



LANCASTER  
SOUTH CAROLINA

# MONTHLY REPORT

## January 2023

Submitted To,  
**City Council**

Submitted By,  
**Department Heads**

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# Building & Zoning Department

## Monthly Departmental Report

January 2023

*Department Director, Louis Streater*

### ***Key Public Service Areas***

- Ensure the safe and lawful use of buildings and properties by enforcing the Building Code, Zoning Code and other applicable laws.
- Facilitate construction through the timely delivery of services.
- Ensure compliance with the Building Permits, Business License and Hospitality Tax Ordinance.

### ***Critical Objectives***

- Inspect construction and buildings to ensure compliance.
- Ensure individuals have the proper qualifications to do regulated work.
- Timely completion of plan reviews, request for permits, and related inspections.
- Ensure that enforcement action is conducted in a professional and timely manner.

### ***Performance Report***

<b>Indicator</b>	<b>Month of January</b>	<b>Current Fiscal Year to Date</b>	<b>Previous Fiscal Year to Date</b>
<i>Number of plan reviews completed.</i>	2	66	43
<i>Plan reviews completed within 2 weeks (%).</i>	100%	100%	100%
<i>Number of building inspections completed</i>	370	2,665	1,384
<i>Inspections completed within 4 hours of appointment (%).</i>	100%	100%	100%
<i>Number of lot clearance inspections</i>	18	264	1,457
<i>Number of Derelict Vehicles Tagged</i>	4	15	7
<i>Inspections resulting in enforcement actions</i>	133	701	641
<i>Permits Issued</i>	60	545	397

### ***Scope of Agency Operations***

The Building, Licensing and Zoning Department ensure the safe and lawful use of buildings and properties by enforcing the Building Code, Zoning Code and other applicable laws. It reviews construction plans, issues permit and business licenses, performs inspections, coordinates billing and receiving of hospitality tax and ensures qualified individuals perform regulated work. It facilitates construction by striving to streamline the application and inspection process.

**PROJECT STATUS REPORT**  
**Building & Zoning Department**  
**JANUARY 2023**

1. Comprehensive enforcement action toward condemned structures ongoing.
  - Existing number of condemned structures – 55
  - Number of new structures condemned – 3
  - Existing Number of structures satisfactorily rehabilitated from the outside - 26
  - Number of structures demolished/cleared – 0
2. Condemnations/Voluntary Demolitions

Address	Owner(s)	Status
<b>814 E. Dunlap Street</b>	<b>Metaphysics Church</b>	<b>Condemned 1/12/2023</b>
<b>109 N. Willow Lake Road</b>	<b>Daphne Rucker Etal</b>	<b>Condemned 1/31/2023</b>
<b>1119 Chesterfield Avenue</b>	<b>Scott Sistare</b>	<b>Condemned 1/31/2023</b>

3. Commercial & Residential New Projects/Annexation

Project	Address	Valuation	Status
New Residential	610 Cunningham Street	\$752,307	Construction is ongoing.
New Commercial Building, Greater Victory ER Center	118 E. Gay Street	\$155,000	Construction is ongoing.
Commercial Upfit to existing building, Comporium	207 W. Gay Street	\$1,806,452	Construction is ongoing.
Commercial Upfit to existing Antenna, T-Mobile	120 Miller Street	\$45,000	Building permit issued.
Commercial Upfit to existing Antenna, T-Mobile	453 Hubbard Drive	\$50,000	Construction has begun.
2 <sup>nd</sup> Drive-Thru to existing building, Arby's Restaurant	910 N. Main Street	NA	Plans received; plan review completed. Building permit pending.
Commercial Upfit to existing building, Taco Bell	767 Hwy 9 Bypass	\$308,000	Construction is ongoing.
New Residential	411 Laurel Court	\$181,650	Construction is ongoing.
Garage Addition	706 N. Plantation Road	\$250,000	Construction is ongoing.
New Residential	773 Brooklyn Avenue	\$227,016	Construction is ongoing.
New Residential	1513 Riveroaks Lane	\$168,650	Construction is ongoing.
New Residential	1514 Riveroaks Lane	\$173,793	Construction ongoing.
New Residential	1517 Riveroaks Lane	\$173,608	Construction is ongoing.
New Residential	1025 Shady Lane	\$170,899	Construction is ongoing.
New Commercial, Auto Dealership	401 Hwy 9 Bypass	NA	Plans received; plan review completed. Building permit pending.
Commercial Upfit,	1370 W. Meeting Street	\$160,000	Construction is ongoing.

Dental Office			3
<b>New Residential</b>	<b>603 Grandiflora Avenue</b>	<b>\$236,275</b>	<b>Construction completed.</b>
<b>New Residential</b>	<b>325 Damask Drive</b>	<b>\$236,275</b>	<b>Construction completed.</b>
<b>New Residential</b>	<b>591 Grandiflora Avenue</b>	<b>\$266,407</b>	<b>Construction completed.</b>
<b>New Residential</b>	<b>602 Grandiflora Avenue</b>	<b>\$227,815</b>	<b>Construction completed.</b>
<b>New Residential</b>	<b>620 Grandiflora Avenue</b>	<b>\$199,313</b>	<b>Construction completed.</b>
New Residential	516 Normandy Road	\$184,919	Construction is ongoing.
<b>New Residential</b>	<b>590 Grandiflora Avenue</b>	<b>\$236,275</b>	<b>Construction completed.</b>
<b>New Residential</b>	<b>599 Grandiflora Avenue</b>	<b>\$227,815</b>	<b>Construction completed.</b>
<b>New Residential</b>	<b>621 Grandiflora Avenue</b>	<b>\$236,275</b>	<b>Construction completed.</b>
<b>New Residential</b>	<b>260 Damask Drive</b>	<b>\$269,423</b>	<b>Construction completed.</b>
<b>New Residential</b>	<b>310 Damask Drive</b>	<b>\$290,625</b>	<b>Construction completed.</b>
<b>New Residential</b>	<b>594 Grandiflora Avenue</b>	<b>\$199,313</b>	<b>Construction completed.</b>
New Residential	554 Grandiflora Avenue	\$362,785	Building permit issued. Construction has begun.
New Residential	530 Grandiflora Avenue	\$362,785	Building permit issued. Construction has begun.
New Residential	270 Damask Drive	\$266,407	Building permit issued. Construction has begun.
New Residential	544 Grandiflora Avenue	\$362,785	Building permit issued. Construction has begun.
New Residential	247 Damask Drive	\$199,313	Construction is ongoing.
New Residential	254 Damask Drive	\$266,407	Construction is ongoing.
New Residential	612 Grandiflora Avenue	\$199,313	Construction is ongoing.
New Residential	336 City Avenue	NA	Plans received; plan review pending.
New Residential	404 E. Gay Street	\$163,960	Plans received; plan review completed. Building permit issued.
New Residential	608 Grandiflora Avenue	\$257,947	Construction is ongoing.
New Residential	231 Damask Drive	\$293,358	Construction is ongoing.
New Residential	239 Damask Drive	\$219,478	Construction is ongoing.
New Residential	243 Damask Drive	\$219,478	Construction is ongoing.
New Residential	246 Damask Drive	\$293,358	Construction is ongoing.
New Residential	258 Damask Drive	\$293,358	Construction is ongoing.
New Residential	598 Grandiflora Avenue	\$250,868	Construction is ongoing.
New Residential	600 W. Meeting Street	NA	Plans received; plan review completed. Building permit pending.
New Residential	412 Ruth Street	\$183,989	Plans received; plan review completed. Building permit issued.
New Residential	250 Damask Drive	\$260,175	Construction is ongoing
Commercial Upfit to existing Strip Mall,	953-973 Hwy 9 Bypass	\$150,000	Plans received; plan review completed. Building permits issued.
New Residential	616 Grandiflora Avenue	\$219,478	Plans received; plan review completed.

			Building permit issued. <sup>4</sup> Construction has begun.
New Residential	227 Damask Drive	\$250,867	Plans received; plan review completed. Building permit issued.
Existing Building, New United Way Shelter	500 W. Meeting Street	NA	Plans received; plan review complete. Building permit
New Restaurant, Biscuitville	Charlotte Hwy	NA	Plan received, plan review pending.
New Residential	506 Rock Street	\$203,651	Plans received; plan review completed. Building permit issued.
New Residential	508 Rock Street	203,651	Plans received; plan review completed. Building permit issued.
New Residential	510 Rock Street	203,651	Plans received; plan review completed. Building permit issued.
New Residential	104 Marion Street	203,651	Plans received; plan review completed. Building permit issued.
New Residential	214 Datura Way	\$205,611	Plans received; plan review completed. Building permit issued
New Residential	212 Damask Drive	\$250,867	Plans received; plan review completed. Building permit pending.
Commercial Upfit to existing building, K Boba & Korean Food	1129-A Hwy 9 Bypass	NA	Plans received; plan review completed. Building permit pending.

## Building & Zoning Department

### Business License & Hospitality Tax Report

January 2023

Business License	Hospitality Tax
January 1- 31, 2023	November 1-30, 2022
New Business Annual License Inside -1 Outside-0 Home Occupancy License-1	New Hospitality Tax - Inside-(1)
New Project Only License - 5	Total of Hospitality Tax Businesses = 80
Promoters/ Events- 0 Peddlers 0	Revenue Reported = \$4,943,604.17
Gross Amt Reported = \$871,999.00 Amount charged \$3,252.52. Revenue collected = \$3,252.52 Pending Amt \$0.00	Revenue Charged- \$99,026.01 Pending amount \$0.00 Revenue Collected at 2% = \$99,026.01

- Business License Inquiries -12
- Business License Subcontractors List completed for final inspections -1
- Zoning Occupancy Permits Reported- 1
- Home Occupancy Permits Reported- 0
- Certificate of Occupancy Cleared for new homes- 12
- Generated Eighty-One- (81) hospitality tax invoices from monthly report on 11/1/22 for the month of November 2022 and mailed to businesses.

# Building & Zoning Department

## Monthly Departmental Report

December 2022

*Department Director, Louis Streater*

### **Key Public Service Areas**

- Ensure the safe and lawful use of buildings and properties by enforcing the Building Code, Zoning Code and other applicable laws.
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### **Performance Report**

<b>Indicator</b>	<b>Month of December</b>	<b>Current Fiscal Year to Date</b>	<b>Previous Fiscal Year to Date</b>
<i>Number of plan reviews completed.</i>	9	64	30
<i>Plan reviews completed within 2 weeks (%).</i>	100%	100%	100%
<i>Number of building inspections completed</i>	606	2,295	1,250
<i>Inspections completed within 4 hours of appointment (%).</i>	100%	100%	100%
<i>Number of lot clearance inspections</i>	5	246	1,451
<i>Number of Derelict Vehicles Tagged</i>	0	11	7
<i>Inspections resulting in enforcement actions</i>	48	568	635
<i>Permits Issued</i>	54	485	350

### **Scope of Agency Operations**

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**Building & Zoning Department**  
**DECEMBER 2022**

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New Commercial, Auto Dealership	401 Hwy 9 Bypass	NA	Plans received; plan review completed. Building permit pending.
Commercial Upfit, Dental Office	1370 W. Meeting Street	\$160,000	Construction is ongoing.
<b>New Residential</b>	<b>152 Commerce Blvd</b>	<b>\$257,946</b>	<b>Construction complete.</b>

<b>New Residential</b>	<b>274 Damask Drive</b>	<b>\$290,625</b>	<b>Construction complete.</b>
<b>New Residential</b>	<b>128 Pleasant Hill Street</b>	<b>\$258,256</b>	<b>Construction complete.</b>
<b>New Residential</b>	<b>321 Damask Drive</b>	<b>\$236,275</b>	<b>Construction complete.</b>
<b>New Residential</b>	<b>595 Grandiflora Avenue</b>	<b>\$227,815</b>	<b>Construction complete.</b>
New Residential	603 Grandiflora Avenue	\$236,275	Construction is ongoing.
<b>New Residential</b>	<b>613 Grandiflora Avenue</b>	<b>\$227,815</b>	<b>Construction complete.</b>
<b>New Residential</b>	<b>100 S. Gregory Street</b>	<b>\$299,385</b>	<b>Construction complete.</b>
<b>New Residential</b>	<b>102 S. Gregory Street</b>	<b>\$258,406</b>	<b>Construction complete.</b>
New Residential	325 Damask Drive	\$236,275	Construction is ongoing.
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New Residential	214 Datura Way	NA	Plans received; plan review completed. Building permit pending.

**Building & Zoning Department**  
**Business License & Hospitality Tax Report**  
**December 2022**

Business License	Hospitality Tax
December 1- 31, 2022	November 1--30, 2022
New Business Annual License Inside -0 Outside-7 Home Occupancy License-1	New Hospitality Tax - Inside-(0)
New Project Only License - 10 Promoters/ Events- 0 Peddlers 0	Total of Hospitality Tax Businesses = 80 Revenue Reported = \$4,997,298.68
Gross Amt Reported = \$1,857,715.00 Amount charged \$5,129.36 Revenue collected = \$5,129.36 Pending Amt \$0.00	Revenue Charged- \$100,091.40 Pending amount \$0.00 Revenue Collected at 2% = \$100,091.40

- Business License Inquiries -15
- Business License Subcontractors List completed for final inspections or Cert. of Occupancy-8
- Zoning Occupancy Permits Reported- 0
- Home Occupancy Permits Reported- 1
- Certificate of Occupancy Cleared for new homes- 8
- Generated Eighty-One- (81) hospitality tax invoices from monthly report on 10/1/22 for the month of October 2022 and mailed to businesses.



# Finance and Utility Services Report

January 2023

		January	December	November
<b>Finance Activity</b>	General Ledger transactions - number of	4,193	4,639	4,382
	General Ledger transactions - \$ impact	10,418,039	14,857,539	14,779,728
	Accounts Payable Checks Issued	167	269	181
	Accounts Payable ACH/Credit Card items	12	56	70
	Invoices submitted with a Purchase Order	149	167	161
	Invoices submitted without a Purchase Order	22	25	24
	Payroll Checks Issued	6	87	6
Payroll ACH items	328	642	324	
<b>Utility Service Orders</b>	Issued for the month (net of voids)	459	532	454
	Issued for the month - Completed	498	478	489
	Issued for the month - Outstanding	17	56	2
	Total Outstanding (including prior months)	17	56	2
	Percent of outstanding service orders completed	96.7%	89.5%	106.8%
	Service orders for high consumption	0	0	0
	Service orders for vacant with consumption	21	27	37
<b>Meter Readings</b>	Start Date	01/10/23	12/07/22	11/07/22
	End Date	01/17/23	12/13/22	11/11/22
	Workdays to complete	6	5	5
	Radio reads	5,820	5,876	5,844
	Manual reads	673	642	656
	Total reads	6,493	6,518	6,500
	Percent radio read	89.6%	90.2%	89.9%
<b>Billed Customers, Total Billing, and Consumption</b>	Bills - Mailed/Other	5,771	6,061	5,807
	Bills - Electronic	973	690	950
	Bills - Total	6,744	6,751	6,757
	Bills - Percent Inside	80.0%	76.3%	79.6%
	Bills - Percent Outside	36.8%	35.0%	36.7%
	Billed - Total	597,333	551,918	532,172
	Billed - Percent Inside	59.9%	60.8%	61.1%
	Billed - Percent Outside	40.1%	39.2%	38.9%
	Consumption - Total	27,782,500	23,876,000	22,480,000
	Consumption - Percent Inside	60.5%	71.8%	72.3%
Consumption - Percent Outside	39.5%	28.2%	27.7%	
<b>Customer Cutoffs and Returned Checks</b>	Number on Cutoff List	176	183	173
	Cutoffs - Reinstated During the Month	121	129	85
	Cutoffs - Start Date	01/31/23	01/03/23	12/05/22
	Cutoffs - End Date	02/01/23	01/04/23	12/06/22
	Cutoffs - Workdays to Complete	2	2	2
	Returned Checks Received	5	6	3
<b>Set-Off Debt</b>	Increase/Decrease	\$ -	\$ -	\$ -
	Amount Outstanding	416,410	416,410	416,410

		January		December		November	
		Number	Revenue	Number	Revenue	Number	Revenue
<b>Utility Billing Electronic Activity</b>	Draft/ACH	1,060	\$ 133,204	1,039	\$ 135,767	1,060	\$ 133,204
	In Person	544	65,336	373	53,431	473	50,412
	Online	1,305	152,786	1,162	121,569	1,182	129,373
	IVR	955	102,898	924	95,118	704	69,188
	Kiosk	15	1,464	16	1,924	33	3,845

**Narrative Comments for: January**

- 1 The night deposit box and kiosk are both available for use.



# Lancaster Fire Department

Monthly Report for January 2023

**AS A LANCASTER PROFESSIONAL FIREFIGHTER**

*WE accept great personal risk to save another's life.*

*WE accept moderate personal risk to save another's property.*

*WE accept no personal risk to save what is already lost.*

*WE SERVE, by providing quality fire prevention, environmental protection, and emergency services.*

Fire Chief Justin L. McLellan

<i>Performance Report</i>			
<b>Indicator</b>	<b>This Month</b>	<b>Current YTD</b>	<b>Previous YTD</b>
<i>Average Response Time – Fire</i>	3:36	3:36	4:09
<i>Average Response Time – Medical</i>	3:56	3:56	3:53
<i>Completed Inspections – Number</i>	55	55	55
<i>Follow Up Inspections – Number</i>	42	42	91
<i>Pre-fire Plans</i>	75	75	76
<i>Fire Safety Education – Attendance</i>	10	10	0
<i>Completed Training – Hours</i>	723	723	560
<i>Total Number of Responses</i>	134	134	147
<i>Total Number of Fire Calls</i>	14	14	17
<i>Total Number of Medical Calls</i>	98	98	102
<i>Total Number of Other Calls</i>	22	22	28

There are currently (0) hydrants out of service and (0) hydrants needing maintenance.

15<sup>th</sup> Street Training Facility Outside Agency Usage:

- None



# Lancaster Fire Department

Monthly Report for January 2023

*Fire Chief, Justin L. McLellan*

## *Medical Response Report*

<b>Indicator</b>	<b>This Month</b>	<b>Current YTD</b>	<b>Previous YTD</b>
<i>Seizure</i>	9	9	4
<i>Unconscious</i>	11	11	8
<i>Overdose</i>	2	2	1
<i>CVA / Stroke</i>	6	6	4
<i>Cardiac</i>	19	19	24
<i>Auto Accident with Injuries</i>	11	11	13
<i>Auto Accident with No Injuries</i>	7	7	15
<i>Response Request by LPD / EMS</i>	8	8	6
<i>Extrications w/in the City Limits</i>	0	0	0
<i>Extrications outside the City Limits</i>	4	4	2
<i>Breathing Difficulty</i>	20	20	25
<i>Gun Shot</i>	1	1	0
<i>Burns</i>	0	0	0
<b><i>Totals</i></b>	<b>98</b>	<b>98</b>	<b>102</b>

# HUMAN RESOURCES DEPARTMENT

## STATISTICAL DATA

### JANUARY, 2023

EMPLOYMENT APPLICATIONS PROCESSED(OUTSIDE) AS OF 01/31/23	33
EMPLOYMENT APPLICATIONS PROCESSED (IN-HOUSE)	0
NEW HIRES: S. GOINGS, P. WHITE, J. BROWN, A. BLAKLEY, W. DRAKEFORD J. WEST, P. TUCKER	7
PROMOTIONS: NONE	0
EXIT INTERVIEWS (TERMINATIONS, RESIGNATIONS, RETIREMENTS) M. TADLOCK, B. SMITH	2

#### Human Resources Department

Training Seminars	Date of Training	Location

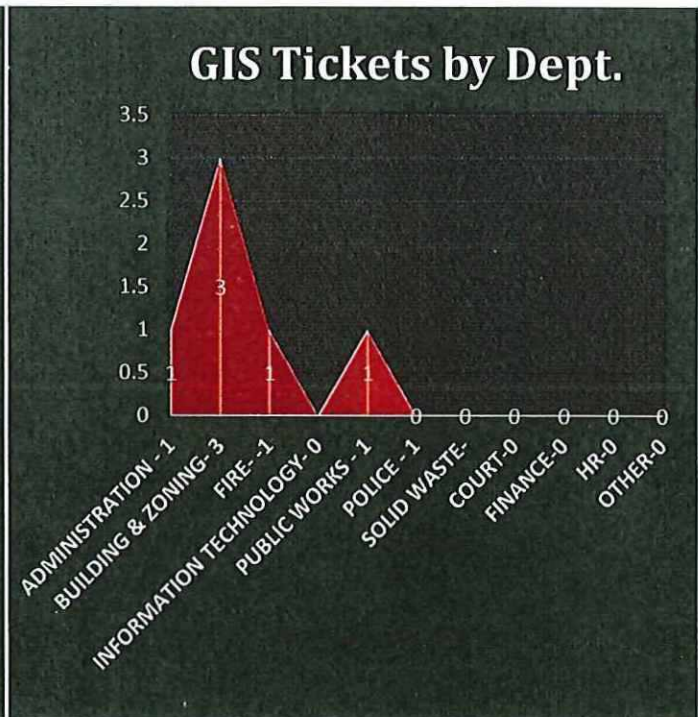
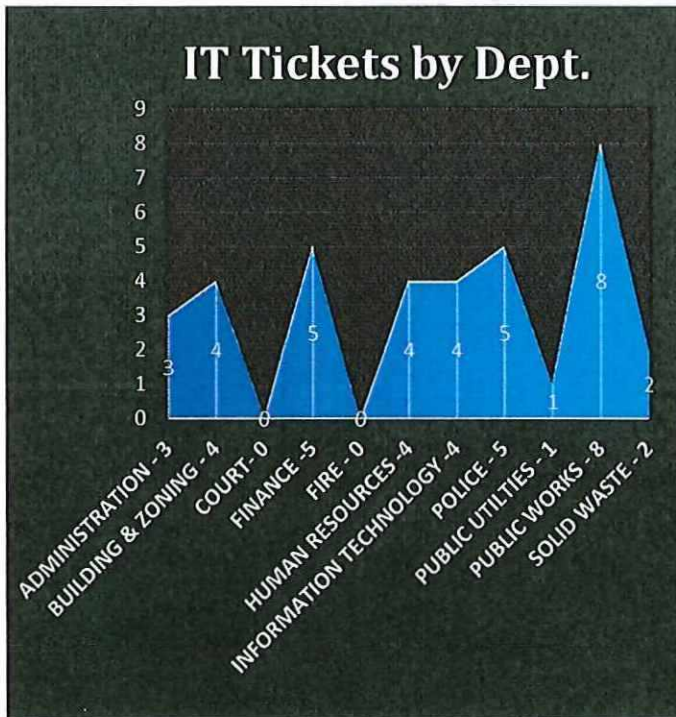
#### Employee Training/Event

Department	Date of Training	Location



Total Monthly Information Technology Tickets	233
Closed Monthly Information Technology Tickets	228
Outstanding Monthly Information Technology Tickets	5
Geographic Information Service (GIS) Total Monthly Tickets	10
Geographic Information Service (GIS) Closed Monthly Tickets	8
Geographic Information Service (GIS) Outstanding Tickets for the Month	2
Hardware Status: Server	23
Hardware Status: Workstation	134
Server & Workstation Anti-Virus Protection Status	100 %
Total Server Related Issues	14

Tickets Issued by Department:





<b>Completed IT Projects</b>		
Win 10 Deploy	Server Updates	PC Replacement
Alarm System Upgrades	Cyber Monitoring Program	Console Cleaning
Copier Refresh	Windows 11 Release/Install	Springs House Internet Upgrade
VMs Setup for County	Court Audio at 15 <sup>th</sup> Street	Court Audio Upgrade
PD Keyless Entry/Camera Sys	Court Software Upgrade	Upgrade Cameras at SW & VM
Upgrade Server RAM	2022 IT Security Training	AT&T First Net
FD 2 Camera Upgrade	FD 2 Keyless Entry	FD 1 Camera Upgrade
FD 1 Camera Upgrade		

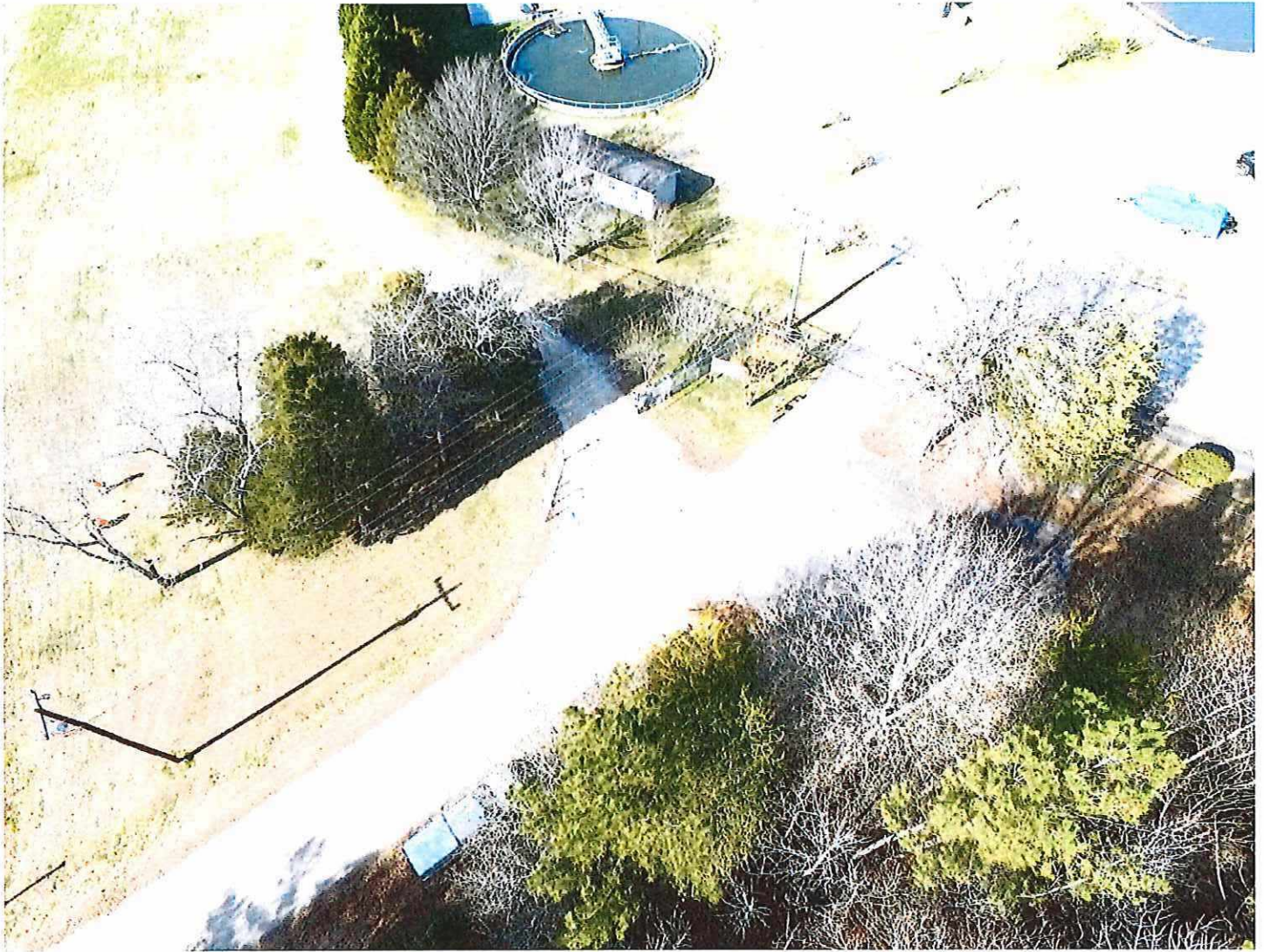
<b>Outstanding IT Projects</b>		
IT Lab Schedule	New World Server Migration	Upgrade Multi-Department's PC
O365 MFA Deploy	Fire Software Upgrade	FD 1 Keyless Entry
Upgrade Server OS Software	IT Department Move	Windows 11 Deploy
NetMotion 2FA Deploy	BZ New Software	Server Rebuilds with 2019
City-Wide eDocuments	Camera at New PU Gate	Card Access at New PU Gate
City-Wide Card Access		

<b>Future IT Projects</b>		
Server Pen Testing	Main Street Wi-Fi	SCATA Upgrade(sites)
TimeClock Upgrade	Citizen PC Training	QR Code Walking Tour
MotoTurbo Radio System	City Park Cameras	Updated Website

<b>Completed GIS Projects</b>		
Updated city boundary line in GIS mapping with most recent annexations and updated roads	CAD mapping update for dispatch	Provided drone imagery and GIS mapping of gate at Public Utilities for Comporium
Exported tax list into GIS mapping to assist with vehicle tax report	Emailed city address points to Stephen of First Due	Emailed city zoning shapefiles to Lancaster County for website project sharing
Emailed city address points to Stephen of First Due	Enter new addresses at Rose Gate	Printed Updated zoning and boundary line map

<b>Outstanding GIS Projects</b>	
West side cemetery web map completion	Water meter shapefile completion

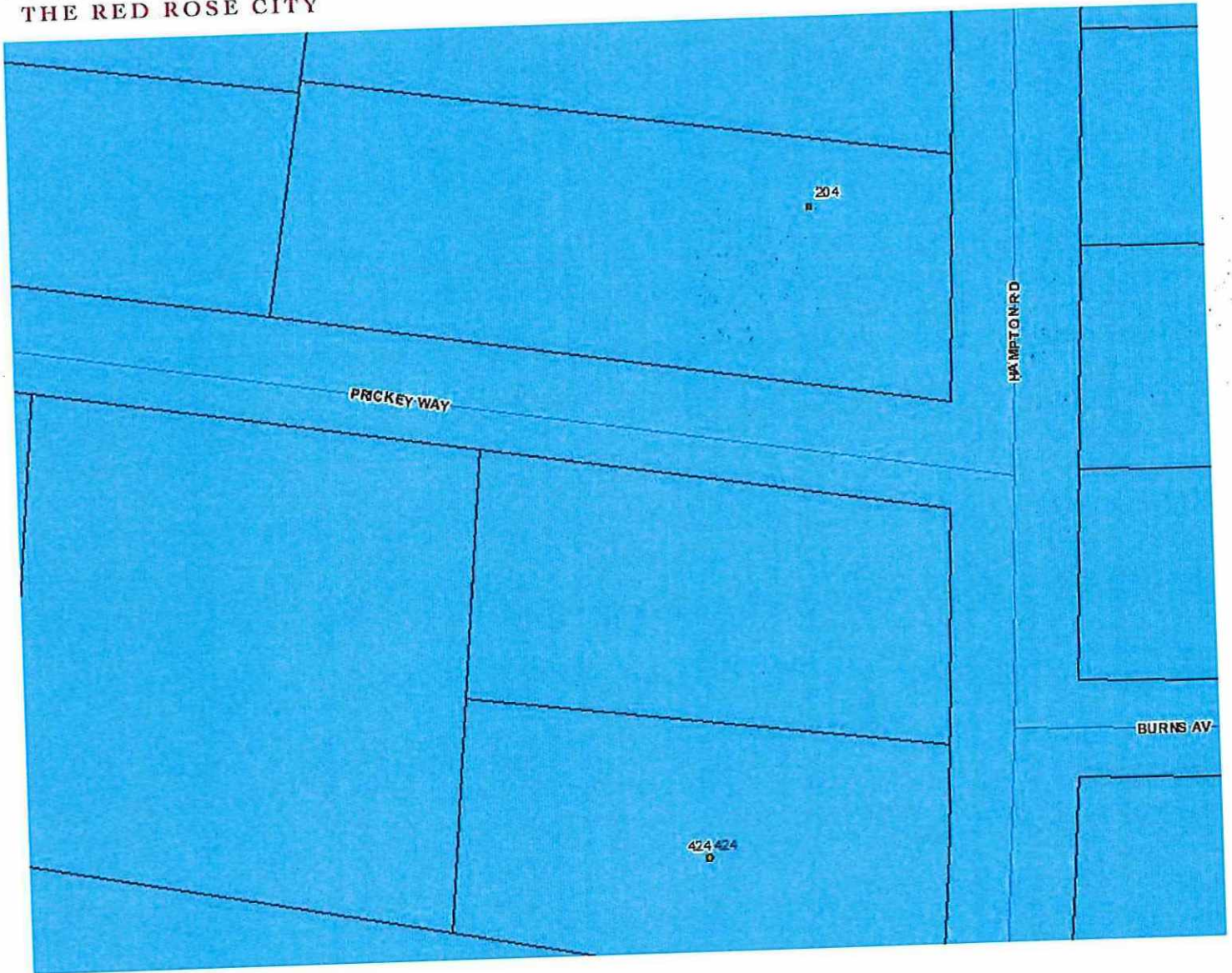
<b>Future GIS Projects</b>		
Sidewalk and street light layer implementation into GIS Mapping	GIS server update	E 911 mapping update w/ Lancaster County



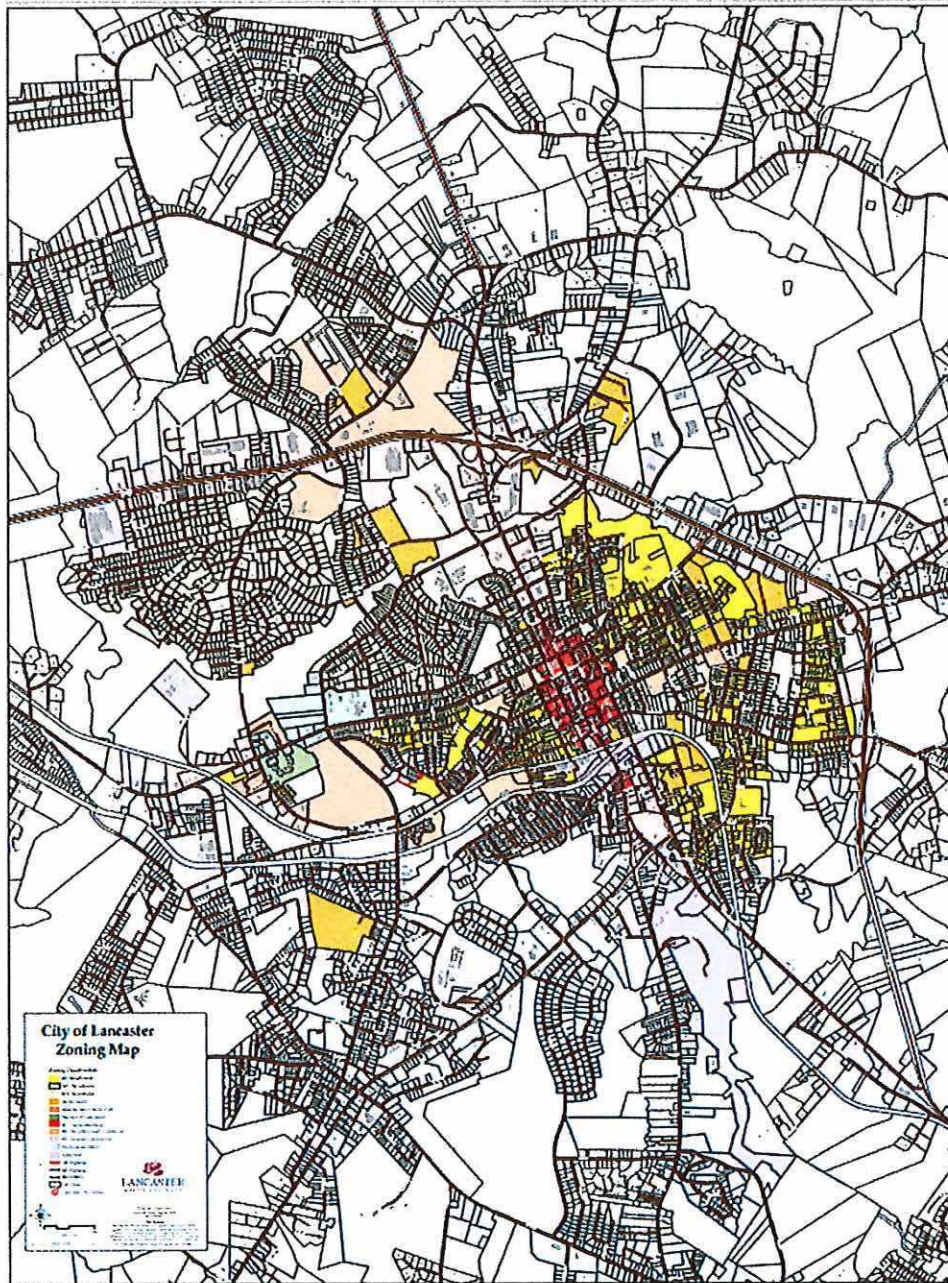
Gate Drone Picture



Gate Ground Picture



204 Prickley Way



Aerial Zoning Map

Curtis M. Loftis, Jr. State Treasurer Revised 07/05/17  
 Post Office Box 11778  
 Columbia, SC 29211-1778  
 Phone (803) 734-2657 Fax (803) 734-2161

## SOUTH CAROLINA STATE TREASURER'S REVENUE REMITTANCE FORM

Municipal Name: LANCASTER Municipal Code: Date Submitted: 2/07/2023

Collections for the Period 1/01/2023 THRU 1/31/2023

PLEASE FILL IN THE AMOUNTS DUE TO THE STATE TREASURER IN THE TABLE BELOW:

		%	CODE	DUE STATE TREASURER
FINES, FEES & FILING FEE/ASSESSMENT				
A	Public Defender Application Fee \$40.00	100%	17-3-30	.00
B	Body Piercing	100%	44-32-120	.00
C	Marriage License Fee - Additional \$20	100%	20-1-375	.00
D	Bond Estreatment	25%	17-15-260	.00
DA	Municipal Conditional Discharge Fee - \$150 (Effective 06-02-2010)	100%	44-53-450 (C)	.00
DB	Violations of State Shellfish Laws	33.33%	44-1-152	.00
DC	Criminally Negligent Use of Firearms/Archery Tackle	100%	50-1-85	.00
DD	Highway Work Zone - Department of Public Safety	65%	56-5-1535	.00
DE	Highway Work Zone - State Highway Fund	25%	56-5-1535	.00
DUI/DUS/BUI - ASSESSMENTS/SURCHARGES/PULLOUT				
E	Boating Under the Influence (BUI)	100%	50-21-114	.00
F	Municipal DUS DPS Pullout - \$100	100%	56-1-460	100.00
G	Municipal DUI Assessment - \$12 Per Case	100%	56-5-2995	.00
H	Municipal DUI Surcharge - \$100 Per Case	100%	14-1-211	.00
I	Municipal DUI DPS Pullout - \$100	100%	56-5-2930&2945	.00
IA	DUI/DUAC Breathalyzer Test Conv. -SLED \$25 SURCHARGES	100%	56-5-2950 (E)	.00
J	Municipal Drug Surcharge - \$150 Per Case (Effective 06-02-2010) - \$100 Per Case (Before 06-02-2010)	100%	14-1-213 (A)	.00
K	Municipal Law Enforcement Sur.-\$25 Per Case	100%	14-1-212 (A)	263.25
KA	Municipal Criminal Justice Academy \$5 Sur.	100%	14-1-240 (A)	.00
OTHER ASSESSMENTS-STATE SHARE				
L	Municipal - 107.5%	88.84%	14-1-208	1,197.59
LA	Munic. Traffic Education Program \$140	90.83%	17-22-350 (C)	.00
M	TOTAL REVENUE DUE TO STATE TREASURER			1,560.84

PLEASE FILL IN THE AMOUNTS RETAINED BY YOUR OFFICE IN THE TABLE BELOW.  
 FOR REPORTING PURPOSES ONLY. DO NOT REMIT THESE AMOUNTS TO THE STATE TREASURER.

		%	CODE	RETAINED BY MUNICIPALITY
RETAINED BY MUNI FOR VICTIM SERVICES				
N	Assessments - Municipal	11.16%	14-1-208	163.05
O	Surcharges - Municipal	100%	14-1-211	113.24
OA	Other Assessments - Municipal	9.17%	17-22-350 (C)	.00
P	TOTAL RETAINED FOR VICTIM SERVICES			276.29

Comments: \_\_\_\_\_

Contact Person: Cammie Heath

Phone 803-285-7622 Fax

I, \_\_\_\_\_, Municipal Treasurer, certify that the  
 foregoing information is true and accurate.

NOTE: This report is required by law and must be filed monthly, on or before  
 the 15th, by the MUNICIPAL TREASURER, even if there are no Collections.  
 Please explain significant fluctuations in revenue in the 'comments' section.

Mail or Fax the form to the Office of State Treasurer  
 and retain a copy for your records.

## MUNICIPAL COURT REPORT - FILED CASES

LANCASTER MUNICIPAL COURT

Page: 1

Report For January 1, 2023 Thru January 31, 2023 FILEDST

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 Violations by Filed Date...
 

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LANCASTER PD	63	
TRANSFERRED OUT OF CITY	0	
Total Filed Violations		63

---

 Completed Cases...
 

---

Paid Fine...		
LANCASTER PD	3	
TRANSFERRED OUT OF CITY	0	
Total Paid Fines		3
Before Judge...		
LANCASTER PD	6	
TRANSFERRED OUT OF CITY	2	
Total Before Judge		8
Total Completed		11

---

 Other Completed...
 

---

DISMISSED AFTER DEFERRED		
LANCASTER PD	2	
TRANSFERRED OUT OF CITY	0	
Total		2
DISMISSED BY JUDGE		
LANCASTER PD	9	
TRANSFERRED OUT OF CITY	4	
Total		13
NOLLE PROSE		
LANCASTER PD	3	
TRANSFERRED OUT OF CITY	0	
Total		3
DISMISSED AT OFFICER'S REQUEST		
LANCASTER PD	5	
TRANSFERRED OUT OF CITY	0	
Total		5
DISMISSED BY SOLICITOR		
LANCASTER PD	65	
TRANSFERRED OUT OF CITY	35	
Total		100
WARRANT WITHDRAWN		
LANCASTER PD	1	
TRANSFERRED OUT OF CITY	0	



MUNICIPAL COURT REPORT - FILED CASES

LANCASTER MUNICIPAL COURT Page: 2  
 Report For January 1, 2023 Thru January 31, 2023 FILEDST

---

Total		1
TRANSFER CASE/GENERAL SESSION		
LANCASTER PD	16	
TRANSFERRED OUT OF CITY	1	
Total		17
Total Other Completed		141
Grand Total Completed		152
Net Difference Filed/Complete		89-

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Warrants...

---

Issued...		
LANCASTER PD	0	
TRANSFERRED OUT OF CITY	0	
Total Violations		0
Total Warrants Issued		0
Cleared...		
LANCASTER PD	0	
TRANSFERRED OUT OF CITY	0	
Total Violations		0
Total Warrants Cleared		0
Change in Total Warrants		0

---

FINE FINE	\$1,926.23
SAF02 STATE ASSESSMENT FEE (7/01/02)	\$1,197.59
VAF02 VICTIM ASSESSMENT PERCENT-CITY	\$163.05
VAF2 VICTIM ASSESSMENT FLAT - CITY	\$113.24
LESC LAW ENFORCEMENT SERVICE CHG	\$263.25
TPF TIME PAYMENT FEE	\$15.00
MISC MISC - ROUNDING	\$0.02
DUSEN DUS PULLOUT FINE	\$100.00
AJ CONDITIONAL DISCHARGE FEE	\$300.00
Total Fees/Fines Paid	\$4,078.38

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MUNICIPAL COURT WORKLOAD REPORT  
01/01/2023 thru 01/31/2023

LANCASTER MUNICIPAL COURT County: LANCASTER

CRIMINAL DOCKET

Reporting Period	Cases Filed	Total Number Disposed by Disposition Type (1-9)											Pending End of Period		
		Total	1	2	3	4	5	6	7	8	9	Total			
-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01/01/2023 - 01/31/2023	7	2	6	0	0	0	0	0	0	44	10	62	440		
TOTAL	7	2	6	0	0	0	0	0	0	44	10	62	440		

DUI DOCKET

Reporting Period	Cases Filed	Total Number Disposed by Disposition Type (1-9)											Pending End of Period
		Total	1	2	3	4	5	6	7	8	9	Total	
-	0	0	0	0	0	0	0	0	0	0	0	0	0
01/01/2023 - 01/31/2023	0	0	0	0	0	0	0	0	0	2	2	4	23
TOTAL	0	0	0	0	0	0	0	0	0	2	2	4	23

OTHER TRAFFIC DOCKET

Reporting Period	Cases Filed	Total Number Disposed by Disposition Type (1-9)											Pending End of Period
		Total	1	2	3	4	5	6	7	8	9	Total	
-	0	0	0	0	0	0	0	0	0	0	0	0	0
01/01/2023 - 01/31/2023	38	4	13	0	0	0	3	0	44	24	88	378	
TOTAL	38	4	13	0	0	0	3	0	44	24	88	378	

MUNICIPAL ORDINANCE DOCKET

Reporting Period	Cases Filed	Total Number Disposed by Disposition Type (1-9)										Total	Pending End of Period	
		1	2	3	4	5	6	7	8	9	Total			
-	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01/01/2023 - 01/31/2023	6	0	2	3	0	0	0	0	0	27	9	41	107	
TOTAL	6	0	2	3	0	0	0	0	0	27	9	41	107	

DOMESTIC VIOLENCE

Reporting Period	Cases Filed	Total Number Disposed by Disposition Type (1-9)										Total	Pending End of Period
		1	2	3	4	5	6	7	8	9	Total		
-	0	0	0	0	0	0	0	0	0	0	0	0	0
01/01/2023 - 01/31/2023	1	0	0	0	0	0	0	0	1	0	0	1	155
TOTAL	1	0	0	0	0	0	0	0	1	0	0	1	155

AGE OF PENDING JURY TRIAL AS OF 01/31/2023				
AGE IN DAYS	CRIMINAL	DUI 1ST	TRAFFIC	ORDINANCE
1 - 30	0	0	0	0
31 - 60	4	0	1	1
61 - 90	1	0	0	0
91 and older	91	12	146	49
Totals	96	12	147	50

TOTAL NUMBER OF DISPOSED CASES	
FRAUDULENT CHECKS	0

AGE OF PENDING NON-JURY TRIAL AS OF 01/31/2023				
AGE IN DAYS	CRIMINAL	DUI 1ST	TRAFFIC	ORDINANCE
1 - 30	7	0	35	4
31 - 60	8	0	15	3
61 - 90	4	1	7	1
91 and older	325	10	174	49
Totals	344	11	231	57
Total Pending	440	23	378	107

DISPOSITION	TYPE
GUILTY/FORFEITURE	1
GUILTY/BENCH TRIAL	2
GUILTY/JURY TRIAL	3
NOT GUILTY/BENCH TRIAL	4
NOT GUILTY/JURY TRIAL	5
NOLLE PROSEQUI	6
TRANSFER TO OTHER COURT	7
OTHER	8
CONTINUED	9



# Lancaster Police Department

Monthly Report for January 2023

*Chief Dan Roper*

## Key Public Service Areas

- Enhance the safety and security of the public through a multi-faceted approach to crime reduction.
- Enhance traffic safety for City residents.
- Improve police/ community relations by providing courteous, professional, and timely service.

## Critical Objectives

- Reduce the incidence of crime.
- Reduce the number of fatalities and injuries from aggressive driving and other moving violations.
- Provide effective crime prevention and community policing programs for local residents.
- Ensure that police services are provided in a professional and timely manner.

## Performance Report

Indicator	Month	Current YTD	Previous YTD
<i>UCR Part A – Crimes Against Persons</i>	15	15	9
<i>Clearance Rate – Crimes Against Persons</i>	87% (13)	87 % (13)	89% (8)
<i>UCR Part A – Crimes Against Property/Society</i>	64	64	62
<i>Clearance Rate – Crimes Against Property/Society</i>	56% (36)	56% (36)	95% (59)
<i>Narcotics Cases Made</i>	2	2	3
<i>Traffic Collisions Resulting in Fatality and/or Injury</i>	7	7	16
<i>Traffic Citations Issued</i>	29	29	52
<i>Average Response Time</i>	5.70	5.70	5.25
<i>Community Programs</i>	2	20	2
<i>Public Safety Checkpoints</i>	0	0	2

## Scope of Agency Operations

The Lancaster Police Department is committed to providing, with the utmost integrity and respect, a safe and secure environment for the public. Police personnel protect life and deter crime while responding to emergency calls and impartially enforcing the law.

*Calculation of the average response time is based on minutes and includes citizen-generated calls only. Community programs are a total of crime prevention and community policing programs.*

**LANCASTER POLICE DEPARTMENT**  
**MONTHLY REPORT for January 2023**

DEPARTMENT ACTIVITIES	THIS MONTH	THIS YEAR-TO-DATE	LAST YEAR-TO-DATE	% CHANGE
Calls for Service	1,117	1,117	1,681	-33%
Traffic Accidents	42	42	46	-9%
Traffic Citations	29	29	52	-44%
Parking Citations	0	0	0	0%
Noise Citations	0	0	1	-100%
Littering Citations	0	0	0	0%
Derelict Vehicles Tagged	5	5	3	66%
Derelict Vehicles Towed	0	0	0	0%

GROUP B OFFENSES	THIS MONTH	THIS YEAR-TO-DATE	LAST YEAR-TO-DATE	% CHANGE
Bad Checks	0	0	1	-100%
Curfew	0	0	0	0%
Disorderly Conduct	5	5	1	400%
Driving Under the Influence	2	2	1	100%
Drunkenness	0	0	0	0%
Non-Violent Family Offenses	0	0	2	-100%
Liquor Law Violations	1	1	2	-50%
Peeping Tom	0	0	0	0%
Runaway	1	1	0	100%
Trespassing	4	4	1	300%
Resisting Arrest	1	1	0	100%
Contributing to Delinquency of Minor	3	3	0	100%
All Other Offenses	0	0	2	100%
<b>Totals</b>	<b>17</b>	<b>17</b>	<b>10</b>	<b>70%</b>

TRAINING	THIS MONTH	THIS YEAR-TO-DATE	LAST YEAR-TO-DATE	% CHANGE
Academy Hours	64	64	360	-82%
Non-Academy Hours	51	51	448	-87%
<b>Totals</b>	<b>115</b>	<b>115</b>	<b>808</b>	<b>-86%</b>
Community Programs	2	2	2	0%
				<i>Page 2 of 8</i>

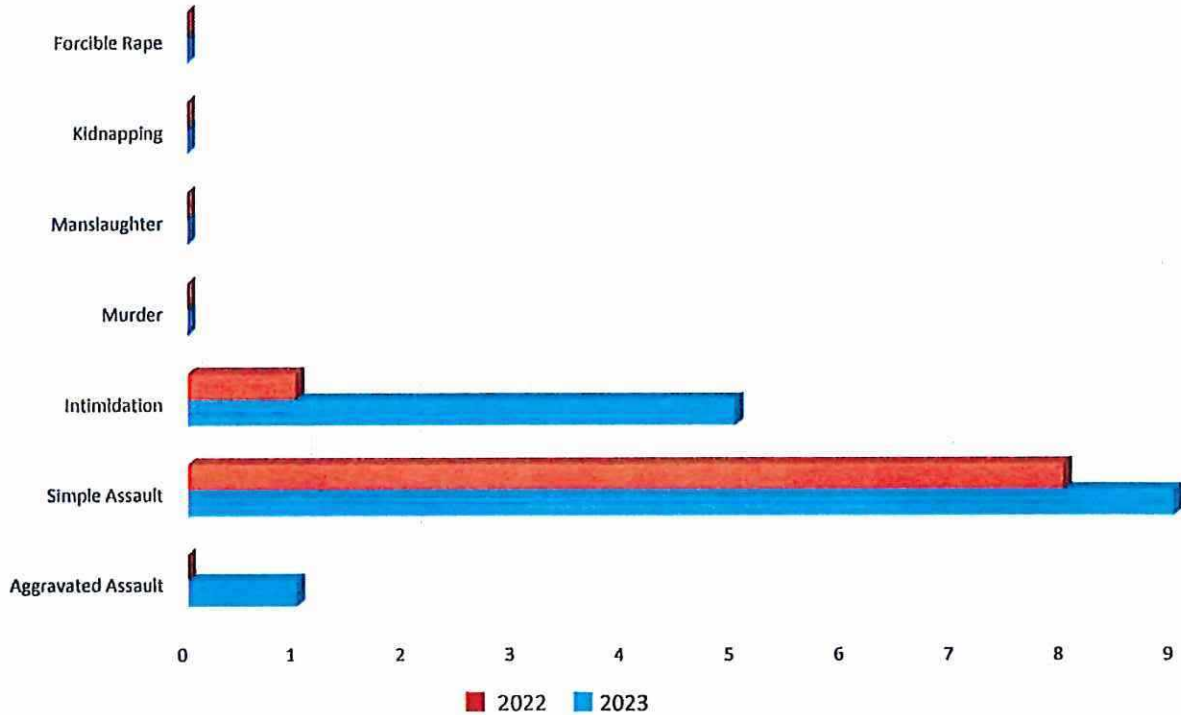
**LANCASTER POLICE DEPARTMENT**  
**MONTHLY REPORT for January 2023**

<b>FOLLOW UP INVESTIGATIONS</b>	<b>THIS MONTH</b>	<b>THIS YEAR-TO-DATE</b>	<b>LAST YEAR-TO-DATE</b>	<b>% CHANGE</b>
<b>DETECTIVES</b>				
Investigative Cases	17	17	10	70%
Arrest	1	1	1	0%
Ex-Cleared	2	2	1	100%
Unfounded	2	2	0	200%
Admin-Closed	2	2	4	-50%
Active	10	10	4	150%
<b>PATROL</b>				
Investigative Cases	105	105	70	50%
Arrest	24	24	26	-8%
Ex-Cleared	9	9	2	350%
Unfounded	3	3	0	350%
Admin-Closed	24	24	28	-14%
Active	38	38	11	245%
<b>DEPARTMENT TOTALS</b>				
Investigative Cases	122	122	80	50%
Arrest	25	25	27	-7%
Ex-Cleared	11	11	3	266%
Unfounded	5	5	0	500%
Admin-Closed	26	26	32	-19%
Active	48	48	15	22%
<b>ARRESTS-ALL INCIDENTS TOTAL</b>	<b>25</b>	<b>25</b>	<b>27</b>	<b>-7%</b>

## LANCASTER POLICE DEPARTMENT MONTHLY REPORT for January 2023

CRIMES AGAINST PERSONS Group A Offenses	THIS MONTH			THIS YEAR-TO-DATE			LAST YEAR-TO-DATE	
	Reported	Cleared	% Cleared	Reported	Cleared	% Cleared	Reported	%Change
Aggravated Assault	1	1	100%	1	1	100%	0	100%
Simple Assault	9	9	100%	9	9	100%	8	13%
Intimidation	5	3	60%	5	3	60%	1	100%
Murder	0	0		0	0		0	
Manslaughter	0	0		0	0		0	
Justifiable Homicide	0	0		0	0		0	
Kidnapping	0	0		0	0		0	
Forcible Rape	0	0		0	0		0	
Forcible Sodomy	0	0		0	0		0	
Sexual Assault with Object	0	0		0	0		0	
Forcible Fondling	0	0		0	0		0	
Incest	0	0		0	0		0	
Statutory Rape	0	0		0	0		0	
<b>Totals</b>	<b>15</b>	<b>13</b>	<b>87%</b>	<b>15</b>	<b>13</b>	<b>87%</b>	<b>9</b>	<b>67%</b>
Missing Person	3	3	100%	3	3	100%	0	100%

Crimes Against Persons

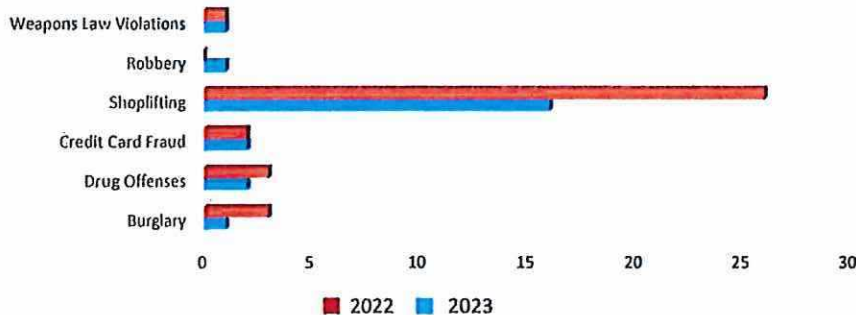




## LANCASTER POLICE DEPARTMENT MONTHLY REPORT for January 2023

CRIMES AGAINST PROPERTY Group A Offenses	THIS MONTH			THIS YEAR-TO-DATE			LAST YEAR-TO-DATE	
	Reported	Cleared	% Cleared	Reported	Cleared	% Cleared	Reported	% Change
Arson	0	0		0	0		0	0%
Bribery	0	0		0	0		0	0%
Burglary	1	1	100%	1	1	100%	3	-66%
Counterfeiting/Forgery	0	0		0	0		1	-100%
Destruction of Property	13	8	62%	13	8	62%	7	86%
Drug Offenses	2	2	100%	2	2	100%	3	-33%
Drug Equipment Offenses	0	0		0	0		0	
Embezzlement	0	0		0	0		0	
Extortion	0	0		0	0		0	
False Pretenses	3	0	0%	3	0		5	-40%
Credit Card Fraud	2	0	0%	2	0		2	0%
Impersonation	0	0		0	0		1	-100%
Welfare Fraud	0	0		0	0		0	
Wire Fraud	0	0		0	0		0	
Gambling	0	0		0	0		0	
Operating Gambling	0	0		0	0		0	
Gambling Equipment	0	0		0	0		0	
Sports Tampering	0	0		0	0		0	
Pick Pocket	0	0		0	0		0	
Purse Snatching	0	0		0	0		0	
Shoplifting	16	10	63%	16	10	63%	26	-38%
Theft from Building	0	0		0	0		0	
Theft - Coin Devices	0	0		0	0		0	
Theft From Auto	2	2	100%	2	2	100%	2	0%
Theft of Auto Parts	1	0	0%	1	0	0%	2	-50%
All Other Larcenies	19	10	53%	19	10	53%	8	137%
Motor Vehicle Theft	2	1	50%	2	1	50%	0	100%
Pornography	0	0		0	0		0	
Prostitution	0	0		0	0		0	
Promoting Prostitution	0	0		0	0		0	
Robbery	1	0	0%	1	0	0%	0	100%
Sexual Exposure	0	0		0	0		0	
Stolen Property	1	1	100%	1	1	100%	0	100%
Weapons Law Violations	1	1	100%	1	1	100%	1	0%
Obscene Phone Calls	0	0		0	0		0	
Use Vehicle W/O Consent	0	0		0	0		1	-100%
<b>Totals</b>	<b>64</b>	<b>36</b>	<b>56%</b>	<b>64</b>	<b>36</b>	<b>56%</b>	<b>62</b>	<b>3%</b>

Crimes Against Property



**VICTIM'S ASSISTANCE ADVOCATE  
MONTHLY REPORT  
January 2023**

**NEW CASES ASSIGNED: 50**

**TOTAL VICTIMS SERVED 55**

**Prior Contact Victims: 5**

**New Contact Victims: 50**

**TYPE OF VICTIMIZATION:**

<b>ASSAULT</b>	<b>7</b>
<b>ABHAN</b>	<b>0</b>
<b>ATTEMPTED MURDER</b>	<b>0</b>
<b>BURGLARY</b>	<b>3</b>
<b>DV</b>	<b>6</b>
<b>DVHAN</b>	<b>0</b>
<b>CHILD ABUSE</b>	<b>2</b>
<b>CSC</b>	<b>0</b>
<b>CSC W/MINOR</b>	<b>0</b>
<b>FINANCIAL CARD FRAUD</b>	<b>4</b>
<b>GRAND THEFT AUTO</b>	<b>0</b>
<b>HARASSMENT</b>	<b>3</b>
<b>ILLEGAL USE OF PHONE</b>	<b>0</b>
<b>INDECENT EXPOSURE</b>	<b>0</b>
<b>KIDNAPPING</b>	<b>0</b>
<b>MURDER</b>	<b>0</b>
<b>LARCENY &gt;\$2000</b>	<b>15</b>
<b>POINTING/PRESENTING A FIREARM</b>	<b>0</b>
<b>ROBBERY/ATTEMPTED ROBBERY</b>	<b>1</b>
<b>STALKING</b>	<b>0</b>
<b>VIOLATION ORDER OF PROTECTION</b>	<b>0</b>
<b>OTHER: VULNERABLE ADULT ABUSE</b>	<b>1</b>
<b>OTHER: MITP</b>	<b>0</b>
<b>OTHER: ANIMAL COMPLAINT</b>	<b>0</b>
<b>OTHER: HIT &amp; RUN</b>	<b>8</b>

## SERVICES PROVIDED

\*NOTE\* OF THE 55 VICTIMS SERVED, MANY RECEIVED A VARIETY OF SERVICE

INFO/REFERRALS IN PERSON	27
INFO/REFERRALS TELEPHONE	5
CRIMINAL JUSTICE ADVOCACY	55
CRISIS RESPONSE	0
MAILED PROGRAM INFORMATION	5
PRIOR MONTH CONTACTS	5
COURT ACCOMPANIMENT	0
PAROLE HEARINGS ATTENDED	0
ESCORTS/SHELTER	0
ADVISED OF VICTIM'S COMPENSATION	1
FILED VICTIMS' COMPENSATION APPLICATION	0
BOND HEARING NOTIFICATION	0
EMPLOYER INTERVENTION	0
WALK-INS	0
FOLLOW-UPS	5
COURT BALIFF	0

VICTIM CLASSIFICATIONS:    MINORITY: 43  
    CHILDREN: 2  
    ELDERLY: 5  
    DISABLED: 3  
    OTHER: 2

\*NOTE\* THE PRIOR MONTH CONTACTS ARE INCLUDED IN THE TYPES OF VICTIMIZATION CATEGORIES AND THE SERVICES PROVIDED CATEGORIES.

Lancaster Police Department  
Monthly Training Hours  
January 2022

SCCJA Training Hours 64 Hrs.

Non SCCJA Hours 51 Hrs.

Community Programs:

MLK Parade Jan. 14<sup>th</sup>

Coffee With A Cop 19<sup>th</sup>

# Report to Council

Overall Status: **In-Progress**

Project Name: Accreditation

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2/14/2023

**Tools:** Purchased software for the Accreditation Assessment. The software is PowerDMS, and it is a Content Manager. We also use Lexipol which is our Content Provider. We have 144 policies within Lexipol and are waiting for the Accreditation workbench for SC. We are a part of the SCPAC (South Carolina Police Accreditation Coalition). It is a coalition of law enforcement professionals who are involved in the accreditation process. They provide training for agency executives and accreditation managers.

**OBJECTIVE:** To obtain SCLEA (State) & CALEA (National) Accreditation.

**PROCESS:** 1) Application 2) Self-Assessment 3) On-Site Assessment 4) Council Review & Decision  
5) Maintaining Compliance & Re-accreditation

**STANDING:** Analyzing the 9 SC Standards that were effective 1/1/2023. They are as follows:

- Use of Force
- Vehicle Pursuits
- Early Warning System
- Duty to Intervene
- Hiring & Terminating Practices
- Post Academy Field Training
- Body Worn Cameras
- No Knock Warrants
- Internal Affairs

We have completed two of the nine standards. DTBs (Daily Training Bulletins) are issued every two weeks until we complete all of the ones from 2022. Once we are caught up, they will be issued once a month. DTBs are scenario-based training through Lexipol, that reference our policies.

1/31/2023 – 2/3/2023, Standard- Early Warning System & Duty to Intervene	<ul style="list-style-type: none"> <li>● Analyze our policy</li> <li>● Review the standard &amp; make sure our policy meets the standard</li> <li>● Add/remove info, modify info, correct any error, approve, and then issue the policy</li> <li>● Policy completed and issued (Early Warning System)</li> </ul>
2/6/2023-2/10/2023 Standards-Body Worn Cameras & No Knock Warrants	<ul style="list-style-type: none"> <li>● Analyze our policy</li> <li>● Review the standard &amp; make sure our policy meets the standard</li> <li>● Add/remove info, modify info, correct any error, approve, and then issue the policy</li> <li>● In-progress</li> </ul>
2/13/2023-2/17/2023 Standards- Post Academy Field Training & Hiring & Terminating Practices	<ul style="list-style-type: none"> <li>● Analyze our policy</li> <li>● Review the standard &amp; make sure our policy meets the standard</li> <li>● Add/remove info, modify info, correct any error, approve, and then issue the policy</li> </ul>
2/20/2023-2/24/2023 Standards- Vehicle Pursuits & Internal Affairs	<ul style="list-style-type: none"> <li>● Analyze our policy</li> <li>● Review the standard &amp; make sure our policy meets the standard</li> <li>● Add/remove info, modify info, correct any error, approve, and then issue the policy</li> </ul>
2/27/2023-3/3/2023 Standard-Use of Force	<ul style="list-style-type: none"> <li>● Analyze our policy</li> <li>● Review the standard &amp; make sure our policy meets the standard</li> <li>● Add/remove info, modify info, correct any error, approve, and then issue the policy</li> </ul>
3/6/2023-3/10/2023 Oath of Office & Code of Ethics	<ul style="list-style-type: none"> <li>● Analyze our policy</li> <li>● Review the standard &amp; make sure our policy meets the standard</li> <li>● Add/remove info, modify info, correct any error, approve, and then issue the policy</li> </ul>
3/13/2023- 3/17/2023 Standards 1.3 -1.5	<ul style="list-style-type: none"> <li>● Analyze our policy</li> <li>● Review the standard &amp; make sure our policy meets the standard</li> <li>● Add/remove info, modify info, correct any error, approve, and then issue the policy</li> </ul>

### Contact Information

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If you want to add any important info about the contacts that follow, you can do that here. If not, just select this placeholder and press Delete to remove it.

**Client Project Manager**

Office: Office Phone

Mobile: Cell Phone

Email: Email

**Client Project Champion**

Office: Office Phone

Mobile: Cell Phone

Email: Email

### Project Abstract

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Add a brief project summary here.



# Lancaster Public Utilities Department

Monthly Report for January, 2023  
 Director Donald Ledford

**Key Public Service Areas**

- Treat wastewater and sewage to maintain and enhance water quality in the receiving waters surrounding the City.
- Operate the Industrial Pretreatment program.

**Critical Objectives**

- Receive, treat, and discharge wastewater in compliance with Federal and State regulations.
- Maintain the integrity of the wastewater force main delivery system and outfall structures.

**Scope of Agency Operations**

The Lancaster Public Utilities Department is committed to operating an effective and efficient wastewater treatment system to protect the health and safety of our citizens while protecting the environment.

<i>Parameter</i>	<i>Compliant</i>
<i>Flow – 7.50 MGD Limit</i>	Yes
<i>Biological Oxygen Demand</i>	Yes
<i>Suspended Solids</i>	Yes
<i>E-coli</i>	Yes
<i>Dissolved Oxygen Content</i>	Yes
<i>pH Level</i>	Yes
<i>Ammonia</i>	Yes
<i>Chlorine Residual</i>	Yes
<i>Total Phosphorus</i>	Yes
<i>Toxicity</i>	Yes
<i>Total Nitrogen</i>	Yes
<i>Semi-Volatiles</i>	N/A
<i>Current Solids Concentration</i>	3360 mg/L
<i>Biosolids Wasted</i>	205,000 lbs.

**Narrative Information:**

For the month, we treated 96.2 million gallons of wastewater. Total potable water use was 12,000 gals. We used 62,859 lbs. of lime, 13,624 lbs. of salt and 55,523 lbs. of Alum. We used 2935 lbs. polymer to dewater sludge. We were unable to land apply cake this month due to wet weather. As a result, we hauled 672 cubic yards of cake to the landfill. There were no permit violations this month.





# Lancaster Public Works Department Water and Sewer Division

Monthly Report for Jan 2023

*Public Works Director Rendell Mingo  
Field Superintendent Ken Sims*

<i>Key Public Service Areas</i>	<b>Critical Objectives</b>			
<ul style="list-style-type: none"> <li>➤ Repair and maintain the water delivery system to ensure the safe and efficient delivery of clean potable water.</li> <li>➤ Repair and maintain the wastewater collection system to protect local health and safety and protect the environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain the integrity of the water supply distribution system.</li> <li>• Maintain the integrity of the wastewater collection system.</li> <li>• Respond to complaints in a timely manner.</li> <li>• Monitor operation of the water distribution and wastewater collection systems to ensure compliance with Federal and State regulations.</li> </ul>			
	<b>Performance Report</b>			
	Indicator	Month	Current YTD	Previous YTD
	<b>Water Main Breaks Repaired</b>	22	22	34
<b>Average Resolution Time – Water Main Breaks</b>	3hr.	3hr.	3hr.	
<b>Feet of Water Line Replaced</b>	5,950	5,950	158	
<b>Number of Fire Hydrants Repaired/Replaced/New</b>	4	4	1	
<b>Number of Hydrants Maintenance Needed</b>	1	1	0	
<b>Inoperable Fire Hydrants</b>	1	1	0	
<b>Percentage of Unacct. Water</b>	31.4%	31.4%	36.3%	
<b>Sewer Main Line and City-side Lateral Stoppages</b>	25	25	13	
<b>Feet of Sewer Line Repaired/Replaced</b>	4,364	4,364	170	
<b>Feet of Sewer Line Videoed</b>	6,447	6,447	0	
<b>Sewer line W/SI SI Rats</b>	10,015	10,015	12,230	
<b>Feet of Sewer Line Flushed</b>	7,467	7,467	13,244	
<b>Number of Reportable Sanitary Sewer Overflows</b>	0	0	0	
<b>Smoke Tested</b>	12,854	12,854	0	

### *Scope of Agency Operations*

The Lancaster Public Works Department/ Water and Sewer Division manage the water distribution system, which provides quality drinking water daily. It also manages the wastewater collection system, including lift stations and connections with the Lancaster County Water and Sewer District to collect and safely deliver wastewater to the City of Lancaster Public Utilities Department.

*Narrative Information:* All sewer calls are handled as emergencies and completed on the same day the call is received and, in most cases, the same hour it is received. In the event of multiple calls, they are prioritized by the severity of environmental and customer impact.



# *Lancaster Public Works Department Miscellaneous Divisions*

Monthly Report for Jan 2023

*Public Works Director Kirk Mingo  
Field Superintendent Ken Sims*

### *Key Public Service Areas*

- Maintain the City's water meter system

### *Critical Objectives*

- Maintain the integrity of the water meter system.

### *Scope of Agency Operations*

The Lancaster Public Works Department also maintains various size water meters servicing approximately 6,000 utility accounts.

### *Performance Report*

<i>Indicator</i>	<i>Month</i>	<i>Current YTD</i>	<i>Previous YTD</i>
<i>Number of Completed Water Meters</i>	459	459	668
<i>Number of Outstanding Water Meters</i>	17	17	105
<i>Number of Inoperable Water Meters</i>	0	0	0
<i>Number of Meters Read for Timely Billing</i>	6,493	6,493	6,501
<i>Number of Utility Cuts Repaired</i>	2	2	0
<i>Number of Outstanding Utility Cuts Repaired</i>	20	20	20

Narrative Information:

**CITY OF LANCASTER  
SOLID WASTE DEPARTMENT**

**MONTHLY REPORT FOR JANUARY 2023**

**Matthew B Berry**

**Director of Sanitation & Maintenance Operations**

*Ensure accessibility and cleanliness of City Streets and sidewalks.  
Install and maintain Street names and City traffic control signage.  
Collect and dispose of residential and commercial solid waste.  
Collect and dispose of residential rubbish and debris.  
Collect and dispose of commercial cardboard.  
Repair and maintain the City's motor vehicle fleet and power equipment owned and operated by the City.*

**SCOPE OF OPERATIONS**

*The City of Lancaster Solid Waste Department Street and Sanitation Division is responsible for maintaining approximately eleven miles of City streets, related sidewalks and City street cleanliness. This department also collects, handles, disposes of residential solid waste, brush, trash, commercial solid waste, cardboard collection, and seasonal leaf collection. The City of Lancaster Vehicle Maintenance Department repairs and maintains the motor vehicles and power equipment owned and operated by the City.*

**PERFORMANCE REPORT**

	<b>MONTH OF JAN</b>	<b>CURRENT YTD</b>	<b>PREVIOUS YTD</b>
<b>NUMBER OF SIGNS REPAIRED OR REPLACED</b>	0	0	16
<b>MILES OF ROADWAY SWEPT</b>	0	0.00	147.00
<b>TONS OF CITY RESIDENTIAL SOLID WASTE COLLECTED</b>	267.88	1210.55	859.49
<b>TONS OF CITY COMMERCIAL SOLID WASTE COLLECTED</b>	403.93	1825.11	1,668.43
<b>TONS OF CITY RESIDENTIAL TRASH, LEAVES AND BRUSH COLLECTED</b>	205.93	850.68	521.32
<b>TONS OF CITY CARDBOARD COLLECTED</b>	20.99	82.19	204.44
<b>TONS OF INDEPENDENT MSW COLLECTED</b>	68.08	1388.34	6,635.97
<b>TONS OF INDEPENDENT C &amp; D COLLECTED</b>	753.37	2825.23	4,077.10
<b>TONS OF INDEPENDENT CARDBOARD COLLECTED</b>	27.59	71.54	75.54
<b>TOTAL TONS RECEIVED AT TRANSFER STATION</b>	1,747.77	8,253.64	14,042.29

## 2022-2023 Tranfer Station Independent MSW Tons

	Jul Activity Aug Invoice	Aug Activity Sept Invoice	Sept Activity Oct Invoice	Oct Activity Nov Invoice	Nov Activity Dec Invoice	Dec Activity Jan Invoice	Jan Activity Feb Invoice	Feb Activity Mar Invoice	Mar Activity Apr Invoice	Apr Activity May Invoice	May Activity June Invoice	June Activity July Invoice
LEE COUNTY MSW TOTAL	2439.23	2698.82	2374.31	2308.12	2545.95	2565.58	2742.67					
Lancaster County PW	591.16	433.23	581.20	582.45	610.05	618.27	646.65					
Active Waste	382.75	279.25	301.91	313.96	393.69	397.34	350.16					
C & D Trash Service	30.65	20.11	27.35	34.11	29.39	27.88	53.82					
Republic Waste	147.13	126.27	197.02	190.23	132.56	239.95	300.81					
Robinson Trash	138.39	79.72	129.31	122.78	119.12	102.20	88.25					
Rural Garbage	388.32	256.57	393.83	359.18	391.54	406.20	416.46					
Town of Heath Springs	22.09	10.20	25.34	20.60	20.08	27.08	28.00					
Trash Control	41.63	21.70	75.21	78.84	51.09	90.78	94.75					
Waste Management Char So	29.31	16.23	26.64	28.72	34.10	30.54	27.79					
Waste Management SC	0.00	0.00	0.00	0.00	5.95	30.54	0.00					
Total Independent MSW	1771.43	1243.28	1757.81	1730.87	1787.57	1970.78	2006.69	0.00	0.00	0.00	0.00	0.00
Bill to City Based on Total Tons	667.80	1455.54	616.50	577.25	758.38	594.80	735.98	0.00	0.00	0.00	0.00	0.00

CITY TRANSFER STATION REPORT  
JUL 2022 - JUN 2023

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ACFI	0.00	\$0.00	\$1,081.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
ACTIVE WASTE SOLUTIONS	\$26,920.26	\$16,050.00	\$19,756.97	\$19,551.16	\$20,299.23	\$19,797.54	\$20,592.00					
ALL CLEAN DISASTER SERVICES	\$149.65	\$70.83	\$14.85	\$197.63	\$0.00	\$0.00	\$0.00					
BADCOCK	\$394.51	\$329.97	\$351.68	\$339.11	\$324.83	\$153.08	\$609.11					
BOGGS CONTRACTING, LLC	\$459.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
BUILDERS SUPPLY	\$1,023.73	\$980.89	\$1,012.90	\$992.89	\$1,492.12	\$256.47	\$1,711.60					
BYPASS FAST LUBE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
BZP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
C & D TRASH SERVICE OF EDGEWOOD, LLC	\$1,125.47	\$738.44	\$1,004.29	\$1,252.51	\$1,079.20	\$1,023.75	\$1,976.25					
CAROLINA HOME HEROES							\$624.21					
CCRM, LLC	\$513.83	\$549.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
CNVH HOMES INC	\$500.00	\$531.72	\$742.00	\$742.00	\$258.00	\$242.00	\$1,000.00					
COMPORUM	\$620.34	\$700.30	\$639.09	\$652.89	\$779.69	\$291.88	\$1,049.31					
DEPENDABLE DUMPSTER SERVICE					\$73.11	\$191.44	\$225.22					
DAVITA LANCASTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
EAST GAY RENTALS, LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
EAT PROPERTIES, LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
EGI INVESTMENTS, LLC	\$594.53	\$196.00	\$485.13	\$0.00	\$0.00	\$0.00	\$0.00					
FIREPLACE SYSTEMS, INC	\$491.26	\$180.00	\$225.00	\$180.00	\$449.97	\$0.00	\$710.20					
FRONT YARD INVESTMENTS, LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$242.00	\$90.00					
GRACE KELLY'S LLC	\$892.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
HABITAT FOR HUMANITY OF LANCASTER CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
HOME SPECIALTIES	\$0.00	\$0.00	\$1,08.53	\$237.05	\$162.81	\$64.28	\$157.18					
I&D OF LANCASTER INC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
IJI INVESTMENTS, LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
L & C RAILROAD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
LANCASTER COUNTY PUBLIC WORKS	\$27,372.08	\$19,443.34	\$28,850.59	\$28,506.50	\$28,055.14	\$29,224.54	\$31,841.07					
LANCASTER FUNERAL HOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
LANDSCAPE DESIGNS AND LAWN CARE LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
MAGIC TOUCH CAR WASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
MERCADOS CONSTRUCTION	\$419.26	\$477.36	\$147.25	\$289.35	\$359.43	\$277.60	\$261.77					
MJSC HEALTH LANCASTER MED CTR	\$1,327.22	\$1,951.15	\$1,478.63	\$1,326.00	\$600.00	\$762.41	\$4,443.33					
NILE BEAUTY SUPPLY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
PALMETTO PLACE APTS	\$467.25	\$468.96	\$482.67	\$381.00	\$488.39	\$93.68	\$816.26					
QUALITY INN	\$0.00	\$0.00	\$0.00	\$722.29	\$444.20	\$0.00	\$381.00					
QUICK STOP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
REPUBLIC SERVICES	\$14,720.11	\$10,950.45	\$19,133.29	\$18,127.05	\$17,378.72	\$18,255.39	\$27,347.42					
ROBINSON'S TRASH SERVICE	\$5,081.66	\$2,927.31	\$4,746.26	\$4,508.49	\$4,374.10	\$3,752.78	\$5,240.54					
RUBICON GLOBAL-DOLLAR GENERAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
RRG CONSTRUCTION, LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
RURAL GARBAGE SERVICES	\$16,337.08	\$10,957.21	\$17,458.54	\$15,201.48	\$16,155.49	\$17,067.88	\$17,177.19					
SECOND BAPTIST CHURCH	\$0.00	\$58.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
SPRINGLAND ASSOCIATES	\$258.00	\$258.00	\$993.95	\$258.00	\$359.10	\$0.00	\$516.00					
TALL OAK BUILDERS, LLC	\$0.00	\$44.55	\$0.00	\$0.00	\$0.00	\$15.14	\$0.00					
TOWN OF HEALTH SPRINGS	\$811.14	\$374.55	\$930.48	\$756.44	\$737.34	\$994.38	\$1,028.16					
TRASH CONTROL	\$4,139.74	\$3,182.46	\$7,668.34	\$8,237.40	\$7,967.96	\$6,494.04	\$8,249.81					
TRS FROZEN FOODS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
UNITED SITE SERVICES	\$4,205.72	\$4,774.12	\$8,764.87	\$7,191.36	\$4,152.16	\$2,874.23	\$6,357.65					
VENTURE CONSTRUCTION COMPANY					\$1,694.96	\$0.00	\$1,583.50					
VALUE WASTE SERVICES	\$0.00	\$287.95	\$0.00	\$0.00	\$37.82	\$0.00	\$0.00					
WALDMART	\$1,568.66	\$1,469.42	\$2,408.23	\$1,404.68	\$1,474.35	\$2,469.23	\$2,685.26					
WASTE MANAGEMENT - CHARLOTTE SOUTH	\$8,354.61	\$4,382.66	\$7,147.70	\$6,427.57	\$5,902.14	\$6,913.81	\$6,210.75					
WASTE MANAGEMENT - SC	\$0.00	\$0.00	\$0.00	\$0.00	\$358.07	\$0.00	\$0.00					
WWTP	\$743.53	\$0.00	\$675.22	\$51.98	\$1,452.75	\$901.00	\$827.48					
WILLIAMS FLOORING	\$778.94	\$385.95	\$617.28	\$521.90	\$652.13	\$107.96	\$966.67					
WOODLAND BUSINESS PARK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
QUICK STOP	\$120,269.94	\$82,101.64	\$126,525.15	\$116,056.73	\$118,503.21	\$112,464.51	\$142,678.94					

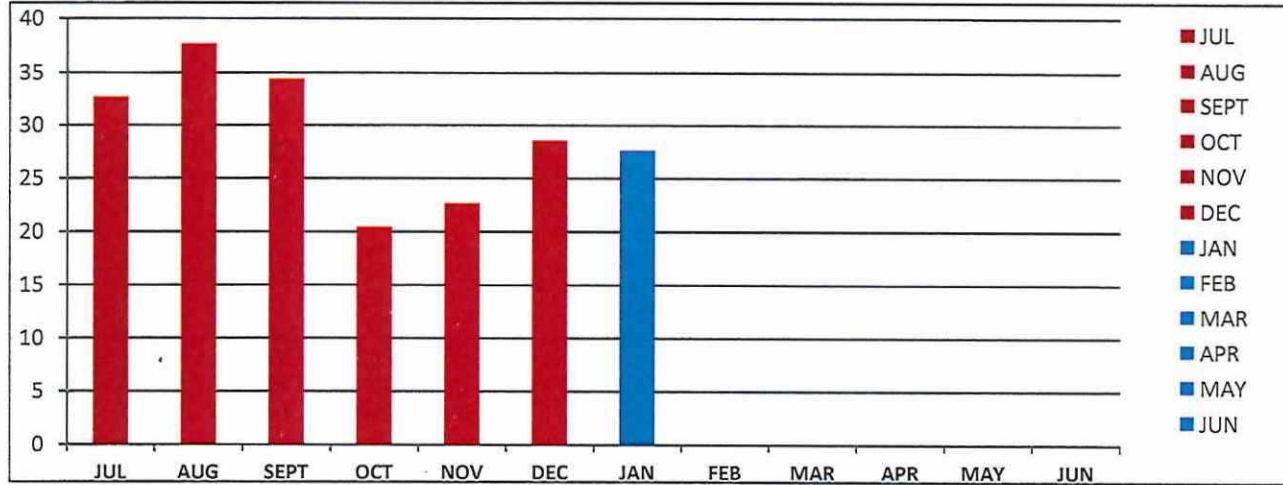


**SOLID WASTE RECYCLE  
CARDBOARD  
JULY 2022- JUNE 2023**



COMMERCIAL TONS

JUL	32.66
AUG	37.64
SEPT	34.43
OCT	20.44
NOV	22.67
DEC	28.56
JAN	27.59
FEB	
MAR	
APR	
MAY	
JUN	



**MATTHEW B BERRY**  
*Director of Sanitation & Maintenance Operations*  
SOLID WASTE DEPARTMENT



**CITY OF LANCASTER**  
**SOLID WASTE DEPARTMENT**

**VEHICLE MAINTENANCE DIVISION**

Monthly Report for JANUARY 2023

*Matthew B Berry*

*Director of Sanitation & Maintenance Operations*

***Critical Objectives***

*Repair and maintain the City's motor vehicle fleet and power equipment operated by the City.*

**SCOPE OF OPERATIONS**

*The City of Lancaster's Vehicle Maintenance division is responsible for repairs and maintains the motor vehicles and power equipment owned and operated by the City.*

**PERFORMANCE REPORT**

INDICATOR	MONTH OF JANUARY	CURRENT YTD	PREVIOUS YTD
<b>LARGE EQUIPMENT</b> <i>Backhoes, Tractors, Trailers, Valve Machine, Etc.</i>	51	397	355
<b>SMALL EQUIPMENT</b> <i>Lawnmowers, Pumps, Weeders, Chainsaws, Etc.</i>	2	10	29
<b>VEHICLES</b> <b>PREVENTATIVE MAINTENANCE</b>	40	142	135
<b>VEHICLES</b> <b>GENERAL REPAIRS</b>	86	616	590
<b>VEHICLES AND EQUIPEMENT</b> <i>Repairs due to Negligence</i>	0	1	2
<b>TOTAL EQUIPMENT REPAIRED</b>	53	392	384
<b>TOTAL VEHICLES REPAIRED</b>	86	616	590
<b>GRAND TOTAL REPAIRED</b> <i>Vehicles, Equipment, &amp; PM</i>	179	1149	1109



OVERTIME REPORT  
JANUARY

Department	Monthly OT Hours	Monthly Amount	Year to Date Amount	Budget	% Spent	Justification
City Administration & Human Resources	3.75	\$130.31	\$1,980.00	\$2,500.00	79.20%	City Council meeting & payroll processing
Finance & Utility Billing	34.00	\$979.43	\$14,693.37	\$3,000.00	489.78%	Posting late fees, adding 2nd penalty, running end of month reports, utility billing edits, cutoff list, entering manual readings, & adjustments
Information Technology	0.50	\$14.78	\$1,288.74	\$6,500.00	19.83%	Training
Police	333.75	\$10,329.80	\$100,964.73	\$160,000.00	63.10%	Maintaining adequate level of service due to being short staffed
Courts	3.50	\$119.85	\$2,521.88	\$8,000.00	31.52%	Court & assisting InCode programmer
Fire	0.00	\$0.00	\$883.51	\$3,500.00	25.24%	----
Street	0.00	\$0.00	\$30.94	\$4,000.00	0.77%	----
Building & Zoning	0.00	\$0.00	\$251.40	\$1,000.00	25.14%	----
Events & See Lancaster	3.25	\$101.72	\$1,124.65	\$4,000.00	28.12%	MLK Parade & Ceremony and Council Swearing-In
Grounds Maintenance	2.75	\$58.53	\$1,648.82	\$7,000.00	23.55%	Running a late load to the landfill

OVERTIME REPORT  
JANUARY

Department	Monthly OT Hours	Monthly Amount	Year to Date Amount	Budget	% Spent	Justification
Vehicle Maintenance	23.75	\$603.77	\$6,259.90	\$8,000.00	78.25%	Providing coverage for vacant position & after hours call out
Public Works & Solid Waste Administration	0.00	\$0.00	\$166.20	\$2,000.00	8.31%	----
Water Distribution	30.25	\$804.32	\$12,357.94	\$15,000.00	82.39%	Repairing water leaks at Calhoun Street, Grace Avenue, Westmoreland Drive & Wylie Park Road
Wastewater Treatment Plant	20.50	\$620.97	\$2,890.46	\$3,000.00	96.35%	Rain event & running press
Wastewater Collection	50.00	\$1,461.96	\$14,243.90	\$15,000.00	94.96%	Removing sewer stoppage on Cunningham St, Faile St, Pardue St, Stribling Cir, Robert Dr, & Willow Oak Cir, and restoring power at Sunset Lift Station
Residential Garbage	32.25	\$846.48	\$6,403.14	\$7,500.00	85.38%	Running early and extra loads to landfill & running the leaf truck
Recycling	0.00	\$0.00	\$250.95	\$3,000.00	8.37%	----
Commercial Garbage	0.00	\$0.00	\$47.47	\$4,000.00	1.19%	----
Transfer Station	103.75	\$3,265.58	\$28,774.28	\$40,000.00	71.94%	Running early, late, and extra loads to landfill, bailing cardboard, running knuckle boom route, & providing coverage for employees on holiday