



MONTHLY REPORT

May 2023

Submitted To,
City Council

Submitted By,
Department Heads

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Building & Zoning Department

Monthly Departmental Report

May 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 May	Current Fiscal Year to Date	Previous Fiscal Year to Date
<i>Number of plan reviews completed.</i>	10	110	66
<i>Plan reviews completed within 2 weeks (%).</i>	100%	100%	100%
<i>Number of building inspections completed</i>	242	3,851	2,318
<i>Inspections completed within 4 hours of appointment (%).</i>	100%	100%	100%
<i>Number of lot clearance inspections</i>	1,189	1,484	2,979
<i>Number of Derelict Vehicles Tagged</i>	0	16	29
<i>Inspections resulting in enforcement actions</i>	188	998	1,292
<i>Permits Issued</i>	80	849	633

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
MAY 2023

1. Comprehensive enforcement action toward condemned structures ongoing.

- Existing number of condemned structures – 59
- Number of new structures condemned – 1
- Existing Number of structures satisfactorily rehabilitated from the outside - 26
- Number of structures demolished/cleared – 6

2. Condemnations/Voluntary Demolitions

Address	Owner(s)	Status
304 W. Gay St	William H. Adams III	Condemned 5/19/2023
502 E. Dunlap St	Cynthia & James McDonald Jr.	Condemned Cleared
332 E. Dunlap St	Sergio Sanchez & Mitchell Gil	Condemned Cleared
118 Frank Street	Greater Frazier AME Zion Church	Condemned Cleared
1119 Chesterfield Ave	B. Scott Sistare	Condemned Cleared-Demo
109 N. Willow Lake Rd	Daffney Rucker Etal	Condemned Cleared-Demo
213 Clyburn Street	Amanda Moore c/o James Clark	Condemned Cleared

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.
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 completed.
New Residential	1517 Riveroaks Lane	\$173,608	Construction completed.
New Commercial, Auto Dealership	391 Hwy 9 Bypass	NA	Grading permit issued. 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.

New Residential	412 Ruth Street	\$183,989	Construction has begun. P3
New Residential	250 Damask Drive	\$260,175	Construction completed.
Commercial Upfit to existing Strip Mall,	953-973 Hwy 9 Bypass	\$150,000	Construction has begun.
New Residential	227 Damask Drive	\$250,867	Construction completed.
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	Construction completed.
Commercial Upfit to existing building, K Boba & Korean Food	1129-A Hwy 9 Bypass	\$15,000	Construction is ongoing.
New Residential	204 Commerce Blvd	\$220,885	Construction completed.
New Residential	208 Commerce Blvd	\$220,885	Construction completed.
New Residential	234 Damask Drive	\$261,807	Construction is ongoing.
New Residential	235 Damask Drive	\$252,500	Construction completed.
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 is ongoing.
New Residential	1120 Elliott Street	\$286,259	Construction is ongoing.
New Residential	1132 Elliott Street	\$321,716	Construction is ongoing.
New Residential	604 Sumter Street	\$321,716	Building permit issued. Construction is pending.
New Residential	1000 Lyndon Drive	\$598,296	Construction is ongoing.
New Residential	721 Bonica Court	\$338,187	Construction is ongoing.
New Residential	730 Bonica Court	\$285,921	Construction is ongoing.
New Residential	565 Grandiflora Avenue	\$261,807	Construction is ongoing.
Commercial Upfit to existing Antenna, Verizon	1213 N. Main Street	\$25,000	Building permit issued. Construction has begun.
Commercial Upfit to existing Antenna,	120 Miller Street	\$45,000	Building permit issued.

Verizon			P4
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 completed. Building permit pending.
New Residential	236 Rickenbacker Street	NA	Plans received; plan review completed. Building permit pending.
New Residential	240 Rickenbacker Street	NA	Plans received; plan review completed. Building permit 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 completed. Building permit pending.
New Residential	709 Bonica Court	\$295,228	Plans received; plan review complete. Building permit issued.
New Residential	549 Grandiflora Avenue	\$285,921	Plans received; plan review complete. Building permit issued.
New Residential	717 Bonica Court	NA	Plans received; plan review completed.
New Residential	602 Sowell Street	NA	Plans received; plan review pending.
2 New Mini Storage	1450 W. Meeting Street	\$125,000	Plans received; plan review completed. Building permit issued.
New Residential	559 Grandiflora Avenue	NA	Plans received; plan review completed.
New Residential	553 Grandiflora Avenue	NA	Plans received; plan review completed.
New Residential	543 Grandiflora Avenue	NA	Plans received; plan review pending.
New Residential	742 Bonica Court	NA	Plans received; plan review pending.

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

Business License	Hospitality Tax
May 1-31, 2023	April 1-30, 2023
New Business Annual License Inside -10 Outside-21 Home Based-0	New Hospitality Tax - Inside-(1)
New Project Only License - 8	Total of Hospitality Tax Businesses = 79
Promoters/ Events- 0 Peddlers 1	Revenue Reported = \$5,445,274.08
Gross Amt Reported = \$4,452,974.75 Amount charged \$10,133.09. Revenue collected = 10,133.09 Pending Amt \$0.00	Revenue Charged- \$109,095.32 Pending amount \$283.91 Revenue Collected at 2% = \$108,811.41

- Business License Inquiries -28
- Business License Subcontractors List completed for final inspections- 0
- Business License Subcontractors List for Certificate of Occupancy- 8
- Zoning Occupancy Permits Reported- 9
- Home Occupancy Permits Reported- 0
- Generated Seventy-nine (79) hospitality tax invoices from monthly report on 4/1/23 for the month of April 2023 and mailed to businesses.



Finance and Utility Services Report

May 2023

		May	April	March
Finance Activity	General Ledger transactions - number of	4,767	4,390	4,562
	General Ledger transactions - \$ impact	10,796,638	13,100,515	13,301,524
	Accounts Payable Checks Issued	246	183	197
	Accounts Payable ACH/Credit Card items	31	38	28
	Invoices submitted with a Purchase Order	224	164	182
	Invoices submitted without a Purchase Order	25	21	18
	Payroll Checks Issued	7	6	7
Payroll ACH items	340	332	334	
Utility Service Orders	Issued for the month (net of voids)	744	485	630
	Issued for the month - Completed	726	486	643
	Issued for the month - Outstanding	27	9	10
	Total Outstanding (including prior months)	27	9	10
	Percent of outstanding service orders completed	96.4%	98.2%	101.4%
	Service orders for high consumption	0	0	0
	Service orders for vacant with consumption	31	26	31
Meter Readings	Start Date	05/15/23	04/07/23	03/13/23
	End Date	05/17/23	04/12/23	03/17/23
	Workdays to complete	3	4	5
	Radio reads	5,910	5,704	5,579
	Manual reads	653	849	797
	Total reads	6,563	6,553	6,376
	Percent radio read	90.1%	87.0%	87.5%
Billed Customers, Total Billing, and Consumption	Bills - Mailed/Other	5,766	5,767	5,760
	Bills - Electronic	1,070	1,057	1,017
	Bills - Total	6,836	6,824	6,777
	Bills - Percent Inside	93.8%	81.3%	80.7%
	Bills - Percent Outside	24.8%	37.0%	37.0%
	Billed - Total	668,176	493,944	536,529
	Billed - Percent Inside	64.8%	60.1%	65.1%
	Billed - Percent Outside	35.2%	39.9%	34.9%
	Consumption - Total	28,766,100	28,916,800	34,918,800
	Consumption - Percent Inside	72.2%	68.7%	73.8%
Consumption - Percent Outside	27.8%	31.3%	26.2%	
Customer Cutoffs and Returned Checks	Number on Cutoff List	211	195	149
	Cutoffs - Reinstated During the Month	233	111	109
	Cutoffs - Start Date	05/30/23	05/02/23	04/03/23
	Cutoffs - End Date	05/31/23	05/03/23	04/05/23
	Cutoffs - Workdays to Complete	2	2	3
	Returned Checks Received	0	0	7
Set-Off Debt	Increase/Decrease	\$ -	\$ -	\$ -
	Amount Outstanding	416,410	416,410	416,410

		May		April		March	
		Number	Revenue	Number	Revenue	Number	Revenue
Utility Billing Electronic Activity	Draft/ACH	1,068	\$ 148,529	1,053	\$ 125,557	1,031	\$ 139,141
	In Person	545	115,977	500	56,671	567	89,692
	Online	1,210	126,592	1,203	130,519	1,160	129,768
	IVR	1,001	105,269	885	91,854	916	94,887
	Kiosk	0	-	0	-	12	1,424

Narrative Comments for: May

1 The night deposit box is available for use. The kiosk was out of service during May but is now working.



Lancaster Fire Department

Monthly Report for May 2023

Fire Chief, Justin L. McLellan
Medical Response Report

Indicator	This Month	Current YTD	Previous YTD
<i>Seizure</i>	13	58	25
<i>Unconscious</i>	14	61	60
<i>Overdose</i>	3	13	12
<i>CVA / Stroke</i>	3	20	11
<i>Cardiac</i>	18	78	80
<i>Auto Accident with Injuries</i>	18	70	64
<i>Auto Accident with No Injuries</i>	21	61	75
<i>Response Request by LPD / EMS</i>	11	54	44
<i>Extrications w/in the City Limits</i>	1	1	2
<i>Extrications outside the City Limits</i>	2	17	10
<i>Breathing Difficulty</i>	16	81	101
<i>Gun Shot</i>	0	2	5
<i>Burns</i>	0	0	0
<i>Totals</i>	120	516	489



Lancaster Fire Department

Monthly Report for May 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>	3:55	3:49	3:57
<i>Average Response Time – Medical</i>	3:41	3:49	3:57
<i>Completed Inspections – Number</i>	84	375	383
<i>Follow Up Inspections – Number</i>	13	145	315
<i>Pre-fire Plans</i>	51	384	349
<i>Fire Safety Education – Attendance</i>	70	113	629
<i>Completed Training – Hours</i>	1008	4830	3722
<i>Total Number of Responses</i>	168	708	664
<i>Total Number of Fire Calls</i>	23	78	70
<i>Total Number of Medical Calls</i>	120	516	489
<i>Total Number of Other Calls</i>	25	114	105

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

15th Street Training Facility Outside Agency Usage:

- None

HUMAN RESOURCES DEPARTMENT

STATISTICAL DATA

MAY, 2023

EMPLOYMENT APPLICATIONS PROCESSED(OUTSIDE) AS OF 05/31/23	15
EMPLOYMENT APPLICATIONS PROCESSED (IN-HOUSE)	5
NEW HIRES: M. TOLBERT, T. WORKMAN, Z. CAMPBELL, T. BOYD, D. REID, R. LLOYD, J. EUBANKS, M. HOWELL, N. BOWLING	9
PROMOTIONS: S. SHARPERSON	1
EXIT INTERVIEWS (TERMINATIONS, RESIGNATIONS, RETIREMENTS: P. KNIGHT, A. JONES	2

Human Resources Department

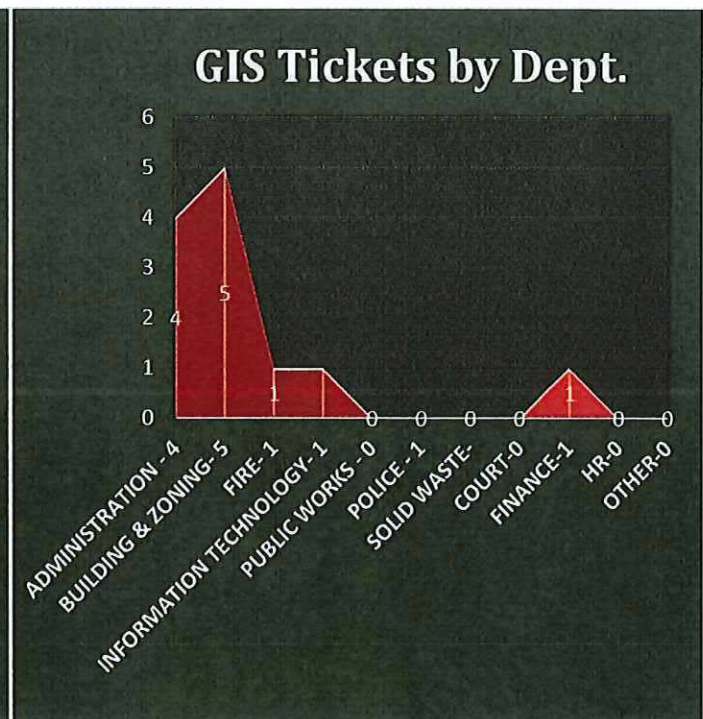
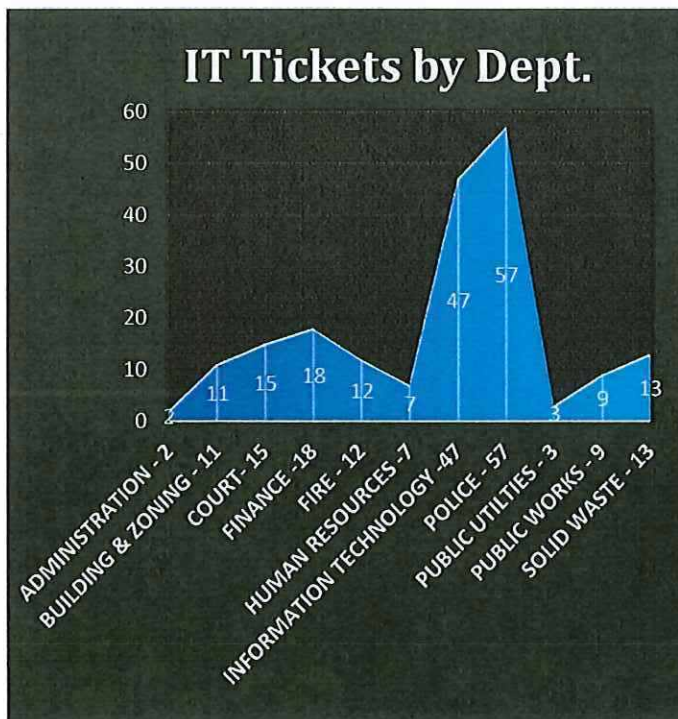
Training Seminars	Date of Training	Location

Employee Training/Event

Department	Date of Training	Location

Total Monthly Information Technology Tickets	235
Closed Monthly Information Technology Tickets	230
Outstanding Monthly Information Technology Tickets	5
Geographic Information Service (GIS) Total Monthly Tickets	15
Geographic Information Service (GIS) Closed Monthly Tickets	15
Geographic Information Service (GIS) Outstanding Tickets for the Month	0
Hardware Status: Server	37
Hardware Status: Workstation	141
Server & Workstation Anti-Virus Protection Status	100 %
Total Server Related Issues	7

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	City-Wide Card Access	Card Access at New PU Gate

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	Build an upgraded server for printer
Migrate court from Incode to CMS	Move Print Server to Upgraded Server	Build 14 New Servers for New World Migration

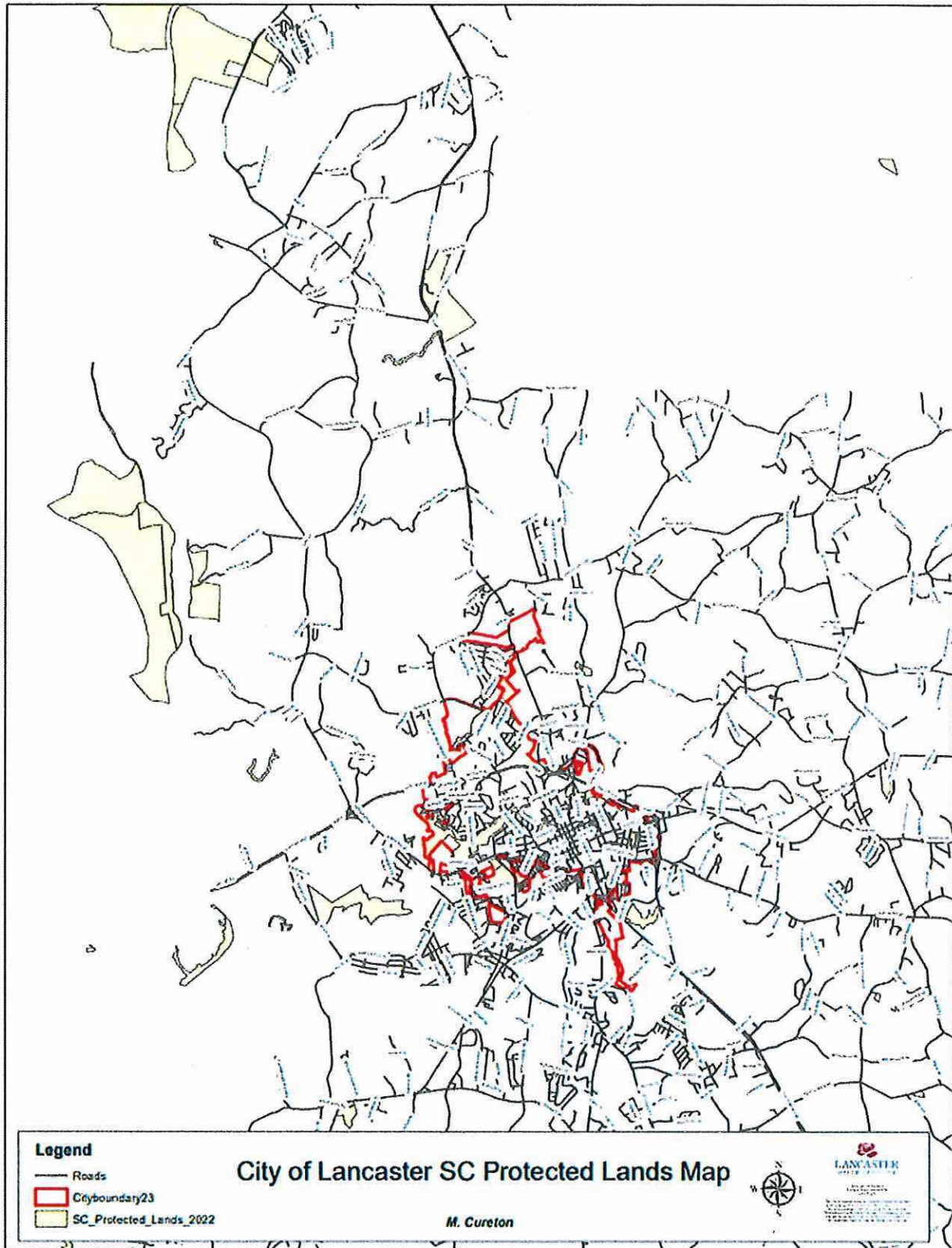
Future IT Projects		
Server Pen Testing	Main Street Wi-Fi	SCATA Upgrade(sites)
TimeClock Upgrade	Citizen PC Training	QR Code Walking Tour
MotoTurbo Radio System	Security Cameras at City Parks	New City Website
Move to Incode Cloud	Move to Watchguard Cloud	Upgrade Body Cameras

Completed GIS Projects		
Created and printed 36" x 48" updated city boundary aerial imagery map for Fire Chief	Created landscape bidding maps of requested areas for Tracy	Emailed updated city zoning shapefile to Lancaster County Planner, Matthew Blaszyk
Performed CAD GIS update for dispatch	Created sidewalk masterplan map	Provided GIS mapping for new dwellings located at 231, 258 Damask Drive

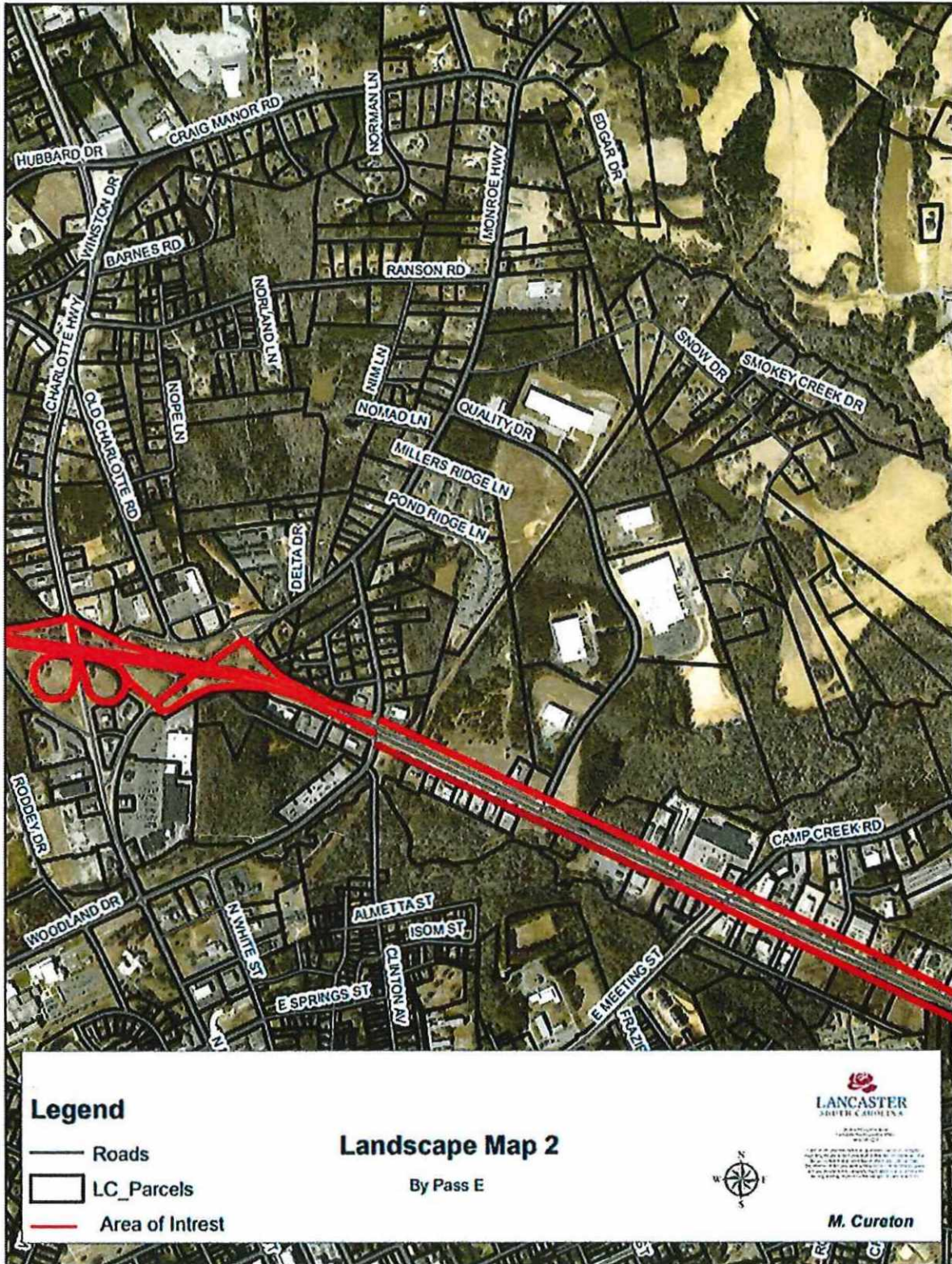
Created utility map for KVLTLand management Meeting	Collected protected land shapefile from Michael Small of KVLTLand and created updated easements map.	Shared updated City Boundary shape file with Michael Smith of KVLTLand
Provided Drone imagery for updated website	Completed vehicle tax report using GIS	E 911 addressing assignment of Commerce Blvd & 391 By-Pass E
Updated E 911 Addressing at 703 Chesterfield Ave	Updated E- 911 addressing at Rickenbacker St.	Removed demolished properties from GIS mapping

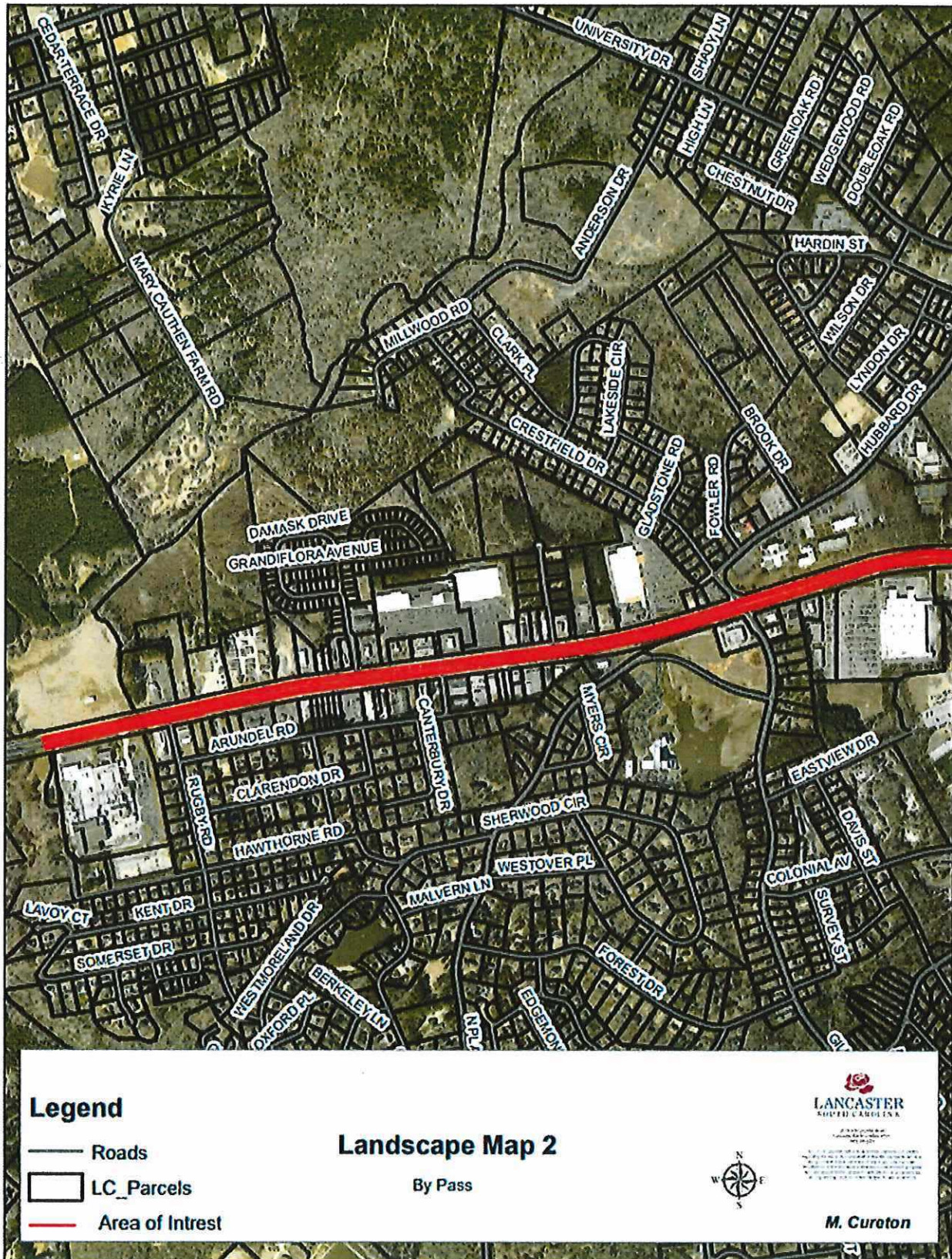
Outstanding GIS Projects		
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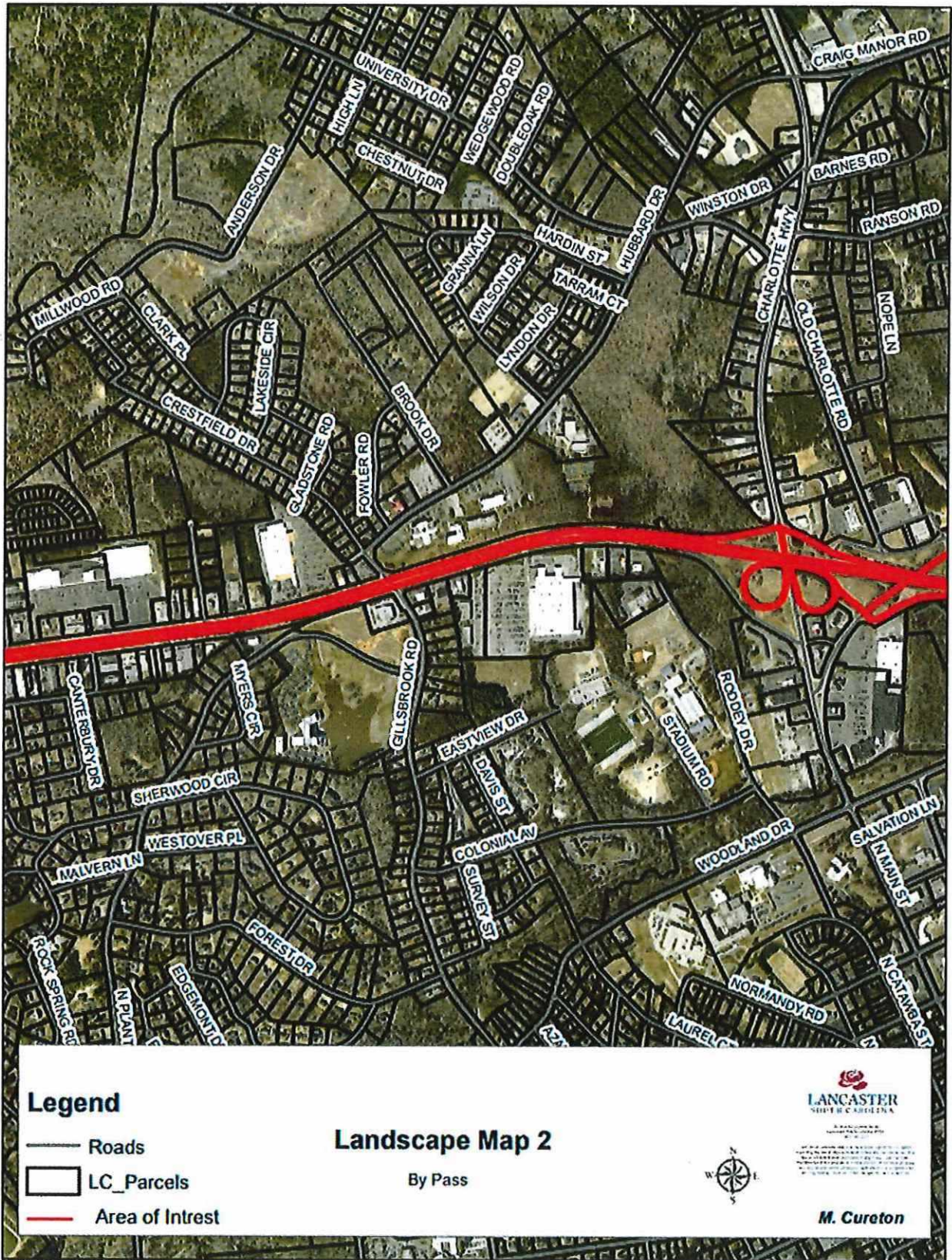
Provide beneficial GIS mapping to updated website	GIS server update	Drone aerial updated imagery
Future GIS Projects		
Provide beneficial GIS mapping to updated website	Drone aerial updatedimagery*	GIS server upgrade















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

Revised 07/05/17

SOUTH CAROLINA STATE TREASURER'S REVENUE REMITTANCE FORM

Municipal Name:LANCASTER Municipal Code: Date Submitted: 6/07/2023

Collections for the Period 5/01/2023 THRU 5/31/2023

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	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	.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 Enforcemenr Sur. -\$25 Per Case	100%	14-1-212 (A)	425.00
KA	Municipal Criminal Justice Academy \$5 Sur. OTHER ASSESSMENTS-STATE SHARE	100%	14-1-240 (A)	.00
L	Municipal - 107.5%	88.84%	14-1-208	1,411.89
LA	Munic. Traffic Education Program \$140	90.83%	17-22-350 (C)	.00
M	TOTAL REVENUE DUE TO STATE TREASURER			1,836.89

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	177.41
O	Surcharges - Municipal	100%	14-1-211	150.00
OA	Other Assessments - Municipal	9.17%	17-22-350 (C)	.00
P	TOTAL RETAINED FOR VICTIM SERVICES			327.41

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 WORKLOAD REPORT
05/01/2023 thru 05/31/2023

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	Total		
-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05/01/2023 - 05/31/2023	39	0	17	0	0	0	2	0	15	20	54	446			
TOTAL	39	0	17	0	0	0	2	0	15	20	54	446			

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	Total	
-	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05/01/2023 - 05/31/2023	1	0	0	0	0	0	0	0	0	0	1	1	25	
TOTAL	1	0	0	0	0	0	0	0	0	0	1	1	25	

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	Total	
-	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05/01/2023 - 05/31/2023	78	8	46	0	0	0	5	0	24	48	131	395		
TOTAL	78	8	46	0	0	0	5	0	24	48	131	395		

MUNICIPAL ORDINANCE 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	Total	
-	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05/01/2023 - 05/31/2023	6	1	6	0	1	0	0	0	0	11	7	26	99	
TOTAL	6	1	6	0	1	0	0	0	0	11	7	26	99	

DOMESTIC VIOLENCE

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	Total
-	0	0	0	0	0	0	0	0	0	0	0	0	0
05/01/2023 - 05/31/2023	2	0	0	0	0	0	0	0	3	0	0	3	157
TOTAL	2	0	0	0	0	0	0	0	3	0	0	3	157

AGE OF PENDING JURY TRIAL AS OF 05/31/2023				
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	89	12	140	45
Totals	89	12	140	45

AGE OF PENDING NON-JURY TRIAL AS OF 05/31/2023				
AGE IN DAYS	CRIMINAL	DUI 1ST	TRAFFIC	ORDINANCE
1 - 30	35	1	48	4
31 - 60	12	0	24	2
61 - 90	9	0	15	4
91 and older	301	12	168	44
Totals	357	13	255	54
Total Pending	446	25	395	99

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 Municipal Court
Month End Recap**

Activity	May 2022	May 2023
Arrest Warrants Issued:	42	51
Bond Hearings/Releases Conducted:	43	86
Failure to Appear in Court for Trial:	34	30
Appeared in Court/Fine Paid:	14	15
Appeared in Court/Payment Arrangement Requested:	10	13
Delinquent Payment Arrangement:	7	6



Lancaster Police Department

Monthly Report for May 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>	39	117	92
<i>Clearance Rate – Crimes Against Persons</i>	69% (27)	56 % (66)	57% (53)
<i>UCR Part A – Crimes Against Property/Society</i>	102	366	350
<i>Clearance Rate – Crimes Against Property/Society</i>	66% (67)	58% (213)	75% (263)
<i>Narcotics Cases Made</i>	12	36	17
<i>Traffic Collisions Resulting in Fatality and/or Injury</i>	15	59	56
<i>Traffic Citations Issued</i>	65	249	376
<i>Average Response Time</i>	5.70	5.61	5.32
<i>Community Programs</i>	8	20	6
<i>Public Safety Checkpoints</i>	0	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 May 2023

DEPARTMENT ACTIVITIES	THIS MONTH	THIS YEAR-TO-DATE	LAST YEAR-TO-DATE	% CHANGE
Calls for Service	2,284	8,117	7,994	2%
Traffic Accidents	59	239	213	12%
Traffic Citatlons	65	249	376	-33%
Parking Citations	0	0	0	0%
Noise Citations	0	2	1	100%
Littering Citations	2	3	0	100%
Derelict Vehicles Tagged	18	35	21	66%
Derelict Vehicles Towed	7	9	4	125%

GROUP B OFFENSES	THIS MONTH	THIS YEAR-TO-DATE	LAST YEAR-TO-DATE	% CHANGE
Bad Checks	0	1	3	-66%
Curfew	0	0	1	-100%
Disorderly Conduct	6	19	13	46%
Driving Under the Influence	1	3	8	-100%
Drunkenness	0	0	0	0%
Non-Violent Family Offenses	4	10	20	-50%
Liquor Law Violations	2	9	10	-10%
Peeping Tom	0	0	0	0%
Runaway	0	6	0	100%
Trespassing	7	17	10	70%
Resisting Arrest	0	4	4	0%
Contributing to Delinquency of Minor	1	4	0	100%
All Other Offenses	5	16	15	6%
Totals	26	89	84	6%

TRAINING	THIS MONTH	THIS YEAR-TO-DATE	LAST YEAR-TO-DATE	% CHANGE
Academy Hours	306	1,094	1,194	-8%
Non-Academy Hours	147	587	1,266	-53%
Totals	338	1,566	2,460	-36%
Community Programs	8	20	6	100%
				<i>Page 2 of 8</i>

LANCASTER POLICE DEPARTMENT
MONTHLY REPORT for May 2023

FOLLOW UP INVESTIGATIONS	THIS MONTH	THIS YEAR-TO-DATE	LAST YEAR-TO-DATE	% CHANGE
DETECTIVES				
Investigative Cases	15	91	118	-22%
Arrest	0	5	23	-78%
Ex-Cleared	2	9	5	80%
Unfounded	0	4	7	-42%
Admin-Closed	1	10	25	-60%
Active	12	70	54	-30%
PATROL				
Investigative Cases	65	469	406	15%
Arrest	29	133	117	14%
Ex-Cleared	6	36	23	56%
Unfounded	0	4	2	100%
Admin-Closed	15	96	124	-23%
Active	15	128	124	3%
DEPARTMENT TOTALS				
Investigative Cases	80	560	524	20%
Arrest	29	138	140	1%
Ex-Cleared	8	45	28	95%
Unfounded	0	8	9	-11%
Admin-Closed	16	106	149	-26%
Active	27	198	178	-38%
ARRESTS-ALL INCIDENTS TOTAL	29	138	140	-1%

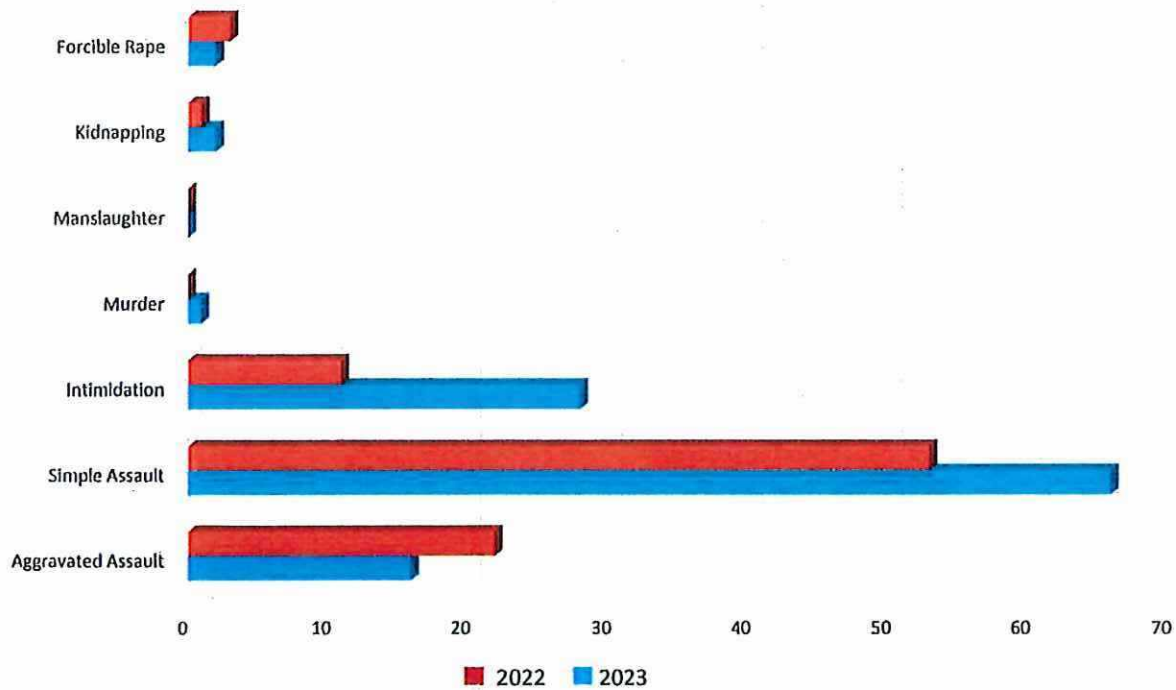
LANCASTER POLICE DEPARTMENT MONTHLY REPORT for May 2023

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	7	2	29%	16	5	31%	22	-27%
Simple Assault	17	17	100%	66	46	70%	53	24%
Intimidation	14	7	50%	28	12	43%	11	90%
Murder	0	0		1	0	0%	0	100%
Manslaughter	0	0		0	0		0	
Justifiable Homicide	0	0		0	0		0	
Kidnapping	1	1	100%	2	2	100%	1	100%
Forcible Rape	0	0		2	1	50%	3	-33%
Forcible Sodomy	0	0		1	0	0%	0	100%
Sexual Assault with Object	0	0		0	0		1	-100%
Forcible Fondling	0	0	0%	1	0		1	0%
Incest	0	0		0	0		0	
Statutory Rape	0	0		0	0		0	

Totals	39	27	69%	117	66	56%	92	28%
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Missing Person	1	1	100%	6	6	100%	4	25%
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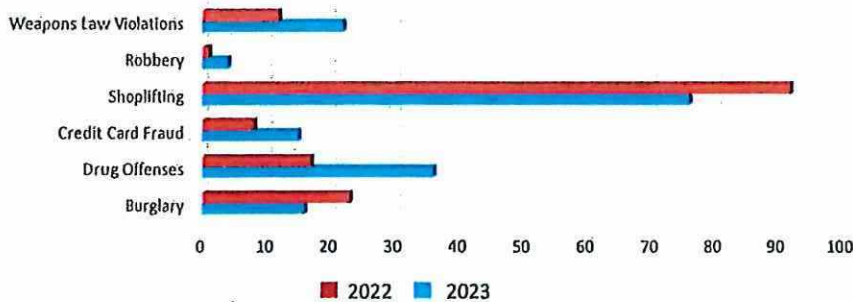
Crimes Against Persons



LANCASTER POLICE DEPARTMENT MONTHLY REPORT for May 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	2	2	100.00%	3	2	66%	2	50%
Bribery	0	0		0	0		0	0%
Burglary	7	2	29%	16	8	50%	23	-30%
Counterfeiting/Forgery	0	0	0%	3	1	33%	9	-66%
Destruction of Property	13	7	54%	54	29	54%	51	5%
Drug Offenses	12	12	100%	36	36	100%	17	111%
Drug Equipment Offenses	0	0		0	0		1	-100%
Embezzlement	0	0		0	0		0	
Extortion	1	0	0%	1	0	0%	0	100%
False Pretenses	3	1	33%	14	3	21%	18	-22%
Credit Card Fraud	3	3	100%	15	6	15%	8	87%
Impersonation	0	0		2	2	100%	4	-50%
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	22	22	100%	76	57	33%	92	-17%
Theft from Building	0	0		0	0		2	-100%
Theft - Coin Devices	0	0		0	0		0	
Theft From Auto	4	1	25%	18	11	61%	15	20%
Theft of Auto Parts	1	0	0%	9	2	22%	8	13%
All Other Larcenies	19	6	32%	77	31	40%	72	7%
Motor Vehicle Theft	3	1	33%	8	3	37%	2	100%
Pornography	0	0		0	0		0	
Prostitution	0	0		0	0		0	
Promoting Prostitution	0	0		0	0		0	
Robbery	1	1	100%	4	1	25%	1	100%
Sexual Exposure	0	0		2	0	0%	0	100%
Stolen Property	4	4	100%	6	6	100%	9	-33%
Weapons Law Violations	7	5	77%	22	15	68%	12	83%
Obscene Phone Calls	0	0		0	0		2	-100%
Use Vehicle W/O Consent	0	0		0	0		1	-100%
Totals	102	67	66%	366	213	58%	350	4%

Crimes Against Property



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

NEW CASES ASSIGNED: 51

TOTAL VICTIMS SERVED 53

Prior Contact Victims: 2

TYPE OF VICTIMIZATION:

ASSAULT	5
ABHAN	0
ATTEMPTED MURDER	0
BURGLARY	7
DV	4
DVHAN	0
CHILD ABUSE	1
CSC	0
CSC W/MINOR	0
FINANCIAL CARD FRAUD	5
GRAND THEFT AUTO	0
HARASSMENT	6
ILLEGAL USE OF PHONE	0
INDECENT EXPOSURE	0
KIDNAPPING	0
MURDER	0
LARCENY >\$2000	17
POINTING/PRESENTING A FIREARM	0
ROBBERY/ATTEMPTED ROBBERY	0
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 53 VICTIMS SERVED, MANY RECEIVED A VARIETY OF SERVICE**

INFO/REFERRALS IN PERSON	53
INFO/REFERRALS TELEPHONE	5
CRIMINAL JUSTICE ADVOCACY	53
CRISIS RESPONSE	0
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: 46
 CHILDREN: 1
 ELDERLY: 6
 DISABLED: 0
 OTHER: 0

Lancaster Police Department

Monthly Training Hours

May 2023

SCCJA Training Hours 306 Hrs.

Non SCCJA Hours 147 Hrs.

Community Programs:

Coffee with a Cop May 11th @ Chic Fil A

Cultivating Community Event May 11th @ Lancaster Co. Library

North Elementary Birthday Party May 12th

Peace Officer Memorial Day May 15th

Cover The Police Cruiser May 17th Dunkin Donuts

Cop For A Day Lancaster High School Special Needs May 18th

Second Baptist Law Enforcement Luncheon May 18th

Red Rose Fest (Downtown Lancaster) May 19th & 20th

Accreditation Report

By: Tinequa Culp, Accreditation Manager

6/8/2023

Accreditation Report

On 5/19/2023, I attended the SCPAC Meeting at Midlands Tech. in Columbia. A guest speaker, Paul MacIsco, an Instructor from the South Carolina Criminal Justice Academy, spoke about Responding to Mass Shootings. He worked for the Connecticut State Police and was one of the officers that responded to the Sandy Hook Elementary School shooting that took place in December of 2014. His focus was on the role that he and several other officers played in the lives of the families that lost children that day. These officers were assigned to a family and had to live with this family for 9 days. They would spend 20 hours with their assigned families and then have 4 hours with their own families. Lt. MacIsco stated that while with his assigned family, he took on the role of a therapist, mediator, counselor, protector, chauffeur, and friend. Once his assignment was completed with his assigned family, he stated that he had to go to therapy afterward. He advised that he is still in contact with this family today. His story gave a different view on the many hats and vicarious trauma that law enforcement experiences in the field.

Standing

- Proofs are being collected for compliance.
- Three forms have been produced so far for the tracking of the Time Sensitive standards by me, Palmetto Executive Solutions, LLC.
- One inspection has been scheduled for the month of June.
- Several other inspections are in the process of being scheduled.

Please see [the attached Roadmap to Accreditation](#).

Roadmap to Accreditation

Lancaster Police Department



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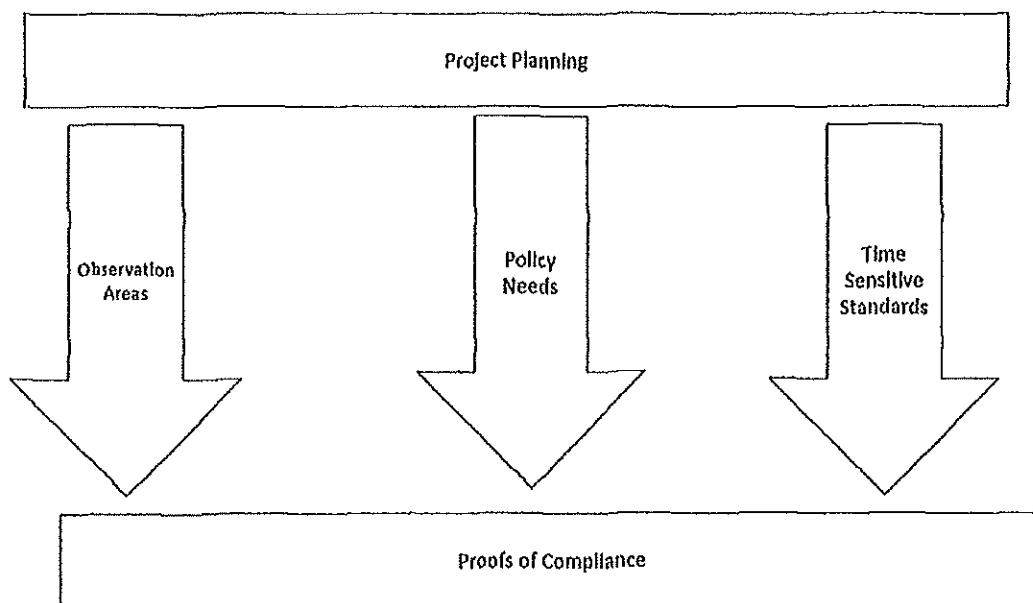
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Lancaster Police Department Path to Accreditation Roadmap

The agency should approach accreditation through working simultaneously on three fronts:

- Gaps for common observation standards – Evidence, Communications, Holding Facilities, Court Security, Records Storage
- Policy development and revision
- Time Sensitive Standards



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Observation Standards

Several key areas in accreditation need very little work on policies, but they often cause major issues for agencies seeking accreditation. Many agencies make the mistake of throwing all their efforts up front into policy development and changes. When they get to these areas later, they realize that improvements are needed that may incur a cost and it may be too late for allocating resources. These areas should be reviewed early on so that changes involving allocations of time or funds can be determined early.

Communications – Many of the standards regarding Communications are easily fulfilled with your CAD system and other components already required by the FCC or state law. The most often seen issue with directives on communications is the tactical dispatching plan, but this does not typically incur any expense.

The most common issues with facilities relating to communications are back-up resources and security. Sufficient back-up resources have normally been provided for agencies, but they are not always secure. All transmission lines, antennas, and power sources must be behind locked fences, at a minimum. Alarms, surveillance systems, and other means of security are optional. All “alternate power sources”, i.e., generators and uninterruptable power supplies (UPS), must have a documented inspection and be tested at least monthly and tested or operated under full load once a year. There are some key points. For the monthly inspections and tests, the standard does say “or in conformance with manufacturer recommendations”. If you have documentation from the generator manufacturer that recommends inspections and testing less than monthly, then that is what you will use.

Most generators have an automatic testing function that starts the generator on a weekly basis. This is sufficient for the monthly test with proof that it is occurring. The monthly inspection can be done by a service provider, but it doesn’t have to be. It can be done by any mechanic or maintenance personnel who can sign off that fluid levels are proper, wiring is in good condition, and there are no obvious defects.

Another point to consider is that full load testing of a generator is not often conducted. The standard specifically says, “tested or operated under full load”. Some assessors may say it has to be tested, but that’s not required by the standard if the generator has operated under full load during the year. This can be proven with documentation from a power outage where the communications function was powered by the generator. This can be done by using logs from the generator itself or by other means of documenting that there was a power outage affecting the facility and that it remained functional. This can be a memo or email from the dispatcher on duty during an outage saying that the power went out and the generator came on.

Court Security – The court security function must have clearly defined policy and procedures for personnel performing court security. The security function must also meet the court’s needs in terms of facilities, equipment, and procedures. Those needs must be documented in a survey conducted every three years. A survey of court security should be conducted early in this process,

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especially with the recent addition of a court security coordinator. This survey should identify any needs that are found, even if they cannot be remedied immediately. There are no requirements on who conducts the security survey. It could be done in-house or by someone from the outside.

Court administration should be consulted since the needs really belong to the court and not the police department. The result should be a memo from court administration agreeing that the department's court security function is adequate to meet their needs. There is also a requirement that the courtroom has at least one duress/panic alarm and at least one method of oral communication. The communication need can be complied with by phones or police radios.

Holding Facilities – There are typically several areas of concern in holding facilities. All officers must have training in the operations of the holding facility, including any available fire suppression equipment. This should become a part of FTO documentation if it isn't already. The facility's fire and smoke detection systems must be approved in writing by state or local fire officials. Procedures must include weekly visual inspections and semi-annual testing of fire equipment and a monthly inspection of fire detection devices and alarms. The facility must also have procedures for when a detainee needs medical assistance and these procedures must be approved by a licensed physician. The facility must have a posted emergency evacuation plan.

Records Storage – Evidence standards are primarily about procedures, but issues sometimes arise with data protection. The agency must have adequate backup and storage that is secure. An audit of passwords must be conducted annually, but CJIS standards require one more often anyway. The password audit can be done through CAD/RMS user management and a memo. An interview with IT personnel is often needed regarding backup and data security. You want to make sure that any concerns that IT has about record storage, security and back-ups are addressed in advance of an assessment.

Evidence – Evidence storage is often the single biggest issue with agencies seeking accreditation. Even though the number of standards is small, they are often subjective. The most subjective question is what constitutes "secure" in terms of evidence facilities. The standards state that agency records must reflect the status of "all property held by the agency". This means that if there's an unknown piece of evidence, then it should be marked that way. It's better to have several pieces of evidence that you aren't sure where they came from than having evidence that isn't recorded at all.

My suggestion, following the SLED evidence inventory, would be to mark any pieces of evidence that you don't have a record for with some visual cue like colored stickers. Work with the Solicitor's office to get a blanket disposal order for as much of it as you can. Make a spreadsheet with the pieces of unknown evidence that are left. That way you do still have them recorded in department records.

The agency must also have extra security measures for handling "exceptional, valuable, or sensitive items of property". This type of property is typically firearms, drugs, jewelry, and any actual cash money being held as evidence. The extra security measures are typically accomplished through storage in a separate area with access further limited than the general evidence storage area. It can

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also be accomplished with additional alarms, surveillance systems, etc., but there must be a separation of these items from other evidence.

Policy Development and Revision

While the aforementioned items are being reviewed and mitigated, agency policies will be reviewed for any gaps with standards. This is a fairly straightforward process provided the agency has established an effective system for channeling new and revised policies through an approval process. This process is subject to a standard itself, so it must be uniform in its application and written in a policy. *The agency should examine its processes on directives early to ensure that they are effective and meet the standard.* The review and approval process should function smoothly afterward.

Time Sensitive Standards

Many standards are time sensitive, meaning they must be done on a regular basis, e.g., daily, monthly, annually, etc. It is important to start meeting these standards early so that they can be adjusted as needed over time. The documentation for these standards can be completed even if the policy requiring them is not in place yet. That way, you can see what may be missing from agency processes and still have time to make corrections. These standards should be assigned to the appropriate personnel early on. This should also allow time for corrections needed to be ready for any annual reports at the end of the year.

Following are the time sensitive standards and the positions most likely responsible for them. Responsible positions are flexible and can be changed to suit the agency's needs. The time to start undertaking and/or scheduling these activities is right now. As stated earlier, get them done and then use that experience to do it better the next time and make sure that your policies are written to follow how you are actually doing them.

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Time Sensitive Standards

- 1.2 Annual ethics training for all personnel -- **Training Officer**
- 1.10 Annual in-service training review of use of force policy - **Training Officer**
- 1.18 Annual training on use of force policies and proficiency with firearms and TASER's -- **Training Officer**
- 1.18 Two years - Other less lethal weapons and DT -- **Training Officer**
- 1.20 Annual use of force analysis and administrative review of policy --
Professional Standards
- 5.4 Annual Audit of cash funds -- **City Finance**
- 10.1 Three years - Refresher training on mental illness for all employees -- **Training Officer**
- 13.2 Annual performance evaluation on all employees -- **Supervisors/Command Staff**
- 13.6 Annual Evaluation of Early Intervention System -- **Professional Standards**
- 14.8 Annual ticket audit, if applicable -- **Records Supervisor**
- 14.12 Annual password audit -- **City IT**
- 15.17 Monthly inspection of dispatch alternate power source -- **Command Staff**
- 15.17 Annual full load test or operation of generator -- **Command Staff**
- 16.4 Annual vehicle pursuit analysis and review of policy -- **Professional Standards**
- 21.6 Annual unannounced evidence inspection -- **Professional Standards**
- 21.6 Semi-annual evidence inspection by person responsible -- **Evidence Custodian/Command Staff**
- 21.6 Annual evidence audit by CEO designee -- **Professional Standards**
- 22.9 Quarterly inspection of critical incident equipment -- **Command Staff**
- 22.11 Annual training for sworn personnel on All Hazards Plan -- **Training Officer**
- 22.11 Two years - tabletop or full-scale exercise for All Hazards Plan and ICS --
Training Officer
- 22.11 Annual active threat refresher training -- **Training Officer**
- 22.11 Annual review of active threat plan -- **Command Staff**

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24.5 Weekly visual inspection of fire equipment in holding facility – Jail Administrator

24.5 Semi-annual testing of fire equipment in holding facility – Jail Administrator

24.5 Daily visual inspection for fire detection devices and alarm systems - Jail Administrator

24.5 Monthly testing of fire detection devices and alarm systems – Jail Administrator

24.11 Weekly security inspection of jail for weapons and contraband – Jail Administrator

24.25 Weekly inspection of jail first aid kit – Jail Administrator

26.2 Three years - Court security survey – Court Security Administrator/Command Staff



Lancaster Public Utilities Department

Monthly Report for May, 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
4840 mg/L
129,500 lbs.

Narrative Information:

For the month, we treated 75.23 million gallons of wastewater. Total potable water usage was 15,900 gals. We used 56,419 lbs. of lime, 8,290 lbs. of salt and 50,788 lbs. of Alum. We land applied 288 cubic yards of dewatered sludge and 276,000 gallons of liquid sludge using 1418 lbs. of polymer. We also sent 46 cubic yards of dewatered cake to the landfill. There were no permit violations this month.

We have been required to run toxicity testing as a requirement of our capacity upgrade. The WWTP has received results from the 3rd set of tests. We passed one portion of the testing but failed the second part. The final toxicity testing has been completed and we are awaiting the results of those tests.



Lancaster Public Works Department Water and Sewer Division

Monthly Report for May 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			
Scope of Agency Operations	Indicator	Month	Current YTD	Previous YTD
<p>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.</p>	Water Main Breaks Repaired	46	153	133
	Average Resolution Time – Water Main Breaks	3hr.	3hr.	3hr.
	Feet of Water Line Replaced	609	7,336	6,567
	Number of Fire Hydrants Repaired/Replaced/New	0	5	7
	Number of Hydrants Maintenance Needed	1	5	6
	Inoperable Fire Hydrants	1	3	0
	Percentage of Unacct. Water	33.7%	31.84%	42.52%
	Sewer Main Line and City-side Lateral Stoppages	18	91	65
	Feet of Sewer Line Repaired/Replaced	240	5,290	6,599
	Feet of Sewer Line Videoed	6,360	34,825	11,288
	Sewer line SL Rats	11,104	64,299	56,738
	Feet of Sewer Line Flushed	12,306	58,165	52,881
	Number of Reportable Sanitary Sewer Overflows	0	1	1
Smoke Tested	10,080	47,280	67,130	

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 May 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 Work orders.</i>	744	2,897	4,415
<i>Number of Outstanding work orders</i>	27	86	200
<i>Number of Inoperable Water Meters</i>	0	0	0
<i>Number of Meters Read for Timely Billing</i>	6,563	32,718	32,218
<i>Number of Utility Cuts Repaired</i>	12	63	42
<i>Number of incomplete Utility Cuts</i>	12	52	51

Narrative Information:



CITY OF LANCASTER WATER LOSS REPORT
January 2021 - May 2023

REPORT PERIOD	Gallons Bought	Gallons Accounted For				Percent Unaccounted
	Total	Billed - In	Billed - Out	Other	Total	
Jan-21	43,704,000	17,878,600	7,268,400	3,560,605	28,707,605	34.3%
Feb-21	39,953,400	16,301,800	6,605,000	2,869,963	25,776,763	35.5%
Mar-21	45,019,000	17,575,000	6,823,900	4,388,232	28,787,132	36.1%
Apr-21	47,462,200	17,321,200	7,055,500	5,161,612	29,538,312	37.8%
May-21	53,798,800	18,971,000	7,055,600	4,726,103	30,752,703	42.8%
Jun-21	54,320,000	22,575,700	8,630,700	3,860,319	35,066,719	35.4%
Jul-21	57,422,000	20,588,600	7,139,100	4,822,359	32,550,059	43.3%
Aug-21	56,950,000	19,036,900	7,218,800	5,531,190	31,786,890	44.2%
Sep-21	61,542,000	23,417,500	8,598,800	5,908,143	37,924,443	38.4%
Oct-21	55,595,000	19,309,300	6,861,100	2,336,500	28,506,900	48.7%
Nov-21	54,576,000	18,583,700	7,085,700	5,391,770	31,061,170	43.1%
Dec-21	54,118,000	18,429,200	7,411,500	4,731,092	30,571,792	43.5%
Jan-22	56,422,000	18,538,900	8,550,600	8,837,540	35,927,040	36.3%
Feb-22	49,624,000	17,407,100	6,443,700	4,040,875	27,891,675	43.8%
Mar-22	54,471,000	16,887,000	6,566,200	4,644,790	28,097,990	48.4%
Apr-22	52,371,000	15,175,300	5,558,900	7,712,802	28,447,002	45.7%
May-22	59,796,000	20,914,500	7,739,900	8,191,234	36,845,634	38.4%
Jun-22	62,584,000	22,822,500	8,832,100	7,292,105	38,946,705	37.8%
Jul-22	58,763,000	20,166,000	7,342,700	8,565,080	36,073,780	38.6%
Aug-22	56,832,300	21,971,900	8,179,800	7,099,650	37,251,350	34.5%
Sep-22	56,768,700	22,822,100	7,798,000	7,211,200	37,831,300	33.4%
Oct-22	54,417,000	20,307,400	6,910,400	6,514,680	33,732,480	38.0%
Nov-22	47,597,400	16,246,100	6,233,900	6,134,300	28,614,300	39.9%
Dec-23	54,176,600	17,152,900	6,723,100	5,809,330	29,685,330	45.2%
Jan-23	48,784,000	16,814,800	10,967,700	5,671,230	33,453,730	31.4%
Feb-23	45,692,090	16,814,800	10,967,700	3,728,563	31,511,063	31.0%
Mar-23	46,768,950	17,767,300	9,151,500	5,321,420	32,240,220	31.1%
Apr-23	46,691,120	18,126,300	9,151,500	4,478,570	31,756,370	32.0%
May-23	50,406,840	20,773,100	7,993,000	4,677,446	33,443,546	33.7%

The current period for water purchased was for No^v May 1, 2023 - Jun 1, 2023
 These readings are provided to the City by LCWSD.

**CITY OF LANCASTER
SOLID WASTE DEPARTMENT**

MONTHLY REPORT FOR MAY 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 SWEEPED	0	89.00	147.00
TONS OF CITY RESIDENTIAL SOLID WASTE COLLECTED	280.80	2173.89	859.49
TONS OF CITY COMMERCIAL SOLID WASTE COLLECTED	420.41	3691.47	1,668.43
TONS OF CITY RESIDENTIAL TRASH, LEAVES AND BRUSH COLLECTED	183.25	1659.36	521.32
TONS OF CITY CARDBOARD COLLECTED	32.06	155.82	204.44
TONS OF INDEPENDENT MSW COLLECTED	1971.51	5773.33	6,635.97
TONS OF INDEPENDENT C & D COLLECTED	669.17	5380.15	4,077.10
TONS OF INDEPENDENT CARDBOARD COLLECTED	15.13	137.00	75.54
TOTAL TONS RECEIVED AT TRANSFER STATION	3,572.33	19,060.02	14,042.29

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	\$19,351.16	\$20,289.23	\$19,797.54	\$20,592.00	\$23,621.36	\$24,220.19	\$19,400.55	\$21,791.94	\$0.00
ALL CLEAN DISASTER SERVICES	\$149.65	\$70.83	\$14.85	\$197.63	\$0.00	\$0.00	\$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	\$694.81	\$0.00
BOGGS CONTRACTING, LLC	\$459.35	\$0.00	\$0.00	\$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	\$1,962.93	\$0.00
BYPASS FAST LUBE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BYP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C & D TRASH SERVICE OF EDGEWOOD LLC	\$1,128.47	\$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	\$1,369.65	\$0.00
CAROLINA HOME HEROES	\$513.83	\$549.32	\$0.00	\$0.00	\$0.00	\$0.00	\$624.21	\$0.00	\$717.59	\$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	\$1,000.00	\$0.00
COMPORIUM	\$620.34	\$700.30	\$639.09	\$652.89	\$779.69	\$291.88	\$1,049.31	\$402.69	\$733.43	\$648.90	\$1,221.82	\$0.00
DEPENDABLE DUMPSTER SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$73.11	\$191.44	\$225.22	\$0.00	\$61.00	\$0.00	\$165.16	\$0.00
DAVITA LANCASTER	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$953.43	\$0.00
GREATER NEW HOPE CDC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$414.18	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00
FRONT YARD INVESTMENTS, LLC	\$892.01	\$0.00	\$0.00	\$0.00	\$0.00	\$242.00	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRACE KELLY'S LLC	\$0.00	\$0.00	\$0.00	\$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	\$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	\$55.37	\$0.00
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	\$0.00	\$0.00
JLI INVESTMENTS, LLC	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00
L & C RAILROAD	\$27,372.08	\$19,443.34	\$28,950.59	\$26,506.50	\$28,055.14	\$29,224.54	\$31,841.07	\$25,992.02	\$26,169.80	\$26,948.46	\$29,879.07	\$0.00
LANCASTER COUNTY PUBLIC WORKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LANCASTER FUNERAL HOME	\$0.00	\$0.00	\$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	\$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	\$0.00	\$0.00
MERCADOS CONSTRUCTION	\$419.26	\$477.36	\$147.25	\$289.35	\$359.43	\$277.60	\$261.77	\$190.88	\$226.75	\$66.63	\$0.00	\$0.00
MUSC 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	\$1,684.00	\$0.00
NILE BEAUTY SUPPLY	\$0.00	\$0.00	\$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	\$888.51	\$0.00
QUALITY INN	\$0.00	\$0.00	\$0.00	\$722.29	\$444.20	\$0.00	\$381.00	\$0.00	\$0.00	\$381.00	\$0.00	\$0.00
QUICK STOP	\$0.00	\$0.00	\$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	\$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	\$20,994.34	\$19,363.38	\$20,411.93	\$0.00
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	\$3,452.78	\$0.00
RUBICON GLOBAL-DOLLAR GENERAL	\$0.00	\$0.00	\$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	\$0.00	\$0.00
RURAL GARBAGE SERVICES	\$15,337.08	\$10,957.21	\$17,458.54	\$15,201.48	\$16,155.49	\$17,067.88	\$17,177.19	\$15,960.39	\$17,397.97	\$16,099.68	\$18,403.75	\$0.00
SUPER 8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$384.47	\$2,767.72	\$523.33	\$1,393.29	\$0.00
SECOND BAPTIST CHURCH	\$0.00	\$58.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$378.52	\$258.00	\$516.00	\$0.00
TALL OAK BUILDERS, LLC	\$0.00	\$44.55	\$0.00	\$0.00	\$0.00	\$13.14	\$0.00	\$21.11	\$16.42	\$0.00	\$18.30	\$0.00
TOWN OF HEATH SPRINGS	\$811.14	\$374.55	\$930.48	\$756.44	\$737.34	\$994.38	\$1,028.16	\$574.30	\$938.93	\$725.22	\$912.49	\$0.00
TRASH CONTROL	\$4,133.74	\$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	\$7,294.60	\$0.00
TRS FROZEN FOODS	\$0.00	\$0.00	\$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	\$3,911.81	\$0.00
VENTURE CONSTRUCTION COMPANY	\$0.00	\$0.00	\$0.00	\$0.00	\$1,694.96	\$0.00	\$1,583.50	\$356.48	\$823.16	\$931.00	\$762.00	\$0.00
VALUE WASTE SERVICES	\$0.00	\$287.85	\$0.00	\$0.00	\$37.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WALDMART	\$1,566.66	\$1,469.42	\$2,408.23	\$1,404.68	\$1,474.35	\$2,469.23	\$2,695.26	\$1,441.74	\$1,319.51	\$1,928.25	\$1,814.93	\$0.00
WASTE MANAGEMENT - CHARLOTTE SOUTH	\$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	\$8,647.13	\$0.00
WASTE MANAGEMENT - SC	\$0.00	\$0.00	\$0.00	\$0.00	\$358.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$540.23	\$0.00
WWTTP	\$743.53	\$0.00	\$675.22	\$51.98	\$1,452.75	\$801.00	\$827.48	\$149.85	\$1,253.55	\$0.00	\$0.00	\$0.00
WILLIAMS FLOORING	\$779.94	\$385.95	\$617.28	\$521.90	\$652.13	\$107.96	\$966.67	\$339.30	\$617.28	\$630.42	\$1,079.20	\$0.00
WOODLAND BUSINESS PARK	\$0.00	\$0.00	\$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	\$131,757.80	\$0.00

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	2721.07	
Lancaster County PW	591.16	433.23	581.20	582.45	610.05	618.27	646.65	573.96	570.55	587.57	616.98	
Active Waste	382.75	279.25	301.91	313.96	393.69	397.34	350.16	375.75	403.24	323.05	365.33	
C & D Trash Service	30.65	20.11	27.35	34.11	29.39	27.88	53.82	28.12	40.73	44.32	37.30	
Mercardos									3.30	0.00	0.00	
Republic Waste	147.13	126.27	197.02	190.23	132.56	239.95	300.81	207.27	222.13	198.22	244.31	
Robinson Trash	138.39	79.72	129.31	122.78	119.12	102.20	88.25	71.29	80.43	80.71	94.03	
Rural Garbage	388.32	256.57	393.83	359.18	391.54	406.20	416.46	359.03	406.91	372.18	431.17	
Town of Heath Springs	22.09	10.20	25.34	20.60	20.08	27.08	28.00	15.64	25.57	19.75	24.85	
Trash Control	41.63	21.70	75.21	78.84	51.09	50.78	94.75	84.96	86.01	79.80	88.35	
Waste Management Char So	29.31	16.23	26.64	28.72	34.10	30.54	27.79	27.76	32.83	27.27	28.24	
Waste Management SC	0.00	0.00	0.00	0.00	5.95	30.54	0.00	0.00	0.00	0.00	0.00	
Total Independent MSW	1771.43	1243.28	1757.81	1730.87	1787.57	1970.78	2006.59	1743.78	1871.70	1732.87	1930.56	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	790.51	0.00

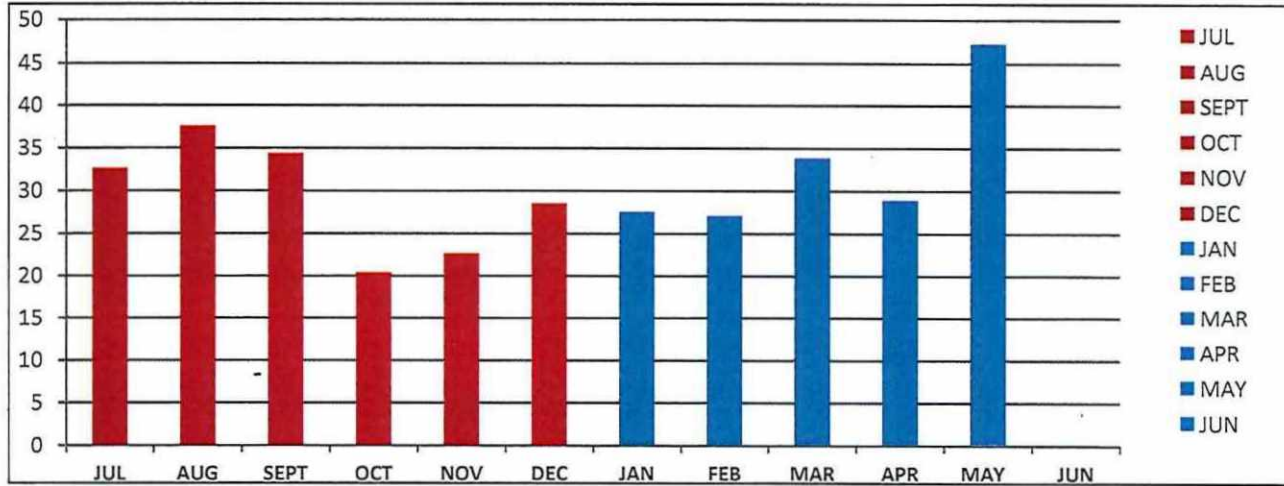


SOLID WASTE RECYCLE
CARDBOARD
JULY 2022- JUNE 2023



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	47.19
JUN	



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



CITY OF LANCASTER
SOLID WASTE DEPARTMENT

VEHICLE MAINTENANCE DIVISION

Monthly Report for MAY 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 MAY	CURRENT YTD	PREVIOUS YTD
LARGE EQUIPMENT <i>Backhoes, Tractors, Trailers, Valve Machine, Etc.</i>	49	573	643
SMALL EQUIPMENT <i>Lawnmowers, Pumps, Weeders, Chainsaws, Etc.</i>	6	28	45
VEHICLES PREVENTATIVE MAINTENANCE	42	279	256
VEHICLES GENERAL REPAIRS	118	965	943
VEHICLES AND EQUIPMENT <i>Repairs due to Negligence</i>	0	1	5
TOTAL EQUIPMENT REPAIRED	55	588	688
TOTAL VEHICLES REPAIRED	118	965	943
GRAND TOTAL REPAIRED <i>Vehicles, Equipment, & PM</i>	215	1831	1887

OVERTIME REPORT
MAY

Department	Monthly OT Hours	Monthly Amount	Year to Date Amount	Budget	% Spent	Justification
City Administration & Human Resources	4.25	\$162.45	\$2,999.05	\$4,000.00	74.98%	City Council meeting, conference, and verifying police department employees were enter correctly into TimeClock
Finance & Utility Billing	25.00	\$705.81	\$19,659.09	\$20,500.00	95.90%	Processing accounts payable and account receivables, inputting utility billing re-reads, & posting utility bills ACH and mail payments
Information Technology	6.25	\$212.04	\$1,668.28	\$6,500.00	25.67%	Resolving Dispatch update issues with LERMS and Mobile
Police	389.25	\$12,497.84	\$153,042.11	\$160,000.00	95.65%	Maintaining adequate level of service due to being short staffed
Courts	1.50	\$49.46	\$3,117.78	\$8,000.00	38.97%	Late bond arraignment
Fire	12.75	\$476.73	\$1,804.30	\$3,500.00	51.55%	Training and covering extra shift
Street	5.00	\$127.50	\$270.06	\$4,000.00	6.75%	Running late and extra load to landfill
Building & Zoning	4.50	\$140.43	\$1,224.07	\$1,000.00	122.41%	Issuing business license renewals and Board of Zoning Appeal meeting
Events & See Lancaster	3.50	\$109.97	\$1,601.65	\$4,000.00	40.04%	Conference and sending out Red Rose Festival press releases
Grounds Maintenance	0.75	\$25.08	\$1,927.51	\$7,000.00	27.54%	Running late load to landfill

OVERTIME REPORT
MAY

Department	Monthly OT Hours	Monthly Amount	Year to Date Amount	Budget	% Spent	Justification
Vehicle Maintenance	14.00	\$372.98	\$7,489.26	\$13,000.00	57.61%	Providing coverage for employee on sick leave
Public Works & Solid Waste Administration	0.00	\$0.00	\$190.82	\$2,000.00	9.54%	----
Water Distribution	44.25	\$1,375.35	\$18,034.43	\$22,700.00	79.45%	Completing the meter re-reads, hydrant testing, & repairing water leak on Crestfield
Wastewater Treatment Plant	12.50	\$349.51	\$5,026.66	\$4,500.00	111.70%	Rain event & weekend plant check
Wastewater Collection	33.75	\$1,003.72	\$19,141.11	\$25,000.00	76.56%	Removing sewage blockage on Hughes Street and South Avenue
Residential Garbage	14.50	\$368.80	\$8,404.03	\$10,500.00	80.04%	Running a late load & providing coverage for employee on sick leave
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	80.25	\$2,470.90	\$38,455.33	\$50,000.00	76.91%	Running early, late, and extra load to landfill, & providing coverage for employees on holiday and sick leave