

**File Attachments for Item:**

**6. Department Head Reports**

**Item:**

By City Council request each of the department heads will provide an oral report to the Council of current and upcoming projects.

**Action:**

No action required by the City Council at this time.

# Port Richey Police Department

6333 Ridge Road, Port Richey, Florida 34668

727-816-1919

[www.cityofportrichey.com](http://www.cityofportrichey.com)

[facebook.com/portricheypd](https://facebook.com/portricheypd)



## Police Department Activity Report

April 2021

### Generated Service Calls (1595)

#### Call Types:

Robbery \_\_\_\_\_ (0)

Sex Offence \_\_\_\_\_ (0)

Aggravated Battery \_\_\_ (2)

Aggravated Assault \_\_\_ (3)

#### Burglary:

Residential \_\_\_\_\_ (0)

Commercial \_\_\_\_\_ (0)

Conveyance \_\_\_\_\_ (0)

#### Theft:

Retail \_\_\_\_\_ (23)

Petit \_\_\_\_\_ (2)

Grand \_\_\_\_\_ (2)

#### Other:

Traffic Crashes \_\_\_\_\_ (26)

Traffic Stops \_\_\_\_\_ (255)

Impounds \_\_\_\_\_ (5)

Alarms \_\_\_\_\_ (11)

Drug Violations \_\_\_\_\_ (2)

Noise Complaints \_\_\_\_\_ (1)

## PRPD Monthly Report April 2021:

- April 24<sup>th</sup> participated in the DEA Drug Take Back Operation
- Records Clerk – attended NIBRS training (online) April 14<sup>th</sup> & 15<sup>th</sup>
- Records Clerk - attended a 2-day Managing Police Records class in Ocala
- Signed up for RTD which is a site associated with the DOD 1033 program
- Applied for the Firehouse Subs grant (for equipment)
- Found a cellphone vendor option for the PD & FD that would reduce the cost of service substantially. Working with Mr. Licari to evaluate the possibility of a citywide switchover
- Conducting in-house waterway familiarization with interested officers with the goal of adding two more qualified officers for marine duties.
- Two more officers attended CIT class @ PSO
- Obtaining quotes for building/park security camera system
- Continuing Policy & Procedure revisions and additions
- Continuing full Property and Evidence inventory
- Continuing to monitor status of local COVID-19 situation & vaccine distribution issues to determine potential adjustments to first responder impact and response
- Continuing to monitor Intelligence regarding planned or rumored events of interest
- Coordinating with NPRPD to schedule waterway coverage for both jurisdictions
- Scheduling additional officer training with SAO
- Continuing participation with FDOT/IPTM on a Traffic Safety initiative geared towards bicycle and pedestrian safety within our jurisdiction. We are the only agency in Pasco County participating.
- Continued work on some small revitalization projects for the agency
- Scheduled officer off-site training classes beginning this month and throughout the fiscal year



## Fire Rescue Update -April-27

### Agency Activity

Last 30 days

Approx. 108 calls (almost 20% increase)

3 Inspections- 2 plan reviews

### Equipment

E41 – Working on De-commissioning

### Agency Update

**1 FT and 1 PT employee out with COVID (OT will go up)**

**Working on COVID Expense tracking for the year -almost done**

**COVID Reimbursement grant (FDLE)-Approved – FDLE to sign off on it**

**CPR for citizens (CPR at waterfront park 5/15 09:00 \$7 each)**

**Completed Brush Truck - 4x4 high Water response /Tow unit proposal**

### Re-Organizing agency roles and duties

Still Balancing the critical load left by the loss of Deputy Chief Position

Backfilling of positions with PT employees to help the agency get caught up on critical issues – **Trying to process some more PT Applications-Urgent due to staffing issues related to COVID**

Inspections-Training- Computerization -Never-Ending COVID-19 Issues-policy review

## **Computerizing agency processes**

Payroll – minor e-signature issue still – working with Sig-Sur

## **Training**

Preparing for boating season-Scallop season

Starting Round 2 Boat training– Advanced training as weather allows

UTV Training coming

**EVOC training for ALL staff and Volunteers Almost done 2-classes left –  
Certificate of completion to all who complete it.**



## **Department Services / Utility Billing Monthly Report**

**April 2021**

### **Development Services**

- 55 Issued Permits
- 72 Inspections completed

### **Projects/potential projects in preliminary stage:**

- 5812 Siesta Lane demolition will proceed on Monday 5/3/21
- Meeting with possible buyer & realtor of 5844 Pine Hill for a private school.
- Working on Community Rating System for the City annual recertification.
- Meeting with Pasco re: Local Mitigation Strategy (currently have 5 homes applying for FEMA grants to raise structure out of the special flood hazard area).
- Water loss audit is still ongoing (Utility crewman are assisting with the testing of meters- office staff are currently reviewing reports).
- Keys @ Port Richey- currently reviewing Building Plans.
- Local Mitigation Strategy will be coming to council next month.
- Repetitive Loss Letters will be mailed out to residents within the next week.
- 2021 Hurricane Newsletter- currently being worked on

### **Code Enforcement**

- 0 – Notice of Violations
- 0- Citations issued
- 8- Courtesy door hangers

### **Grants**

- 1 application received for 4620 Bay Blvd #1121- approved

## 04/2021 Monthly Report - Utilities

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- Assisted EMS contractor with fixing a 4" down pipe in Oelsner lift station.
- Assisted Ellis Automated on a firmware update on all SCADA stations.
- 300+ get reads for utility billing.
- Various work orders for utility billing.
- Repaired ¾ Inch service @8338 us 19.
- Repaired 2" Main break on Behms Ct.
- Repaired 2" Main break on Springer Dr.
- Checked and maintained 44 Lift stations, to include pulling and de ragging Famous Tate, Harbor Point N, Sherwin, Green St, and replaced the float at Suncoast Lift station as well as cleaning and de ragging.
- Daily water and sewer main locates for sunshine 811.
- Meeting with Jan and Jeff services to test and calibrate meters through out the city to fix water loss issue.
- Monthly meter shut offs due to non payment.
- Worked with Jan and Jeff services to test 11 meters throughout the city to help with water loss.
- Meeting with southwest Florida water management district on a water loss program to help with the water loss in the city.
- Fixed 2" water main break on Brighton.
- Replaced shut off valve at San Diego way in Westport.
- Checked and maintained 44 Lift Stations throughout the city.
- Pulled and de ragged Quist, Green, Famous Tate, Regis, Sherwin and James Clark Lift Stations.
- Various work orders for utility billing.
- Daily water and sewer main locates for sunshine 811.
- Assisted EMS contractor with fixing a 4" down pipe in Ebbtide lift station.
- Fixed woman's toilet in restroom at city hall.
- Replaced 5 broken ¾ inch meters throughout the city.
- Upgrade and repair of Ebbtide Lift Station infrastructure.
- Upgrade and repair of Deedra Lift Station infrastructure.
- Unclogged sewer force main on Oelsner Rd, Jetted and camera line.
- Weekly Maintenance on 44 lift stations.
- Pulled and de ragged Green, Famous Tate, Chapel, and Regis Lift Stations.
- Cleaned Queener Lift Station.
- Tested 10, 2" water meters with Jan and Jeff services to help with city water loss.
- Fixed water leak at 6320 Seabreeze Rd.
- Fixed water leak on Lamantin Rd.
- Fixed water leak on Sun Glo.
- Fixed water leak @ 5634 River Gulf Rd.

## 04/2021 Monthly Report - Utilities

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- Various water and sewer locates for Sunshine 811.
- Fixed clock at city hall entrance.
- Repair on 8" Sewer force main on Scenic Rd, with assistance from Pasco county utilites.
- Various work orders for utility billing.
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## **Public Works Monthly Report 04/2021**

- All normal maintenance on parks were completed
- City mowed
- Weekly checks on US 19 medians
- City hall maintenance
- Brush pick up
- Street signs replaced as needed
- Residence's dock removed from Nick's Park
- CAC park clean up at Waterfront Park
- New lights at Harbor Isles planter and Waterfront park
- Added rip rap to Oelsner park

## City Clerk Monthly Report

- Citywide destruction took part on Tuesday, May 4<sup>th</sup> with a total of 114 boxes shredded.
- Attended the Pasco County Association of City Clerks (PCACC) meeting with Sal.
- Fulfilled 59 lien search requests for April.

### Attachments:





# RECORDS DESTRUCTION CERTIFICATE

VITAL RECORDS CONTROL COMPANIES

VRC Location

Date:

TPA1

5/4/21

VRC Location Address:

401 Commerce Blvd., Oldsmar, FL 34677

Destruction Date:

Destruction Method:

Volume:

SHREDDING

Cubic Feet

Linear Feet

Tape/Disc

Bins/Containers

Other (12/96) (4 Boxes) (12x15)

NAID Certified Service: YES



Client Account Number:

Client Department:

Destruction Authorized by:

CITY OF RPT  
Richie

Record Types

Date Span

Volume

Cubic Feet

Linear Feet

Tape/Disc

Bins

Containers

Other

Total Volume of Records Destroyed

I hereby state the records described above have been destroyed in accordance with the disposal action specified at the top of this form and in adherence with all state and federal laws.

Signature:

Date:

5/4/21