

ROCKINGHAM
A CITY LOOKING FORWARD

**CITY COUNCIL
AGENDA
August 9, 2016**

7:30 p.m.

- 1. Opening of meeting by Mayor Steve Morris.**
- 2. Invocation by Reverend Jerry Turner, Chaplain of the Rockingham Fire Department.**
- 3. Amendments and Changes to Agenda.**
- 4. Consent Agenda:**
 - A. Disposition of the minutes of the July 12, 2016 Regular Meeting and the July 12, 2016 Closed Session.**
 - B. Tax Collector's Report. (See Pages 5-8)**

Informational Items:

 - 1.) Monthly Collection Report**
 - 2.) Uncollected Taxes as of July 31, 2016.**

Action Items:

 - 1.) Refunds per County Assessor's Office.**
 - 2.) Discovery bills added to Tax Scroll.**
 - 3.) Releases of balances under \$1.00 per City.**
 - C. Minutes of various boards. (Enclosed separately)**
- 5. Business by Planning Board. (none)**
 - A. Set Public Hearing.**
 - B. Hold Public Hearing.**
 - C. Minutes from Various Boards**
- 6. Consideration of new position/classification of Director of Safety & Risk Management for the City of Rockingham. (See Manager's Comments & Pages 9-13)**

City Council Agenda

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- 7. Business by Visitors.**
- 8. Business by City Clerk.**
- 9. Business by City Manager.**
- 10. Business by City Attorney.**
- 11. Items of discussion by City Council Members.**
- 12. Business by Mayor.**
- 13. Adjournment**

MEMO TO: Mayor Steve Morris & City Council

FROM: Monty R. Crump, City Manager

DATE: August 2, 2016

RE: Agenda Items

REGULAR AGENDA:

6. Consideration of new position/classification of Director of Safety & Risk Management for the City of Rockingham. (See Pages 9-13)

In closed session at last month's Council meeting, I discussed pending staff retirements in administration. In reviewing the upcoming staff changes due to pending retirements, I have evaluated how to best address future operational needs of the City and how best to staff those needs. I have determined that the creation of the position of Director of Safety & Risk Management which will be filled prior to pending retirement and staff realignment will best serve the City's operational needs. The new position, if approved by Council, will be funded in pending staff/administration realignment and thus be basically revenue neutral. Additionally, staff/administration changes in pending realignment should not require additional funding either. Enclosed please find proposed job description and salary classification of Director of Safety & Risk Management. It is anticipated that the proposed realignment in administration staff, if approved, will be fully effective by March 1, 2017.

Rockingham, NC

City Council Agenda

SUPPORT DOCUMENTS

UNCOLLECTED TAXES

YEAR	AMOUNT	July 2016
2016	2,763,465.95	
2015	50,581.35	
2014	25,753.91	
2013	22,062.13	
2012	16,440.39	
2011	15,190.41	
2010	11,788.71	
2009	10,136.35	
2008	8,776.85	
2007	5,077.02	
2006	4,133.33	
	2,763,465.95	Total Current Year
	169,940.45	Total Past Years
	2,933,406.40	Total All Years

CITY OF ROCKINGHAM

LESS THAN \$1.00 TAX RELEASE REGISTER
JULY 31, 2016

ACCOUNT	NAME	EXPLANATION	BILL #	VALUE	CITY TAX	CITY LATE	INTEREST	RELEASED
1 112971301	Bennett, Orlando T.	BILL LESS THAN \$1.00	4976		0.94			0.94
2 5271301	Benoist, Marlyn E.	BILL LESS THAN \$1.00	534		0.96			0.96
3 110712101	Blended Blessings	BILL LESS THAN \$1.00	4853		0.63	0.06		0.69
4 10240101	Carolina Motors at the Rock	BILL LESS THAN \$1.00	1976		0.72			0.72
5 100026301	Carriage Cemetery Services, Inc.	BILL LESS THAN \$1.00	4382		0.77			0.77
6 19392101	CDK Global, LLC	BILL LESS THAN \$1.00	2950		0.76			0.76
7 15581101	Compassion Home Care	BILL LESS THAN \$1.00	2665		0.72			0.72
8 6301101	Curtis Military Surplus	BILL LESS THAN \$1.00	822		0.53			0.53
9 13421102	Dell Equipment Funding, LP	BILL LESS THAN \$1.00	2532		0.40			0.40
10 6590301	Eanes, Donald Wm. & Linda	BILL LESS THAN \$1.00	940		0.48			0.48
11 7589101	Haines Construction	BILL LESS THAN \$1.00	1287		0.81			0.81
12 102562304	Haltiwanger, Leonard & Kimberly	BILL LESS THAN \$1.00	4494		0.41			0.41
13 7718308	Hatcher, Miles & Betty	BILL LESS THAN \$1.00	1321		0.21			0.21
14 8037303	Huggins, Donald & Carla	BILL LESS THAN \$1.00	1394		0.12			0.12
15 5888101	Liberty Auto Sales	BILL LESS THAN \$1.00	726		0.79			0.79
16 87326302	Long, Lori J.	BILL LESS THAN \$1.00	4111		0.72			0.72
17 3979102	Marathon Petroleum Co.	BILL LESS THAN \$1.00	278		0.45			0.45
18 9147301	Maynor, Willie s. & Brenda	BILL LESS THAN \$1.00	1690		0.96			0.96
19 97641302	Nesbitt, Danny & Jean T.	BILL LESS THAN \$1.00	4317		0.72			0.72
20 15074302	Norton, Maryland	BILL LESS THAN \$1.00	2631		0.48			0.48

CLASS TITLE: Director of Safety & Risk Management

GENERAL STATEMENT OF DUTIES

Performs skilled and responsible professional and administrative work in developing and implementing the safety program for the City.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class plans, organizes and implements safety programs for the City. Work includes developing various safety programs, chairing the safety committee, providing and coordinating safety training, investigating accidents and recommending prevention measures, and preparing and recommending safety policies and procedures. The employee is expected to exercise initiative and independent judgment in completing assigned tasks. The employee is subject to both environmental activities that occur indoors and outdoors. Considerable tact and courtesy is required, and includes frequent contacts with other city personnel. Work is performed under the supervision of the City Manager and is evaluated through observation, conferences and by review of records and reports.

RECRUITMENT & SELECTION GUIDELINES

Duties and Responsibilities:

Conducts safety meetings or works with departments to present and conduct their own sessions; provides staff coordination to Safety Committee.

Develops health and wellness programs to prevent illnesses and create a healthy workforce; plans and coordinates the annual wellness fair; conducts wellness breakfast and lunch programs; coordinates smoking cessation programs, writes grants for program funding; plans physical activities.

Develops safety policies, procedures, and processes for the City.

Work involves considerable discretion and independent judgment in making non-routine decisions and recommendation based upon City objectives.

Conducts employee orientation for new hires, drug testing program, safety and loss control policies and hazards associated with their job.

Manages and implements the City's risk management, safety and insurance programs.

Performs professional administrative work in identifying risks and exposures, developing loss prevention and safety policies, and developing and conducting employee safety training.

Reviews City's insurance programs to determine scope and quality of coverage provided and analyzes workplace facilities to ensure compliance with OSHA and ADA requirements.

Investigates work-related accident and prepares and submits First Reports of Injury and otherwise supports the City's management of workers compensation issues.

Manages workers compensation program including follow-up of claims, review, and implementation of safety policies and procedures.

Manages liability insurance including review of claims and losses, establishment of policies and training to minimize further losses or accidents.

Conducts spot-checks and formalized inspections of building facilities, equipment vehicles, and personnel for compliance with safety laws, rules and regulations; makes recommendations to correct unsafe conditions.

Maintains liaison with insurance carriers for workers compensation, automobile liability and fire coverage, review reports, claims, problems and questions. Processes all forms for claims, prepares and maintains schedules, audits, and proposals for insurance.

Conducts research on OSHA and risk management practice and regulations, determines which regulations effect City and what departments; develop policies and procedures to comply with regulations or limit liability to the City, audits safety and risk management policies and program to ensure successful programs, communicates to City Manager, department heads, and employees trends in safety and risk management, corrective measures needed and future regulations.

Serves as Safety Coordinator and performs other related tasks as required.

Knowledge, Skills & Abilities:

Considerable knowledge of the principles and practices relating to OSHA laws and regulations and safety and accident prevention.

Considerable knowledge of applicable federal, state, and local laws, regulations and processes regarding employee safety and of City policies and procedures including substance abuse policy.

Considerable knowledge of training techniques and adult education methodology and skill in training program delivery.

Knowledge of the application of information technology to work activities.

Working knowledge of EPA and OSHA regulations.

Skill in conflict resolution and facilitation.

Ability to develop and conduct training and orientation programs.

Ability to inspect work sites, areas, and accidents and make objective reports and findings.

Ability to review safety standards and make recommendations for improvement and correction.

Ability to communicate effectively in oral and written forms.

Ability to develop and maintain effective working relationship with department heads, supervisors, and employee.

Ability to compile data and records and file reports as required for the City.

Ability to plan and coordinate projects and activities.

Ability to conduct objective and factual accident investigations and present findings accurately in oral and written form.

Equipment Operated: Calculator, copier, computer, camera and other equipment as required.

Reporting Relationship: This position reports to the City Manager.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of fingering, talking, and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to prepare data, operate a computer terminal, do extensive reading, and make visual inspections of work areas for safety standards that occasionally requires exposure to outdoor weather conditions, general work and job site conditions that may require climbing, balancing, stooping, kneeling, crouching, crawling and reaching with hands and arms.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree from an accredited college or university in Public Administration, Human Resources, Business Administration, or Risk Management plus 3 to 5 years of experience in human resources, risk management or related field including one year of supervisory or managerial experience preferred; or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities. Possession of a valid North Carolina Driver's License is required.

<u>Salary Grade</u>	<u>Salary Range</u>		<u>Position</u>	
16	42,009.03	-	59,357.66	Police Detective Lieutenant Police Lieutenant Theatre Director Water & Sewer Superintendent
17	44,135.74	-	62,362.65	Director Safety & Risk Management (July 2016)
18	46,370.11	-	65,519.75	Assistant City Manager Police Captain
19	48,717.60	-	68,836.69	Parks & Recreation Director Asst. WWTP Operations Director Water Plant Operations Director
20	51,183.93	-	72,321.55	Inspections Superintendent Major/Assistant Police Chief
21	53,775.12	-	75,982.84	--
22	56,497.49	-	79,829.47	--
23	59,357.68	-	83,870.85	--
24	62,362.66	-	88,116.81	Finance Officer Fire Chief Planning Director Police Chief Public Works Director Director of Community Development Sewer Plant Operations Director
25	68,519.77	-	92,577.72	--

**DEPARTMENTAL
ACTIVITY REPORTS
for
COUNCIL'S INFORMATION**

REVENUES AND EXPENDITURES
PERIOD ENDING JULY 31, 2016

<u>GENERAL FUND</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>	<u>JULY 2016</u>	<u>JULY 2015</u>	<u>JUNE 2016</u>
<u>TOTAL REVENUES:</u>	\$ 323,260.50	\$ 315,473.61	\$ 323,260.50	\$ 315,473.61	\$ 591,958.52
<u>EXPENSES:</u>					
Goven. Body	13,267.35	21,822.90	13,267.35	21,822.90	18,526.23
Administration	33,130.81	26,164.63	33,130.81	26,164.63	37,766.22
Finance	25,667.21	28,489.89	25,667.21	28,489.89	22,723.85
Planning & Inspections	17,570.09	23,965.01	17,570.09	23,965.01	23,801.49
Public Buildings	22,352.39	27,235.72	22,352.39	27,235.72	40,031.97
Police	210,603.65	183,190.69	210,603.65	183,190.69	191,630.72
Fire	64,063.18	70,315.50	64,063.18	70,315.50	80,232.50
Maint. Shop	7,486.14	8,054.51	7,486.14	8,054.51	9,183.22
Street	13,435.31	16,436.63	13,435.31	16,436.63	20,837.09
Powell Bill	22,694.58	12,542.25	22,694.58	12,542.25	18,233.39
Sanitation	71,228.23	66,323.70	71,228.23	66,323.70	77,845.69
Tourism	5,727.03	5,021.10	5,727.03	5,021.10	7,305.24
Recreation	42,354.54	56,252.17	42,354.54	56,252.17	53,532.58
Cultural & Library	4,376.76	5,180.65	4,376.76	5,180.65	55,101.66
Cemetery	6,723.92	7,571.02	6,723.92	7,571.02	9,020.19
General & Admin.	33,651.93	39,587.86	33,651.93	39,587.86	34,842.94
Debt Service	85,919.97	85,919.97	85,919.97	85,919.97	0.00
Total	\$ 680,253.09	\$ 684,074.20	\$ 680,253.09	\$ 684,074.20	\$ 700,614.98
<u>ENTERPRISE FUND</u>					
<u>TOTAL REVENUES:</u>	\$ 608,698.65	\$ 654,884.15	\$ 608,698.65	\$ 654,884.15	\$ 595,881.62
<u>EXPENSES:</u>					
Administration	31,733.12	33,509.12	31,733.12	33,509.12	54,948.58
W/S Maintenance	99,499.00	127,685.15	99,499.00	127,685.15	91,709.38
Water Plant	43,654.66	63,463.21	43,654.66	63,463.21	80,400.29
Waste Treatment	120,676.05	165,459.65	120,676.05	165,459.65	190,886.38
Debt Service	0.00	0.00	0.00	0.00	0.00
Total	\$ 295,562.83	\$ 390,117.13	\$ 295,562.83	\$ 390,117.13	\$ 417,944.63

FUEL CONSUMPTION AND EXPENDITURES
PERIOD ENDING JULY 31 2016

FUEL CONSUMPTION	CURRENT YTD		PRIOR YTD		JULY 2016		JULY 2015		JUNE 2016	
	Usage	Dollar Amts.	Usage	Dollar Amts.	Usage	Dollar Amts.	Usage	Dollar Amts.	Usage	Dollar Amts.
Administration	0.0	\$ 0.00	0.0	\$ 0.00	0.0	\$ 0.00	0.0	\$ 0.00	0.0	\$ 0.00
Planning & Inspections	72.4	106.43	0.0	0.00	72.4	106.43	0.0	0.00	54.1	86.02
Public Buildings	206.3	303.26	0.0	0.00	206.3	303.26	0.0	0.00	270.3	429.78
Police	2,466.6	3,625.90	0.0	0.00	2,466.6	3,625.90	0.0	0.00	2,363.0	3,757.17
Fire	498.1	753.64	0.0	0.00	498.1	753.64	0.0	0.00	498.5	789.67
Maint. Shop	60.7	89.23	0.0	0.00	60.7	89.23	0.0	0.00	30.1	47.86
Street	490.9	743.71	0.0	0.00	490.9	743.71	0.0	0.00	522.4	827.72
Powell Bill	195.5	292.27	0.0	0.00	195.5	292.27	0.0	0.00	104.6	166.30
Sanitation	1,981.4	3,047.50	0.0	0.00	1,981.4	3,047.50	0.0	0.00	1,905.3	3,010.93
Rec. & Rec.	347.7	512.55	0.0	0.00	347.7	512.55	0.0	0.00	358.0	569.22
Library	99.3	145.97	0.0	0.00	99.3	145.97	0.0	0.00	94.1	149.62
Central & Admin.	0.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00	0.0	0.00
Plant Adm.	126.4	185.81	0.0	0.00	126.4	185.81	0.0	0.00	25.2	40.07
W/S Maint.	968.6	1,455.30	0.0	0.00	968.6	1,455.30	0.0	0.00	860.2	1,363.65
Water Plant	61.9	90.99	0.0	0.00	61.9	90.99	0.0	0.00	15.5	24.65
Waste Treatment	859.3	1,304.48	0.0	0.00	859.3	1,304.48	0.0	0.00	727.9	1,152.70
Total	8,435.1	\$ 12,657.04	0.0	\$ 0.00	8,435.1	\$ 12,657.04	0.0	\$ 0.00	7,829.2	\$ 12,415.36

To: Monty Crump, City Manager
From: Dave Davis, Recreation Director
Date: August 2, 2016
Subject: Activity Report

The following are activities and projects currently involving our department.

Youth Soccer – Registration concludes Monday, August 15th. Preliminary numbers are adequate but we are waiting to see how the residency restrictions will affect the over-all enrollment.

Summer Programs – Our summer programming that includes day camp, swim camp, and public swimming concludes Friday, August 19th. We have had another successful summer serving one hundred children a day among the three offerings.

Adult Kickball – This new program has been successful with the young adult population. Games are being played on Mondays and Thursdays and offer fun and fast paced competition.

Hinson Lake – Activity is substantial this time of year with current week-end reservations extending through the fall months.



FIRE CHIEF
HAROLD ISLER
ADMIN. ASST.
KRISTY PLAYER

ASST. CHIEF
DAVID MULLIS
CAPTAIN

July-16

We are pleased to submit the monthly fire report on the activities undertaken by the Rockingham Fire Department during the month of July 2016.

Total Alarms:	<u>52</u>	In Town:	<u>52</u>	Out of Town:	<u>0</u>
Turn In Alarms:	<u>0</u>	Silent Alarms:	<u>52</u>	Structure:	<u>0</u>
Wrecks:	<u>20</u>	Alarm Malf:	<u>7</u>	Good Intent:	<u>11</u>
Smoke Scare:	<u>1</u>	Vehicle fire :	<u>0</u>	Trash/outside fire:	<u>1</u>
Power line down:	<u>4</u>	Illegal Burn:	<u>0</u>	Gas Leak/Spill:	<u>3</u>
Cooking fire:	<u>1</u>	Co detector:	<u>0</u>	Assist Police:	<u>0</u>
Electrical:	<u>4</u>	Assist EMS:	<u>0</u>	Mutual aid:	<u>0</u>


Hours Spent on Calls: 10 hours 42 minutes

Total Property Exposed to Fire:	<u>\$0.00</u>
Total Property Damaged by Fire:	<u><u>\$0.00</u></u>
Total Property Saved:	<u><u>\$0.00</u></u>

During the month of July full time members of the fire department averaged 17 training hours per person; part-paid members averaged 6 hours per person for the month.

Public Life & Safety:

- ~Installed 5 car seats
- ~20 kids from Freedom Edge summer program had a station tour
- ~Sparky visited Verizon Wireless for a back to school day kick off day with supplies
- ~30 kids from Browder Park day camp had a station tour

Respectfully Submitted,

Captain
Vernon McKinnon



Rockingham Police Department



W.D. Kelly, Chief of Police

To: Monty Crump

From: W. D. Kelly
Chief of Police

Date: August 3, 2016
Ref: July Activity Report

On behalf of the Rockingham Police Department, I am pleased to submit this report for your consideration. The following activities have been undertaken by officers of the Rockingham Police Department.

Total Calls for the Month:	1604
Animal Control Calls:	57
Alarm Calls	178
Escorts:	80
Unlock Vehicles:	122

Charges Generating Arrest:

Felonies:	40
Misdemeanors:	106
Drug Violations:	16
Juvenile:	13
Warrants Served:	111
Citations:	75

Accidents Reported/Investigated:

Property Damage only:	54
Personal Injury:	2

Officer Hours Spent in Court:	40
Officer Training Hours Logged	156

Items of Interest:

National Night Out was a big success. The rain held off and everyone seemed to have a great time. Our Junior Police Academy Cadets were awarded their certificates for a job well done.