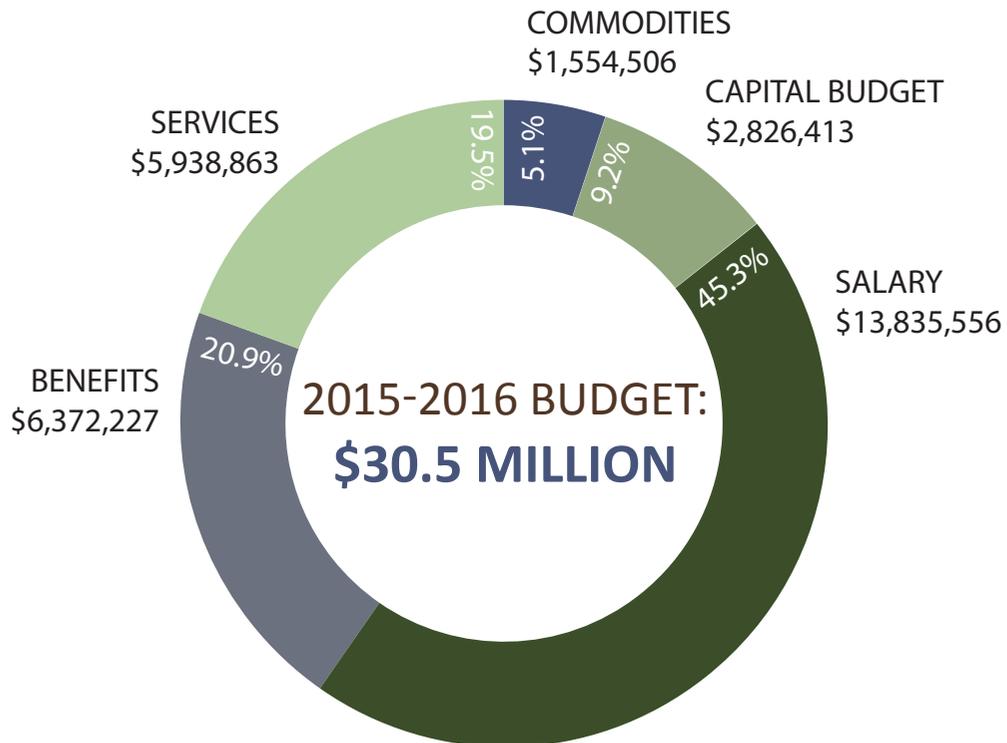


FY 2015-2016 MUNICIPAL PROGRAMS BUDGET

FY 2015-2016 MUNICIPAL BUDGET BY FUNCTION

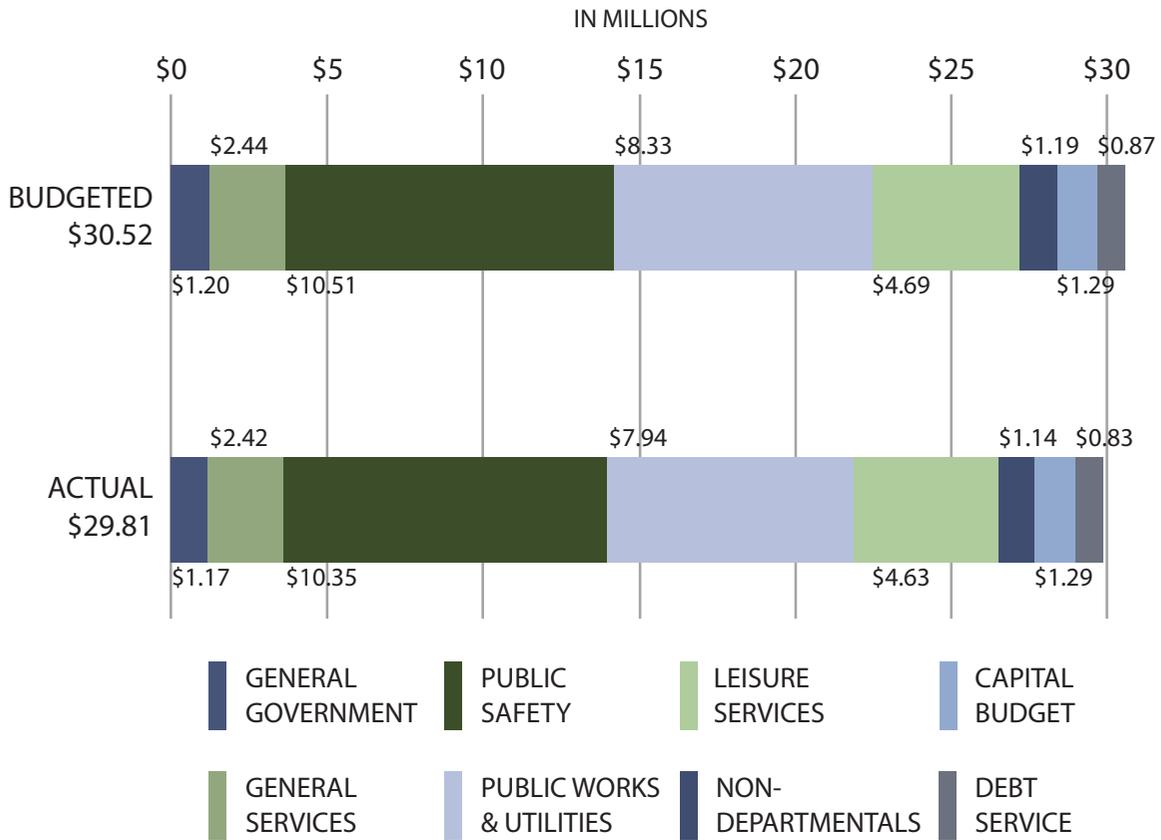


FY 2015-2016 MUNICIPAL BUDGET BY CATEGORY

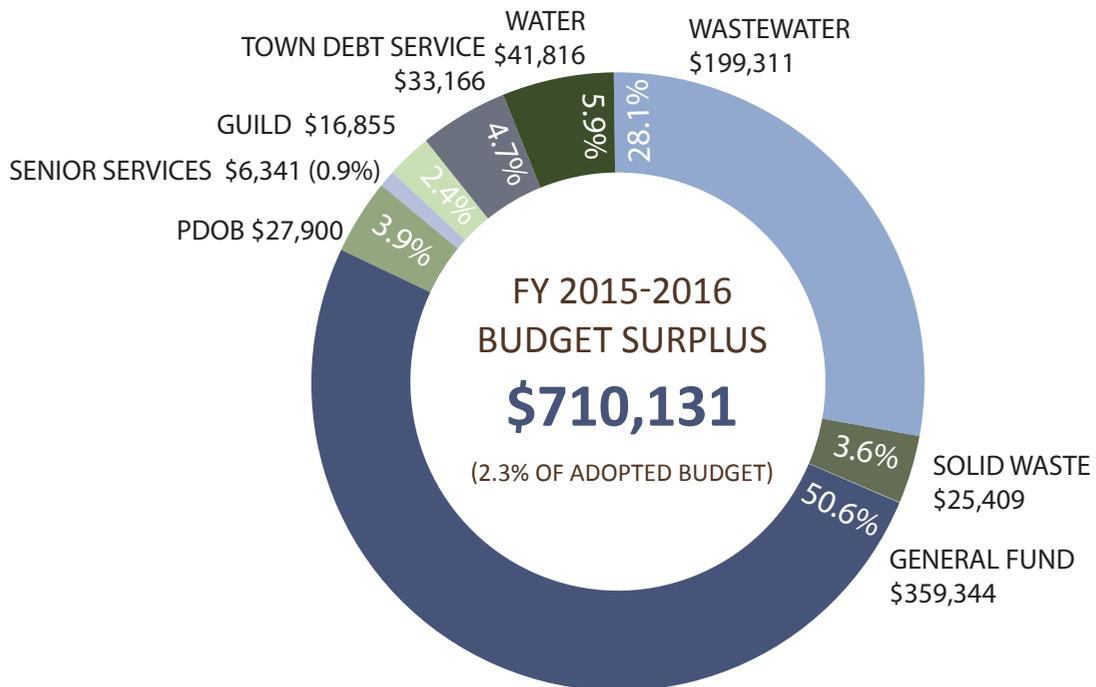


FY 2015-2016 ACTUAL EXPENSES AS COMPARED TO ADOPTED BUDGET

The Town's municipal programs were allocated \$30,524,565, and as of the close of the fiscal year, had expenditures totaling \$29,814,434.



The FY 2015-2016 budget surplus of \$710,131 consists of a \$359,334 General Fund surplus, and \$350,797 surplus from the Town's special revenue and enterprise funds. General Fund budget surplus transfers to the Unassigned Fund Balance, and special revenue and enterprise fund budget surplus are retained within the respective funds as unrestricted net assets.



BOARDS & COMMISSIONS

The Town has several Boards and Commissions, each serving a specific purpose. Members of the Town's Boards and Commissions are appointed by the Town Council. For further detail on the Town's Boards and Commissions, including current membership, meeting dates and times, as well as agendas and minutes, please visit the Town's website.

Residents who wish to be considered for appointment by the Town Council to a Town Board or Commission need to complete and submit an Application for Appointment. Applications and further information is available on the Town's website or in the Town Clerk's Office.

AFFORDABLE HOUSING COLLABORATIVE COMMITTEE

The Affordable Housing Collaborative assists the Town Council in overseeing the implementation of and advocates for affordable housing measures identified in the South Kingstown Affordable Housing Production Plan, a component of the South Kingstown Comprehensive Community Plan.

ASSESSMENT BOARD OF REVIEW

The Assessment Board of Review shall hear and consider the appeal of any property owner concerning the amount of his/her assessed valuation as determined by the Town Assessor.

BUILDING CODE BOARD OF APPEALS/ MINIMUM HOUSING

The Building Code Board of Appeals hears appeals from aggrieved parties regarding the interpretation, requirements, direction, or failure to act under the State Code by the Building Inspector. This board also serves, when needed, as the Minimum Housing Board of Appeals.

CANVASSING AUTHORITY

According to the Election Laws of the State of Rhode Island, the Canvassing Authority shall have and discharge all of the functions, powers and duties of the Town Council concerning nominations, elections, registration of voters and canvassing rights, the preparing and correcting of the voting lists, and other matters relating thereto, which powers are transferred to the local board.

CONSERVATION COMMISSION

The Conservation Commission promotes and develops natural resources to protect watershed resources, and to preserve natural aesthetic areas, among other functions.

ECONOMIC DEVELOPMENT COMMITTEE

In order to promote a stable and diversified local economy and enhance the quality of life in South Kingstown, the Town Council appoints an Economic Development Committee to serve in an advisory capacity to the Planning Board and the Town Council.

HISTORIC DISTRICT COMMISSION

The Historic District Commission promotes historic preservation in South Kingstown, specifically reviewing projects having an impact on the Kingston Historic District.

HOUSING AUTHORITY

The Housing Authority of South Kingstown was established on April 24, 1961, to provide and maintain low income housing and housing for the elderly.

LIBRARY BOARD OF TRUSTEES

A Town ordinance enacted June 9, 1975, established a free public library. The Board of Trustees govern and are the legal guardians of the South Kingstown Public Library.

PLANNING BOARD

The Planning Board is engaged in land use development management, which includes a broad spectrum of activities concerning land use, development and the regulations which govern the process.

RECREATION COMMISSION

The Recreation Commission was created to administer and oversee of the Town's parks and recreation program.

ROUTE 138 RECONSTRUCTION PROJECT AREA COMMITTEE

The Project Area Committee for the Reconstruction of Route 138 serves as an advisory body to the Town Council on matters concerning the planning, design, and construction of Route 138 by RIDOT.

SAUGATUCKET VETERANS' MEMORIAL PARK COMMISSION

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

SOUTH KINGSTOWN PARTNERSHIP FOR PREVENTION

The South Kingstown Partnership for Prevention (SKPP) is charged to lead the Town of South Kingstown in substance abuse prevention activities by using a variety of strategies and resources in partnership with multiple, specifically required sectors of the community to design and control a multitude of prevention programs.

SUSTAINABILITY COMMITTEE

The South Kingstown Sustainability Committee (SKSC) is an ad hoc (special purpose) body of

the Town whose mission is to promote the incorporation of green technologies and behaviors across the community, including but not limited to the proper use of renewable energy resources through research, education and outreach efforts involving town officials, residents and commercial entities.

TECHNICAL REVIEW COMMITTEE

The Technical Review Committee (TRC) conducts technical reviews of applications for subdivisions and land development projects subject to Planning Board jurisdiction, and provides an advisory recommendation to the Planning Board.

TRUSTEES OF SOUTH KINGSTOWN SCHOOL FUNDS

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

WATERFRONT ADVISORY COMMISSION

The Waterfront Advisory Commission serves as an advisory body to the Town Council on matters concerning the maintenance and development of the Town's property in the coastal zone and the management of recreational and commercial waterfront activities, the preservation of existing shoreline access and the expansion of both physical access and visual and scenic enjoyment of the shoreline by the public.

ZONING BOARD OF REVIEW

The Zoning Board of Review was established by the Town Charter, Section 4920, and its procedures are governed by the Zoning Ordinance, Article 5, which includes but is not limited to authorizing upon application special use permits and variances of the Zoning Ordinance.



The Town Manager and the Department Directors and Division Heads who served the Town of South Kingstown during FY 2015-2016 are listed below.

TOWN MANAGER	Stephen A. Alfred
TOWN SOLICITOR	Michael A. Ursillo
DIRECTOR OF ADMINISTRATIVE SERVICES	Aimee Y. Reiner
PERSONNEL ADMINISTRATOR	Sandra Sullivan
TOWN CLERK	Dale S. Holberton
FINANCE DIRECTOR	Patricia A. Sunderland
TAX COLLECTOR	Mary Ann Packer
INFORMATION TECHNOLOGY DIRECTOR	Lori Ann Fox
TOWN ASSESSOR	Jean Paul Bouchard
DIRECTOR OF PLANNING	L. Vincent Murray
BUILDING OFFICIAL	Jeffrey T. O'Hara
CHIEF OF POLICE	Vincent Vespa, Jr.
EMERGENCY MEDICAL SERVICES DIRECTOR	William E. Howe
ANIMAL SHELTER MANAGER	Ann Marie Biegner
HARBORMASTER	Michael Stach
FIRE ALARM SUPERINTENDENT	Lance Whaley
DIRECTOR OF PUBLIC SERVICES	Jon R. Schock
TOWN ENGINEER	Joshua Rosen
HIGHWAY SUPERINTENDENT	Paul Ferrandi
WATER SUPERINTENDENT	Lucien Masson
WASTEWATER SUPERINTENDENT	Kathy Perez
DIRECTOR OF LEISURE SERVICES	Theresa L. Murphy
RECREATION SUPERINTENDENT	Catherine Larlham
PARKS SUPERINTENDENT	Rex Eberly
SENIOR CENTER DIRECTOR	Karen Ryan
LIBRARY DIRECTOR	Shirley Long
FACILITIES SUPERINTENDENT	Mark Russo

RESIDENT PHOTOGRAPHY

Front & Back Cover, and pages 2, 29, 37: Victoria Dority

Page 60: Annie Duncan

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