ROCKY MOUNT, NC
THE CENTER OF IT ALL

ROCKY MOUNT CITY COUNCIL

COMMITTEE OF THE WHOLE MEETING

MONDAY, JANUARY 23, 2023

CITY COUNCIL
COMMITTEE OF THE WHOLE

MONDAY, JANUARY 23, 2023
5:00 PM

AGENDA

1. RMPD December Report — Robert Hassell
2. Travel Policy for Mayor and City Council — Peter Varney

MEMORANDUM

ROCKY MOUNT
POLICE
THE CENTER OF IT ALL

To: Peter Varney, City Manager

Cc:

From: Robert Hassell, Police Chief RH

Date: 12/30/2022

Re: Presentation of Crime Statistics

Purpose

The purpose of this memo is to present a summary of the city-wide crime numbers to the Committee of the Whole during the January 09, 2023 meeting.

Discussion

The presentation covers the crime incidents throughout the city currently and compares them to last year during the same time period. The crimes tracked in this presentation are crimes labeled as part 1 crimes in the National Incident Based Reporting System (NIBRS) by the federal government. These crime numbers are tracked by the FBI and shared with the Bureau of Justice Statistics for tracking purposes.

The presentation includes investigation outcomes for the violent crimes and the related arrests. It also includes maps depicting the areas of shots fired, incidences of aggravated assault and murder. The presentation also highlights the efforts and successes of the police department to combat the violent crime occurring in the city.

Requested Action

None

ROCKY MOUNT
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December Crime Report

January 9, 2023
Robert Hassell, Chief of Police

ROCKY MOUNT
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December 2022 Crime Report

Part 1 Crimes Comparison Chart

The table is a comparison of crime numbers by month and year to date compared to the same time periods last year.

CRIMES	Dec 2021	Dec 2022	+/-	YTD 2021	YTD 2022	+/-
Murder	2	4	2	12	20	8
Rape	1	2	1	13	9	-4
Com Robbery	2	4	2	31	29	-2
Ind Robbery	3	3	0	31	60	29
Agg Assault	26	22	-4	400	343	-57
Violent	**34**	**35**	**1**	**487**	**461**	**-26**
Commercial B&E	11	6	-5	126	66	-60
Residential B&E	14	7	-7	159	190	31
Non Residential B&E	1	0	-1	36	35	-1
Larceny	68	82	14	881	1017	136
MV Theft	12	13	1	89	132	43
Arson	1	1	0	16	16	0
Property	**107**	**109**	**2**	**1307**	**1456**	**149**
****Total****	**141**	**144**	**3**	**1794**	**1917**	**123**

ROCKY MOUNT
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December 2022 Crime Report

Part 1 Crimes Comparison Chart

The table is a comparison of crime numbers by month and year to date compared to the same time periods last year.

Violent YTD

5%

decrease

Property YTD

11%

increase

CRIMES	Dec 2021	Dec 2022	+/-	YTD 2021	YTD 2022	+/-
Murder	2	4	2	12	20	8
Rape	1	2	1	13	9	-4
Com Robbery	2	4	2	31	29	-2
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ROCKY MOUNT
POLICE
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December 2022 Crime Report

Part 1 Crimes Comparison Chart

The table is a comparison of crime numbers by month and year to date compared to the same time periods last year.

Overall YTD

7%

increase

CRIMES	Dec 2021	Dec 2022	+/-	YTD 2021	YTD 2022	+/-
Murder	2	4	2	12	20	8
Rape	1	2	1	13	9	-4
Com Robbery	2	4	2	31	29	-2
Ind Robbery	3	3	0	31	60	29
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Part 1 Crimes Comparison Chart

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	47	43	20	33	54	45	32	54	43	44	39	34
2022	31	30	35	41	42	34	52	42	51	23	45	35

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	113	84	114	99	113	118	98	119	109	121	112	107
2022	122	120	138	116	128	105	105	112	138	163	100	109

December 2022 Crime Report

Aggravated Assault Cases and Investigations

Aggravated Assault Cases	12
Aggravated Assault Victims	22
Number of Cases with Multiple victims	6
Aggravated Assault Arrests	1
Aggravated Assault Cases Cleared	1

Case Dispositions

• Cleared by Arrest	1
• Inactive Cases	3
• Open Cases	8
• **Grand Total of Incidents**	**12**

ROCKY MOUNT
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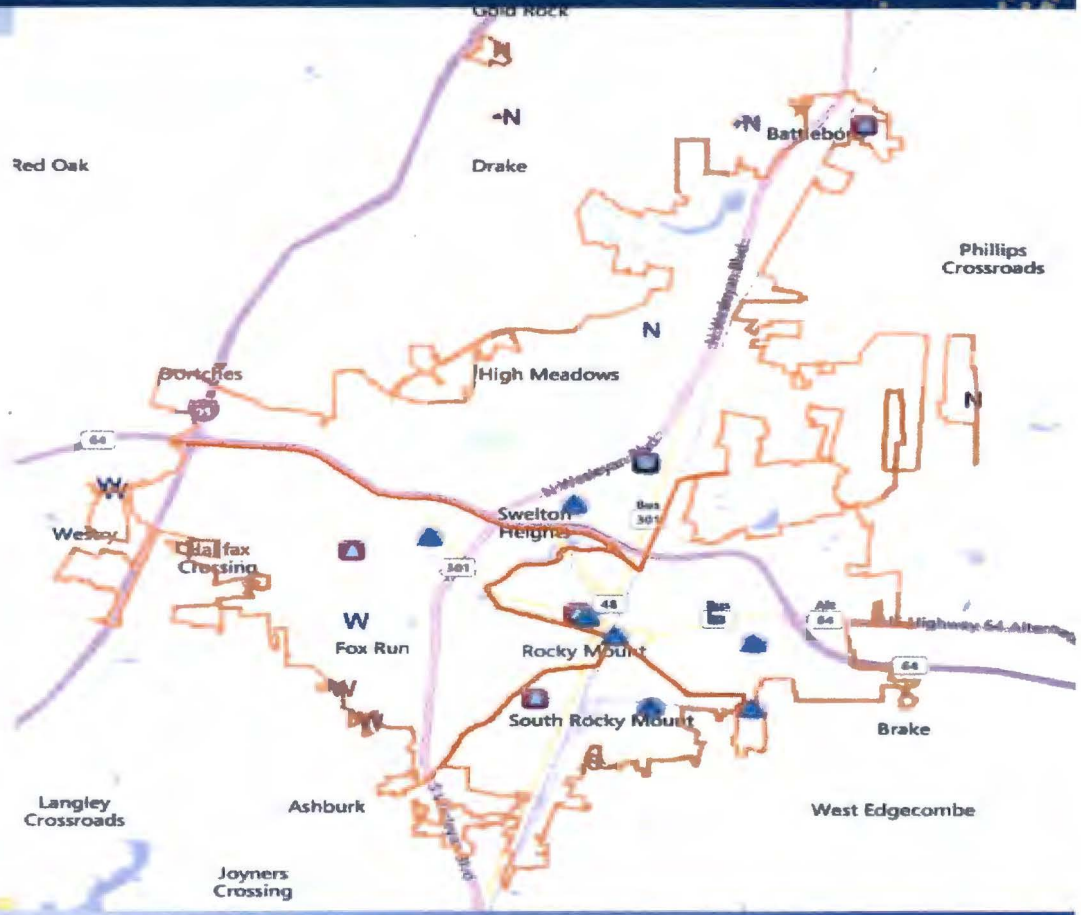
December 2022 Crime Report

- Murder
- Aggravated Assault
- Shooting Into OCC Build/Veh.
  - Victims with Injuries 13
  - Victims Without Injuries 13

Grand Total of Victims 26



ROCKY MOUNT
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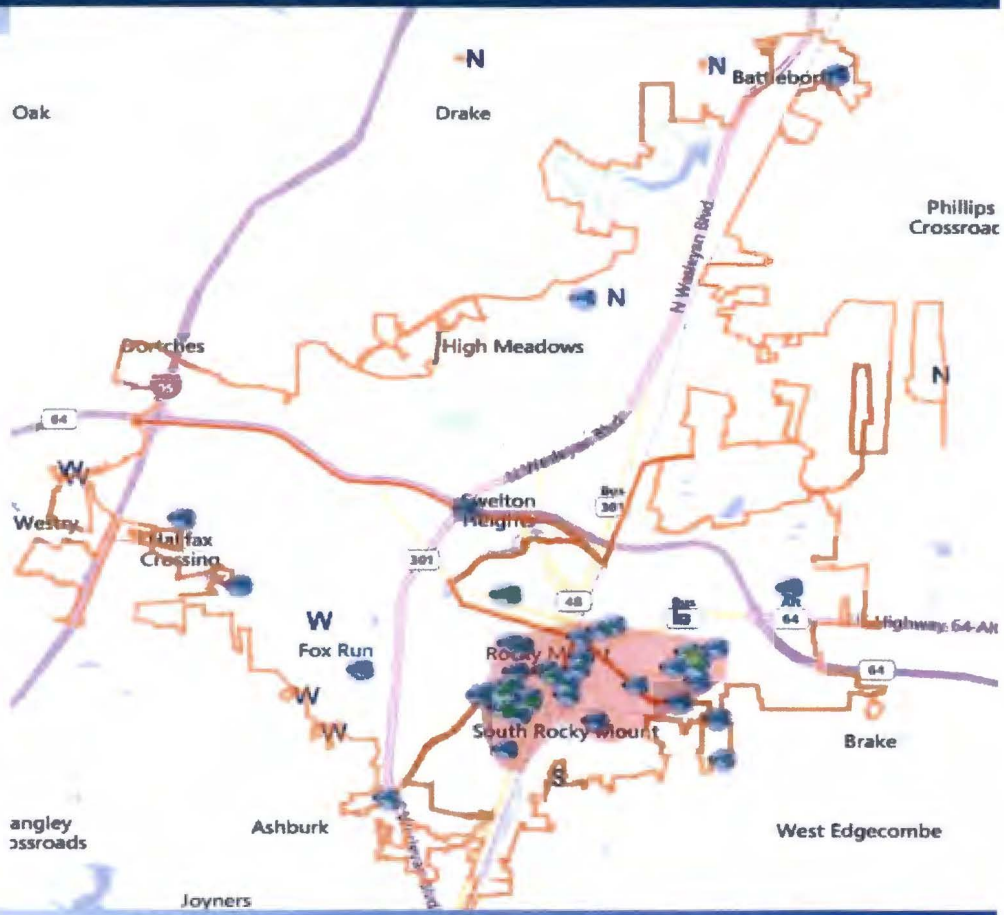
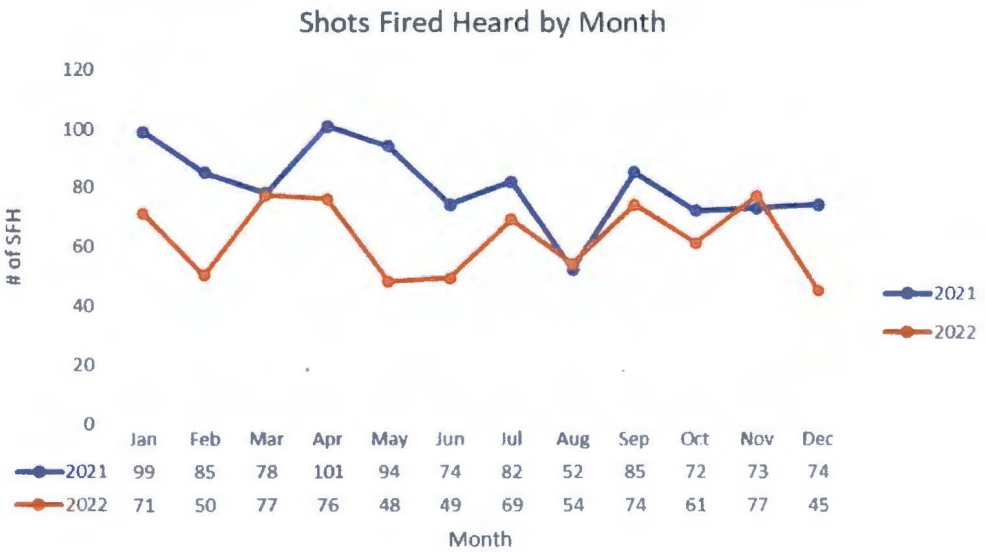
December 2022 Crime Report

ShotSpotter & Citizen Calls Throughout the City

• Shots Fired	45
• Shell Casings were Found	18
• Number Shell Casings Found	157
• Number Shell Casings Found YTD	2895
• Number of Firearms Seized	24
• Number of Firearms Seized YTD	457
• Weapon Violation Arrests	00



Shots Fired Heard Comparison Chart



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	99	85	78	101	94	74	82	52	85	72	73	74
2022	71	50	77	76	48	49	69	54	74	61	77	45

Other Police Stats

7,391	68	148	$706,800	621	134	75
Calls for Service	On-View Arrests & Warrant Service	Traffic Accidents	Accident Property Damage	Traffic Stops	Citations Issued	Warnings Issued

Community Involvement

- PALS Basketball Game
- Cops and Kids Toy Giveaway
- Rocky Mount Christmas Parade
- Guys with Ties at Baskerville Elementary

MEMORANDUM

ROCKY MOUNT
CITY MANAGER'S OFFICE
THE CENTER OF IT ALL

To: The Honorable Mayor and City Council

From: Peter Varney, Interim City Manager

Date: December 23, 2022

Subject: Travel Policy

In order to provide some guidelines for the Mayor and City Council members to follow while traveling on official City business, we are proposing that the Mayor and City Council members follow the same policy that applies to City employees with the following additions (these changes are highlighted in the enclosed draft).

Section 3: Approving Authorities- This addition provides that out of town travel by the Mayor and City Council for the purposes shown below is approved.

- Any classes at the School of Government
- Annual meetings of the N.C. League of Municipalities, ElectriCities, or National League of Cities
- Any committees to which the Mayor or any member of the Council may be appointed
- Any travel to Raleigh or Washington, D.C. to meet with legislators or representatives of administrative agencies such as DOT or DENR
- Any conferences specifically identified in the adopted budget

The City Council will approve all other out of town travel by the Mayor or members of the City Council.

Section 4: Means of Transportation- This addition provides that the City Clerk will make travel arrangements for the Mayor and City Council in accordance with the Travel Policy. The addition provides further that the city will reimburse the Mayor and City Council members for use of personally owned vehicles.

Section 5: Allowable Travel Expenditures- This addition provides that the City Clerk will gather receipts from the Mayor and City Council members and prepare the appropriate forms that are required for reimbursement.

It is recommended that the City Council adopt the amended Travel and Training Policy.

ROCKY MOUNT, NC
THE CENTER OF IT ALL

City of Rocky Mount
Administrative Policy

Policy: Travel and Training Policy

Section: Administrative Policy No. 11.9

Prepared By: Amy Staton, Director of Finance

Approved By: City Council

Effective Date: 12/07/2020 Page: 1 of 7

Supersedes: 1/1/2007, 8/1/2012, 3/1/2018, 12/07/2020

SECTION 1. Purpose

The purpose of this policy is to establish standards as it applies to travel and training expenses for the city of Rocky Mount. The city's intent is to provide for the most economical means of transportation for City business and to provide for the accurate accounting of travel and training expenses, and for their timely reimbursement.

SECTION 2. Overview

When a City employee or City Council member travels to participate in a meeting, conference, workshop, seminar, or to otherwise conduct City business, the City will reimburse necessary, approved, and reasonable expenses relating to those activities. All travel and training expenses must serve a public purpose and comply with Article V, Section I) of the Constitution of the State of North Carolina which requires that funds generated by taxation be spent for public purpose only. Expenses must be in accordance with Internal Revenue Service (IRS) requirements.

Travel and training may occur locally or out of town. Out of town travel is travel outside of Nash and Edgecombe Counties.

SECTION 3. Approving Authorities

3.1 All requests for travel and reimbursement must be pre-approved and authorized by an employee's department head. This approval can be by signature on appropriate paperwork or communicated in a detailed email. Department heads are responsible

for ensuring funds are available for travel within their departmental budgets before approving employee travel.

3.2 Department head travel and settlement requests must be approved by the City Manager or an Assistant City Manager.

3.3 Out of town travel by the Mayor or members of the City Council for the purposes shown below is hereby approved. All other out of town travel by the Mayor or members of the City Council requires approval by the City Council.

- Any classes, programs, or meetings at the North Carolina School of Government in Chapel Hill, North Carolina or any other location hosted by the School of Government.
- Annual meetings of the North Carolina League of Municipalities, ElectriCities, National League of Cities, or U.S. Conference of Mayors.
- The meeting of any committee or board to which the Mayor or any City Council member may be appointed or elected representing the City or the region in which the City is located such as a member of the North Carolina Eastern Municipal Power Agency or a representative of Region 5 for the North Carolina League of Municipalities Legislative Advisory Committee.
- Any travel to Raleigh or Washington, D.C. to meet with legislators or representatives of administrative agencies such as DOT or DENR.
- Any conferences or training events that are specifically listed in the adopted budget.

3.4 Although the Finance Director is statutorily charged with stewardship of all taxpayer dollars, the fiscal integrity and credibility of our organization is the responsibility of all city employees and supervisors. If you are approving a travel reimbursement request, you are attesting that you have reviewed the request in its entirety, that the request is accurate, and that the travel is for a public purpose.

3.5 The Finance Director is responsible for implementing and enforcing the Travel Policy. The Finance Director is authorized to approve travel reimbursement not specifically set forth when he or she detennines on the basis of substantial evidence that such reimbursement is necessary or appropriate to accomplish business of the City of Rocky Mount and is warranted in the circumstances. All such reimbursements and the justification will be documented.

3.6 Travel being charged to a grant or project requires specific pre- approval to be charged to that grant or that project and is subject to further restrictions imposed by the grant or project.

SECTION 4. Means of Transportation

4.1 The means of transportation must be authorized by the department head prior to the trip.

4.2 Employees are expected to use the most economical (least expensive) and reasonable mode of transportation giving due consideration to time and distance involved. The City will only reimburse the value of the most economical and reasonable mode of transportation. In cases where this may be questionable, the employee should provide documentation to justify their transportation selection.

4.3 City employees who are authorized city drivers are encouraged to use available departmental vehicles when traveling on city business. (See Administrative Policy 2.34 - Drivers Authorization Procedures- as it relates to city owned vehicles.) City employees should ride together to training or meetings when more than one employee is traveling to the same destination. Other foms of fransportation to consider are personal vehicles, aircraft, tain or mass transit.

4.4 Employees on monthly travel allowances are authorized to claim business mile expenses for travel outside of Nash and Edgecombe counties.

4.5 The use of commercial rental cars must be authorized in advance by the department head, and it must be for an economically priced rental car. Rental insurance should not be purchased. The city's insurance policy covers employees renting vehicles while on city business. The vehicle should be filled with gas prior to its return to the rental facility.

4.6 The City Clerk will arrange for the most economical and reasonable mode of transportation for long distance travel by the Mayor or member of the City Council.

The City will reimburse the cost of travel by the Mayor or members of the City Council using personally owned vehicles.

SECTION 5. Allowable Travel Expenditures

5.1The following reasonable travel expenses will be reimbursed:

a. Regisfration fees for conference, conventions, and seminars.

b. Transportation Expenses:

I. Airplane, train, subway, bus, taxi, ferry, and other hired transportation services. A receipt must be provided to be reimbursed. Refundable tickets should be purchased. Refunds credited to an employee's personal account for future use are not allowed. Such refunds/credits issued directly to the employee will need to be promptly repaid to the city.

2. Personal automobile mileage will be reimbursed at the current IRS standard mileage rate.

3. City vehicles- Gas costs only. A receipt must be provided to be reimbursed.

C. Baggage fees: All fees pertaining to the first checked bag will be paid with a receipt. Charges related to the second and subsequent bags, or other special handling fees will not be reimbursed unless those expenses are necessary, substantiated and for the city's benefit. A justification in writing for other baggage and handling fees must be justified in writing and approved by the Director of Finance.

d. Parking Fees: Standard fees only, valet parking will not be reimbursed unless it can be demonstrated that valet parking is the only parking option available. Exceptions may be made based upon unusual conditions or circumstances and must be approved by the Finance Director. A receipt must be provided in order to be reimbursed.

e. Lodging — The City will pay for moderately priced out of town lodging. The City will pay for an extra overnight stay when significant overall travel savings may be realized and must be approved in advance by the department head. Some hotels will honor reduced government rates for city employees or provide group conference rates. These discounts should be considered when booking reservations. An itemized receipt must be provided for reimbursement.

f. Meals—

1. Meals will be paid on a per diem basis and based on rates established by the U.S. General Services Administration (GSA) for the current fiscal year. The allowed per diem includes breakfast lunch, and dinner. Check the GSA website at https://www.gsa.gov/travel/planbook/per-diem-rates If neither the city nor county is listed in the GSA, the rate for meals will be the standard CONUS (Contiguous U. S.) destination rate. Use the GSA rate for the city or town of the overnight stay.

2. Due to IRS regulations, meals will not be reimbursed for same day travel. An overnight stay is required to request per diem expenses.

3. The first and last day of travel, designated as travel days, will be paid at 75% the GSA per diem. For example, if the destination has a per diem of $55 for the day, the employee will receive $41.25 on the days of departure and return. This amount will be reduced for any meal that is included with the event's registration or with a hotel accommodation.

4. If the GSA rate is different than the standard rate the employee must provide GSA documentation showing the per diem rate for the location of travel.

5. The city does not require receipts for meals when the per diem method is used.

6. Meals that are included in an event's registration cost should not be claimed as a per diem expense and will not be eligible for reimbursement even if the employee chooses not to participate. Complimentary meals provided by the hotel are not eligible for per diem.

7. If an employee has dietary restrictions for health or religious reasons that preclude him or her from eating the provided meals, the employee should ask the meeting provider for a dietary substitution. If the substitution is not available, the employee must request specific approval to claim the full meal allowance prior to travel. In this case, the meal per diem can be claimed.

g. Tips and gratuities — Tips for meals are included in the per diem amount. Tips for taxi and other hired transportation services is allowed up to 15% with a receipt. No other tips and gratuities are allowable.

h. Bridge, tunnel and road tolls. — The City will pay the actual cost if a receipt is provided.

i. Telephone charges when conducting city business and reasonable telephone charges for personal calls,

j. Other legitimate and reasonable business expenses allowable according to IRS and NC Statutes that the Director of Finance deems eligible. The employee must request approval in advance for consideration of other expenses.

5.2 Meals, food, and food related supplies will only be paid for or reimbursed by the City for an appropriate public purpose and in accordance with regulations set forth by the IRS. Business meals unrelated to travel and training are covered in a separate administrative policy.

5.3 The City Clerk will gather receipts and documentation for travel by the Mayor and members of the City Council and will submit the appropriate forms required to secure reimbursement.

SECTION 6. Non-Allowable Expenses

6.1 The following expenses are unallowable and will not be reimbursed:

a. Alcoholic Beverages
b. Travel or car-related insurance premiums

c. Personal expenses such as magazines, movies or other items which are only for the convenience, entertainment, and/or benefit of the employee
d. Day trip meals (no overnight stay)
e. Meal that exceed the GSA per diem rate.
f. Entertainment

6.2 Non-allowable expenses paid with a city credit or procurement card must be deducted at travel settlement. Failure to settle within 10 days of returning from ü•avel will result in payroll deduction for non-allowable expenses charged on the city's credit or procurement card.

SECTION 7. Travel Advance Procedure

7.1 The City of Rocky Mount Travel Advance Request form must be filled out, approved by the departrnent head, and submitted to Accounting no less than 10 working days prior to the trip. All accounts payable deadlines must be followed. Supervisors should ensure employees are aware of the travel policy and how to adhere to the policy. The employee should read and understand the Travel Advance requirements and be familiar with this policy (11.9) prior to traveling. The employee must include an agenda for the request. If an agenda is not available, the employee must provide documentation regarding any meals provided during the time of travel.

7.2 Settlement on the travel advance must be made in accordance with Section 8 of this policy or the employee may lose the privilege of obtaining travel advances and unsubstantiated travel expenses may be deducted from the employee's pay until proper settlement is provided. The travel settlement (completed on a Travel Settlement Form (Exhibit I)) should detail the entire cost of the trip indicating expenses paid by the employee and the City. The City expenses include payments made with a City Procurement Card, City credit card or City check

7.3 A separate travel advance request may be completed for such items as prepaid hotel or air fare using the City of Rocky Mount Travel Advance Request form (Exhibit 2). The Travel Advance Request form (Exhibit 2) is used for all travel expenses paid prior to the meeting date and may be paid directly to the vendor or the employee, When possible, charges necessary for hotel or air fare should be charged to the City credit card or paid with a payment request directly to the hotel or air travel provider. If for any reason, the employee does not use the prepaid accommodations that the City has paid for, the funds must be returned to the City within 10 days.

SECTION 8. Procedure for Reimbursement and Settlement

8.1 The employee is responsible for submitting the City of Rocky Mount Travel Settlement form (Exhibit I) for all travel expenses incurred. The fonn should account for all allowable expenses for the trip taken. It should be signed by the employee and the department head and include attached original itemized receipts. This fom should be

submitted to the Accounting division within 10 working days of his/her return. The City of Rocky Mount Travel Settlement form (Exhibit I) must be completed in full and must include the name(s) of the &aveling employee(s), date(s) of travel, location, and business purpose. All expenses should be included on the form including any prepaid items such as hotel, registration, or transportation, All unused advance funds must be returned to the city within 10 working days after the employee returns to work.

8.2 A copy of the seminar or conference agenda should be attached to the City of Rocky Mount Travel Settlement fom (Exhibit 1). This information verifies registration costs, meals, books, or other items included in the registration cost.

8.3 The City of Rocky Mount Travel Settlement form (Exhibit I) is designed to give a complete and accurate accounting of the entire cost of the employee's travel. A separate mileage log is not needed if the mileage is documented on the City of Rocky Mount Travel and Settlement form. Attach an online fravel map to document the starting address and ending address and total miles traveled.

8.4 Receipts are not required for per diem meal costs. The per diem rate should be calculated at 75% of the GSA rate for the departure and return date.

8.5 The Accounting division may reject any reimbursement claims that are not in accordance with current policy or that are submitted more than 30 days after the trip. For travel settlement past 30 days, the amounts paid by the city must be reimbursed by the employee and are subject to be deducted from the employees pay. Waivers for special circumstances may be submitted in writing to the Director of Finance.

8.6 G.S. 159-181 (a) states that any officer or employee of a local government or public authority who submits a written claim or approves a claim for funds that he/she knows to be false is guilty of a misdemeanor.

SECTION 9. Reimbursement Policies

9.1 City Vehicles - All vehicle expenses including gas, oil, etc. that are incurred while using a city vehicle must be documented with an itemized receipt. Employees must be an authorized driver in accordance with Administrative Policy 11.34 Driving Authorization Procedures to drive a city vehicle.

9.2 Personal Vehicles

a. Employees using personal vehicles for City business will be reimbursed at the standard business mileage rate as approved by the IRS.

b. If an employee receives a monthly travel allowance, mileage will not be reimbursed for travel within Nash and Edgecombe counties.

c. Regarding the choice to drive a personal vehicle over other methods oftravel, the most economical cost will be reimbursed regardless of actual cost or mileage. If

an employee chooses to drive their personal vehicle when a city vehicle is available to them, there is no reimbursement for mileage or gas. If the employee drive a personal vehicle when another mode of transportation is more affordable such as airfare, the employee will be reimbursed the amount of the most affordable mode of transportation.

d. Mileage related to routine city business without an overnight stay should be recorded on the City of Rocky Mount Mileage Log (Exhibit 3). The mileage log should be attached to a payment request fonn. The employee must clearly indicate the addresses to/from which the travel occurred to substantiate the mileage requested and indicate the business purpose on the City of Rocky Mount Mileage Log fom (Exhibit 3).

e. Mileage reimbursement for overnight travel should be included on the Travel Settlement fom (Exhibit I). A travel log and payment request are not required with this submission.

f. Mileage starts at an employee's duty station (city hall, wastewater treatment plant, etc.) and ends at the destination, not from an employee's home address. The most direct route to the destination should be taken and is what will be reimbursed. If an employee elects an alternative and longer route for personal reasons, the additional mileage is not reimbursable.

9.3 Air, Bus or Train Travel - The fare may not exceed the regular and not upgraded fare (except when no regular accommodations are available) and must be substantiated by a copy of the paid ticket.

9.4 Rental Vehicles - Rental cars may be used only with prior authorization in writing by the department head. If used, the authorization and receipts must accompany the City of Rocky Mount Travel Settlement fom (Exhibit I) with clear justification for the need for the rental vehicle with consideration given to the most economical means of transportation. The rental vehicle type should be economical and appropriate for the justified need.

9.5 Employees traveling together- No employee will be reimbursed for mileage when transported by another employee who is receiving transportation compensation. Employees should travel together whenever possible. Important information regarding compensable time for travel , meeting, and training activities is found in Personnel Policy 4.20 Hours Worked and Overtime Pay.

9.6 Employees will be reimbursed for the actual cost of lodging at the single occupancy rate except in cases where single occupancy accommodations are not available or not in the best interest of the city. Cost of lodging must be substantiated by an itemized receipt.

9.7 Meals - A per diem for meals while on city business trips will be reimbursed under the following circumstances:

a. the trip is out-of-town, includes an overnight stay, and the employee is required to be away from the official duty station, and

b. the employee completes the City of Rocky Mount Travel Settlement fom (Exhibit I) and submits the signed form to accounting within 10 working days;

c. the meal is not part ofa seminar or business program which had been previously paid for in the registration or included complimentary in the hotel stay;

d. for employees on an overnight travel status, the per diem will be reduced to 75% of the normal amount on the days of departure and return.

9.8 Family and other non-employees - Arrangements for the accompaniment of family and other nonemployees must be made in advance with the approving authority. The city will not pay for transportation, registration fees, meals, or entertainment of family or other non-employees. No expenses for family member or non-employees should be put on the city's procurement cards or City credit cards.

SECTION 10. Auditing Travel Expense Accounts

10.1 The Director of Finance and/or Office of the Internal Auditor will make periodic reviews of travel expense accounts and their compliance with this policy.

10.2 The accounting division and the independent certified public accountants, during their annual audit, will report any irregularities and non-compliance to the Director of Finance.

10.3 Violations ofthe travel policy may result in a restriction on travel at the City's expense and may affect the issuance of future travel advances. Individuals who are aware of abuse of travel may report the concern to the Director of Finance, ChiefInternal Auditor, or call the employee hotline at 888-758-2910.

SECTION 11. American with Disabilities Act (ADA)

11.1 Employees with documented disabilities as defined under the American with Disabilities Act of 1990 (ADA) may request special travel accommodations. The purpose of this accommodation is to provide equal access for individuals traveling on behalf of the city. Request for an ADA travel accommodation must be submitted to the Human Resources department in advance of the date of travel. The Human Resources department will work with the city ADA Coordinators to review the request and render a decision. The decision will be provided in writing including notice of the approved accommodation if it is an exception to the travel policy. The written approval must be provided with the travel settlement. Allow a minimum of ten (10) business days prior to the travel date to allow sufficient time for review of the request.