



Item No. 6 Town of Atherton

CITY COUNCIL STAFF REPORT – MANAGER’S REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: JANUARY 21, 2015

SUBJECT: CITY MANAGER WRITTEN REPORT

CITY MANAGER’S OFFICE

Upcoming Council Meetings

January 27 Joint Meeting with CCAC - With the authorization to issue the RFP the Council was advised of a Joint Session with the CCAC on January 27 to discuss/interview the architectural firms. Please note – this meeting is tentatively scheduled from 12:30 pm to 6 pm.

Civic Center Project Budgeted Revenues and FY Expenditures

February is the anticipated date for approval of two major items associated with the Civic Center Project. The first is an agreement between the Town and Atherton Now (the fundraising group for the project). The agreement outlines the basic tenets of a grant arrangement between the Town and Atherton Now. Review and approval of this agreement is a precursor to award of any agreement for design services.

The second item is that award of agreement for design services. At this time, the CCAC has interviewed the top 5 firms that submitted responses to the RFP. They have narrowed and ranked the firms for the joint meeting noted above with the City Council. After the joint meeting, if there is a clear candidate, staff will negotiate an agreement for the Council’s consideration in February. If there is not a clear



candidate, staff will present a #1 and #2 candidate for the Council's consideration in February and return in March with a negotiated agreement for consideration.

In either case, before the Town can award the agreement for design services, there must be adequate funding. So, after the Joint Meeting on January 27, staff will meet with Atherton Now to advise of needed funding for the design of the project in its entirety and in a phased approach. If Atherton Now does not have sufficient funding to fund the entirety of design, staff will recommend a phased approach for design services and negotiate accordingly.

As one would expect, the cost allocation model is refined over time as the project evolves. The model is based on the proposed size of buildings, scope of work, site work, add-alternates, etc. and how those all translate to final costs. For example, the Town could opt to renovate the existing Town Hall as part of the Library as a community room dedicated to the Library but doubling as a Council Chambers. In this way, the Library funds would be triggered for the majority of the renovation project, along with a contribution from outside funds for the Chambers use by the Town. On the other side of the financial equation, the Civic Center buildings could be reduced in size to eliminate the construction of a new Chambers, thus reducing the cost.

As the project moves along, staff will continually update the cost allocation model based on the project plan. Presently, based on HMC's Detailed Cost Estimate, the cost of the project is around \$31.8m. Since that time, staff has carefully examined and re-examined the detail to ensure that the cost allocation model is as accurate as possible at the time. The below includes site work, but does not include any of the add alternates – such as renovation of the existing Town Hall facility.

The Police Department represents 53% of the total project cost; the Library at 26%; Administration at 7%; Council Chambers at 6%; and Development Services at 8%. Totaling these up:

- Library – 26%
- Building – 8%
- Remainder/Donation – 66%

Based on the initial cost estimate (as the project is currently proposed), design services are estimated to be in the range of \$2,300,000 to \$3,220,000. (We have not yet reviewed any of the fees from the submitted design proposals.)

With the above percentage allocations, this breaks down to:

- Library - \$598,000 to \$837,200
- Building - \$184,000 to \$257,600
- Remainder/Donation - \$1,518,000 - \$2,125,200

Phasing of Design Services

Design services can be phased. The percentages may be adjusted based on project scale and scope of agreed work. The numbers below serve only as examples and education based on a hypothetical range of design costs. They do not represent actual costs associated with this project. Further, if design services are phased from a pay-for-services perspective, costs in each area may be higher than what might be otherwise typical.

The first phase is typically the Schematic Design Phase. During this phase, the architect determines the programming for the project. It includes an assessment of estimated square footage of each usage type and any other elements that achieve the project goals. This phase is also the research phase of the project. During schematic design, an architect commonly develops study drawings, documents, or other media that helps illustrate concepts of the design – spatial relationships, scale, and form. The deliverable here is typically a final schematic design – a site plan, floor plan(s), sections, elevations and other illustrative materials, computer images, renderings, or models. Costs are estimated based on overall project volume. The Schematic Design Phase typically represents 15 percent of the project.

Schematic Design Phase (typically 15%)		\$2,300,000	\$3,220,000
Library	26%	\$89,700	\$125,580
Building	8%	\$27,600	\$38,640
Remainder/Donation	66%	\$227,700	\$318,780
Total for Phase		\$345,000	\$483,000

The second phase is typically the Design Development Phase. During this phase the architect uses the items from the schematic phase and takes them further. This phase lays out mechanical, electrical, plumbing, structural, and architectural details. The level of detail here is determined by the project requirements, but will often result in material types, locations of doors and windows, and other material specifications. The Design Development Phase typically represents 20 percent of the project and usually ends with the Town’s approval of the project.

Design Development Phase (typically 20%)		\$2,300,000	\$3,220,000
Library	26%	\$119,600	\$167,440
Building	8%	\$36,800	\$51,520
Remainder/Donation	66%	\$303,600	\$425,040
Total for Phase		\$460,000	\$644,000

The next phase is the Construction Documents Phase. Once satisfied with the design, the architect then moves to the preparation of construction drawings. This is essentially the design development drawings in much greater detail. These are the drawings that are sent to contractors for pricing or bidding. The Construction Documents Phase typically represents 40 percent of the project and usually ends with formal plans and specifications that can be bid.

Construction Documents Phase (typically 40%)		\$2,300,000	\$3,220,000
Library	26%	\$239,200	\$334,880

Building	8%	\$73,600	\$103,040
Remainder/Donation	66%	\$607,200	\$850,080
Total for Phase		\$920,000	\$1,288,000

The next phase is the Bid or Negotiation Phase. This includes the formal production of bid packets to include advertisement for bid, instructions to bidders, the bid form, bid documents, owner-contractor agreement, labor and materials payment bonds, and any other required sections. After the bids are distributed and the bid period has ended, the architect assists the Town with evaluation of the bids and selection of a winning bid. The Bid or Negotiation Phase is typically 5 percent of the project.

Bid/Negotiation Phase (typically 5%)		\$2,300,000	\$3,220,000
Library	26%	\$29,900	\$41,860
Building	8%	\$9,200	\$12,880
Remainder/Donation	66%	\$75,900	\$106,260
Total for Phase		\$115,000	\$161,000

The last phase is the Construction Services Phase. Here, the architect renders services at the Town's discretion (per agreement) to assist the Town with the build of the project. The architect's core responsibility here is to help the contractor build the project as designed. The Construction Services Phase is typically 20 percent of the project.

Construction Services Phase (typically 20%)		\$2,300,000	\$3,220,000
Library	26%	\$119,600	\$167,440
Building	8%	\$36,800	\$51,520
Remainder/Donation	66%	\$303,600	\$425,040
Total for Phase		\$460,000	\$644,000

Animal Services Contract

On your agenda tonight is a presentation by Peninsula Humane Society (PHS). PHS is making the rounds of the various communities in an effort to educate the communities and leadership about the services provided by PHS in timely support of their upcoming contract renewal with the County.



As the Council is aware, since 1952, San Mateo County has contracted with the Peninsula Humane Society (PHS) for animal control field and sheltering service. All twenty cities in the County, including the Town of Atherton, have in turn contracted with the County for these services. Under this contract, all 21 agencies (20 cities and the County) share the cost of services based on a formula that factors agencies' proportionate use of field services and shelter services.

Animal Control services are provided by PHS from a 45,000 square foot building at 12 Airport Boulevard in San Mateo. In 2011, PHS moved its charitable, mission-driven functions, such as animal adoption, from the Airport Boulevard shelter to its recently constructed 57,000 square foot building on Rollins Road in Burlingame.

The mandated animal control services functions remain at the Airport Boulevard shelter. Those functions include: receiving and housing stray animals; servicing as the location for the public when looking for lost pets or surrendering unwanted animals; sheltering animals; spay/neuter clinic; and, vaccination clinic. For public convenience, licensing, micro-chipping, veterinary care and animal behavior work are performed at both locations.

Due to the age of the Airport Boulevard shelter, the facility is in need of significant repairs. The Town presently pays \$52,000 for basic animal control services through the County's contract with the PHS. Earlier this year Council approved an MOU for Funding the Construction of an Animal Care Shelter as part of the Animal Control Services Agreement. Approval of the MOU requires an additional \$4,297 to \$5,749 annually as part of a zero-interest payment over 30-years toward the cost of building the new shelter.

The Council has expressed an interest in evaluating options as part of the contract renewal process. Staff has advised that recently, other communities have also engaged in an evaluation of options. Most have found that the services provided by PHS are the best value for local tax dollars. That said, a continuous evaluation of options is part of our due diligence effort. Menlo Park is presently evaluating service options.

The current contract with PHS through San Mateo County expires on June 30. Negotiations are presently underway for a renewed agreement. This will be before the City Council in the late spring. The closest alternative for the Town at this time is the City of Palo Alto. However, recent news has shown that Palo Alto is *also* in need of a new shelter. The cost of that shelter would be passed through to any partnering agency much like the County's shelter, albeit, with less partners in that scenario there's more potential cost. Nevertheless, as staff presents the renewal agreement for Council consideration it will also include options for alternative services.

PUBLIC WORKS DEPARTMENT

- **Sweep contracted monthly streets**
DECEMBER 2014 207 Miles 90 cu. yards 32.5 tons
- **Service requests**
 - Tree down – Palmer Lane
 - Tree down – Selby Lane
 - Tree down – Heritage/Middlefield
 - Tree down – Oak Grove.
 - Tree Down – Selby Lane (2)
 - Tree down – Fair Oaks
 - Tree down – Cowell Lane
 - Tree down – Maple Leaf/Debell
 - Tree down – Catalpa/Laburnum
 - Flooding – X-streets on ECR
 - Flooding – Middlefield/Oak Grove to Ravenswood)
 - Flooding – various (45) locations during the heavy rain events. Puddle cleared following events.
- Weekly litter removal on ECR (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp yard clean-up, vehicle/tool maintenance.
- Drain cleaning – various
- Remove debris from structures between storm events
- Produced/rehabbed 6 street markers various locations around Town.
- Install new swing set at HP Park Playground
- Repair drain issue at Gilmore House
- Finished street light inventory with consultant.
- Park General daily duties – mowing, empty garbage/recycling, restroom oversight, fire extinguishers (checked/re-charged), playground inspections, elevator inspections, open/close buildings, meeting room set-ups/tear downs.



Box Culvert @ Barry



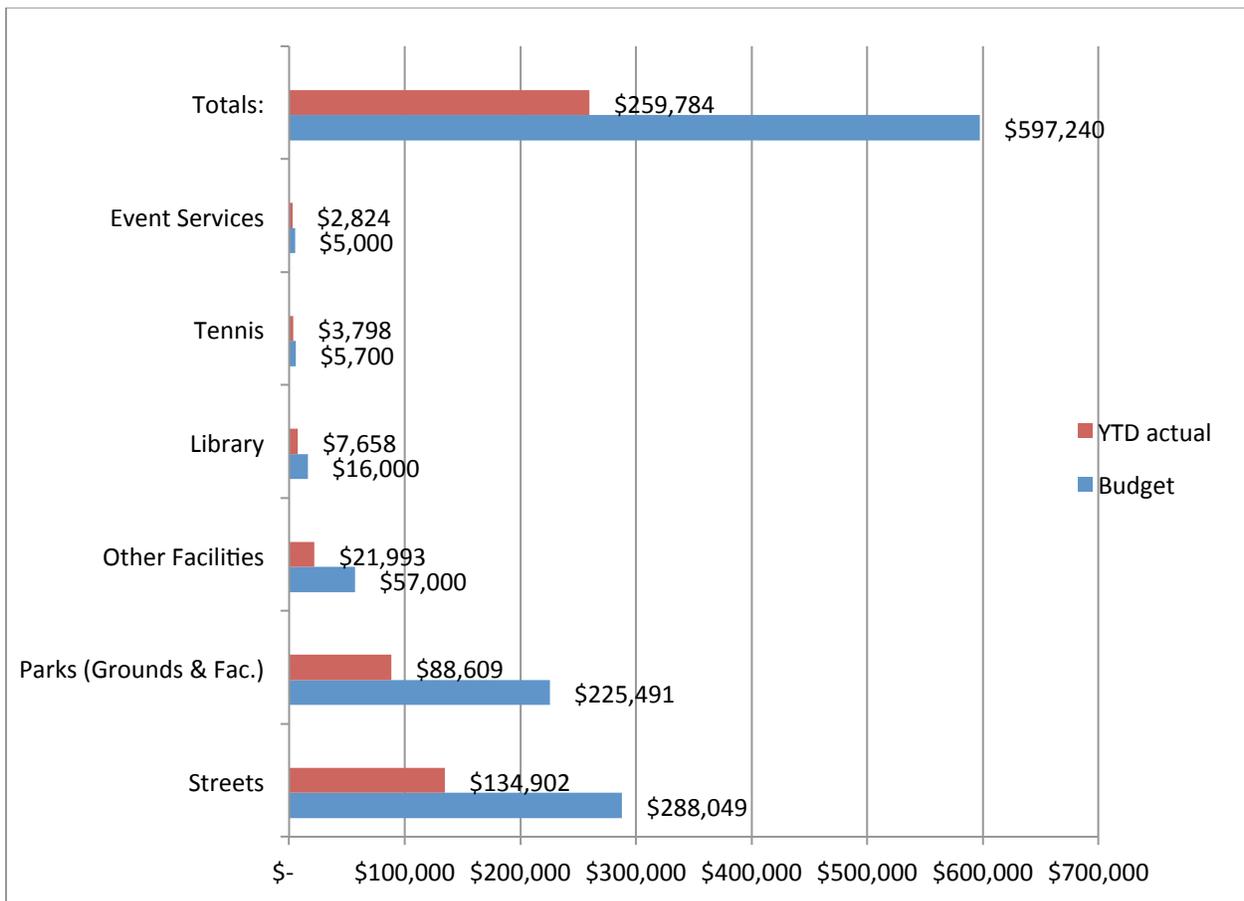
New Swing Set @ HPP



New Arborist @ downed Palmer Tree

Town of Atherton
 MCE Corporation/Public Works Maintenance
 Rev. vs. Exp. December 2014

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 288,049	\$ 134,902	46.83
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 225,491	\$ 88,609	39.30
A03	101-59-52031-059	Other Facilities	\$ 57,000	\$ 21,993	38.58
A04	213-30-52031-000	Library	\$ 16,000	\$ 7,658	47.86
A05	101-58-52031-000	Tennis	\$ 5,700	\$ 3,798	66.63
E06	101-58-52031-058	Event Services	\$ 5,000	\$ 2,824	56.48
Totals:			\$ 597,240	\$ 259,784	43.50



JANUARY 2015 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MISC. INFO.
January 5, 2015 11 am – 2 pm	Develop. Mtg 10-15	NO SPECIAL REQUIREMENTS	Main House	M. Kashiwagi	Set up/take down No staff present	Square seating for 10	None	None	No fee
January 5, 2015 6:30 pm – 8:00 pm	Foundation Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Foundation Meeting Marylue Timpson**	Set up/take down No staff present	U shape seating for 7 Audience – 12 chairs	None	None	No fee
January 7, 2015 6:30 pm – 8:00 pm	Park & Rec Meeting 15	NO SPECIAL REQUIREMENTS	Main House	Steve Tyler**	Set up/take down No staff present	U shape seating for 7 Audience – 12 chairs	None	None	No fee
January 11, 2015/ 1:00-5:00pm	Memorial	NO SPECIAL REQUIREMENTS	Carriage House	Christine Peylighaus	Caterer set up and take down. Santos run	TBD	TBD	None	\$520.00
January 21, 2015/ 11am-2:30pm	HRA Meeting	NO SPECIAL REQUIREMENTS	Main House	T. DellaSanta	Set up/ take down No staff present	Square with 20 chairs	None	None	No fee
January 22, 2015 7:00 am – 6:00 pm	Police Training 60+	NO SPECIAL REQUIREMENTS	Pavilion	Jennifer Frew**	Set up/take down No staff present	Classroom seating with tables & chairs for 65-3 tables in back for coffee and food	La Boulangerie	None	No Fee
January 23, 2015/ 1:00 – 9:00 pm	Meeting 30-37	NO SPECIAL REQUIREMENTS	Main House	Sharon Keplinger	TBD	TBD	Continental	None	\$910
January 29, 2015/ 7 am – 10 am	Community Trust Meeting – 30+	NO SPECIAL REQUIREMENTS	Pavilion	Jennifer Frew**	Set up/take down No staff present	U shape seating for 35 – 2 tables in back for	None	None	No fee

JANUARY 2015 HP PARK EVENTS/BOOKINGS

						refreshments			
		CLASS				FACILITY/DAYS USED			
		DISCUSSION MEETINGS				CARRIAGE HOUSE/ - SUNDAYS 0900-1000			
		ATHERTON LACROSSE				None.			
		AYSO				None.			
		BARI HALPERIN – DOG TRNG				CH – Jan. 15, 22, 29 – 6 – 9:30 pm			
		BAY AREA COUNTRY DANCE				January 13 - CH — 8 – 10 pm			
		CLASS				FACILITY/DAYS USED			
		FREDDIE JACKSON – DOG TRNG				None.			
		FOLK DANCE				Jan. 7, 14, 21 CH – 8 – 10 pm			
		MENLO-ATHERTON YOUTH LACROSSE				None.			
		ROYAL SCOTTISH DANCE				CH – January 18 – 1:30 – 4:30 pm			
		TENNIS				TENNIS COURTS – DATES/TIMES VARY			

** member has key from Pd to open and close facility.

HOLBROOK PALMER PARK – MONTHLY EVENTS – FY 12 -13

DATE	FACILITY	TYPE OF EVENT	EVENT STATUS/ PAY OR FREE	FEES PAID (not including deposit)	ADMIN. CHARGES (15% Res/30% Non-Res)	TOTAL \$	NOTES
12/1/14	Main House	Foundation Mtg	No Pay	\$ -	\$ -	\$ -	M. Timpson
12/3/14	Main House	Park & Rec Mtg	No Pay	\$ -	\$ -	\$ -	S. Tyler
12/5/14	Pavilion	Dames Tea	No Pay	\$ -	\$ -	\$ -	B. Putlitz
12/6/14	Pavilion	Dames Tea	No Pay	\$ -	\$ -	\$ -	B. Putlitz
12/6/14	Day Use	Picnic	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	Fish 20ppl
12/7/14	Pavilion	Dames Tea	No Pay	\$ -	\$ -	\$ -	B. Putlitz
12/8/14	Main House	Develop. Mtg	No Pay	\$ -	\$ -	\$ -	M. Kashiwagi
12/10/14	Carriage House	Kaiser Tea	Pay Non Res	\$ 400.00	\$ 120.00	\$ 520.00	L. Moreno
12/10/14	Pavilion	PWC Mtg	Pay Non Res	\$ 900.00	\$ 270.00	\$ 1,170.00	L. Gaston
12/12/14	Pavilion	Boardwalk Party	Pay Non Res	\$ 1,200.00	\$ 360.00	\$ 1,560.00	M. Adams
12/13/14	Day Use	Picnic	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	Snydman 25ppl
12/14/14	Day Use	Picnic	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	Michael 25ppl

TOTALS	\$ 2,800.00	\$ 750.00	\$ 3,550.00
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Summary by Month FY 2014-15

Month	Revenue - not includin	Total Admin. Revenue	MCE Cost	% Catering By Dana	Net To Town
Jul-14	\$ 12,925.00	\$ 3,210.00		\$6,462.50	\$ 9,672.50
Aug-14	\$ 15,000.00	\$ 3,825.00		\$7,500.00	\$ 11,325.00
Sep-14	\$ 11,400.00	\$ 3,120.00		\$5,700.00	\$ 8,820.00
Oct-14	\$ 7,400.00	\$ 1,455.00		\$3,700.00	\$ 5,155.00
Nov-14	\$ 8,650.00	\$ 2,130.00		\$4,325.00	\$ 6,455.00
Dec-14	\$ 2,800.00	\$ 750.00		\$1,400.00	\$ 2,150.00
Total FY 2014-15	58,175.00	14,490.00		\$29,087.50	43,577.50

POLICE DEPARTMENT

Police Activity

There were 57 criminal investigations for the month of December. Thirty-five (35) offenders were cited, arrested or referred to the San Mateo County District Attorney's Office for prosecution. Twenty (20) of those cases were for vehicle code violations that include driving without a license, driving with a suspended license, and driving under the influence of alcohol. The other arrests were for attempted burglary, resisting arrest, assault and battery, and warrant arrests.

Of the 2,863 total police incidents for the month of December, 421 were officer-initiated incidents, which resulted in 144 citations being issued for vehicle code violations. Officers also initiated 248 other types of incidents that included contacting suspicious people on the street or in cars, as well as security checks at schools and Holbrook Palmer Park.

This month the Town saw an increase in magazine solicitors. The Police Department issued several citations to solicitors that did not have a valid permit. Police contacted several of the solicitors more than once. The Menlo Park Police Department also contacted this same group of solicitors and arrested one of them for stealing a package from the front door of a residence in Menlo Park. Police also investigated a burglary where the suspects posed as plumbers.

Holbrook Palmer Park had 38 incidents this reporting period, 28 of which were security checks by officers.

There were 1,563 House/Vacation checks completed during the month of December.

Officers responded to 11 ordinance violation calls this month. These calls were for after-hours construction and illegal solicitors.

School Incidents

Officers responded to 67 school incidents during this reporting period. The incidents included but were not limited to disturbances, scheduled traffic enforcement, suspicious people on or near campus, medical calls, traffic collisions, thefts, assaults, and other issues pertaining to juveniles. The following depicts the number of incidents per school:

SCHOOL	TRAFFIC	OTHER	TOTAL
Encinal	0	3	3
Las Lomas	0	5	5
Laurel	0	5	5
Menlo-Atherton High	4	25	29
Menlo College	2	12	14
Menlo School	0	4	4

SCHOOL	TRAFFIC	OTHER	TOTAL
Sacred Heart	1	2	3
Selby Lane	0	4	4

Response Times

The average response time for Priority 1 calls for service during this time period (incidents are categorized from 1 to 3 with one being the highest priority) was 4 minutes and 33 seconds, which beat our goal of having an average response time of less than 8 minutes.

Disaster Preparedness

Nothing to report.

Special Events and Community Activities

Congratulations to the following Officers for being the top DUI arresting officers for Atherton PD for Calendar Year 2014!

They will be recognized at the OTS / MADD DUI Luncheon on Thursday, March 12, 2015 at 1100 hours. The luncheon will be held at the San Jose Marriott, 2600 Bishop Drive, San Jose, CA 94583.

- Officer Anthony Barron, 8 DUI arrests
- Officer Tim Marks, 5 DUI arrests
- Officer Jeff Rickel, 5 DUI arrests

Training

The following personnel attended training in December for a total of 92 hours:

NAME	TRAINING/HOURS	DATE(S)
Flint	Chiefs Retreat/16 hours/Monterey	Dec. 2-5
D. Larsen	Street Crimes Seminar/SMCO 24 hours	Dec. 8-10
S. Hall	2015 Legislative Update/4 hours/CPOA	Dec. 9
J. Bollendorf	Tactical Rifle course/24 hours/SJPD	Dec. 9-11
B. Mills	Critical Inc. Mgmt – 8 hours	Dec. 11
J. Wheaton	Driver Training Update/16 hours/SMCO	Dec. 11-12

COMMUNITY SERVICE DEPARTMENT

See attachment.



Town of Atherton

**Building Department
91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0560**

Community Services Monthly Report December 2014

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

Town of Atherton Building Safety & Inspection

*Construction and Permit Summary
December 1, 2014 to December 31, 2014*

	December	Fiscal Year 2014-15
Total Construction Valuation¹:	\$15,641,712	\$72,829,774

REVENUE

Plan Check Fees Collected:	\$31,272	\$212,850
Permit Fees Collected:	\$86,310	\$556,321
Other Fees Collected:	\$5,508	\$58,429
TOTAL:	\$123,090	\$827,600

PLAN CHECK

Applications Received:	56	361
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	4	16
New Accessory Structures Issued:	15	88
Addition / Alteration Permits Issued:	5	54
Reroof / Water Well / Grading Permits Issued:	3	56
Plumbing/Mechanical/Electrical Permits Issued:	21	98
Demolition Permits Issued:	3	24
<u>Non-Residential:</u>		
New Permits Issued:	0	9
TOTAL Permits Issued:	51	345

Total Open Permits as of 12/31/14	620
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INSPECTIONS

Inspections Performed:	654	4,561
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Code Enforcement Activity Summary

December 1, 2014 to December 31, 2014

Code Enforcement responded to the following issues:

1. Dangerous Trees	12	10. Early Set Out-trash	18
2. Construction Law	22	11. Neighbor Law	0
3. Dog Barking	2	12. Animal	0
4. Building without permits	2	13. Litigation	1
5. Encroachments	15	14. Vehicles	0
6. Fence Violations	2	15. Unsecured Prop	1
7. Accessory Bld.	0	16. HOA Contact	0
8. Refuse	0	17. Admin/finance	25
9. Zoning	4	18. Admin/ordinance	0
		19. Public Nuisance	2
Number of Cases Closed = 15		Number of Cases Opened = 12	
Number of issues reviewed = 106		Total = 133	

Planning Projects

December 1, 2014 to December 31, 2014

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	16	141
Planning Commission Items	0	11

The November and December Planning Commission meetings were combined due to the holidays and the meeting was held on December 3, 2014. (The actions were reported in the previous monthly report.)

The next Planning Commission meeting is scheduled for January 28, 2014. Tentatively scheduled items include:

1. 116 Atherton- Request for reasonable accommodation for accessibility reasons
2. 255 Atherton- Special Structure Permit to allow a basement beyond the first floor
3. 70 Gresham- Special Structure Permit to allow a garage in the front on a flag lot and a Lot Line Re-designation
4. 33 Prado Secoya- Special Structure Permit to allow a garage in the front on a flag lot
5. 82 Elena- Special Structure Permit to allow a basement beyond the first floor
6. 95 Fleur- Special Structure Permit to allow a garage in the front on a flag lot
7. 97 Santiago- Special Structure Permit to allow a basement beyond the first floor
8. 147 Patricia- Special Structure Permits to allow basement beyond the first floor and pool in the front on a flag lot; and Heritage Tree Removal Permit
9. 49 Tuscaloosa- Tentative Parcel Map to create two lots
10. Special Event Ordinance

Arborist Activity Summary

December 1, 2014 to December 31, 2014

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	19	33	2	23

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by Month

Month	2014	2013	2012
January	0	2	2
February	6	1	0
March	6	1	2
April	1	3	2
May	2	1	4
June	2	5	3
July	4	2	3
August	2	3	2
September	1	4	3
October	1	5	4
November	4	1	1
December	4	3	4
Total New SFD Permits:	33	31	30

Plan Check Performance

December 1, 2014 to December 31, 2014

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	47	10	7	0
	Subsequent Rev.	23	5	4	0
Minor Plan Check	1st Review	12	3	2	0
	Subsequent Rev.	2	2	2	0
Total Number of Plan Checks		84			

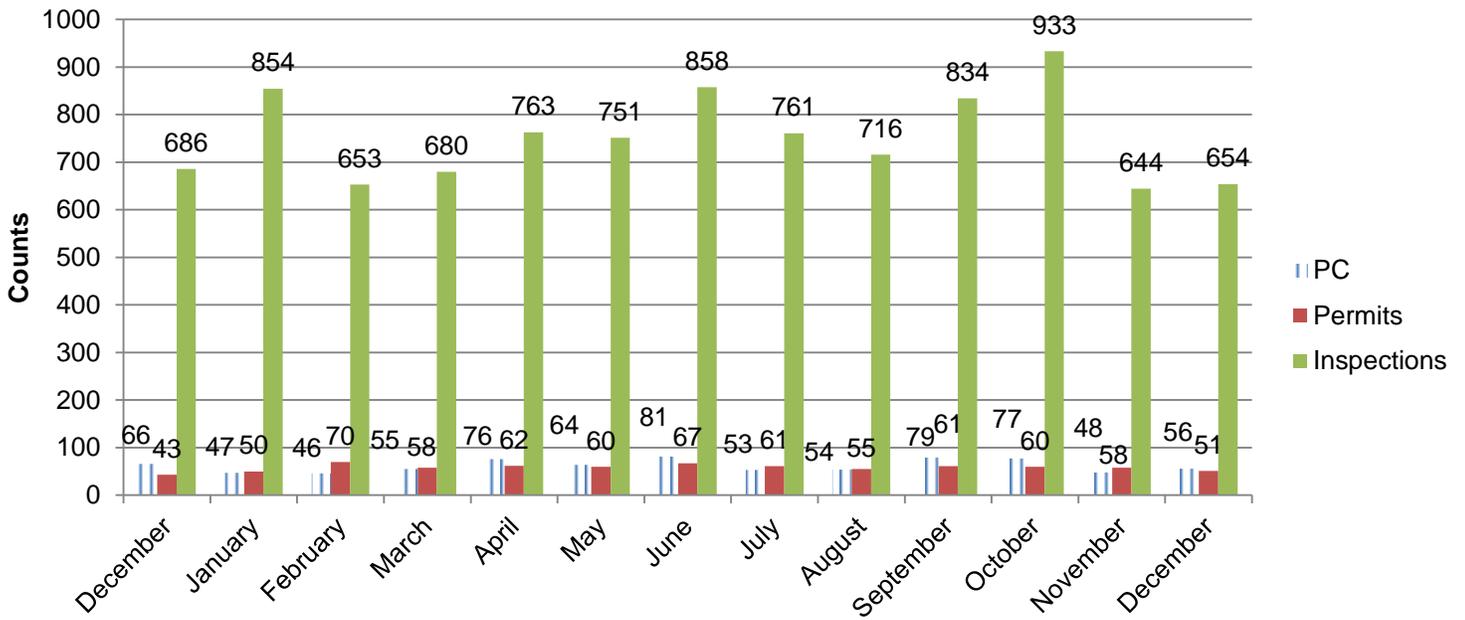
** Target: in working days

Major Plan Check: New Houses, New Accessory Structures, New non-Residential

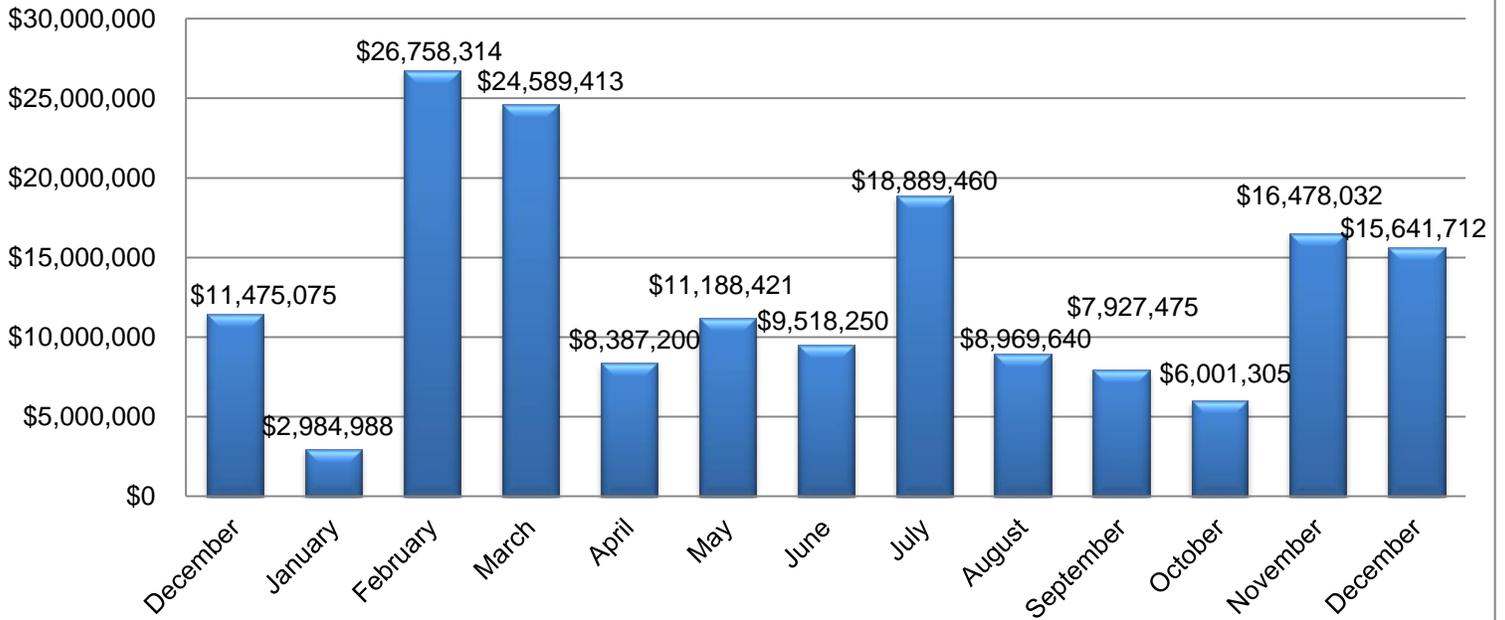
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

