



MONTHLY REPORT

April 2023

Submitted To,
City Council

Submitted By,
Department Heads

Building & Zoning Department

Monthly Departmental Report

April 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

Indicator	Month of April	Current Fiscal Year to Date	Previous Fiscal Year to Date
<i>Number of plan reviews completed.</i>	7	100	54
<i>Plan reviews completed within 2 weeks (%).</i>	100%	100%	100%
<i>Number of building inspections completed</i>	367	3,609	2,073
<i>Inspections completed within 4 hours of appointment (%).</i>	100%	100%	100%
<i>Number of lot clearance inspections</i>	10	295	2,530
<i>Number of Derelict Vehicles Tagged</i>	0	16	28
<i>Inspections resulting in enforcement actions</i>	69	810	820
<i>Permits Issued</i>	46	769	558

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
APRIL 2023

1. Comprehensive enforcement action toward condemned structures ongoing.

- Existing number of condemned structures – 57
- Number of new structures condemned – 2
- Existing Number of structures satisfactorily rehabilitated from the outside - 26
- Number of structures demolished/cleared – 0

2. Condemnations/Voluntary Demolitions

Address	Owner(s)	Status
308 W. Gay Street	William H. Adams III	Condemned 4/27/2023
310 W. Gay Street	William H. Adams III	Condemned 4/27/2023

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 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 ^N 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 complete.
New Residential	411 Laurel Court	\$181,650	Construction is ongoing.
Garage Addition	706 N. Plantation Road	\$250,000	Construction is ongoing.
New Residential	1513 Riveroaks Lane	\$168,650	Construction is ongoing.
New Residential	1514 Riveroaks Lane	\$173,793	Construction complete.
New Residential	1517 Riveroaks Lane	\$173,608	Construction is ongoing.
New Residential	1025 Shady Lane	\$170,899	Construction complete.
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.
New Residential	554 Grandiflora Avenue	\$362,785	Construction is ongoing.
New Residential	336 City Avenue	\$225,343	Building permit issued. Construction has begun.
New Residential	404 E. Gay Street	\$163,960	Construction has begun.

New Residential	600 W. Meeting Street	\$184,156	Construction has begun ^{P3}
New Residential	412 Ruth Street	\$183,989	Construction has begun.
New Residential	250 Damask Drive	\$260,175	Construction is ongoing
Commercial Upfit to existing Strip Mall,	953-973 Hwy 9 Bypass	\$150,000	Construction has begun.
New Residential	616 Grandiflora Avenue	\$219,478	Construction complete.
New Residential	227 Damask Drive	\$250,867	Construction is ongoing.
Existing Building, New United Way Shelter	501 W. Meeting Street	NA	Plans received; plan review complete. Building permit pending.
New Restaurant, Biscuitville	Charlotte Hwy	NA	Plan received; plan review completed. Building permit pending.
New Residential	506 Rock Street	\$203,651	Construction has begun.
New Residential	508 Rock Street	203,651	Construction has begun.
New Residential	108 Marion Street	203,651	Construction has begun.
New Residential	104 Marion Street	203,651	Construction has begun.
New Residential	214 Datura Way	\$205,611	Construction has begun.
New Residential	212 Commerce Blvd	\$250,867	Building permit issued. Construction is nearing completion.
Commercial Upfit to existing building, K Boba & Korean Food	1129-A Hwy 9 Bypass	\$15,000	Building permit issued. Construction has begun.
New Residential	204 Commerce Blvd	\$220,885	Building permit issued, construction has begun.
New Residential	208 Commerce Blvd	\$220,885	Building permit issued, construction has begun.
New Residential	234 Damask Drive	\$261,807	Building permit issued, construction ongoing.
New Residential	235 Damask Drive	\$252,500	Construction is ongoing.
New Residential	264 Damask Drive	\$295,228	Construction is ongoing.
New Residential	707 Bonica Court	\$230,192	Construction is ongoing.
New Residential	724 Bonica Court	\$261,807	Construction is ongoing.
New Residential	251 Damask Drive	\$252,500	Construction is ongoing.
Commercial Upfit to existing building	941 N. Main Street	NA	Plans received; plan review completed. Building permit pending.
New Residential	1112 Elliott Street	\$321,716	Construction has begun.
New Residential	1120 Elliott Street	\$286,259	Construction has begun.
New Residential	1132 Elliott Street	\$321,716	Construction has begun.
New Residential	604 Sumter Street	\$321,716	Building permit issued. Construction is pending.
New Residential	234 Damask Drive	\$261,807	Construction is ongoing.

New Residential	1000 Lyndon Drive	\$598,296	Construction is ongoing.P4
New Residential	721 Bonica Court	\$338,187	Construction has begun.
New Residential	730 Bonica Court	\$285,921	Construction has begun.
New Residential	565 Grandiflora Avenue	\$261,807	Construction has begun.
Commercial Upfit to existing Antenna, Verizon	1213 N. Main Street	NA	Plans received; plan review completed. Building permit pending
Commercial Upfit to existing Antenna, Verizon	120 Miller Street	NA	Plans received; plan review completed. Building permit pending
Commercial Upfit to existing building, Pharmacy/Office	703 N. White Street	\$200,000	Building permit issued. Construction pending.
New Residential	569 Grandiflora Avenue	\$322,097	Building permit issued. Construction has begun.
New Residential	608 Sumter Street	\$321,716	Building permit issued. Construction has begun.
New Residential	508 W. Arch Street	\$286,259	Building permit issued. Construction has begun.
New Residential	232 Rickenbacker Street	NA	Plans received; plan review pending.
New Residential	236 Rickenbacker Street	NA	Plans received; plan review pending.
New Residential	240 Rickenbacker Street	NA	Plans received; plan review pending.
New Residential	765 Bonica Court	\$322,097	Building permit issued. Construction has begun.
New Residential	733 Bonica Court	\$393,315	Building permit issued. Construction has begun.
New Residential	238 Damask Drive	\$295,228	Plans received; plan review completed. Building permit issued.
New Residential	317 City Avenue	NA	Plans received; plan review pending.

Building & Zoning Department
 Business License & Hospitality Tax Report
 April 2023

Business License	Hospitality Tax
April 1-30, 2023	March 1-31, 2023
New Business Annual License Inside -2 Outside-0 Home Based-0	New Hospitality Tax - Inside-(0)
New Project Only License - 6 Promoters/ Events- 0 Peddlers 0	Total of Hospitality Tax Businesses = 80 Revenue Reported = \$5,931,967.69
Gross Amt Reported = \$2,180,492.00 Amount charged \$4,023. 57 Revenue collected = 4,023.57 Pending Amt \$0.00	Revenue Charged- \$118,840.53 Pending amount \$285.90 Revenue Collected at 2% = \$118,554.63

- Business License Inquiries -13
- Business License Subcontractors List completed for final inspections- 0
- Business License Subcontractors List for Certificate of Occupancy- 3
- Zoning Occupancy Permits Reported- 2
- Home Occupancy Permits Reported- 0
- Generated Eighty (80) hospitality tax invoices from monthly report on 3/1/23 for the month of March 2023 and mailed to businesses.



Finance and Utility Services Report

April 2023

		April	March	February
Finance Activity	General Ledger transactions - number of	4,390	4,562	4,424
	General Ledger transactions - \$ impact	13,100,515	13,301,524	12,061,879
	Accounts Payable Checks Issued	183	197	214
	Accounts Payable ACH/Credit Card items	38	28	36
	Invoices submitted with a Purchase Order	164	182	197
	Invoices submitted without a Purchase Order	21	18	37
	Payroll Checks Issued	6	7	7
	Payroll ACH items	332	334	331
Utility Service Orders	Issued for the month (net of voids)	485	630	579
	Issued for the month - Completed	486	643	573
	Issued for the month - Outstanding	9	10	23
	Total Outstanding (including prior months)	9	10	23
	Percent of outstanding service orders completed	98.2%	98.5%	98.3%
	Service orders for high consumption	0	0	0
	Service orders for vacant with consumption	26	31	38
Meter Readings	Start Date	04/07/23	03/13/23	02/09/23
	End Date	04/12/23	03/17/23	02/14/23
	Workdays to complete	4	5	4
	Radio reads	5,704	5,579	5,764
	Manual reads	849	797	769
	Total reads	6,553	6,376	6,533
	Percent radio read	87.0%	87.5%	88.2%
Billed Customers, Total Billing, and Consumption	Bills - Mailed/Other	5,767	5,760	5,800
	Bills - Electronic	1,057	1,017	951
	Bills - Total	6,824	6,777	6,751
	Bills - Percent Inside	81.3%	80.7%	79.8%
	Bills - Percent Outside	37.0%	37.0%	36.6%
	Billed - Total	493,944	536,529	551,918
	Billed - Percent Inside	60.1%	65.1%	60.8%
	Billed - Percent Outside	39.9%	34.9%	39.2%
	Consumption - Total	28,916,800	34,918,800	23,876,000
	Consumption - Percent Inside	68.7%	73.8%	71.8%
Consumption - Percent Outside	31.3%	26.2%	28.2%	
Customer Cutoffs and Returned Checks	Number on Cutoff List	195	149	126
	Cutoffs - Reinstated During the Month	111	109	113
	Cutoffs - Start Date	05/02/23	04/03/23	03/06/23
	Cutoffs - End Date	05/03/23	04/05/23	03/06/23
	Cutoffs - Workdays to Complete	2	3	1
	Returned Checks Received	0	7	8
Set-Off Debt	Increase/Decrease	\$ -	\$ -	\$ -
	Amount Outstanding	416,410	416,410	416,410

		April		March		February	
		Number	Revenue	Number	Revenue	Number	Revenue
Utility Billing Electronic Activity	Draft/ACH	1,053	\$ 125,557	1,031	\$ 139,141	1,040	\$ 148,260
	In Person	500	56,671	567	89,692	507	64,846
	Online	1,203	130,519	1,160	129,768	1,214	141,350
	IVR	885	91,854	916	94,887	894	92,579
	Kiosk	0	-	12	1,424	13	1,633

Narrative Comments for: **April**

1	The night deposit box is available for use. The kiosk has been out of service due to screen/electronic repairs.
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Lancaster Fire Department

Monthly Report for April 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>			
Indicator	This Month	Current YTD	Previous YTD
<i>Average Response Time – Fire</i>	3:36	3:48	4:01
<i>Average Response Time – Medical</i>	4:01	3:52	3:54
<i>Completed Inspections – Number</i>	65	291	290
<i>Follow Up Inspections –Number</i>	24	132	271
<i>Pre-fire Plans</i>	87	333	296
<i>Fire Safety Education – Attendance</i>	33	43	264
<i>Completed Training –Hours</i>	954	3822	2963
<i>Total Number of Responses</i>	154	540	536
<i>Total Number of Fire Calls</i>	11	55	58
<i>Total Number of Medical Calls</i>	116	396	398
<i>Total Number of Other Calls</i>	27	89	80

There is currently (1) hydrant out of service and (1) hydrant needing maintenance.

15th Street Training Facility Outside Agency Usage:

- None



Lancaster Fire Department

Monthly Report for April 2023

Fire Chief, Justin L. McLellan

Medical Response Report

Indicator	This Month	Current YTD	Previous YTD
<i>Seizure</i>	13	45	22
<i>Unconscious</i>	12	47	52
<i>Overdose</i>	3	10	9
<i>CVA / Stroke</i>	4	17	9
<i>Cardiac</i>	15	60	64
<i>Auto Accident with Injuries</i>	15	52	52
<i>Auto Accident with No Injuries</i>	15	40	66
<i>Response Request by LPD / EMS</i>	16	43	37
<i>Extrications w/in the City Limits</i>	0	0	2
<i>Extrications outside the City Limits</i>	7	15	9
<i>Breathing Difficulty</i>	15	65	73
<i>Gun Shot</i>	1	2	3
<i>Burns</i>	0	0	0
<i>Totals</i>	116	396	398

HUMAN RESOURCES DEPARTMENT

STATISTICAL DATA

APRIL, 2023

EMPLOYMENT APPLICATIONS PROCESSED(OUTSIDE) AS OF 04/30/23	12
EMPLOYMENT APPLICATIONS PROCESSED (IN-HOUSE)	2
NEW HIRES: M. MILLER, T. SNIPES, A. ELLIS, W. JAMES, R. QUINTERO B. HAWKINS, J. WALTERS	7
PROMOTIONS: T. HAGWOOD, B. ROBERTS, B. THOMPSON, P. STEVENS	4
EXIT INTERVIEWS (TERMINATIONS, RESIGNATIONS, RETIREMENTS): J. LAWHORN	1

Human Resources Department

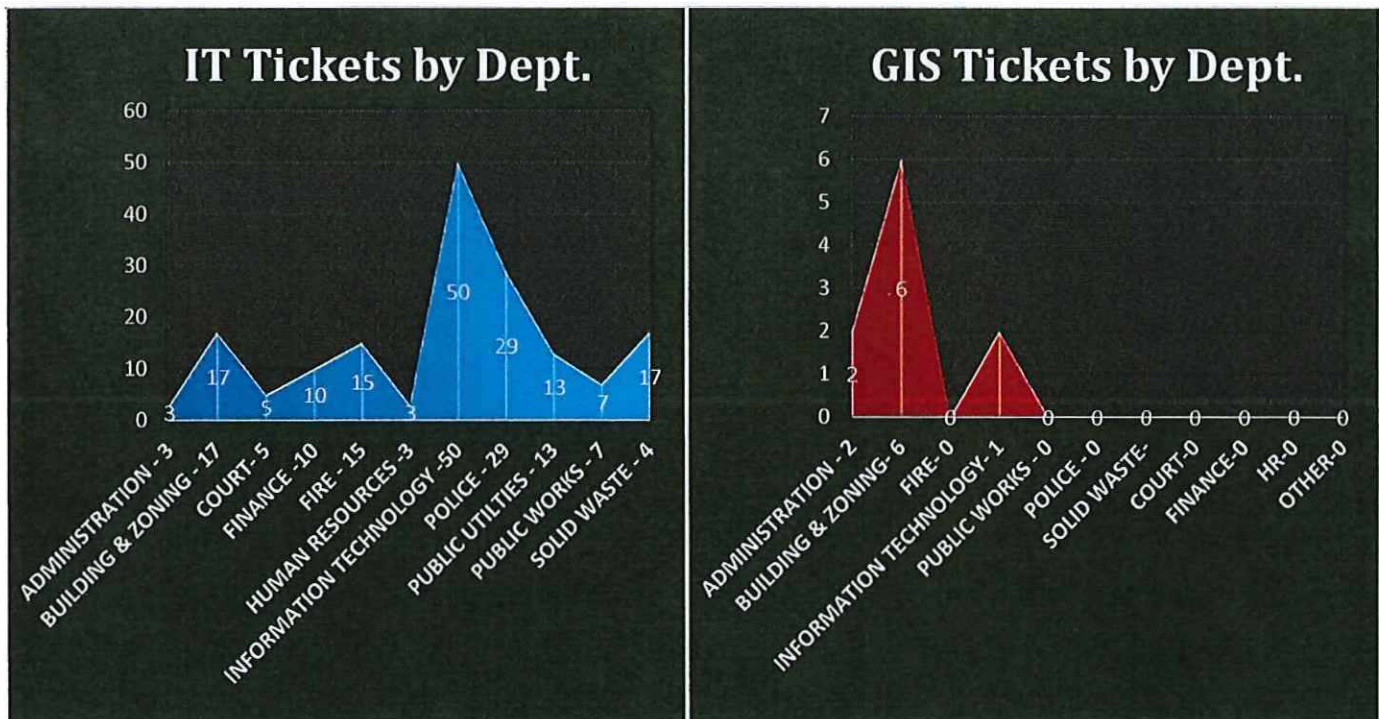
Training Seminars	Date of Training	Location
SCMHRA Spring Training	April 27, 2023	Columbia, SC

Employee Training/Event

Department	Date of Training	Location

Total Monthly Information Technology Tickets	187
Closed Monthly Information Technology Tickets	180
Outstanding Monthly Information Technology Tickets	7
Geographic Information Service (GIS) Total Monthly Tickets	10
Geographic Information Service (GIS) Closed Monthly Tickets	9
Geographic Information Service (GIS) Outstanding Tickets for the Month	1
Hardware Status: Server	23
Hardware Status: Workstation	147
Server & Workstation Anti-Virus Protection Status	100 %
Total Server Related Issues	4

Tickets Issued by Department:



ew



Completed IT Projects		
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 th 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		

Outstanding IT Projects		
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
MaaS360 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	Move Print Server to Upgraded Server	Build 14 New Servers for New World Migration

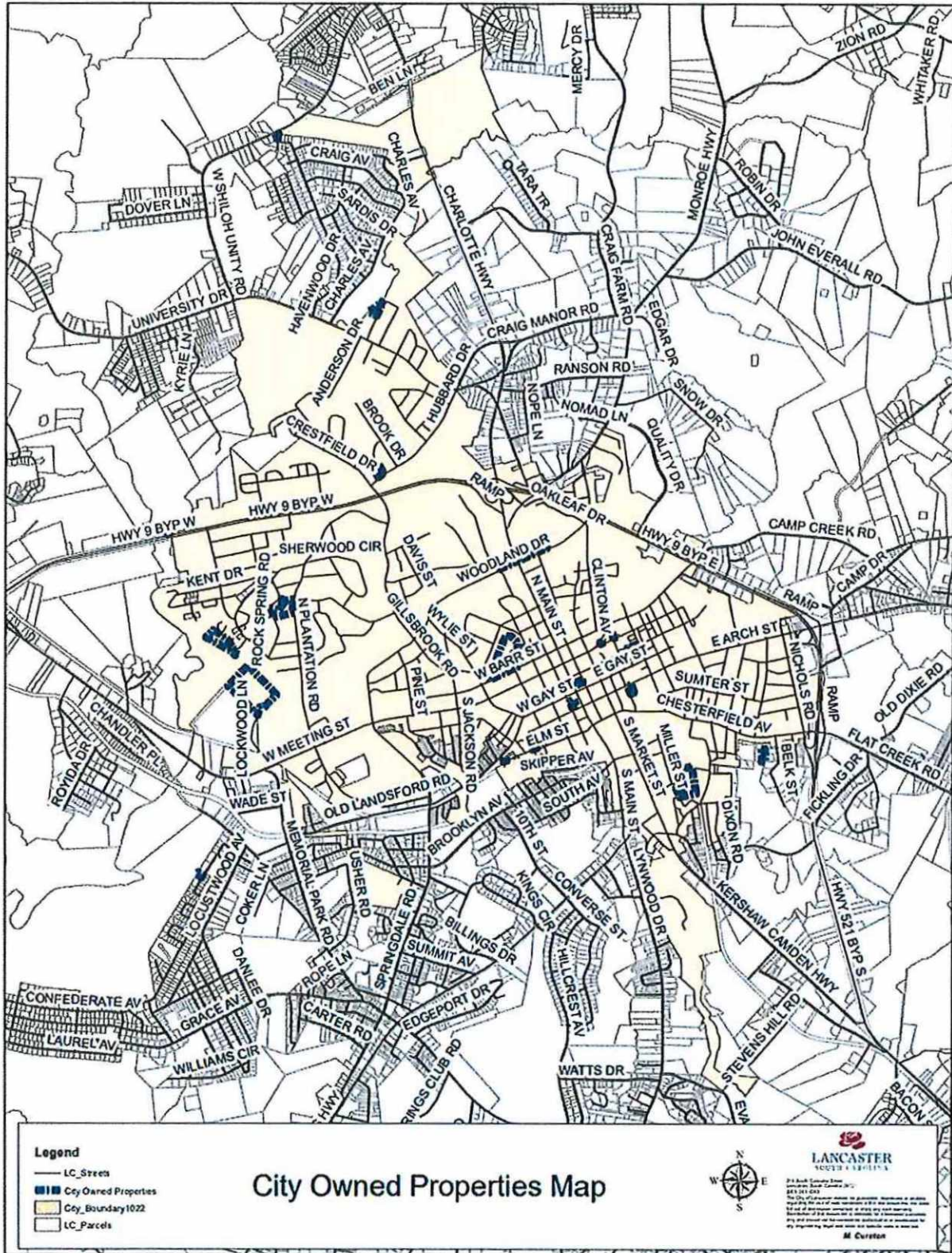
Future IT Projects		
Server Pen Testing	Main Street Wi-Fi	SCATA Upgrade(sites)
TimeClock Upgrade	Citizen PC Training	QR Code Walking Tour
MotoTurbo Radio System	Security Cameras at City Parks	

Completed GIS Projects		
E 911 address assignments at 608 Sumter St and 108 Marion St	Plotted new dwelling at 1025 Shady Ln	Plotted new annexation for 591 HWY 9 By Pass
Performed CAD GIS update for dispatch	Printed 36 X 48 city owned properties map for City administrator	Plotted new dwelling at 725 Bonica Ln
Plotted new dwelling at 616 Gradiflora Ave	Completed city sidewalks layer for GIS mapping	Removed demolished dwellings from GIS mapping

Attended Esri Southeast GIS conference.

Outstanding GIS Projects	
CAD GIS update	Westside Cemetery Online Mapping

Future GIS Projects		
Fire district online mapping	3-D Mapping	GIS server upgrade





Information Technology Department
Monthly Report
April 2023

P13

1

AL	WHOLE_ADDR
	S(413 MILLER ST
	S(728 TAYLOR ST
	S(337 WILLOW OAK CIR
	S(325 ROBINSON RD
	S(1010 KERSHAW CAMDEN HWY
	S(813 E DUNLAP ST
	S(810 E ARCH ST
	S(814 E ARCH ST
	S(311 NICHOLS RD
	S(1107 HUDSON ST
	S(308 S FERGUSON ST
	S(414 KERSHAW ST
	S(1308 CHURCH ST
	S(508 HARRIS ST
	S(417 W SPRINGS ST
	S(309 MOORE ST
	S(104 PENNY ST
	S(103 WYLIE PARK RD
	S(506 W MEETING ST
	S(506 LAUREL CT
	S(112 WOODLEY ST
	S(116 N FERGUSON ST
	S(418 HEATH CIR
	S(1002 SHADY LN
	S(1214 GLADSTONE RD
	S(1223 GLADSTONE RD
	S(1111 FOWLER RD
	S(217 WINTER LN
	S(1010 MYERS CIR
	S(605 GILLSBROOK RD
	S(918 FOREST DR
	S(518 BRIARWOOD RD
	S(715 CLARENDON DR
	S(1206 HAWTHORNE RD
	S(204 AZALEA RD
	S(417 CHURCHILL DR
	S(408 EDGEWOOD CT
	S(154 WESTGATE CIR
	S(1209 SOMERSET DR
	S(942 WILSON DR
	S(953 WILSON DR
	S(1029 LYNDON DR
	S(1109 TARRAM CT
	S(3104 CAROLINE CT
	S(602 S MAIN ST
	S(1603 PARDUE ST
	S(296 DAMASK DR
	S(104 MARION ST

June 2023 Vehicle Tax Report



**Lancaster Municipal Court
Month End Recap**

Activity	April 2022	April 2023
Arrest Warrants Issued:	61	55
Bond Hearings/Releases Conducted:	46	55
Failure to Appear in Court for Trial:	7	19
Appeared in Court/Fine Paid:	6	8
Appeared in Court/Payment Arrangement Requested:	11	4
Delinquent Payment Arrangement:	11	1

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: 5/01/2023

Collections for the Period 4/01/2023 THRU 4/30/2023

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

			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	Criminallly 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 .00
G	Municipal DUI Assessment - \$12 Per Case	100%	56-5-2995 5.36
H	Municipal DUI Surcharge - \$100 Per Case	100%	14-1-211 44.63
I	Municipal DUI DPS Pullout - \$100	100%	56-5-2930&2945 44.63
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) 272.08
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 1,343.39
LA	Munic. Traffic Education Program \$140	90.83%	17-22-350(C) .00
M	TOTAL REVENUE DUE TO STATE TREASURER		1,710.09

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.

			RETAINED BY MUNICIPALITY
RETAINED BY MUNI FOR VICTIM SERVICES			
N	Assessments - Municipal	11.16%	14-1-208 168.80
O	Surcharges - Municipal	100%	14-1-211 111.16
OA	Other Assessments - Municipal	9.17%	17-22-350(C) .00
P	TOTAL RETAINED FOR VICTIM SERVICES		279.96

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 April 1, 2023 Thru April 30, 2023 FILEDST

 Violations by Filed Date...

LANCASTER PD	114	
TRANSFERRED OUT OF CITY	0	
Total Filed Violations		114

 Completed Cases...

Paid Fine...		
LANCASTER PD	2	
TRANSFERRED OUT OF CITY	0	
Total Paid Fines		2
Before Judge...		
LANCASTER PD	10	
TRANSFERRED OUT OF CITY	4	
Total Before Judge		14
Total Completed		16

 Other Completed...

DISMISSED BY JUDGE		
LANCASTER PD	1	
TRANSFERRED OUT OF CITY	0	
Total		1
NOLLE PROSE		
LANCASTER PD	1	
TRANSFERRED OUT OF CITY	0	
Total		1
DISMISSED AT OFFICER'S REQUEST		
LANCASTER PD	3	
TRANSFERRED OUT OF CITY	0	
Total		3
DISMISSED BY SOLICITOR		
LANCASTER PD	6	
TRANSFERRED OUT OF CITY	4	
Total		10
TRANSFER CASE/GENERAL SESSION		
LANCASTER PD	4	
TRANSFERRED OUT OF CITY	1	
Total		5
Total Other Completed		20
Grand Total Completed		36

MUNICIPAL COURT REPORT - FILED CASES

LANCASTER MUNICIPAL COURT Page: 2
 Report For April 1, 2023 Thru April 30, 2023 FILEDST

Net Difference Filed/Complete 78

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	\$1,688.70
SAF02 STATE ASSESSMENT FEE (7/01/02)	\$1,343.39
VAF02 VICTIM ASSESSMENT PERCENT-CITY	\$168.80
VAF2 VICTIM ASSESSMENT FLAT - CITY	\$111.16
LESC LAW ENFORCEMENT SERVICE CHG	\$272.08
MISC MISC - ROUNDING	\$0.01
PS PUBLIC SAFETY	\$44.63
AFDUI ADMINISTRATIVE FEE DUI	\$5.36
DA DUI SURCHARGE - SPINAL CORD	\$44.63
Total Fees/Fines Paid	\$3,678.76

MUNICIPAL COURT WORKLOAD REPORT
04/01/2023 thru 04/30/2023

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
04/01/2023 - 04/30/2023	21	0	7	0	0	0	0	0	0	8	6	21	441	
TOTAL	21	0	7	0	0	0	0	0	0	8	6	21	441	

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
04/01/2023 - 04/30/2023	0	0	0	0	0	0	0	0	0	0	0	0	24
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	24

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
04/01/2023 - 04/30/2023	51	3	21	0	0	0	1	0	5	17	47	398	
TOTAL	51	3	21	0	0	0	1	0	5	17	47	398	

MUNICIPAL ORDINANCE DOCKET

Reporting Period	Cases Filed	Total Number Disposed by Disposition Type (1-9)										Total	Pending End of Period	
		Total	1	2	3	4	5	6	7	8	9			
-	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04/01/2023 - 04/30/2023	10	0	1	0	0	0	0	0	0	1	3	5	113	
TOTAL	10	0	1	0	0	0	0	0	0	1	3	5	113	

DOMESTIC VIOLENCE

Reporting Period	Cases Filed	Total Number Disposed by Disposition Type (1-9)										Total	Pending End of Period
		Total	1	2	3	4	5	6	7	8	9		
-	0	0	0	0	0	0	0	0	0	0	0	0	0
04/01/2023 - 04/30/2023	1	0	0	0	0	0	0	0	1	0	0	1	158
TOTAL	1	0	0	0	0	0	0	0	1	0	0	1	158

AGE OF PENDING JURY TRIAL AS OF 04/30/2023				
AGE IN DAYS	CRIMINAL	DUI 1ST	TRAFFIC	ORDINANCE
1 - 30	0	0	0	0
31 - 60	0	0	0	0
61 - 90	0	0	0	0
91 and older	90	12	143	48
Totals	90	12	143	48

AGE OF PENDING NON-JURY TRIAL AS OF 04/30/2023				
AGE IN DAYS	CRIMINAL	DUI 1ST	TRAFFIC	ORDINANCE
1 - 30	21	0	53	10
31 - 60	14	0	29	7
61 - 90	14	1	10	1
91 and older	302	11	163	47
Totals	351	12	255	65
Total Pending	441	24	398	113

TOTAL NUMBER OF DISPOSED CASES	
FRAUDULENT CHECKS	0

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 April 2023

Chief Don 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>	31	78	61
<i>Clearance Rate – Crimes Against Persons</i>	35% (11)	50 % (39)	57% (35)
<i>UCR Part A – Crimes Against Property/Society</i>	92	264	267
<i>Clearance Rate – Crimes Against Property/Society</i>	51% (47)	55% (146)	71% (190)
<i>Narcotics Cases Made</i>	14	24	13
<i>Traffic Collisions Resulting in Fatality and/or Injury</i>	12	44	46
<i>Traffic Citations Issued</i>	71	184	2,752
<i>Average Response Time</i>	5.65	5.60	5.30
<i>Community Programs</i>	2	12	6
<i>Public Safety Checkpoints</i>	1	1	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 April 2023

DEPARTMENT ACTIVITIES	THIS MONTH	THIS YEAR-TO-DATE	LAST YEAR-TO-DATE	% CHANGE
Calls for Service	2,020	5,833	6,434	-9%
Traffic Accidents	49	180	181	-1%
Traffic Citations	71	184	275	-33%
Parking Citations	0	0	0	0%
Noise Citations	1	2	1	100%
Littering Citations	1	1	0	100%
Derelict Vehicles Tagged	6	17	18	-5%
Derelict Vehicles Towed	2	2	3	-33%

GROUP B OFFENSES	THIS MONTH	THIS YEAR-TO-DATE	LAST YEAR-TO-DATE	% CHANGE
Bad Checks	1	1	1	0%
Curfew	0	0	0	0%
Disorderly Conduct	6	13	6	116%
Driving Under the Influence	0	2	6	-66%
Drunkenness	0	0	0	0%
Non-Violent Family Offenses	1	6	13	-54%
Liquor Law Violations	4	7	8	-12%
Peeping Tom	0	0	0	0%
Runaway	0	6	0	100%
Trespassing	2	10	10	0%
Resisting Arrest	2	4	2	100%
Contributing to Delinquency of Minor	0	3	0	100%
All Other Offenses	5	11	12	-8%
Totals	21	63	58	9%

TRAINING	THIS MONTH	THIS YEAR-TO-DATE	LAST YEAR-TO-DATE	% CHANGE
Academy Hours	194	788	879	-10%
Non-Academy Hours	144	440	1,090	-59%
Totals	338	1,228	1,996	-38%
Community Programs	3	12	6	100%
				<i>Page 2 of 8</i>

LANCASTER POLICE DEPARTMENT
MONTHLY REPORT for April 2023

FOLLOW UP INVESTIGATIONS	THIS MONTH	THIS YEAR-TO-DATE	LAST YEAR-TO-DATE	% CHANGE
DETECTIVES				
Investigative Cases	20	76	83	-8%
Arrest	2	5	15	-66%
Ex-Cleared	2	7	4	75%
Unfounded	0	4	7	-42%
Admin-Closed	5	9	20	-55%
Active	11	58	33	76%
PATROL				
Investigative Cases	128	404	318	27%
Arrest	31	104	93	12%
Ex-Cleared	9	30	15	100%
Unfounded	0	4	2	100%
Admin-Closed	18	81	102	-21%
Active	28	113	91	24%
DEPARTMENT TOTALS				
Investigative Cases	148	480	401	20%
Arrest	33	109	108	1%
Ex-Cleared	11	37	19	95%
Unfounded	0	8	9	-11%
Admin-Closed	23	90	122	-26%
Active	39	171	124	-38%
ARRESTS-ALL INCIDENTS TOTAL	33	109	108	-1%

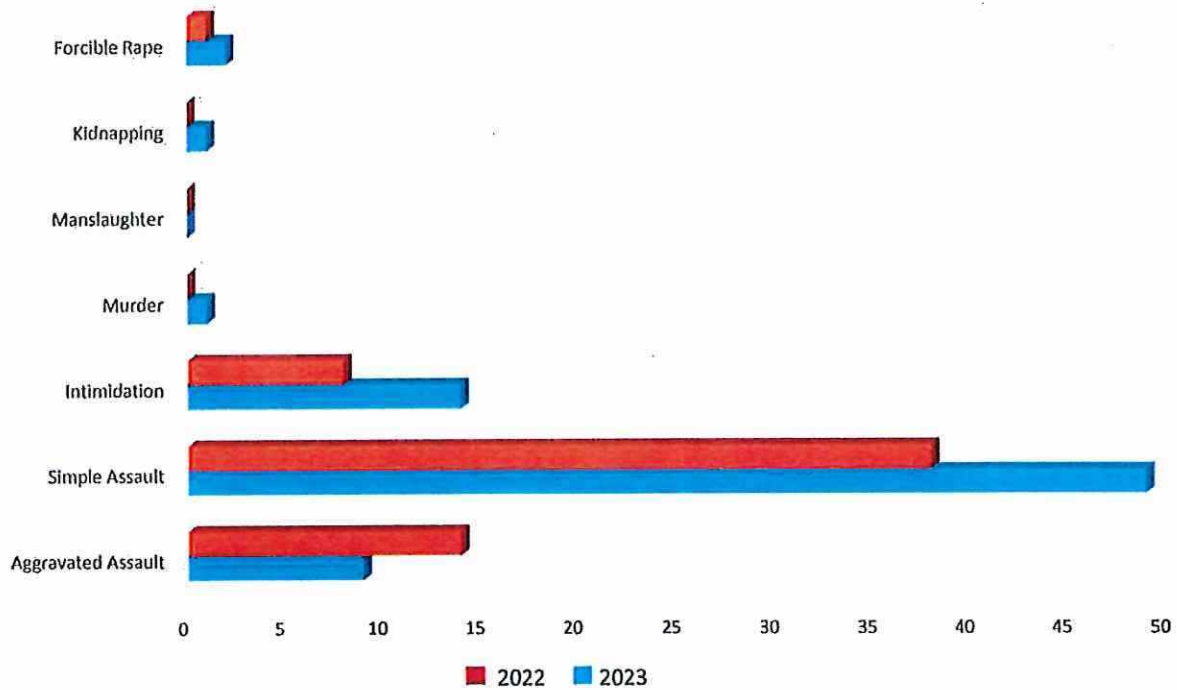
LANCASTER POLICE DEPARTMENT MONTHLY REPORT for April 2023

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	4	0	0%	9	3	33%	14	-35%
Simple Assault	19	9	47%	49	29	59%	38	29%
Intimidation	5	1	20%	14	5	36%	8	75%
Murder	1	0		1	0	0%	0	100%
Manslaughter	0	0		0	0		0	
Justifiable Homicide	0	0		0	0		0	
Kidnapping	1	1	100%	1	1	100%	0	100%
Forcible Rape	0	0		2	1	50%	1	100%
Forcible Sodomy	0	0		1	0	0%	0	100%
Sexual Assault with Object	0	0		0	0		0	
Forcible Fondling	1	0	0%	1	0		0	100%
Incest	0	0		0	0		0	
Statutory Rape	0	0		0	0		0	

Totals	31	11	35%	78	39	50%	61	28%
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Missing Person	2	2	100%	5	5	100%	4	25%
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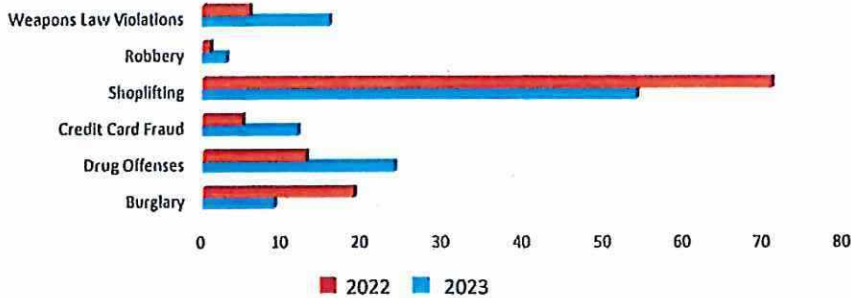
Crimes Against Persons



LANCASTER POLICE DEPARTMENT MONTHLY REPORT for April 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		1	0	0%	1	0%
Bribery	0	0		0	0		0	0%
Burglary	5	3	60%	9	6	67%	19	-52%
Counterfeiting/Forgery	3	1	33%	3	1	33%	6	-50%
Destruction of Property	17	6	35%	41	22	54%	37	11%
Drug Offenses	14	14	100%	24	24	100%	13	84%
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%	11	2	18%	16	-31%
Credit Card Fraud	5	1	20%	12	3	25%	5	40%
Impersonation	0	0	100%	2	2	100%	3	-33%
Welfare Fraud	0	0		0	0		0	
Wire Fraud	0	0		0	0		0	
Gambling	0	0		0	0		1	-100%
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	12	5	42%	54	35	65%	71	-24%
Theft from Building	0	0		0	0		2	
Theft - Coin Devices	0	0		0	0		0	
Theft From Auto	5	3	60%	14	10	77%	14	0%
Theft of Auto Parts	0	0	0%	7	2	29%	5	40%
All Other Larcenies	16	6	38%	58	25	45%	57	2%
Motor Vehicle Theft	1	0	0%	5	2	40%	1	100%
Pornography	0	0		0	0		0	
Prostitution	0	0		0	0		0	
Promoting Prostitution	0	0		0	0		0	
Robbery	0	0		3	0	0%	1	100%
Sexual Exposure	1	0	0%	2	0	0%	0	100%
Stolen Property	1	1	100%	2	2	100%	8	-75%
Weapons Law Violations	9	7	77%	16	10	63%	6	166%
Obscene Phone Calls	0	0		0	0		0	
Use Vehicle W/O Consent	0	0		0	0		1	-100%
Totals	92	47	51%	264	146	55%	267	-1%

Crimes Against Property



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

NEW CASES ASSIGNED: 64

TOTAL VICTIMS SERVED 66

Prior Contact Victims: 2

TYPE OF VICTIMIZATION:

ASSAULT	16
ABHAN	0
ATTEMPTED MURDER	0
BURGLARY	2
DV	9
DVHAN	0
CHILD ABUSE	1
CSC	0
CSC W/MINOR	0
FINANCIAL CARD FRAUD	7
GRAND THEFT AUTO	0
HARASSMENT	7
ILLEGAL USE OF PHONE	0
INDECENT EXPOSURE	0
KIDNAPPING	0
MURDER	0
LARCENY >\$2000	15
POINTING/PRESENTING A FIREARM	0
ROBBERY/ATTEMPTED ROBBERY	1
STALKING	0
VIOLATION ORDER OF PROTECTION	0
OTHER: VULNERABLE ADULT ABUSE	0
OTHER: MITP	0
OTHER: ANIMAL COMPLAINT	0
OTHER: HIT & RUN	6

SERVICES PROVIDED

NOTE OF THE 66 VICTIMS SERVED, MANY RECEIVED A VARIETY OF SERVICE

INFO/REFERRALS IN PERSON	64
INFO/REFERRALS TELEPHONE	5
CRIMINAL JUSTICE ADVOCACY	64
CRISIS RESPONSE	1
MAILED PROGRAM INFORMATION	5
PRIOR MONTH CONTACTS	2
COURT ACCOMPANIMENT	0
PAROLE HEARINGS ATTENDED	0
ESCORTS/SHELTER	0
ADVISED OF VICTIM'S COMPENSATION	0
FILED VICTIMS COMPENSATION APPLICATION	0
BOND HEARING NOTIFICATION	0
EMPLOYER INTERVENTION	0
WALK-INS	0
FOLLOW-UPS	0
COURT BALIFF	0

VICTIM CLASSIFICATIONS: MINORITY: 56
 CHILDREN: 2
 ELDERLY: 6
 DISABLED: 0
 OTHER: 0

Lancaster Police Department
Monthly Training Hours
April 2023

SCCJA Training Hours 194 Hrs.

Non SCCJA Hours 144 Hrs.

Community Programs:

Clergy Coalition April 12, Pleasant Dale Baptist Church

Coffee with a Cop April 20, Daily Grind

Special Olympics April 21, Springdale Park

Report to Council

Overall Status: **In-Progress**

Project Name: **Accreditation**

5/17/2023

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 SCLCA (State) & CALCA (National) Accreditation.

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

STANDING: We have adopted nine policies for the nine standards that were effective 1/1/2023.

The grant paperwork for Accreditation was submitted on 5/15/2023. Once approved, we will be awarded up to 160,000 to cover the costs of CALCA Accreditation.

Currently highlighting approved policies and seeking proofs.

DTBs (Daily Training Bulletins) for May were issued on 5/1/2023. We are current on DTBs. DTBs are scenario-based training through Lexipol, that reference our policies.

I completed the Accreditation Manager Certification Program on 5/16/2023. It was a 4-week online training program that explains policy development, accreditation standards, written directives, proofs of compliance, mock assessments, preparing for an onsite, and maintaining accreditation going forward. The program is a requirement for CALCA Accreditation.

Please see the attached policy for Body Worn Cameras. The policy complies with the state standards.

Body Worn Camera

423.1 PURPOSE

The purpose of this policy is to direct officers and supervisors in the proper use and maintenance of Body Worn Camera (BWC) as well as directing how video will be utilized as a quality control mechanism and evidence.

423.2 POLICY

The policy of this Department is to provide officers with body worn cameras in an effort to collect evidence to be used in the prosecution of those who violate the law, for officer evaluation and training, and to provide accurate documentation of law enforcement and citizen interaction. The use of a BWC system provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Officers assigned the use of these devices shall adhere to the operational objectives and protocols outlined herein so as to maximize the effectiveness and utility of the BWC and the integrity of evidence and related video documentation.

423.3 PROCEDURE

It is the intent of this policy that all officers who will be using BWC equipment shall be trained on the manner in which the BWC shall be tested, maintained, used and how the recorded events will be properly documented and maintained as evidence in future judicial proceedings.

- A. Each individual officer will test the BWC equipment at the beginning of each tour of duty. Officers equipped with the BWC will ensure that the batteries are fully charged prior to the beginning of their shift.
- B. In the event that the equipment is found to be functioning improperly, the officer will report the problem immediately to their immediate supervisor so that the information can be documented, and arrangements made for repair or replacement with a new camera.
- C. Uniformed officers whose primary function is to answer calls for service and interact with the public, or officers who have a reasonable expectation that they must wear a body worn video camera while on duty.
- D. Uniformed officers assigned Body Worn Cameras will wear them at all times while on duty in any type of uniform.
- E. A body worn camera can only be activated for a law enforcement purpose.
- F. BWC will be worn as directed by the manufacturer of the particular device to optimize the video/audio perspective of the device.
- G. Officers are authorized to overtly record any law enforcement event when the officer is a party to the conversation.
- H. Officers are prohibited from using privately owned body worn cameras.

Lancaster Police Department
Policy Manual

Body Worn Camera

- i. BWC must be worn and activated when a uniformed officer arrives at a call for service or initiates any other law enforcement or investigative encounter between an officer and a member of the public, including, but not limited to:
 - (a) On the scene of all violent crimes;
 - (b) Traffic stops;
 - (c) Motor vehicle accident investigation when the parties to the motor vehicle accident are present;
 - (d) Suspicious persons;
 - (e) Public drunk;
 - (f) Public disorderly conduct;
 - (g) Field contacts;
 - (h) Arrests;
 - (i) Emotionally disturbed persons;
 - (j) Weapons are present or alleged to be present;
 - (k) Use of force;
 - (l) An adversarial contact or a potentially adversarial contact.
 - (m) Foot pursuits
 - (n) Searches of any kind
 - (o) All citizen transports (excluding ride-alongs)
 - (p) Seizure of any evidence
 - (q) Requests for consent to search
 - (r) Miranda warnings and response from in custody suspect
 - (s) Statements made by citizens and defendants
 - (t) K-9 searches of vehicles
 - (u) Issuance of written violations
 - (v) Field Sobriety Tests
 - (w) Other incidents the officer reasonably believes should be recorded for law enforcement purposes
 - (x) Officers should use discretion where there is a victim of rape or sexual assault.
 - (y) Booking process.
- J. Officers are not required to keep a body worn camera activated for the entire period of the officer's shift
- K. The recording shall continue until the law enforcement event or citizen contact is completed and the citizen involved departs or until the officer, who is recording the

Lancaster Police Department
Policy Manual

Body Worn Camera

event through a BWC discontinues his or her participation in the law enforcement event.

- L. An officer who does not activate a body worn camera in response to a call for assistance shall document in the incident report or otherwise note in the case file or record the reason for not activating the camera.
- M. **Issues Related to Privacy:**
 - (a) BWCs shall be used only in conjunction with official law enforcement duties.
 - (b) The BWC should not be activated when the officer is on break or otherwise engaged in personal activities or when the officer is in a location where there is a reasonable expectation of privacy, such as a restroom or locker room. Out of respect and dignity to others officers will try to avoid recording persons who are nude or when sensitive human areas are exposed.
 - (c) The BWC shall not generally be used to record communications with other police personnel without the permission of the chief executive officer (CEO).
 - (d) The purposeful-intentional activation of BWCs during personal conversations between officers and between officers and supervisors involving counseling, guidance sessions, or personnel evaluations is prohibited by this policy unless all parties present agree to be recorded.
 - (e) There is no obligation to obtain consent from victims or witnesses prior to using a Body Worn Camera during an interview. However, if asked about its use, the Officer will be forthcoming about its use. If the Officer discontinues the recording, the Officer must document the reason for discontinuation either on the BWC or in a written report.
 - (f) For safety and confidentiality reasons, encounters with undercover officers or confidential informants should not be recorded.
 - (g) To respect the dignity of others, unless articulable exigent circumstances exist, officers will try to avoid recording persons who are nude or when sensitive human areas are exposed.
 - (h) When entering a residence, there is a heightened degree and expectation of privacy. Officers should normally inform the resident that he or she is being recorded.
- N. In the event of an accidental recording the recording will be maintained in accordance with non-evidentiary recordings and maintained for a minimum of ninety (90) days. Officers are prohibited from erasing any audio or video recordings.
- O. If an officer assigned BWC equipment, participates in a law enforcement event or citizen contact and becomes aware that the event was not recorded using the BWC equipment, the officer shall notify the supervisor as soon as practical.
- P. **Officer Review of Video Prior to Making Statements and Writing Reports:**
 - (a) The department must have process and policies for accessing and reviewing recorded data, including the persons authorized to access data and the

Lancaster Police Department

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Body Worn Camera

circumstances in which recorded data can be reviewed. (This standard will vary by department.)

- (b) Option #1: Officers shall be allowed to have access to or review the audio/visual recordings of an event prior to preparing official reports and documents or answering questions pertaining to the recorded law enforcement encounter.

423.3.1 RECORDING OF JUVENILES AND RELEASE OF MATERIALS

- (a) Access to a person's juvenile crime records is much more restricted than access to adult crime records. Most juvenile crime records are confidential and access will be denied to the public and media. Access to juvenile records is usually only granted to certain persons and organizations such as: Local, state and federal law enforcement, Prosecutors, Court officials, Parents, The juvenile's attorney. Recordings that capture criminal activity involving juvenile offenders will not be released to media or the general public.
- (b) No recordings of Juveniles captured through the use of the Department's BWC/MVR will be released to the public or the media; this includes but is not limited to images and voice recordings of Juvenile Victims and Juvenile Witnesses.
- (c) School Resource Officers (SRO): Students are protected from release of records by the Family Educational Rights and Privacy Act. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
SRO's that capture video and audio recordings of students during educational and extra-curricular school activities are subject to FERPA.

423.4 THE RETENTION AND RELEASE OF DATA RECORDED BY BWC'S

- A. Recordings that are non-investigative, non-arrest, and are not part of any internal investigation will be retained not less than fourteen (14) days.
- B. Recordings of any arrests or violations of offenses listed in the S.C. Preservation of Evidence Act, S.C. Code 17-28-320, the expungement statute of S.C. Code 17-1-40, or any other statute, regulation, or case law will follow the retention requirements outlined therein.
- C. Data recorded by a body-worn camera is not a public record subject to disclosure under the Freedom of Information Act:
 - (a) The State Law Enforcement Division, the Attorney General, and a circuit solicitor may request and must receive data recorded by a body worn camera for any legitimate criminal justice purpose;
 - (b) A law enforcement agency, the State Law Enforcement Division, the Attorney General, or a circuit solicitor may release data recorded by a body worn camera in its discretion;
 - (c) A law enforcement agency may request and must receive data recorded by a body worn camera if the recording is relevant to an internal investigation regarding misconduct or disciplinary action of a law enforcement officer;

Lancaster Police Department
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Body Worn Camera

- (d) In addition to the persons who may request and must receive data recorded by a body worn camera provided in item (2), the following are also entitled to request and receive such data pursuant to the South Carolina Rules of Criminal Procedure, the South Carolina Rules of Civil Procedure, or a court order:
- (a) a person who is the subject of the recording;
 - (b) a criminal defendant if the recording is relevant to a pending criminal action;
 - (c) a civil litigant if the recording is relevant to a pending civil action;
 - (d) a person whose property has been seized or damaged in relation to, or is otherwise involved with, a crime to which the recording is related;
 - (e) a parent or legal guardian of a minor or incapacitated person described in sub item (1) or (2); and
 - (f) An attorney for a person described in sub items (1) through (5).

423.5 ELECTRONIC STORAGE

- A. The agency should provide documented training of personnel in the operation, preservation, documentation, and downloading of recorded data.
- B. Original digital files from BWC will be downloaded and stored on a designated network server or other electronic storage.
- C. Officers should download video/audio files before the end of each shift.
- D. Video/audio recordings determined to be evidentiary in any criminal or civil proceeding shall be and handled in accordance with agency regulations regarding electronic evidence or work product. A back-up copy of the evidentiary Video/Audio recording will be created and maintained in accordance with the procedures outlined for the original recording.
- E. All recording will be maintained for a minimum period of ninety (90) days.
- F. Recordings will be maintained until the case is adjudicated and the time for all appeals has been exhausted. If the case is declined for prosecution, the media will be maintained as part of the case file in keeping with laws related to records retention.
- G. This agency will maintain a duplicate electronic file of recordings submitted to other agencies for court or other purposes.
- H. All recording media, recorded images and audio recordings are the property of this Department. Dissemination outside the Department is strictly prohibited without specific authorization of the Chief of Police.
- I. Malicious destruction or deletion of video and audio files is prohibited.
- J. Electronic media will be stored in such a way as to maintain the security and integrity of the audio/video recordings.

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Body Worn Camera

- K. No member of this agency shall alter, redact, delete, or destroy any original or back up copy of an audio/video recording without approval of the Chief of Police or their designee.
- L. If a recording is used in a disciplinary action resulting in suspension or termination against an employee, the recording shall be held for a minimum of three (3) years from the completion of the disciplinary action.
- M. Electronic Media is subject to review by the Chief of Police or their designees.
- N. First line supervisors should review at least one BWC recording every 90 days for each officer supervised for policy, training and legal compliance. After review, the supervisor will document the review and any supervisory actions taken. Supervisors should meet with individual officers to provide guidance, training and correction when required. Supervisors will initiate formal counseling or internal affairs procedures as the need arises. When corrective action is taken, a special review may be implemented for that particular officer for a set duration in order to ensure compliance with the corrective action.

423.6 BWC EVIDENTIARY/ADMINISTRATIVE PROCEDURES

- A. When an officer becomes aware that a BWC recording contains potential evidence of a criminal or administrative matter, the officer is required to ensure the video is uploaded to the network server (or other storage medium) and document such recording via agency report and/or other procedures established by this department. Chain of custody will be followed as required by policy for all items of evidence.
- B. Where there is any indication that the BWC may contain "Brady" material, that recording must be saved and turned over to the prosecutor assigned to the case in accordance with the "Duty to Disclose" policy of this department.
- C. Civilians shall not be allowed to review recordings except as approved by the Chief of Police or their designee, through the process of evidentiary discovery and/or proper public records request.

423.7 TRAINING

- A. This Department will conduct training on the use of BWC to officers who will wear the body worn cameras and to any other personnel who will come into contact with video and audio data obtained from the use of the body worn cameras.



Lancaster Public Utilities Department

Monthly Report for April, 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.

Parameter

- Flow – 7.50 MGD Limit*
- Biological Oxygen Demand*
- Suspended Solids*
- E-coli*
- Dissolved Oxygen Content*
- pH Level*
- Ammonia*
- Chlorine Residual*
- Total Phosphorus*
- Toxicity*
- Total Nitrogen*
- Semi-Volatiles*
- Current Solids Concentration*
- Biosolids Wasted*

Compliant

Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
N/A
4760 mg/L
164,000 lbs.

Narrative Information:

For the month, we treated 101.77 million gallons of wastewater. Total potable water usage was 7,400 gals. We used 64,461 lbs. of lime, 11,462 lbs. of salt and 53,880 lbs. of Alum. We land applied 320 cubic yards of dewatered sludge and 126,000 gallons of liquid sludge using 756 lbs. of polymer. There were no permit violations this month.

We have been required to run toxicity testing as a requirement of our capacity upgrade. The second of those samples have been ran and the city has passed them. Over the next 2 months, we will continue to run those tests. I will report the results as they become available.



Lancaster Public Works Department Water and Sewer Division

Monthly Report for April 2023

Public Works Director Rendell Mingo
Field Superintendent Ken Sims

<i>Key Public Service Areas</i>	Critical Objectives			
<ul style="list-style-type: none"> ➤ Repair and maintain the water delivery system to ensure the safe and efficient delivery of clean potable water. ➤ Repair and maintain the wastewater collection system to protect local health and safety and protect the environment. 	<ul style="list-style-type: none"> • Maintain the integrity of the water supply distribution system. • Maintain the integrity of the wastewater collection system. • Respond to complaints in a timely manner. • Monitor operation of the water distribution and wastewater collection systems to ensure compliance with Federal and State regulations. 			
	Performance Report			
	Indicator	Month	Current YTD	Previous YTD
	Water Main Breaks Repaired	36	107	101
Average Resolution Time – Water Main Breaks	3hr.	3hr.	3hr.	
Feet of Water Line Replaced	524	6,727 ft.	6,431 ft.	
Number of Fire Hydrants Repaired/Replaced/New	0	5	5	
Number of Hydrants Maintenance Needed	1	4	1	
Inoperable Fire Hydrants	1	2	0	
Percentage of Unacct. Water	32%	31.37%	43.55%	
Sewer Main Line and City-side Lateral Stoppages	14	73	56	
Feet of Sewer Line Repaired/Replaced	393	5,050	6,504	
Feet of Sewer Line Videoed	6,341 ft.	28,465 ft.	6,892 ft.	
Sewer line SL Rats	16,755 ft.	53,195 ft.	42,631 ft.	
Feet of Sewer Line Flushed	12,622 ft.	45,859 ft.	39,772 ft.	
Number of Reportable Sanitary Sewer Overflows	1	1	0	
Smoke Tested	12,610 ft.	37,200 ft.	52,000 ft.	

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 April 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

Indicator	Month	Current YTD	Previous YTD
<i>Number of Completed Work orders.</i>	485	2,153	3,692
<i>Number of Outstanding work orders</i>	9	59	184
<i>Number of Inoperable Water Meters</i>	0	0	0
<i>Number of Meters Read for Timely Billing</i>	6,553	26,155	25,785
<i>Number of Utility Cuts Repaired</i>	15	51	32
<i>Number of incomplete Utility Cuts</i>	2	40	49

Narrative Information:

**CITY OF LANCASTER
SOLID WASTE DEPARTMENT**

MONTHLY REPORT FOR APRIL 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

	MONTH OF APR	CURRENT YTD	PREVIOUS YTD
NUMBER OF SIGNS REPAIRED OR REPLACED		19	16
MILES OF ROADWAY SWEPT	0	89.00	147.00
TONS OF CITY RESIDENTIAL SOLID WASTE COLLECTED	235.09	1938.80	859.49
TONS OF CITY COMMERCIAL SOLID WASTE COLLECTED	347.31	3344.16	1,668.43
TONS OF CITY RESIDENTIAL TRASH, LEAVES AND BRUSH COLLECTED	141.25	1518.11	521.32
TONS OF CITY CARDBOARD COLLECTED	15.23	140.59	204.44
TONS OF INDEPENDENT MSW COLLECTED	2392.34	3380.99	6,635.97
TONS OF INDEPENDENT C & D COLLECTED	590.83	4789.32	4,077.10
TONS OF INDEPENDENT CARDBOARD COLLECTED	13.67	123.33	75.54
TOTAL TONS RECEIVED AT TRANSFER STATION	3,735.72	15,324.30	14,042.29

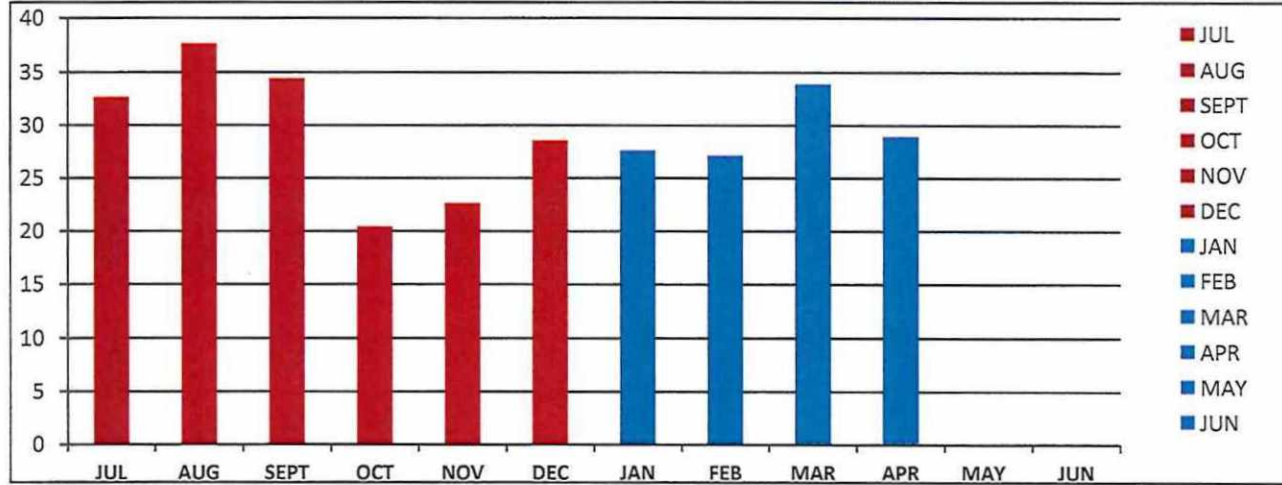


SOLID WASTE RECYCLE
CARDBOARD
JULY 2022- JUNE 2023



COMMERCIAL TONS

JUL	32.66
AUG	37.64
SEPT	34.43
OCT	20.44
NOV	22.67
DEC	28.56
JAN	27.59
FEB	27.09
MAR	33.81
APR	28.9
MAY	
JUN	



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

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	\$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	\$23,621.36	\$24,220.19	\$19,400.55		
ALL CLEAN DISASTER SERVICES	\$149.65	\$70.83	\$14.85	\$197.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
BADCOCK	\$394.51	\$329.97	\$351.68	\$339.11	\$324.83	\$153.08	\$609.11	\$51.98	\$361.96	\$357.39		
BOGGS CONTRACTING, LLC	\$459.35	\$0.00	\$0.00	\$0.00	\$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	\$1,044.79	\$1,298.47	\$1,032.31		
BYPASS FAST LUBE	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$443.57		
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	\$1,032.58	\$1,495.62	\$1,627.43		
CAROLINA HOME HEROES	\$513.83	\$549.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
CCRM, LLC	\$500.00	\$531.72	\$742.00	\$742.00	\$258.00	\$242.00	\$1,000.00	\$242.00	\$803.28	\$742.00		
COMPIORIUM	\$620.34	\$700.30	\$839.09	\$652.89	\$779.69	\$291.88	\$1,049.31	\$402.69	\$733.43	\$648.90		
DEPENDABLE DUMPSTER SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$73.11	\$191.44	\$225.22	\$0.00	\$61.00	\$0.00		
DAVITA LANCASTER	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00		
EAT PROPERTIES, LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
ECI INVESTMENTS, LLC	\$594.53	\$196.00	\$483.13	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$556.01	\$180.00		
GREATER NEW HOPE CDC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$414.18	\$52.00	\$0.00		
FRONTYARD INVESTMENTS, LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$242.00	\$90.00	\$0.00	\$0.00	\$0.00		
GRACE KELLY'S LLC	\$892.01	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00		
HOME SPECIALTIES	\$0.00	\$0.00	\$108.53	\$237.05	\$162.81	\$64.28	\$157.18	\$0.00	\$247.75	\$241.17		
J&D OF LANCASTER INC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
ILJ INVESTMENTS, LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
LANCASTER HOUSING AUTHORITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54.26		
L & C RAILROAD	\$0.00	\$0.00	\$0.00	\$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	\$26,506.50	\$28,055.14	\$29,224.54	\$31,841.07	\$25,982.02	\$26,169.80	\$26,948.46		
LANCASTER FUNERAL HOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
LANDSCAPE DESIGNS AND LAWNCARE LLC	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00		
MERCADOS CONSTRUCTION	\$419.26	\$477.36	\$147.25	\$289.35	\$359.43	\$277.60	\$261.77	\$190.68	\$226.75	\$66.63		
MUSIC HEALTH LANCASTER MED CTR	\$1,327.22	\$1,351.15	\$1,478.63	\$1,326.00	\$600.00	\$762.41	\$4,443.33	\$773.67	\$1,568.00	\$1,058.59		
NILE BEAUTY SUPPLY	\$0.00	\$0.00	\$0.00	\$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	\$214.20	\$468.39	\$456.97		
QUALITY INN	\$0.00	\$0.00	\$0.00	\$722.29	\$444.20	\$0.00	\$381.00	\$0.00	\$0.00	\$381.00		
QUICK STOP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
PROGRESS CAROLINA LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
REPUBLIC SERVICES	\$14,720.11	\$10,930.45	\$19,133.29	\$18,127.05	\$17,378.72	\$18,255.39	\$27,347.42	\$18,525.69	\$20,934.34	\$19,363.38		
ROBINSON'S TRASH SERVICE	\$5,081.66	\$2,927.31	\$4,748.26	\$4,508.49	\$4,374.10	\$3,752.78	\$3,240.54	\$2,617.76	\$2,953.39	\$2,963.67		
RUBICON GLOBAL-DOLLAR GENERAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
RPG CONSTRUCTION, LLC	\$0.00	\$0.00	\$0.00	\$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	\$15,960.29	\$17,397.97	\$16,099.68		
SUPER 8	\$0.00	\$58.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$384.47	\$2,767.72	\$523.33		
SECOND BAPTIST CHURCH	\$258.00	\$258.00	\$393.95	\$258.00	\$359.10	\$0.00	\$516.00	\$0.00	\$378.52	\$258.00		
SPRINGLAND ASSOCIATES	\$0.00	\$44.55	\$0.00	\$0.00	\$0.00	\$13.14	\$0.00	\$21.11	\$16.42	\$0.00		
TALL OAK BUILDERS, LLC	\$811.14	\$374.55	\$930.48	\$756.44	\$737.34	\$994.38	\$1,028.16	\$574.30	\$938.93	\$725.22		
TOWN OF HEALTH SPRINGS	\$4,139.74	\$3,182.46	\$7,668.34	\$8,237.40	\$7,967.96	\$6,494.04	\$8,249.81	\$7,087.27	\$7,066.71	\$6,466.60		
TRS FROZEN FOODS	\$0.00	\$0.00	\$0.00	\$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	\$2,974.23	\$6,357.65	\$4,253.77	\$3,008.98	\$2,349.76		
VENTURE CONSTRUCTION COMPANY	\$0.00	\$287.85	\$0.00	\$0.00	\$37.82	\$0.00	\$1,583.50	\$356.48	\$823.16	\$381.00		
VALUE WASTE SERVICES	\$1,568.66	\$1,469.42	\$2,408.23	\$1,404.68	\$1,474.35	\$2,469.23	\$2,685.26	\$1,441.74	\$1,319.51	\$1,928.25		
WALMART	\$8,354.61	\$4,382.66	\$7,147.70	\$6,427.57	\$6,902.14	\$6,913.81	\$6,210.75	\$6,665.54	\$7,585.57	\$7,245.13		
WASTE MANAGEMENT - CHARLOTTE SOUTH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
WASTE MANAGEMENT - SC	\$0.00	\$0.00	\$0.00	\$0.00	\$358.07	\$0.00	\$0.00	\$0.00	\$0.00	\$540.23		
WWTP	\$743.53	\$0.00	\$675.22	\$51.98	\$1,452.75	\$801.00	\$827.48	\$149.65	\$1,253.55	\$0.00		
WILLIAMS FLOORING	\$778.94	\$385.95	\$617.28	\$521.90	\$652.13	\$107.96	\$966.67	\$339.30	\$617.28	\$630.42		
WOODLAND BUSINESS PARK	\$0.00	\$0.00	\$0.00	\$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	\$112,357.52	\$126,042.29	\$114,055.77		\$0.00



**CITY OF LANCASTER
SOLID WASTE DEPARTMENT**

VEHICLE MAINTENANCE DIVISION

Monthly Report for APRIL 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 APRIL	CURRENT YTD	PREVIOUS YTD
LARGE EQUIPMENT <i>Backhoes, Tractors, Trailers, Valve Machine, Etc.</i>	47	526	559
SMALL EQUIPMENT <i>Lawnmowers, Pumps, Weedeaters, Chainsaws, Etc.</i>	8	22	43
VEHICLES PREVENTATIVE MAINTENANCE	43	237	227
VEHICLES GENERAL REPAIRS	66	847	844
VEHICLES AND EQUIPEMENT <i>Repairs due to Negligence</i>	0	1	5
TOTAL EQUIPMENT REPAIRED	55	533	602
TOTAL VEHICLES REPAIRED	66	847	844
GRAND TOTAL REPAIRED <i>Vehicles, Equipment, & PM</i>	164	1616	1673

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	2363.37	2566.67	2392.34		
Lancaster County PW	591.16	433.23	581.20	582.45	610.05	618.27	646.65	573.96	570.55	587.57		
Active Waste	382.75	279.25	301.91	313.96	393.69	397.34	350.16	375.75	403.24	323.05		
C & D Trash Service	30.65	20.11	27.35	34.11	29.39	27.88	53.82	28.12	40.73	44.32		
Mercardos									3.30	0.00		
Republic Waste	147.13	126.27	197.02	190.23	132.56	239.95	300.81	207.27	222.13	198.22		
Robinson Trash	138.39	79.72	129.31	122.78	119.12	102.20	88.25	71.29	80.43	80.71		
Rural Garbage	388.32	256.57	393.83	359.18	391.54	406.20	416.46	359.03	406.91	372.18		
Town of Heath Springs	22.09	10.20	25.34	20.60	20.08	27.08	28.00	15.64	25.57	19.75		
Trash Control	41.63	21.70	75.21	78.84	51.09	90.78	94.75	84.96	86.01	79.80		
Waste Management Char So	29.31	16.23	26.64	28.72	34.10	30.54	27.79	27.76	32.83	27.27		
Waste Management SC	0.00	0.00	0.00	0.00	5.95	30.54	0.00	0.00	0.00	0.00		
Total Independent MSW	1771.43	1243.28	1757.81	1730.87	1787.57	1970.78	2006.69	1743.78	1871.70	1732.87	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	619.59	694.97	659.47	0.00	0.00

OVERTIME REPORT

APRIL

Department	Monthly OT Hours	Monthly Amount	Year to Date Amount	Budget	% Spent	Justification
City Administration & Human Resources	8.00	\$315.84	\$2,836.60	\$4,000.00	70.92%	City Council meeting, issuing bids for contract services, calculating retirement reconciliation, running payroll, & processing conditional offers
Finance & Utility Billing	44.00	\$1,276.03	\$18,953.28	\$20,500.00	92.46%	Processing accounts payable and account receivables, inputting utility billing re-reads, & posting utility bills ACH and mail payments
Information Technology	1.00	\$29.57	\$1,456.24	\$6,500.00	22.40%	Resolving after hours dispatch issue
Police	419.50	\$13,402.58	\$140,544.27	\$160,000.00	87.84%	Maintaining adequate level of service due to being short staffed
Courts	0.25	\$7.10	\$3,068.32	\$8,000.00	38.35%	Accepting court payments
Fire	6.75	\$243.55	\$1,327.57	\$3,500.00	37.93%	Training & providing coverage for employee on holiday
Street	0.00	\$0.00	\$142.56	\$4,000.00	3.56%	-----
Building & Zoning	13.50	\$416.85	\$1,083.64	\$1,000.00	108.36%	Issuing business license renewals and lot clearance letters
Events & See Lancaster	0.25	\$7.78	\$1,491.68	\$4,000.00	37.29%	Meeting with a business prospect
Grounds Maintenance	2.50	\$72.26	\$1,902.43	\$7,000.00	27.18%	Running late and extra load to landfill

OVERTIME REPORT

APRIL

Department	Monthly OT Hours	Monthly Amount	Year to Date Amount	Budget	% Spent	Justification
Vehicle Maintenance	2.00	\$50.70	\$7,116.28	\$13,000.00	54.74%	Repairing broken down truck
Public Works & Solid Waste Administration	0.00	\$0.00	\$190.82	\$2,000.00	9.54%	----
Water Distribution	36.00	\$1,101.90	\$16,659.08	\$22,700.00	73.39%	Repair damage water meter boxes & repairing watermain break on Penny Street
Wastewater Treatment Plant	14.00	\$384.24	\$4,677.15	\$4,500.00	103.94%	Repairing pump failure, priming influent pumps, and wasting
Wastewater Collection	40.75	\$1,301.03	\$18,137.39	\$25,000.00	72.55%	Restarting West Manor and Branch lift stations & resolving sewer surge charge overflow on Mahaffey
Residential Garbage	17.75	\$451.39	\$8,035.23	\$10,500.00	76.53%	Running late pickup
Recycling	0.00	\$0.00	\$267.15	\$3,000.00	8.91%	----
Commercial Garbage	0.00	\$0.00	\$88.16	\$4,000.00	2.20%	----
Transfer Station	81.75	\$2,513.07	\$35,984.43	\$50,000.00	71.97%	Running early, late, and extra load to landfill, & providing coverage for employees on holiday and sick leave