



# MONTHLY REPORT

*July 2023*

Submitted To,  
**City Council**

Submitted By,  
**Department Heads**

Page

1	Building, Planning & Zoning
6	Finance Department
7	Fire Department
9	Human Resources
10	Information Technology
15	Municipal Court
20	Police Department
31	Public Utilities
32	Public Works
35	Sanitation & Maintenance Operations
41	See Lancaster
48	Overtime Justification

# Building, Planning, Zoning & Licensing Department P1

## Monthly Departmental Report

July 2023

*Department Director, Louis Streater*

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

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

### ***Critical Objectives***

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

### ***Performance Report***

<b>Indicator</b>	<b>Month of July</b>	<b>Current Fiscal Year to Date</b>	<b>Previous Fiscal Year to Date</b>
<i>Number of plan reviews completed.</i>	4	4	16
<i>Plan reviews completed within 2 weeks (%).</i>	100%	100%	100%
<i>Number of building inspections completed</i>	345	345	322
<i>Inspections completed within 4 hours of appointment (%).</i>	100%	100%	100%
<i>Number of lot clearance inspections</i>	159	159	58
<i>Number of Derelict Vehicles Tagged</i>	1	1	1
<i>Inspections resulting in enforcement actions</i>	220	220	95
<i>Permits Issued</i>	63	63	80

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

The Building, Planning, Zoning and Licensing 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.

P2

**PROJECT STATUS REPORT**  
**Building, Planning, Zoning & Licensing Department**  
**JULY 2023**

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

Address	Owner(s)	Status
203 N. Gregory St	DCAF LAN SFR LLC	Condemned 7/18/2023
<b>203 N. Gregory St</b>	<b>DCAF LAN SFR LLC</b>	<b>Condemned Cleared</b>

3. Commercial & Residential New Projects/Annexation

Project	Address	Valuation	Status
New Residential	610 Cunningham Street	\$752,307	Construction is ongoing.
New Commercial Building, Greater Victory ER Center	118 E. Gay Street	\$155,000	Construction is ongoing.
Commercial Upfit to existing 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.
New Residential	411 Laurel Court	\$181,650	Construction is nearing completion.
Garage Addition	706 N. Plantation Road	\$250,000	Construction is ongoing.
New Commercial, Auto Dealership	391 Hwy 9 Bypass	11,000,00	Grading and building permit issued.
Commercial Upfit, Dental Office	1370 W. Meeting Street	\$160,000	Construction is ongoing.
New Residential	554 Grandiflora Avenue	\$362,785	Construction ongoing.
New Residential	336 City Avenue	\$225,343	Construction nearing completion.
New Residential	404 E. Gay Street	\$163,960	Construction nearing completion.
New Residential	600 W. Meeting Street	\$184,156	Construction nearing completion.
<b>New Residential</b>	<b>412 Ruth Street</b>	<b>\$183,989</b>	<b>Construction complete.</b>
Commercial Upfit to existing Strip Mall,	953-973 Hwy 9 Bypass	\$150,000	Construction has begun.
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 is ongoing.
New Residential	508 Rock Street	203,651	Construction is ongoing.
New Residential	108 Marion Street	203,651	Construction is ongoing.
New Residential	104 Marion Street	203,651	Construction is ongoing.
New Residential	214 Datura Way	\$205,611	Construction is ongoing.
Commercial Upfit to existing building, K Boba & Korean Food	1129-A Hwy 9 Bypass	\$15,000	Construction is ongoing.
Commercial Upfit to existing building	941 N. Main Street	\$300,000	Construction is ongoing.
<b>New Residential</b>	<b>1112 Elliott Street</b>	<b>\$321,716</b>	<b>Construction complete.</b>
<b>New Residential</b>	<b>1120 Elliott Street</b>	<b>\$286,259</b>	<b>Construction complete.</b>
<b>New Residential</b>	<b>1132 Elliott Street</b>	<b>\$321,716</b>	<b>Construction complete.</b>
<b>New Residential</b>	<b>604 Sumter Street</b>	<b>\$321,716</b>	<b>Construction complete</b>
New Residential	1000 Lyndon Drive	\$598,296	Construction is ongoing.
<b>New Residential</b>	<b>721 Bonica Court</b>	<b>\$338,187</b>	<b>Construction complete.</b>
Commercial Upfit to existing Antenna, Verizon	1213 N. Main Street	\$25,000	Building permit issued. Construction has begun.
Commercial Upfit to existing Antenna, Verizon	120 Miller Street	\$45,000	Building permit issued.
Commercial Upfit to existing building, Pharmacy/Office	703 N. White Street	\$200,000	Building permit issued. Construction has begun.
<b>New Residential</b>	<b>608 Sumter Street</b>	<b>\$321,716</b>	<b>Construction complete.</b>
New Residential	508 W. Arch Street	\$286,259	Construction is nearing completion.
New Residential	232 Rickenbacker Street	\$262,518	Building permit issued & construction has begun.
New Residential	236 Rickenbacker Street	\$283,047	Building permit issued & construction has begun.
New Residential	240 Rickenbacker Street	\$261,387	Building permit issued & construction has begun.
<b>New Residential</b>	<b>765 Bonica Court</b>	<b>\$322,097</b>	<b>Construction complete.</b>
New Residential	733 Bonica Court	\$393,315	Building permit issued. Construction has begun.
<b>New Residential</b>	<b>238 Damask Drive</b>	<b>\$295,228</b>	<b>Construction complete.</b>
New Residential	317 City Avenue	\$195,675	Building permit issued & construction has begun.
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. <sup>PA</sup>
New Residential	717 Bonica Court	\$430,821	Plans received; plan review completed.
New Residential	602 Sowell Street	\$191,030	Construction has begun.
<b>2 New Mini Storage</b>	<b>1450 W. Meeting Street</b>	<b>\$125,000</b>	<b>Construction complete.</b>
New Residential	559 Grandiflora Avenue	\$295,229	Plans received; plan review completed. Building permit issued.
New Residential	553 Grandiflora Avenue	\$252,500	Plans received; plan review completed. Building permit issued.
New Residential	543 Grandiflora Avenue	\$220,885	Plans received; plan review completed. Building permit issued.
New Residential	742 Bonica Court	\$252,500	Plans received; plan review completed. Building permit issued.
New Residential	533 Grandiflora Ave	\$295,229	Plans received; plan review completed. Building permit issued.
New Residential	242 Damask Drive	\$295,228	Plans received; plan review completed. Building permit issued.
New Residential	525 Grandiflora Avenue	\$230,192	Plans received; plan review completed. Building permit issued.
New Residential	527 Grandiflora Avenue	\$295,229	Plans received; plan review completed. Building permit issued.
New Residential	505 Grandiflora Avenue	\$285,922	Plans received; plan review completed. Building permit issued.
2 <sup>nd</sup> Floor Addition to existing Residential	307 E. Arch Street	NA	Plans received; plan review pending.
Retaining Wall, Cooper Furniture	311 S. Main Street	\$71,885	Building permit issued.
New Residential	330 Damask Drive	\$230,192	Plans received; plan review completed. Building permit issued.
Sunroom Addition	1708 Millwood Road	NA	Plans received; plan review pending.
New Residential	209 N. York Street	NA	Plans received; plan review pending.
New Residential	117 Barron Blvd	NA	Plans received; plan review pending.
New Residential	119 Barron Blvd	NA	Plans received; plan review pending.

Building, Planning, Zoning & Licensing Department  
Business License & Hospitality Tax Report  
July 2023

Business License	Hospitality Tax
July 1-31, 2023	June 1-30, 2023
New Business Annual License Inside -3 Outside-9 Home Based-0	New Hospitality Tax - Inside-(0)
New Project Only License - 3 Promoters/ Events- 2 Peddlers 0	Total of Hospitality Tax Businesses = 80 Revenue Reported = \$5,452,928.00
Gross Amt Reported = \$5,602,033.52 Amount charged \$11,921.56. Revenue collected = 11,921.56 Pending Amt \$0.00	Revenue Charged- \$109,105.45 Pending amount \$26.24 Revenue Collected at 2% = \$109,079.21

- Business License Inquiries -26
- Business License Subcontractors List completed for final inspections- 0
- Business License Subcontractors List for Certificate of Occupancy- 9
- Zoning Occupancy Permits Reported- 2
- Home Occupancy Permits Reported- 0
- Generated Eighty (80) hospitality tax invoices from monthly report on 6/1/23 for the month of June 2023 and mailed to businesses.



# Finance and Utility Services Report

July 2023

		July	June	May
<b>Finance Activity</b>	General Ledger transactions - number of	4,372	5,909	4,767
	General Ledger transactions - \$ impact	18,567,503	26,674,469	10,796,638
	Accounts Payable Checks Issued	157	274	246
	Accounts Payable ACH/Credit Card items	33	181	31
	Invoices submitted with a Purchase Order	130	220	224
	Invoices submitted without a Purchase Order	48	81	25
	Payroll Checks Issued	5	14	7
	Payroll ACH items	367	531	340
<b>Utility Service Orders</b>	Issued for the month (net of voids)	532	493	744
	Issued for the month - Completed	529	496	726
	Issued for the month - Outstanding	27	24	27
	Total Outstanding (including prior months)	27	24	27
	Percent of outstanding service orders completed	95.1%	95.4%	97.1%
	Service orders for high consumption	0	0	0
	Service orders for vacant with consumption	26	36	31
<b>Meter Readings</b>	Start Date	07/10/23	06/12/23	05/15/23
	End Date	07/12/23	06/14/23	05/17/23
	Workdays to complete	3	3	3
	Radio reads	5,839	5,906	5,910
	Manual reads	712	656	653
	Total reads	6,551	6,562	6,563
	Percent radio read	89.1%	90.0%	90.1%
<b>Billed Customers, Total Billing, and Consumption</b>	Bills - Mailed/Other	5,743	5,720	5,766
	Bills - Electronic	1,094	1,128	1,070
	Bills - Total	6,837	6,848	6,836
	Bills - Percent Inside	81.8%	94.8%	93.8%
	Bills - Percent Outside	37.2%	25.0%	24.8%
	Billed - Total	562,451	609,921	668,176
	Billed - Percent Inside	61.4%	64.8%	64.8%
	Billed - Percent Outside	38.6%	35.2%	35.2%
	Consumption - Total	25,252,600	23,613,900	28,766,100
	Consumption - Percent Inside	72.7%	71.6%	72.2%
Consumption - Percent Outside	27.3%	28.4%	27.8%	
<b>Customer Cutoffs and Returned Checks</b>	Number on Cutoff List	189	145	211
	Cutoffs - Reinstated During the Month	101	75	233
	Cutoffs - Start Date	08/01/23	07/05/23	05/30/23
	Cutoffs - End Date	08/01/23	07/05/23	05/31/23
	Cutoffs - Workdays to Complete	1	1	2
	Returned Checks Received	7	6	0
<b>Set-Off Debt</b>	Increase/Decrease	\$ -	\$ (7,879)	\$ -
	Amount Outstanding	394,408	394,408	402,287

		July		June		May	
		Number	Revenue	Number	Revenue	Number	Revenue
<b>Utility Billing Electronic Activity</b>	Draft/ACH	1,093	\$ 141,002	1,106	\$ 193,391	1,068	\$ 148,529
	In Person	1,758	674,444	1,786	524,178	545	115,977
	Online	1,278	138,589	1,239	145,953	1,210	126,592
	IVR	957	100,842	917	98,902	1,001	105,269
	Kiosk	20	1,872	12	1,540	0	-

**Narrative Comments for: July**

1	The night deposit box is available for use. The kiosk is now working.
---	---





# Lancaster Fire Department

Monthly Report for July 2023

**AS A LANCASTER PROFESSIONAL FIREFIGHTER**

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

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

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

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

Fire Chief Justin L. McLellan

<i>Performance Report</i>			
<b>Indicator</b>	<b>This Month</b>	<b>Current YTD</b>	<b>Previous YTD</b>
<i>Average Response Time – Fire</i>	4:10	3:55	3:53
<i>Average Response Time – Medical</i>	4:01	3:53	3:57
<i>Completed Inspections – Number</i>	88	526	549
<i>Follow Up Inspections –Number</i>	21	193	359
<i>Pre-fire Plans</i>	46	507	472
<i>Fire Safety Education – Attendance</i>	50	293	980
<i>Completed Training –Hours</i>	1192	6958	5156
<i>Total Number of Responses</i>	171	1039	950
<i>Total Number of Fire Calls</i>	18	107	110
<i>Total Number of Medical Calls</i>	123	749	674
<i>Total Number of Other Calls</i>	30	183	166

There are currently (2) hydrants out of service and (0) hydrant needing maintenance.

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

- None



# Lancaster Fire Department

Monthly Report for July 2023

<i>Fire Chief, Justin L. McLellan</i>			
<i>Medical Response Report</i>			
<b>Indicator</b>	<b>This Month</b>	<b>Current YTD</b>	<b>Previous YTD</b>
<i>Seizure</i>	13	82	40
<i>Unconscious</i>	10	82	88
<i>Overdose</i>	0	18	15
<i>CVA / Stroke</i>	2	26	20
<i>Cardiac</i>	16	116	96
<i>Auto Accident with Injuries</i>	21	98	88
<i>Auto Accident with No Injuries</i>	7	82	96
<i>Response Request by LPD / EMS</i>	22	90	59
<i>Extrications w/in the City Limits</i>	1	3	4
<i>Extrications outside the City Limits</i>	2	22	15
<i>Breathing Difficulty</i>	29	128	142
<i>Gun Shot</i>	0	2	11
<i>Burns</i>	0	0	0
<b><i>Totals</i></b>	<b>123</b>	<b>749</b>	<b>674</b>

# HUMAN RESOURCES DEPARTMENT

## STATISTICAL DATA

### JULY, 2023

EMPLOYMENT APPLICATIONS PROCESSED(OUTSIDE) AS OF 07/31/23	17
EMPLOYMENT APPLICATIONS PROCESSED (IN-HOUSE)	2
NEW HIRES: J. CUNNINGHAM, N. TERRY, J. CORRELL, J. PARDUE	4
PROMOTIONS:	0
EXIT INTERVIEWS (TERMINATIONS, RESIGNATIONS, RETIREMENTS:	2
T. MEDLIN, C. HAIRE	

#### Human Resources Department

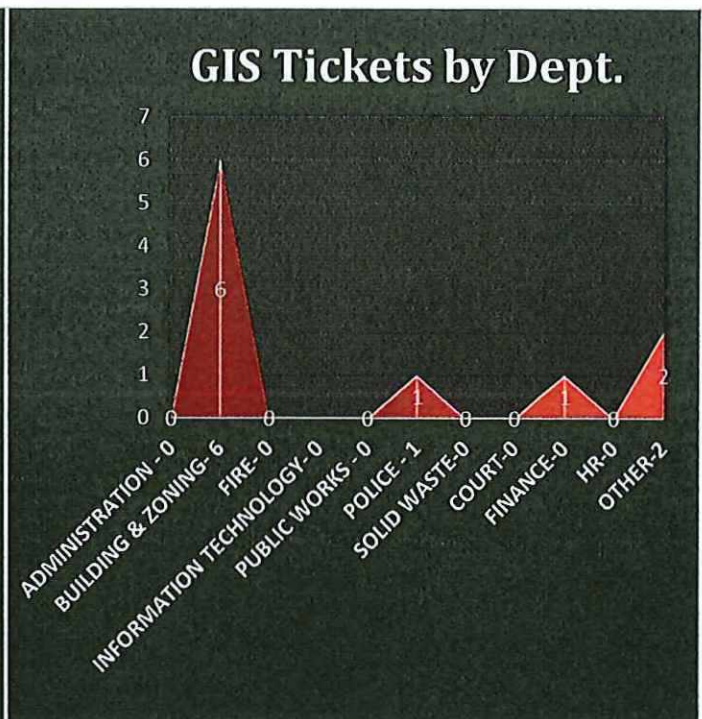
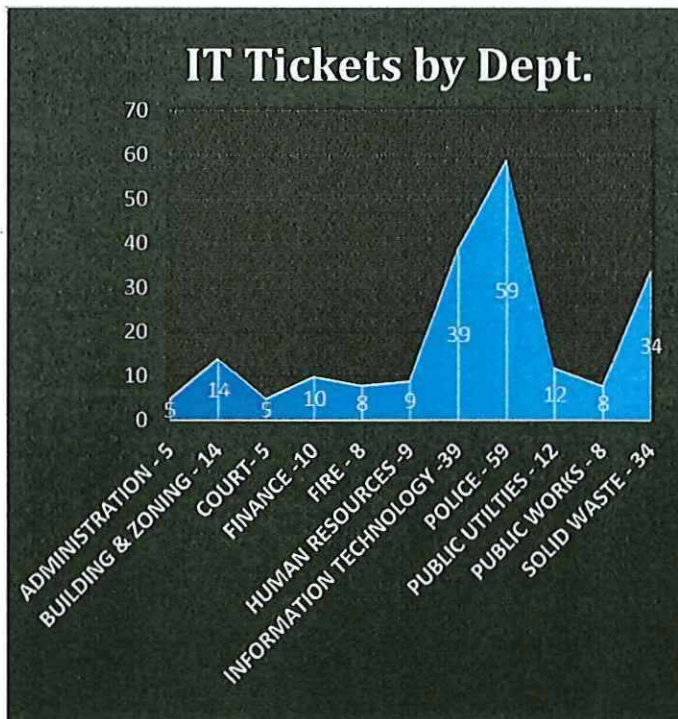
Training Seminars	Date of Training	Location

#### Employee Training/Event

Department	Date of Training	Location

Total Monthly Information Technology Tickets	264
Closed Monthly Information Technology Tickets	258
Outstanding Monthly Information Technology Tickets	6
Geographic Information Service (GIS) Total Monthly Tickets	12
Geographic Information Service (GIS) Closed Monthly Tickets	9
Geographic Information Service (GIS) Outstanding Tickets for the Month	3
Hardware Status: Server	37
Hardware Status: Workstation	143
Server & Workstation Anti-Virus Protection Status	100 %
Total Server Related Issues	5

Tickets Issued by Department:



ew



Information Technology Department  
 Monthly Report  
 July 2023

<b>Completed IT Projects</b>		
Copier Refresh	Windows 11 Release/Install	Springs House Internet Upgrade
VMs Setup for County	Court Audio at 15 <sup>th</sup> Street	Court Audio Upgrade
PD Keyless Entry/Camera Sys	Court Software Upgrade	Upgrade Cameras at SW & VM
Upgrade Server RAM	2022 IT Security Training	AT&T First Net
FD 2 Camera Upgrade	FD 2 Keyless Entry	FD 1 Camera Upgrade
FD 1 Camera Upgrade	City-Wide Card Access	Card Access at New PU Gate
Build 14 New Servers for New World Migration	Upgrade Server OS Software	Build an upgraded server for printer
FD 1 Keyless Entry		

<b>Outstanding IT Projects</b>		
IT Lab Schedule	New World Server Migration	Upgrade Multi-Department's PC
O365 MFA Deploy	Fire Software Upgrade	BZ New Software
Camera at New PU Gate	IT Department Move	Windows 11 Deploy
MaaS360 Deploy	City-Wide eDocuments	Server Rebuilds with 2019
New City Website	Upgrade Council Audio/Video	IT Dept Tip Videos
Migrate court from Incode to Lawtrak	Move Print Server to Upgraded Server	Deploy Standard Uniform Signature for All City Email
Move PD to New RMS		

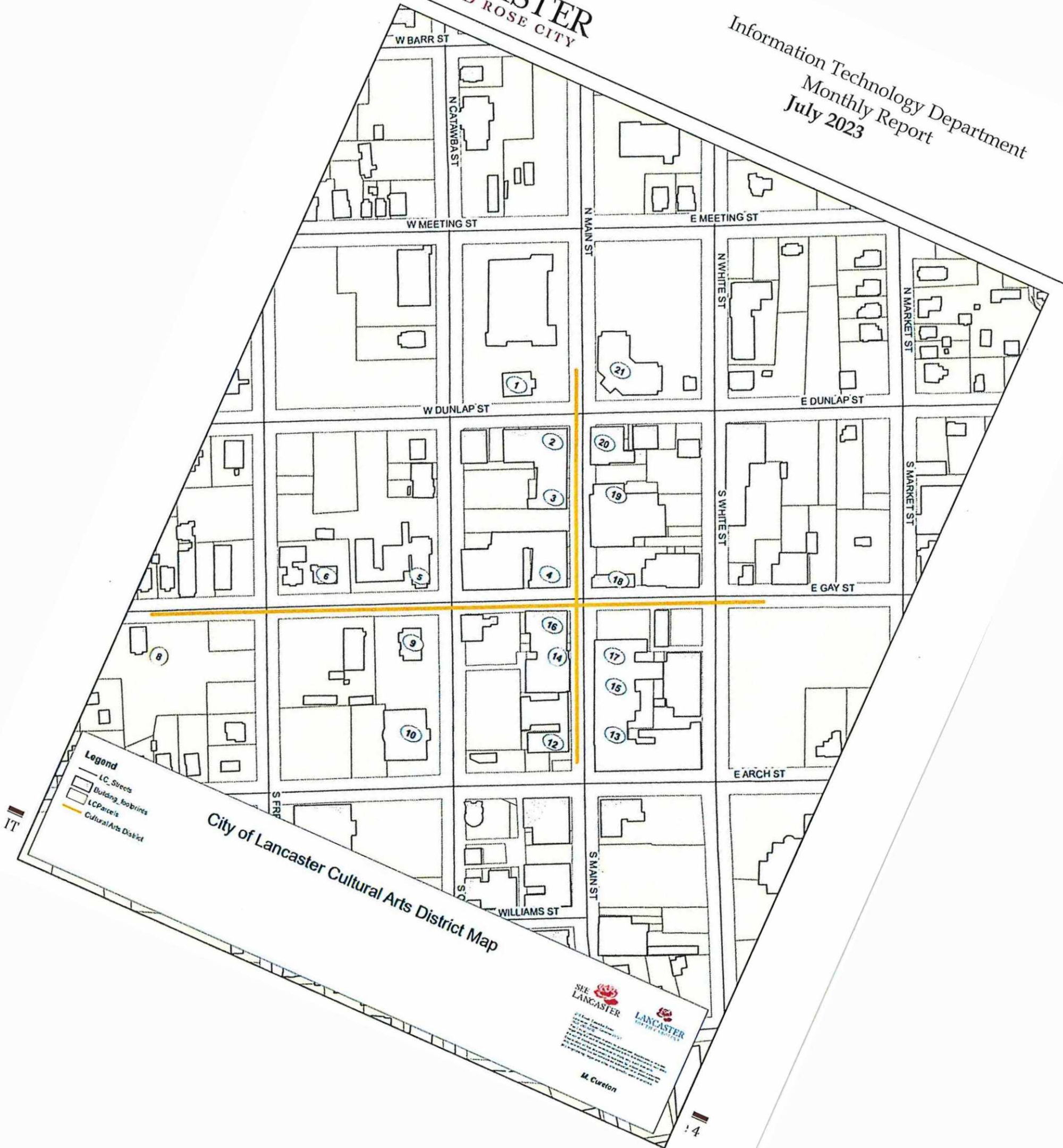
<b>Future IT Projects</b>		
Server Pen Testing	Main Street Wi-Fi	SCATA Upgrade(sites)
TimeClock Upgrade	Citizen PC Training	QR Code Walking Tour
MotoTurbo Radio System	Security Cameras at City Parks	Upgrade Body Cameras
Move to Incode Cloud	Move to Watchguard Cloud	

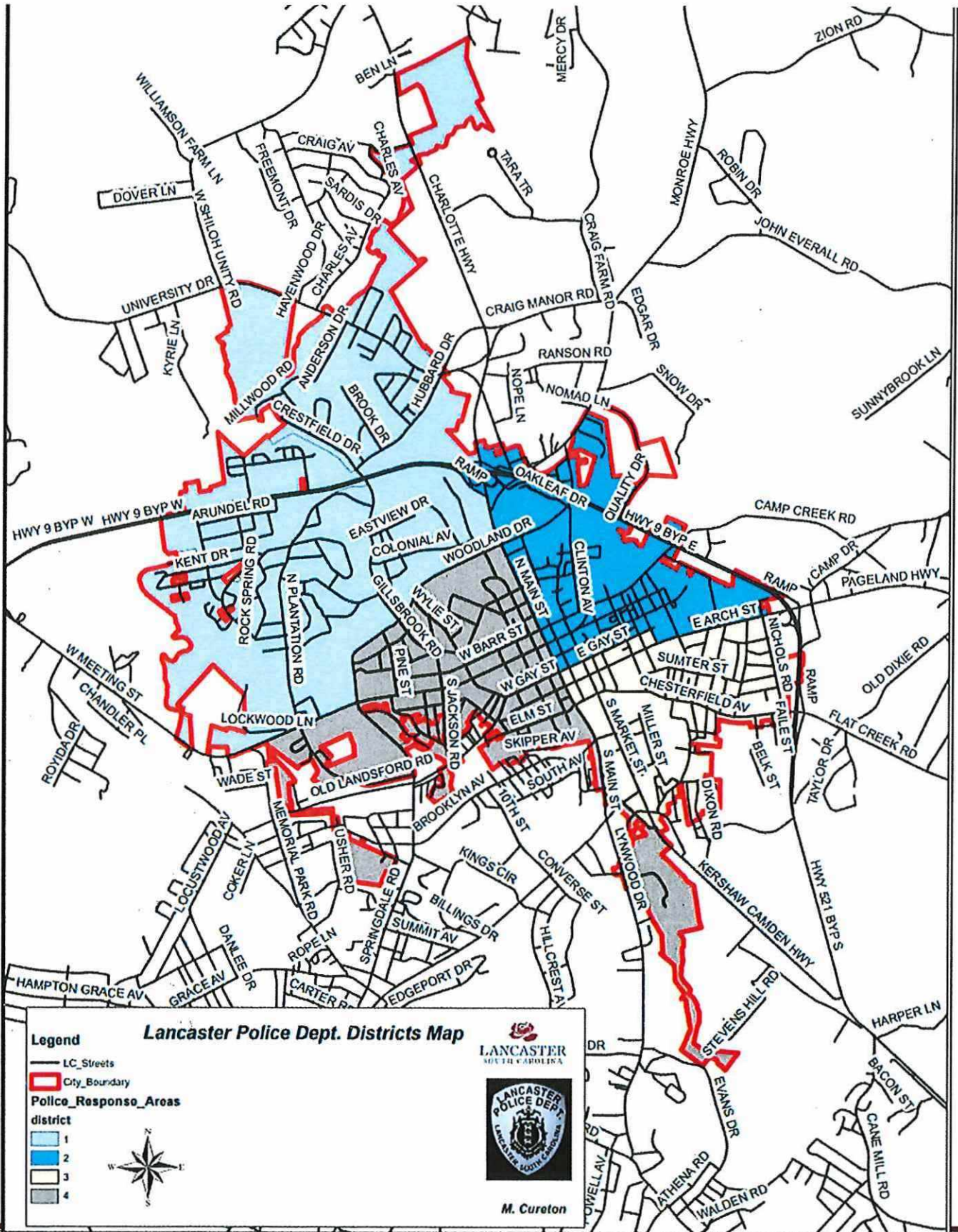
<b>Completed GIS Projects</b>		
Provided GIS mapping for new single dwellings at 604 and 608 Sumter St. -B&Z	Provided drone imagery of Basildon subdivision and Rosegate - B&Z	Produced Downtown Revitalization Grant Map- See Lancaster
Created Cultural Arts District Map- See Lancaster	Created Sickle Cell Parade Map- See Lancaster	Created Juneteenth Event Map- See Lancaster
Plotted address points and utility data at 1112 & 1132 Elloit St/412 Ruth St , 721 Bonica Ct,765 Bonica Ct. B&Z	Printed 36" X 48" police districts map and emailed 8"x 11" pdf copy. - PD	Created drone imagery videos and emailed to See Lancaster- IT/See Lancaster

<b>Outstanding GIS Projects</b>		
Westside Cemetery Mobile App	CAD update	Fire online directory map

<b>Future GIS Projects</b>		
Lead Line Assessment Online Map	GIS Server update	Police district online app









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: 8/02/2023  
 Collections for the Period 7/01/2023 THRU 7/31/2023

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

		%	CODE	DUE STATE TREASURER
<b>FINES, FEES &amp; FILING FEE/ASSESSMENT</b>				
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
<b>DUI/DUS/BUI - ASSESSMENTS/SURCHARGES/PULLOUT</b>				
E	Boating Under the Influence (BUI)	100%	50-21-114	.00
F	Municipal DUS DPS Pullout - \$100	100%	56-1-460	32.00
G	Municipal DUI Assessment - \$12 Per Case	100%	56-5-2995	7.48
H	Municipal DUI Surcharge - \$100 Per Case	100%	14-1-211	62.30
I	Municipal DUI DPS Pullout - \$100	100%	56-5-2930&2945	62.30
IA	DUI/DUAC Breathalyzer Test Conv. -SLED \$25	100%	56-5-2950 (E)	.00
<b>SURCHARGES</b>				
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 Enforcementr Sur.-\$25 Per Case	100%	14-1-212 (A)	317.51
KA	Municipal Criminal Justice Academy \$5 Sur.	100%	14-1-240 (A)	3.33
<b>OTHER ASSESSMENTS-STATE SHARE</b>				
L	Municipal - 107.5%	88.84%	14-1-208	1,148.78
LA	Munic. Traffic Education Program \$140	90.83%	17-22-350 (C)	.00
M	<b>TOTAL REVENUE DUE TO STATE TREASURER</b>			<b>1,633.70</b>

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

		%	CODE	RETAINED BY MUNICIPALITY
<b>RETAINED BY MUNI FOR VICTIM SERVICES</b>				
N	Assessments - Municipal	11.16%	14-1-208	127.44
O	Surcharges - Municipal	100%	14-1-211	62.16
OA	Other Assessments - Municipal	9.17%	17-22-350 (C)	.00
P	<b>TOTAL RETAINED FOR VICTIM SERVICES</b>			<b>189.60</b>

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  
07/01/2023 thru 07/31/2023

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	
07/01/2023 - 07/31/2023	18	0	14	0	8	0	1	2	4	8	37	452	
-	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	18	0	14	0	8	0	1	2	4	8	37	452	

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	
07/01/2023 - 07/31/2023	1	0	0	0	0	0	0	0	0	0	1	1	25
-	0	0	0	0	0	0	0	0	0	0	0	0	0
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	
07/01/2023 - 07/31/2023	124	40	34	0	0	0	3	0	26	17	120	450	
-	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	124	40	34	0	0	0	3	0	26	17	120	450	

MUNICIPAL ORDINANCE DOCKET

Reporting Period	Cases Filed	Total Number Disposed by Disposition Type (1-9)									Pending End of Period	
		1	2	3	4	5	6	7	8	9		Total
07/01/2023 - 07/31/2023	4	1	4	0	0	0	0	0	3	1	9	100
-	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	4	1	4	0	0	0	0	3	1	9	100	

DOMESTIC VIOLENCE

Reporting Period	Cases Filed	Total Number Disposed by Disposition Type (1-9)									Pending End of Period
		1	2	3	4	5	6	7	8	9	
07/01/2023 - 07/31/2023	1	0	0	0	0	0	0	4	0	4	157
-	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	0	0	0	0	0	4	0	4	157	

AGE OF PENDING JURY TRIAL AS OF 07/31/2023				
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	84	11	134	42
Totals	84	11	134	42

AGE OF PENDING NON-JURY TRIAL AS OF 07/31/2023				
AGE IN DAYS	CRIMINAL	DUI 1ST	TRAFFIC	ORDINANCE
1 - 30	17	1	93	4
31 - 60	13	0	28	4
61 - 90	20	1	22	2
91 and older	318	12	173	48
Totals	368	14	316	58
Total Pending	452	25	450	100

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**

<b>Activity</b>	<b>July 2022</b>	<b>July 2023</b>
<b>Arrest Warrants Issued:</b>	<b>18</b>	<b>44</b>
<b>Bond Hearings/Releases Conducted:</b>	<b>36</b>	<b>39</b>
<b>Failure to Appear in Court for Trial:</b>	<b>18</b>	<b>15</b>
<b>Appeared in Court/Fine Paid:</b>	<b>3</b>	<b>23</b>
<b>Appeared in Court/Payment Arrangement Requested:</b>	<b>7</b>	<b>24</b>
<b>Delinquent Payment Arrangement:</b>	<b>3</b>	<b>15</b>



# Lancaster Police Department

Monthly Report for July 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>	25	170	131
<i>Clearance Rate – Crimes Against Persons</i>	60% (15)	55 % (93)	63% (83)
<i>UCR Part A – Crimes Against Property/Society</i>	109	569	464
<i>Clearance Rate – Crimes Against Property/Society</i>	42% (46)	54% (305)	72% (333)
<i>Narcotics Cases Made</i>	8	50	24
<i>Traffic Collisions Resulting in Fatality and/or Injury</i>	21	86	73
<i>Traffic Citations Issued</i>	134	433	534
<i>Average Response Time</i>	5.60	5.62	5.35
<i>Community Programs</i>	5	30	7
<i>Public Safety Checkpoints</i>	3	4	3

## 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 July 2023**

DEPARTMENT ACTIVITIES	THIS MONTH	THIS YEAR-TO-DATE	LAST YEAR-TO-DATE	% CHANGE
Calls for Service	3,045	13,688	10,709	28%
Traffic Accidents	53	337	291	16%
Traffic Citations	134	433	534	-19%
Parking Citations	1	1	0	100%
Noise Citations	0	2	1	100%
Littering Citations	0	3	0	100%
Derelict Vehicles Tagged	1	36	24	50%
Derelict Vehicles Towed	0	9	5	80%

GROUP B OFFENSES	THIS MONTH	THIS YEAR-TO-DATE	LAST YEAR-TO-DATE	% CHANGE
Bad Checks	1	3	3	0%
Curfew	0	0	1	-100%
Disorderly Conduct	6	30	16	88%
Driving Under the Influence	1	4	11	-64%
Drunkness	0	0	0	0%
Non-Violent Family Offenses	1	13	24	-46%
Liquor Law Violations	4	14	13	8%
Peeping Tom	0	0	0	0%
Runaway	0	8	1	100%
Trespassing	1	22	16	37%
Resisting Arrest	0	4	4	0%
Contributing to Delinquency of Minor	1	5	0	100%
All Other Offenses	4	24	24	0%
<b>Totals</b>	<b>19</b>	<b>127</b>	<b>113</b>	<b>12%</b>

TRAINING	THIS MONTH	THIS YEAR-TO-DATE	LAST YEAR-TO-DATE	% CHANGE
Academy Hours	520	1,854	1,690	9%
Non-Academy Hours	331	1,062	1,354	-21%
<b>Totals</b>	<b>851</b>	<b>2,916</b>	<b>3,044</b>	<b>-4%</b>
Community Programs	4	29	7	300%
				<i>Page 2 of 8</i>

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

<b>FOLLOW UP INVESTIGATIONS</b>	<b>THIS MONTH</b>	<b>THIS YEAR-TO-DATE</b>	<b>LAST YEAR-TO-DATE</b>	<b>% CHANGE</b>
<b>DETECTIVES</b>				
Investigative Cases	14	121	150	-19%
Arrest	0	5	29	-83%
Ex-Cleared	0	10	7	43%
Unfounded	0	4	7	-43%
Admin-Closed	0	10	30	-66%
Active	14	99	41	141%
<b>PATROL</b>				
Investigative Cases	87	678	569	20%
Arrest	28	195	158	23%
Ex-Cleared	5	52	42	24%
Unfounded	0	5	4	25%
Admin-Closed	12	120	169	-30%
Active	41	227	211	8%
<b>DEPARTMENT TOTALS</b>				
Investigative Cases	101	799	719	11%
Arrest	28	200	187	7%
Ex-Cleared	5	62	49	27%
Unfounded	0	9	11	-18%
Admin-Closed	12	130	199	-34%
Active	55	326	211	54%
<b>ARRESTS-ALL INCIDENTS TOTAL</b>	<b>28</b>	<b>200</b>	<b>187</b>	<b>7%</b>



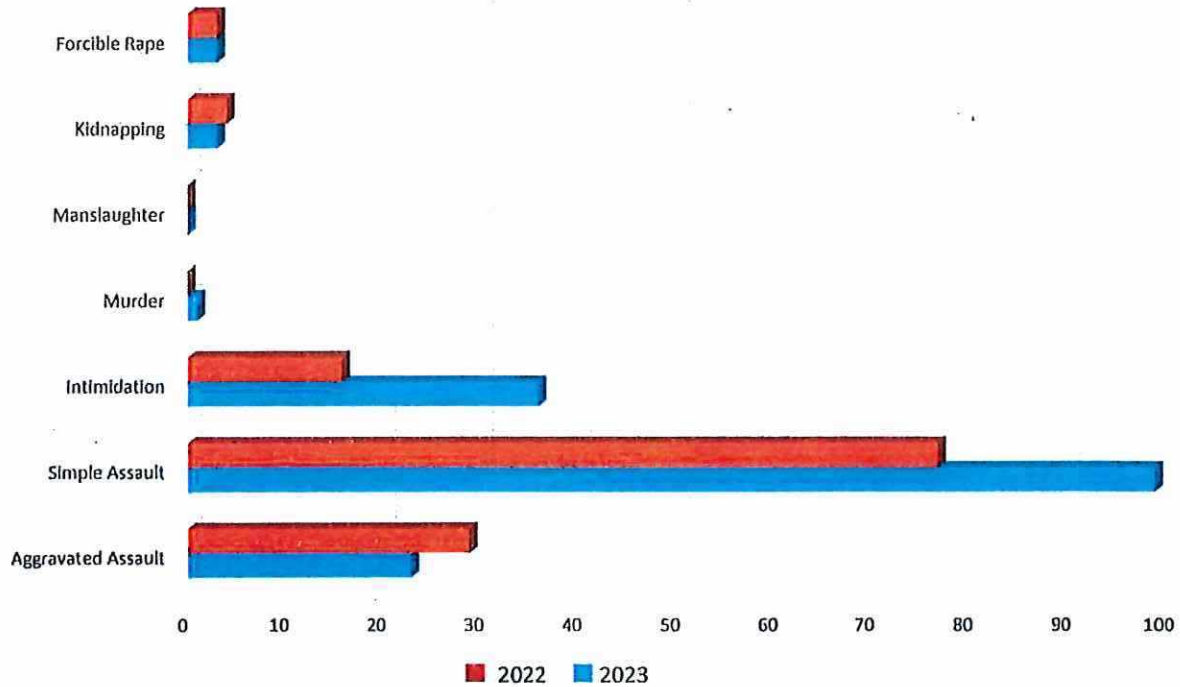
## LANCASTER POLICE DEPARTMENT MONTHLY REPORT for July 2023

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	3	1	33%	23	7	30%	29	-21%
Simple Assault	15	12	80%	99	66	67%	77	28%
Intimidation	4	2	50%	36	15	42%	16	125%
Murder	0	0		1	0	0%	0	100%
Manslaughter	0	0		0	0		0	
Justifiable Homicide	0	0		0	0		0	
Kidnapping	0	0		3	3	100%	4	-24%
Forcible Rape	1	0	0%	3	1	33%	3	0%
Forcible Sodomy	0	0		1	0	0%	0	100%
Sexual Assault with Object	1	0	0%	1	0		1	0%
Forcible Fondling	1	0	0%	3	1	33%	1	200%
Incest	0	0		0	0		0	
Statutory Rape	0	0		0	0		0	

<b>Totals</b>	<b>25</b>	<b>15</b>	<b>60%</b>	<b>170</b>	<b>93</b>	<b>55%</b>	<b>131</b>	<b>30%</b>
---------------	-----------	-----------	------------	------------	-----------	------------	------------	------------

Missing Person	2	0	0%	9	6	67%	9	0%
----------------	---	---	----	---	---	-----	---	----

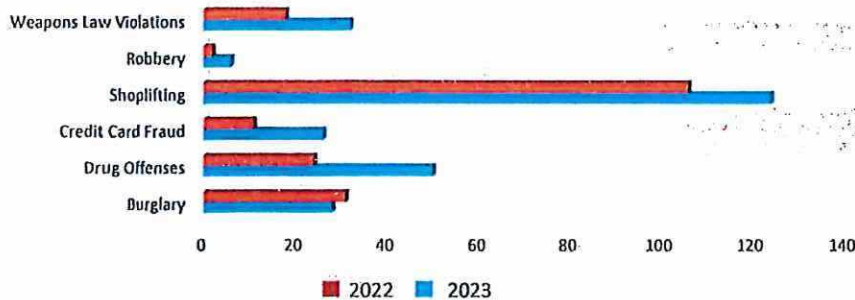
Crimes Against Persons



## LANCASTER POLICE DEPARTMENT MONTHLY REPORT for July 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	1	1	100.00%	4	3	75%	2	100%
Bribery	0	0		0	0	0%	0	0%
Burglary	4	2	50%	28	12	43%	31	-10%
Counterfeiting/Forgery	1	1	0%	5	2	40%	10	-50%
Destruction of Property	17	8	47%	85	44	40%	76	12%
Drug Offenses	8	7	88%	50	49	98%	24	108%
Drug Equipment Offenses	0	0		0	0		1	-100%
Embezzlement	0	0		0	0		0	
Extortion	1	0		2	0	0%	0	100%
False Pretenses	4	1	25%	19	5	26%	21	-9%
Credit Card Fraud	8	0	0%	26	6	23%	11	136%
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	24	16	67%	124	89	72%	106	-17%
Theft from Building	0	0		0	0		3	-100%
Theft - Coin Devices	0	0		0	0		0	0%
Theft From Auto	6	0	0%	32	15	47%	25	28%
Theft of Auto Parts	0	0		9	2	22%	8	13%
All Other Larcenies	25	6	24%	123	43	35%	104	18%
Motor Vehicle Theft	1	0	0%	10	3	30%	4	125%
Pornography	1	0		1	0	0%	0	
Prostitution	0	0		0	0		0	
Promoting Prostitution	1	0		1	0	0%	0	
Robbery	1	0	0%	6	2	33%	2	100%
Sexual Exposure	0	0		2	0	0%	0	100%
Stolen Property	1	1	100%	7	7	100%	9	-22%
Weapons Law Violations	5	3	60%	32	20	63%	18	77%
Obscene Phone Calls	0	0		0	0	0%	3	-100%
Use Vehicle W/O Consent	0	0		1	1	100%	1	0%
<b>Totals</b>	<b>109</b>	<b>46</b>	<b>42%</b>	<b>569</b>	<b>305</b>	<b>54%</b>	<b>464</b>	<b>23%</b>

Crimes Against Property



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

**NEW CASES ASSIGNED: 63**

**TOTAL VICTIMS SERVED 65**

**Prior Contact Victims: 2**

**TYPE OF VICTIMIZATION: 65**

ASSAULT	14
ABHAN	0
ATTEMPTED MURDER	0
BURGLARY	4
DV	6
DVHAN	0
CHILD ABUSE	1
CSC	0
CSC W/MINOR	0
FINANCIAL CARD FRAUD	9
GRAND THEFT AUTO	0
HARASSMENT	1
ILLEGAL USE OF PHONE	0
INDECENT EXPOSURE	0
KIDNAPPING	0
MURDER	0
LARCENY >\$2000	21
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 65 VICTIMS SERVED, MANY RECEIVED A VARIETY OF SERVICE**

INFO/REFERRALS IN PERSON	65
INFO/REFERRALS TELEPHONE	5
CRIMINAL JUSTICE ADVOCACY	65
CRISIS RESPONSE	0
MAILED PROGRAM INFORMATION	16
PRIOR MONTH CONTACTS	2
COURT ACCOMPANIMENT	0
PAROLE HEARINGS ATTENDED	0
ESCORTS/SHELTER	0
ADVISED OF VICTIM'S COMPENSATION	1
FILED VICTIMS COMPENSATION APPLICATION	0
BOND HEARING NOTIFICATION	0
EMPLOYER INTERVENTION	0
WALK-INS	5
FOLLOW-UPS	2
COURT BALIFF	0

**VICTIM CLASSIFICATIONS:**

<b>MINORITY:</b>	<b>53</b>
<b>CHILDREN:</b>	<b>4</b>
<b>ELDERLY:</b>	<b>6</b>
<b>DISABLED:</b>	<b>0</b>
<b>OTHER:</b>	<b>0</b>

# July 2023

## Significant Events

**July 11 & 13—Active Shooter Training at Lancaster High School**

**July 20 - Coffee with a Cop—Daily Grind**

**July 19 - 23 - Operation Slow Down**

**July 21 - Finally Friday**

**July 25 - Promise Neighborhood Meet & Greet**

# July 2023

## Significant Incidents

**July 5 - Aggravated Assault @ 1100 East Arch Street**

**July 5 - Forcible Rape @ 116 South Wylie Street**

**July 16 - Sexual Assault With An Object @ 201 Elm Street**

**July 19 - Sexual Exploitation of A Minor @ 1208 Gladstone Road**

**July 26- Forcible Fondling @ 407 North White St.**

**July 31 - Strong Arm Robbery @ 2204 Palmetto Place Apts.**

## Lancaster Police Department

### July 2023 Training

#### South Carolina Criminal Justice Academy

Recruit Training – M. Tolbert, J. Walters, Z. Campbell, S. Neff, J. Cunningham  
 Recruits Tolbert, Walters, and Campbell completed their 4 week in house testing.  
 Recruits Tolbert and Walters took their cumulative tests at the Academy on July 12<sup>th</sup> with both making an 88. Both also passed the required P.A.T. at the Academy.  
 Recruit Campbell took his cumulative test on July 19<sup>th</sup>, scoring an 89. Recruit Campbell also passed his P.A.T. at the academy. All three entered the Criminal Justice Academy on July 30<sup>th</sup>. Total hours - 360

Recruits Neff and Cunningham completed 80 hours of block training for the SCCJA.  
 Total hours – 160

On July 11<sup>th</sup> and July 13<sup>th</sup>, 2023 Officers with the Lancaster Police Department attended Active Shooter / Emergency response drills at Lancaster High School.  
 830am – 400pm each day (no training costs except overtime)  
 23 officers 7.5 hours training credit (172.5 total hours)

July 11<sup>th</sup> attendees: A Watch Patrol, B Watch Patrol, Lt. B. Small, TCO. Amanda Jackson, Sgt. D. Sims, Sgt. D. Howard

July 13<sup>th</sup> attendees: C Watch Patrol, D Watch Patrol, Sgt. M. Howell, Cpl. L. Brock, TCO M. Gardner

#### Lexipol Training:

- 90 minutes monthly per employee
- 79.5 Total hours for Department on Lexipol

SCCJA Training hours: 520 total

Non SCCJA Training hours – 252 hours

Lt. Brian Small *Ball-950*

Professional Standards

Lancaster Police Department

## Accreditation-Week of August 14th-18<sup>th</sup>

Any updates on the scan card for the room in the sally port?

Any updates on the Use of Force and Vehicle Pursuits policies from the Command Staff?

I now have access to the CALEA LE1 standards until September 9, 2023.

I will have a date for enrolling in CALEA this week.

4 policies were updated, revised, and issued to all employees with a due date of 8/14/2023.

*I have an accreditation form for all new hires for Accreditation Familiarization.*

Policies are being reviewed and revised daily.

Bernice and I attended the SCPAC meeting on 8/11/2023 at Midlands Tech. Dan Isgett the Vice President of the SCPAC discussed some difficult CALEA and SCLEA standards. Some of the ones discussed were as follows:

Assault on a Police Officer Review

Chapter 15- Communications (SCLEA)

Holding Facility

84.1.6 Inspections and Reports (Appendix K in PowerDMS breaks it down)

46.1.13 Continuity of Operations Plan (SCEMD has a continuity operations plan on their website)

Chapter 30

SCPAC Conference is on October 5<sup>th</sup> & 6<sup>th</sup> at the Columbia Convention Center and the theme will be Evidence.

# AUGUST

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CALEA Meeting with Eric Brown and Fran Moore. July DTBs are due.	2 Holding Facility policy meeting with Donnie Sims. August DTBS will be issued.	3	4	5	
6	7	8	9	10	11 SCPAC Meeting at Midlands Tech.	12
13 4 policies are due July DTBs are due	14	15	16	17	18	19
20	21	22 Lexipol meeting at 2 pm	23	24	25	26
27	28	29	30	31 Last day to complete August DTBs		





# Lancaster Public Utilities Department

Monthly Report for July, 2023  
*Director Donald Ledford*

**Key Public Service Areas**

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

**Critical Objectives**

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

**Scope of Agency Operations**

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

<i>Parameter</i>	<i>Compliant</i>
<i>Flow – 7.50 MGD Limit</i>	Yes
<i>Biological Oxygen Demand</i>	Yes
<i>Suspended Solids</i>	Yes
<i>E-coli</i>	Yes
<i>Dissolved Oxygen Content</i>	Yes
<i>pH Level</i>	Yes
<i>Ammonia</i>	Yes
<i>Chlorine Residual</i>	Yes
<i>Total Phosphorus</i>	Yes
<i>Toxicity</i>	Yes
<i>Total Nitrogen</i>	Yes
<i>Semi-Volatiles</i>	N/A
<i>Current Solids Concentration</i>	4200 mg/L
<i>Biosolids Wasted</i>	244,000 lbs.

**Narrative Information:**

For the month, we treated 60.89 million gallons of wastewater. Total potable water usage was 11,000 gals. We used 69,996lbs. of lime, 12,275 lbs. of salt and 53,252 lbs. of Alum. We land applied 208 cubic yards of dewatered sludge using 2,085 lbs. of polymer. There were no permit violations this month.



# Lancaster Public Works Department Water and Sewer Division

Monthly Report for July 2023

*Public Works Director Rendell Mingo*  
*Field Superintendent Ken Sims*

<i>Key Public Service Areas</i>	<b>Critical Objectives</b>
<ul style="list-style-type: none"> <li>➤ Repair and maintain the water delivery system to ensure the safe and efficient delivery of clean potable water.</li> <li>➤ Repair and maintain the wastewater collection system to protect local health and safety and protect the environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain the integrity of the water supply distribution system.</li> <li>• Maintain the integrity of the wastewater collection system.</li> <li>• Respond to complaints in a timely manner.</li> <li>• Monitor operation of the water distribution and wastewater collection systems to ensure compliance with Federal and State regulations.</li> </ul>

<b>Performance Report</b>			
Indicator	Month	Current YTD	Previous YTD
Water Main Breaks Repaired	33	217	211
Average Resolution Time – Water Main Breaks	3hr.	3hr.	3hr.
Feet of Water Line Replaced	528	8,089	7816
Number of Fire Hydrants Repaired/Replaced/New	0	6	8
Number of Hydrants Maintenance Needed	1	7	8
Inoperable Fire Hydrants	2	7	2
Percentage of Unacct. Water	42.2%	35.02%	41.28%
Sewer Main Line and City-side Lateral Stoppages	9	111	93
Feet of Sewer Line Repaired/Replaced	105	5595	7364
Feet of Sewer Line Videoed	1000	42,624	25,920
Sewer line SL Rats	17,140	99,744	83,290
Feet of Sewer Line Flushed	12,085	83,370	73,969
Number of Reportable Sanitary Sewer Overflows	0	1	1
Smoke Tested	0	57,427	67,130

**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 July 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>	532	3,898	6,353
<i>Number of Outstanding work orders</i>	27	137	274
<i>Number of Inoperable Water Meters</i>	0	0	0
<i>Number of Meters Read for Timely Billing</i>	6,551	45,831	45,113
<i>Number of Utility Cuts Repaired</i>	17	80	52
<i>Number of incomplete Utility Cuts</i>	15	86	72

Narrative Information:



**CITY OF LANCASTER WATER LOSS REPORT**  
**January 2021 - July 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%
Jun-23	51,593,700	16,903,000	6,710,900	5,362,070	28,975,970	43.8%
Jul-23	55,399,260	18,359,700	6,892,900	6,782,615	32,035,215	42.2%

The current period for water purchased was for No' July 1, 2023 -August 1, 2023  
 These readings are provided to the City by LCWSD.

**CITY OF LANCASTER  
SOLID WASTE DEPARTMENT**

**MONTHLY REPORT FOR JULY 2023**

**Matthew B Berry**

**Director of Sanitation & Maintenance Operations**

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

**SCOPE OF OPERATIONS**

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

**PERFORMANCE REPORT**

	<b>MONTH OF JULY</b>	<b>CURRENT YTD</b>	<b>PREVIOUS YTD</b>
<b>NUMBER OF SIGNS REPAIRED OR REPLACED</b>	22	22	19
<b>MILES OF ROADWAY SWEEPED</b>	0	0	89.00
<b>TONS OF CITY RESIDENTIAL SOLID WASTE COLLECTED</b>	235.09	235.09	2432.23
<b>TONS OF CITY COMMERCIAL SOLID WASTE COLLECTED</b>	347.31	347.31	4055.43
<b>TONS OF CITY RESIDENTIAL TRASH, LEAVES AND BRUSH COLLECTED</b>	141.25	141.25	1807.92
<b>TONS OF CITY CARDBOARD COLLECTED</b>	15.23	15.23	174.02
<b>TONS OF INDEPENDENT MSW COLLECTED</b>	1763.52	1763.52	21352.84
<b>TONS OF INDEPENDENT C &amp; D COLLECTED</b>	590.83	590.83	6002.24
<b>TONS OF INDEPENDENT CARDBOARD COLLECTED</b>	13.67	13.67	152.18
<b>TOTAL TONS RECEIVED AT TRANSFER STATION</b>	3,128.90	3,128.90	36,065.86



## 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	2392.34											
Lancaster County PW	608.60											
Active Waste	45.21											
C & D Trash Service	7.75											
Republic Waste	138.71											
Robinson Trash	30.54											
Rural Garbage	115.00											
Town of Heath Springs	20.52											
Trash Control	77.88											
Waste Management Char So	29.51											
Waste Management SC	0.00											
Total Independent MSW	1073.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bill to City Based on Total Tons	1318.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00





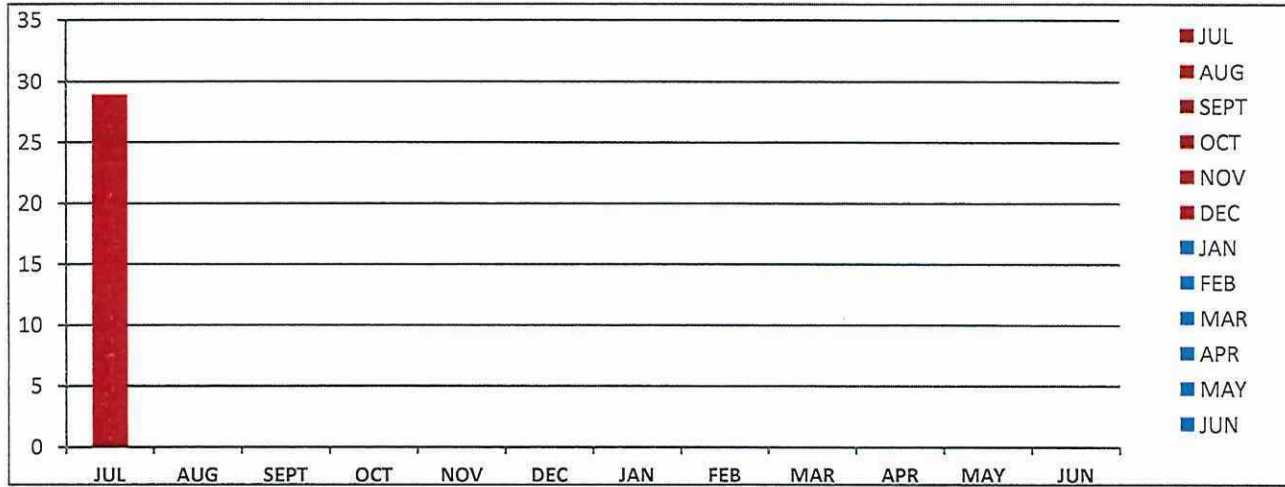


### SOLID WASTE RECYCLE CARDBOARD JULY 2023- JUNE 2024



COMMERCIAL    TONS

JUL	28.9
AUG	
SEPT	
OCT	
NOV	
DEC	
JAN	
FEB	
MAR	
APR	
MAY	
JUN	



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

**CITY OF LANCASTER  
SOLID WASTE DEPARTMENT**

**VEHICLE MAINTENANCE DIVISION**

Monthly Report for JULY 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 JULY	CURRENT YTD	PREVIOUS YTD
<b>LARGE EQUIPMENT</b> <i>Backhoes, Tractors, Trailers, Valve Machine, Etc.</i>	56	56	41
<b>SMALL EQUIPMENT</b> <i>Lawnmowers, Pumps, Weeders, Chainsaws, Etc.</i>	5	5	2
<b>VEHICLES</b> <b>PREVENTATIVE MAINTENANCE</b>	16	16	16
<b>VEHICLES</b> <b>GENERAL REPAIRS</b>	90	90	69
<b>VEHICLES AND EQUIPEMENT</b> <i>Repairs due to Negligence</i>	0	0	0
<b>TOTAL EQUIPMENT REPAIRED</b>	61	61	43
<b>TOTAL VEHICLES REPAIRED</b>	90	90	69
<b>GRAND TOTAL REPAIRED</b> <i>Vehicles, Equipment, &amp; PM</i>	167	167	128

# Monthly Report

July 2023

by: Marketing and Development Manager

## Monthly Recap

- Farmers Market and Amphitheater design phases are completed.
- The Downtown Rehabilitation Grant Program is under review.
- We are adding the final touches to the first phase of the Traffic Control Box project.
- Through the Council request, IT and I are working on new email signatures as we look into using new logos for the City.
- An updated 'New Business' guide is currently in the works.
- The first-ever City of Lancaster 'Budget in Review' will be sent out to the public by the end of July. This review will highlight each department's budget. This gives a chance for the public to have full transparency and an "easy to read" guide on our 39.5 Million Dollar budget.



## July Updates for Downtown Lancaster!

Council, I am pleased to say that Downtown Lancaster is beginning to see growth! Please see the below in regard to Downtown Lancaster.

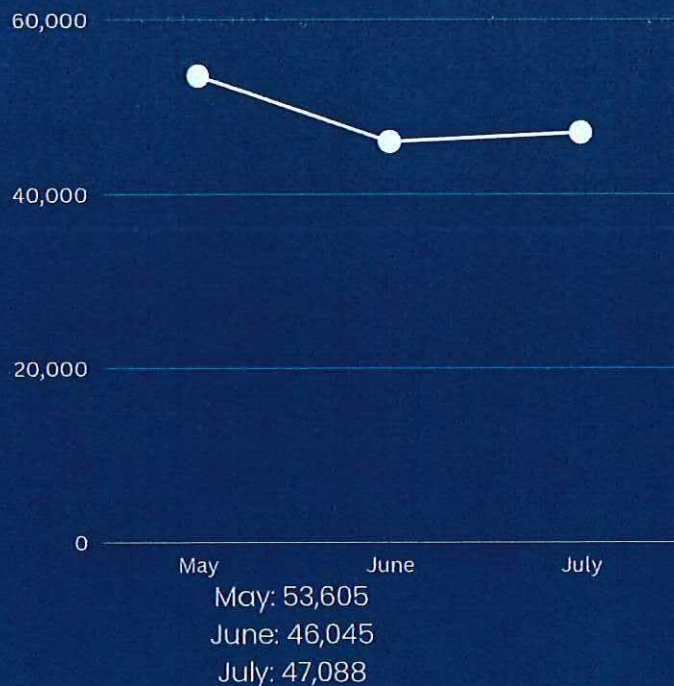
- 126 S Main Street (old Charles Cafe) is continuing to gut out both buildings. Plans on what the buildings will entail are still being discussed, however, the movement continues!
- 130 S Main Street (old K Beauty Supply) applied for a Facade Grant back at the beginning of June which they received the full \$4,000. The Facade of the building is soon to change. Plans on what the buildings will entail are still being discussed, however, they are very eager to begin their journey Downtown.
- Southern Yankee Bakery & Bistro.LLC at 108 E Gay had a few setbacks but is soon to open!
- Tottos Mexican Restaurant at 126 Elm Street opened on July 5th and has been a hit as they have seen an average of 200 customers daily!
- Hospice & Community Care Resale Shop Lancaster has relocated and moved from their Downtown location, however, we are excited to see who will move in!

# SOCIAL MEDIA

## INSIGHTS

This metric counts reach from the organic or paid distribution of your Facebook content, including posts, stories and ads. It also includes reach from other sources, such as tags, check-ins and Page or profile visits. This number also includes reach from posts and stories that were boosted. Reach is only counted once if it occurs from both organic and paid distribution. This metric is estimated. A City of Lancaster, SC Government page has been made, however, we are still working out the details on that page.

## JULY 2023 SEE LANCASTER, SC FACEBOOK NUMBERS!



## WEBSITE DATA REPORT

All Data came from the website!

The top three site visits were:

[Welcome To Lancaster, South Carolina](#)- 3,001

[Home page / Archives](#)- 2,155

[Utility Services](#)- 1,434



# SOCIAL MEDIA >>>

## LEADING POSTS ON FACEBOOK



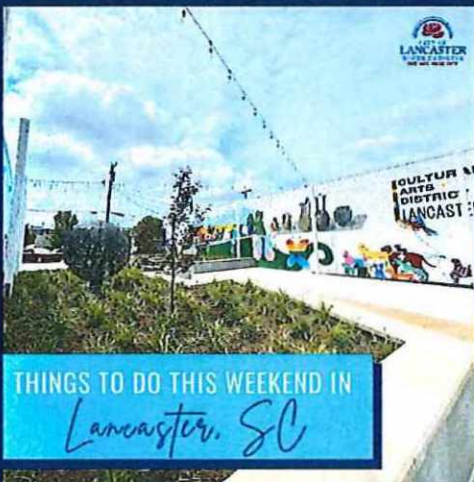
REACH: 14,716  
LIKES/REACTIONS: 177  
COMMENTS: 65  
SHARES: 205

Barbie didn't have to tell us twice to party!

Thank you to the hundreds of eventgoers that showed up and showed out! We enjoyed live music from [Trans Am](#), food trucks, and hot rods from all around. Special thanks to [Tour DeLux Rally](#) for partnering with us as they brought 10 cars to the event! Be sure to mark your calendars for the next Finally Friday and Crusin Main event on Friday, August 18th from 6:00 p.m. - 10:00 p.m. with TWO BANDS! That's right. NTAC & Gritty Flyright & The Music Family will be performing in August. See all your smiling faces again!



REACH: 14,128  
LIKES/REACTIONS: 115  
COMMENTS: 15  
SHARES: 7



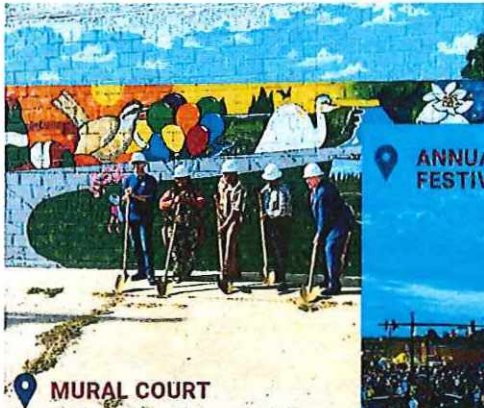
REACH: 11,053  
LIKES/REACTIONS: 90  
COMMENTS: 7  
SHARES: 14



# City of Lancaster

## BUDGET IN REVIEW

FY 23-24



MURAL COURT



ANNUAL RED ROSE FESTIVAL

### A PLACE TO LIVE!

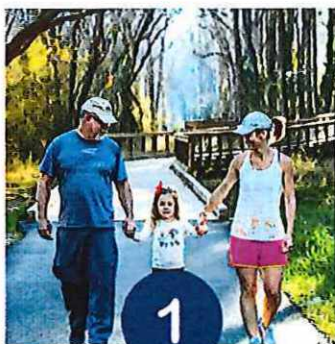
Tucked along the Catawba River, the city of Lancaster seamlessly blends natural beauty with historic character. A city on the rise- Lancaster continues to exhibit a progressive, family-orientated quality of life that continues to receive newcomers and visitors with small-town charm and southern hospitality. Discover the undiscovered with our unique arts, rich history and culture, events and festivals, along with so much more.

Choose to live in South Carolina's hidden gem of a city, you are going to love it here!

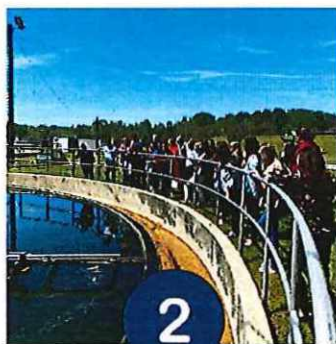
**QUICK FACTS:**

- City Tax Rate in Mills: 0.2040
- City Local Option Sales Tax Credit Factor: 0.005240
- 2020 US Census Population: 8,829

### HIGHLIGHTS



1



2



3

- Greenway Expansion:** Phase 2 Greenway projects are underway. The trail continues to expand beyond Gillsbrook Drive towards the Forest Hills neighborhood. Greenway visitors will soon experience a wider sidewalk along Roddey Drive, a new walkway along Woodland Drive to White Street, AND an underpass right under Main Street.
- Wastewater Treatment Plant:** After the Wastewater Treatment Plant received a 10-million-dollar grant from the South Carolina Infrastructure Investment Program (SCIIP), employees are gearing up for the optimization project at the WWTP slated to begin in 2024. Projects to be completed in the optimization include a new influent pump station providing a maximum pumping of 20 MGD; New headworks including screening and grit removal; Rehabilitation of clarifiers, oxidation ditches, and sludge holding; Hydraulic fixes throughout the treatment train; New energy-efficient blowers with VFD controls to maximize process requirements, etc.
- Murals to Basketball:** With an emphasis on Events and Projects, as well as Tourism, The City of Lancaster is dedicated to creating a destination for those seeking the enjoyment of small-town charm and southern hospitality. The Finance Committee and City Council expressed a need to continue funding various non-profit agencies that show a commitment to the overall tourism and economic vitality of our community.



# City of Lancaster BUDGET IN REVIEW

## DEPARTMENT HIGHLIGHTS

### MAIN STREET LANCASTER

The budget prioritizes encouraging economic growth and helps create a more inviting character for the downtown area. The Downtown Rehabilitation Program is budgeted at \$200,000 to help complete projects such as improvements within the Downtown District. Our team will launch the first phase of the Traffic Signal Box Art Project on Main Street. This project will beautify and colorfully enhance selected city streetscapes, showcase the talent of local artists, and work towards goals outlined in the City's Downtown Revitalization Plan.



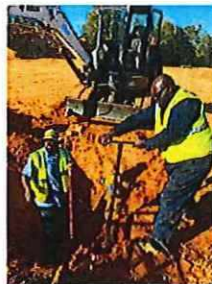
### PUBLIC WORKS

In FY24 budget includes a CIP for the 15th Street Building to get a facelift. 15th Street houses the Public Works Department, Police Department Training Facilities, and so much more!



### POLICE DEPARTMENT

The City's FY24 budget strongly focuses on public safety through people and pay. Total budget for salaries increased by 46% for Police Special Paygrade Classification. \$450,000 was set aside to replace six police vehicles with related law enforcement equipment. Training is a priority for the Police Department, raising the budget by 15% allows those to continue to ensure the community's safety.



### FIRE DEPARTMENT

The FY24 budget includes: Hiring a design professional & project manager for Fire Station 3, Replacing the Fire Marshal's vehicle, and Replacing both stations backup generators.

### BUILDING & ZONING

The city recognizes the need for developing the first-ever Comprehensive Plan. It will include recommendations from the public specific to land use, transportation, housing, environmental resources, and other important topics.

### FINANCE DEPARTMENT

Through teamwork, the Finance Department was able to successfully balance an over 39 million dollar budget. An annual audit is completed every year by the department.

### WASTEWATER TREATMENT PLANT

Focusing on upgrading the Wastewater Treatment Plant is a top priority.

- Replacing the Return Activated Sludge/Waste Activated Sludge pumps, a \$240,000 project.
- Replacing truck 444 this year.
- Purchasing a new 8" bypass pump at a cost of \$70,000. This pump is a supplement to our influent pump station in case of a heavy rain event.

### COURT ADMINISTRATION

COURT IS IN SESSION! Court Administration continues to provide equal court standards through 7 judges and state assessments. They serve the people of Lancaster by case docketing, case management, caseload reporting, collection of fines, etc.



### SOLID WASTE DEPARTMENT

The FY24 budget includes over \$1.5 million in CIPs to improve our streets and sidewalks. It funds Taylor Street and Lyndon Drive Drainage projects along with Sidewalk repairs.



### IT DEPARTMENT

Creating user friendly technology is top priority! The FY24 budget includes a much needed website upgrade and council chambers technology upgrade for live streaming council events.

### HR DEPARTMENT

During the FY24 Goals Session, Council saw the need for continuing employee training. During the new fiscal year, DEI and Front Line Supervisors' training will be a top priority.

### SEE LANCASTER

The City will continue to offer events like Finally Friday, Red Rose Festival, Scarecrows on Main, and holiday celebrations including Christmas in the City and Juneteenth Freedom Celebration. Event staff continues to add new events such as the Shamrock Block Party.



# Monthly Report

July 2023



## JULY- EVENTS AND PROMOTIONS

### July Features:

- July 14 - Attended the **United Way Annual Event**. The City of Lancaster was chosen as the Campaign of the Year for 2022-2023. We changed a couple of things this year by asking our employees to make videos to share with other staff as an encouragement to support the United Way. We also sponsored a hotdog lunch provided by David's Dawgs on Main Street.
- Completed work with the Lancaster Police Department on the **Chief Roper's Hoops for Hope** event.
- July 21 - held our first of three **Finally Friday** - Crusin' Main event. Turnout was pretty good, businesses in town were excited to see all the activity downtown. Total expense \$5,154.00 = \$6.87/person estimated 750 attendees.
- July 27 - spoke at the **USC-L Upward Bound** luncheon. Focus was to encourage the group to take advantage of all the opportunities available to them now. Apply for internships, look for opportunities to volunteer.

### AUGUST EVENTS:

- August 12, **Chief Roper's Hoops for Hope** event starts at 9:00 a.m. the main event will be at 2:00 p.m. the LHS Bruins vs. Lancaster PD.
- The **Annual American Legion Fair** is returning August 11 thru August 21
- August 14, we will be sending out our applications for **Scarecrows on Main**.
- August 18, second of three **Finally Friday's**. Featuring NTACT and Gritty Fly Right. NTACT is a local band and people are pretty familiar with them. Gritty Fly Right is from the Charleston area and have a great following. NTACT plays 6:30-7:30 PM, Gritty Fly Right plays 8:00-10:00 PM
- August 18 - **Ribbon Cutting for Mural Court at 4:30 PM**

Prepared by

**LISA RODDEY**

Events and Promotions Manager





### SEPTEMBER EVENT:

- September 15, final of the three **Finally Friday** Events, this event will include Phazar, Electric Dynamite. Phazar is local and has a following, Electric Dynamite is new to our area and have a following from the Fort Mill and Rock Hill area.
- September 23, two separate events will take place. One is the **James Clark Sickle Cell Parade and Celebration** this will take place at the American Legion field, the parade will travel through Main St. all permits and applications have been taken care of. The second event is a **Torch Run for Special Olympics** meeting at Hwy 55 since this takes place in the county we will not need any permits.

### IN PROGRESS

- **Breast Cancer - Friday, October 13 at the Springs House**
- **Give Local Lancaster** campaign- working with a community partner.
- **National Night Out - Tuesday, October 3,** working with community partners.
- **Boo Fun Fest - Saturday, October 28 - 5:00 -9:00 PM** City Event
- **DEA Drug Take Back** campaign - Saturday, October 28 - 10:00 AM locations to announced.
- The Events and Promotions department is working with several local agencies such as; DEA, Arras, HOPE, Counseling Services of Lancaster, to enhance City events. We have also created a coalition with County Marketing, PD-PIO, LCSD PIO, Sheriff's PIO, to collaborate on ideas to bring foot traffic downtown.



### CHRISTMAS 2023

- **Christmas Tree Lighting - Saturday, November 25,** Spring House @6:00 details in process. We also hope to light the new lighting on Main Street at this event.
- **Christmas Bazaar - Saturday, December 2,** City Hall Parking Lot 10:00-2:00 PM details in process
- **Christmas in the City - Saturday, December 2 - 10:00-2:00 PM**
- **Christmas Parade - Saturday, December 2, - 6:00PM** details in process.

### IMPROVING LANCASTER- EVENTS & PROMOTIONS IS...

- Working out the final details to send a Bid Packet out for Christmas decorations.
- Working on Christmas parade, and Christmas in the City. This year we are hoping to add a little more for families and children to do.



OVERTIME REPORT  
JULY

Department	Monthly OT Hours	Monthly Amount	Year to Date Amount	Budget	% Spent	Justification
City Administration & Human Resources	0.00	\$0.00	\$0.00	\$3,000.00	0.00%	-----
Finance & Utility Billing	10.75	\$320.20	\$320.20	\$9,500.00	3.37%	Monthly report, adding penalties, resolving errors, warnings and edits for billing, training, assisting last minute customer, & balancing cash drawer
Information Technology	3.50	\$125.84	\$125.84	\$3,500.00	3.60%	Resolving afterhours issues with dispatch console and police officer MDT
Police	133.75	\$4,846.43	\$4,846.43	\$350,000.00	1.38%	Maintaining adequate level of service due to being short staffed
Courts	1.00	\$30.80	\$30.80	\$4,000.00	0.77%	Afterhours warrants & bond hearings
Fire	7.75	\$360.54	\$360.54	\$4,000.00	9.01%	Active shooter training, providing coverage for employee on sick leave, & afterhours meeting
Street	6.75	\$178.46	\$178.46	\$2,000.00	8.92%	Running late load to the landfill
Building & Zoning	5.25	\$169.48	\$169.48	\$1,000.00	16.95%	Board of Zoning Appeal Meeting
Events & See Lancaster	6.00	\$194.63	\$194.63	\$4,500.00	4.33%	Finally Friday
Grounds Maintenance	0.50	\$17.19	\$17.19	\$5,000.00	0.34%	Running late and extra loads to the landfill

OVERTIME REPORT  
JULY

Department	Monthly OT Hours	Monthly Amount	Year to Date Amount	Budget	% Spent	Justification
Vehicle Maintenance	10.00	\$262.89	\$262.89	\$7,000.00	3.76%	Providing coverage for employee on holiday
Public Works & Solid Waste Administration	0.00	\$0.00	\$0.00	\$2,000.00	0.00%	-----
Water Distribution	2.50	\$65.20	\$65.20	\$17,000.00	0.38%	Emergency water cutoffs on Willow Oak Circle and Dunlap Street
Wastewater Treatment Plant	2.00	\$70.37	\$70.37	\$3,500.00	2.01%	Rain event
Wastewater Collection	18.00	\$550.95	\$550.95	\$17,000.00	3.24%	Sewer backup on Stribling Circle, power outage at Willow Oak Lift Station, and collecting CDBG income surveys
Residential Garbage	0.00	\$0.00	\$0.00	\$7,000.00	0.00%	-----
Recycling	0.50	\$16.66	\$16.66	\$1,000.00	1.67%	Running late load to landfill
Commercial Garbage	0.00	\$0.00	\$0.00	\$1,000.00	0.00%	-----
Transfer Station	11.00	\$352.41	\$352.41	\$50,000.00	0.70%	Providing coverage for employee on holiday and running late loads to the landfill