



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: APRIL 17, 2019
SUBJECT: CITY MANAGER’S WRITTEN REPORT

The City Manager’s Report includes written reports from the Town’s various Departments. Staff is present to answer any questions the Council may have on the various issues noted in the written in the Reports.

Council Notes

1. Civic Center Project (new *Town Center*)

- [Project Main Webpage](http://www.ci.atherton.ca.us/290/Civic-Center-Project) – (http://www.ci.atherton.ca.us/290/Civic-Center-Project)
- [Project Activity Blog](http://www.ci.atherton.ca.us/503/Project-Activity-Blog) – (http://www.ci.atherton.ca.us/503/Project-Activity-Blog)

Ground Breaking for the Town Center is scheduled for April 23. The Program is nearly complete - finishing touches are being added along with finalizing a complete list of donors. Flyers have been posted and distributed at Town and Library locations. The press has been advised. Mailers/Postcards have been sent. News Flashes and Atherton Online releases have been released. Posts have been made on Facebook, Instagram and NextDoor.

Following the Ground Breaking, West Coast Arborists will enter the site and begin removal of trees and shrubs. Protected heritage trees and any other specifically identified trees will remain. These will be protected by the Contractor under the scope of work. This work is likely to occur the week of April 29.

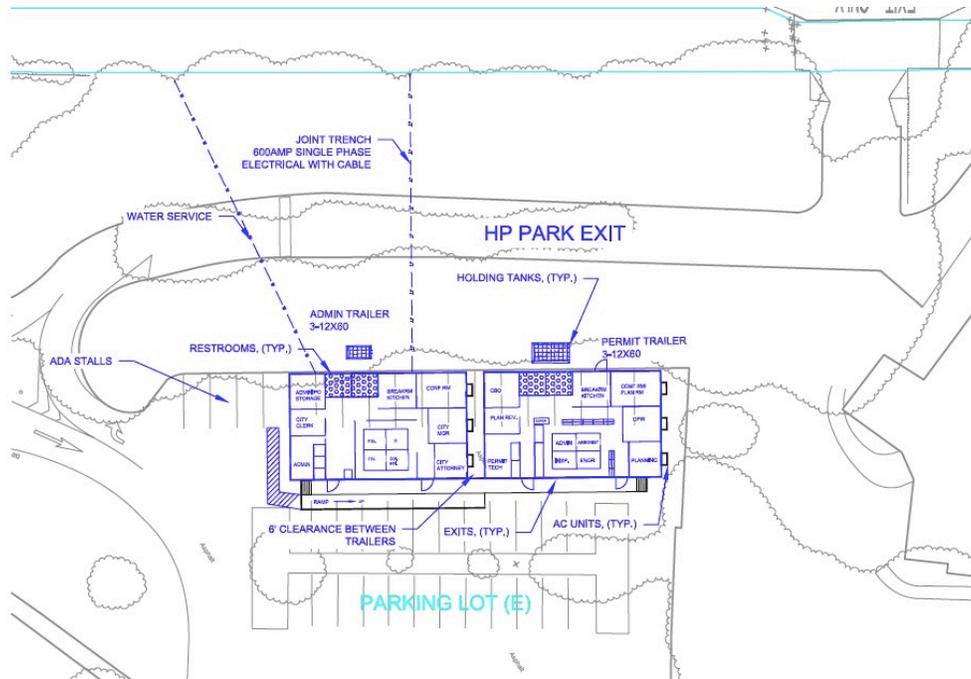
The last City Council meeting in the Council Chambers will be on May 15. Future meetings of all Committees, the Commission, and the Council will occur at the Park either in the Pavilion, Carriage House, or Main House.

As the Council is aware, we will be closing off the entirety of access through the site in order to allow the contractor full and secure site control. We have received some concern expressed from resident(s) on Ashfield that they will no longer have access through the site to the Park. We will connecting with Caltrans to try and improve access along El Camino. The shortest connection is Ashfield to Maple. Improvements are subject to their approval as it is their roadway. I anticipate

that some may reach out to the Council individually on this issue. We are also exploring an option to create an ad hoc pathway adjacent to the Police Department secure parking; but this option has its own set of challenges.

Atherton Now delivered their Architectural Phase 6 & 7 check for \$386,512.

Below is a layout of how the temporary buildings will be placed in the North Meadow Parking Lot.



We anticipate delivery and installation of the Permit Trailer on May 15. Move in for Building, Planning and Public Works will be the week of May 20. We anticipate delivery and installation of the Admin Trailer on May 22. Move in for Admin and Finance will be the week of May 28.

We will be setting up a meeting with the adjacent neighborhood in the coming weeks to provide an update and timeline for construction. We are still accumulating details and answers to questions that we anticipate.

The contractor will begin fencing off the site in early June.

2. Theresa DellaSanta, Deputy City Manager/City Clerk

As you may have heard, Theresa has accepted the position of Human Resources Manager with the City of Menlo Park. Her last day with the Town will be May 15. It has been a pleasure to work with Theresa over the years here and it is a huge loss to the Town. That said, it is an outstanding opportunity for her to move up and onward in her career. It is always a wonderful thing when staff have and pursue those sort of opportunities. I am proud to have been a part of her career path.

3. Ad Hoc Subcommittees

Stanford GUP - Lewis/Lempres (Rodericks/Costa Sanders)

The *draft* letter to the Santa Clara Board of Supervisors is being revised. It will be signed by the area managers and one member of the Council Ad Hoc Subcommittees. The letter will be issued by the end of May.

Fire Services - Wiest/Widmer (Rodericks)

The City Council Ad Hoc Subcommittee will be meeting with Congresswoman Eshoo on April 16. Prior to that date, we hope to have a meeting with the Fire District Subcommittee. A letter has sent to the President of the Board asking to set the date for that Subcommittee meeting. Copies of that letter should have been sent to Council. There is also a repository of *Mayoral Correspondence* on the Town's [website](#) (it needs to be updated, but the letter will appear here as well).

Caltrain - DeGolia/Wiest (Rodericks/Ovadia)

Staff and the Subcommittee met with Caltrain representatives on March 28. Staff will follow-up with Caltrain staff on meeting follow-up and then the Town's Subcommittee will meet again internally. A report will be provided to the Council for future discussion.

Heritage Tree Ordinance - DeGolia/Widmer (Bertollo-Davis/Larson)

The Subcommittee will be meeting with staff in the next couple of weeks to go through the HTO. Members of the Subcommittee should be sending their edits to staff prior to their meeting.

Regional Housing/SB50 - Lewis/Widmer (Rodericks)

No recent updates. Although a recent article in the Daily Post noted another piece of legislation - SB4 (Beall) doing the same.

IT/Atherton Fiber - DeGolia/Widmer (Rodericks)

Mayor Widmer, Vice Mayor DeGolia and I will be meeting with Phillip Clark from Atherton Fiber in the coming week(s) to discuss the status of the project and the timing of connectivity for residents (and the Town).

4. Citizen's Police Academy - May 18, 2019

The Citizen's Police Academy has been set for May 18. The last date to register is April 12. Please help us spread the word. Information and details can be found on the following webpage:

<https://www.ci.atherton.ca.us/505/Citizens-Police-Academy>

4. Catering by Dana

As noted prior, we have reached a solution with Catering by Dana for remuneration of the overpayment. Beginning with the payment in April, \$2,000 will be withheld from each remittance until the full \$19,036 is recaptured. December will be a true-up withholding to complete what is due.

I have executed the agreement as approved by the Council and a side letter of agreement for the recapture.

5. Mayor's Meet and Greet - May 16

The Mayor is hosting a *Meet and Greet* on Thursday, May 16 at 7 pm at the Park. Key speakers will be Assemblymember Marc Berman and Supervisor Don Horsley.

This will be noticed as a Special Meeting of the Council to allow all to attend and participate.

6. Menlo Park and Atherton Joint Meeting

The Mayor has asked that the City Councils of Menlo Park and Atherton hold a Joint Meeting to discuss regional issues affecting both agencies. We are connecting with Menlo Park to try and set this up for the fall.

7. Legislative Action Day - League of Cities - April 24

[Legislative Action Day](#) is Wednesday April 24. I have registered and plan to attend (driving up and back from home).

[Registration is available here](#) if you wish to attend - or you may contact staff to assist with your registration.

8. PG&E Public Safety Power Shut Off Program (from Bill Chiang)

PG&E is doing outreach as part of their expanded and enhanced Community Wildfire Safety Program, which implements additional precautionary measures to further reduce wildfire risks following the 2017 and 2018 wildfires. **As previously mentioned, starting on or about April 15, all PG&E electric customers will be receiving a letter or an email letting them know that, as a last resort, we may need to turn off their power for safety when extreme fire danger conditions are forecasted.**

In the letter PG&E invites customers to learn more about PG&E's wildfire safety efforts and opportunities to participate in regional open houses or webinars as they are scheduled by visiting pge.com/wildfiresafety.

9. Sign Blockage - Britton Avenue/Curve

A concern was raised regarding a Town sign on Britton Road now blocked by a newly planted tree. Looking into this issue I found that staff was already working on this issue with the adjacent property owner (construction site) - at 142 Britton Avenue. Staff met with the contractor last week. During that meeting, the contractor requested that the sign be moved. Staff reviewed the site and authorized the relocation. The sign will be moved by about 4 feet and the work will be done by the contractor and verified by staff.

10. Incident History at Fair Oaks intersection near Rail Station (Power Pole)

Staff looked into the accident history at Fair Oaks/Dinkelspiel Station Lane. The Town has no record of any collisions at this location. We have reached out to PG&E to determine if they have ever had service to that power pole for "damage" - if they have, we'll assess the cause and report further.

11. Earth Day Banner

The Earth Day Banner has been designed and will be printed. After printing it will be displayed at Marsh.

12. Support Letter for Funding by Assemblyman Muller (Stormwater Projects)

I have signed a support letter for Assembly Member Mullin's \$8 million State budget request for regional stormwater capture facilities in the County. These funds would also help fund the County's new Regional Stormwater Agency.

ATTACHMENTS

Police Department Report

Public Works Department Report

Community Services Department Report

POLICE DEPARTMENT

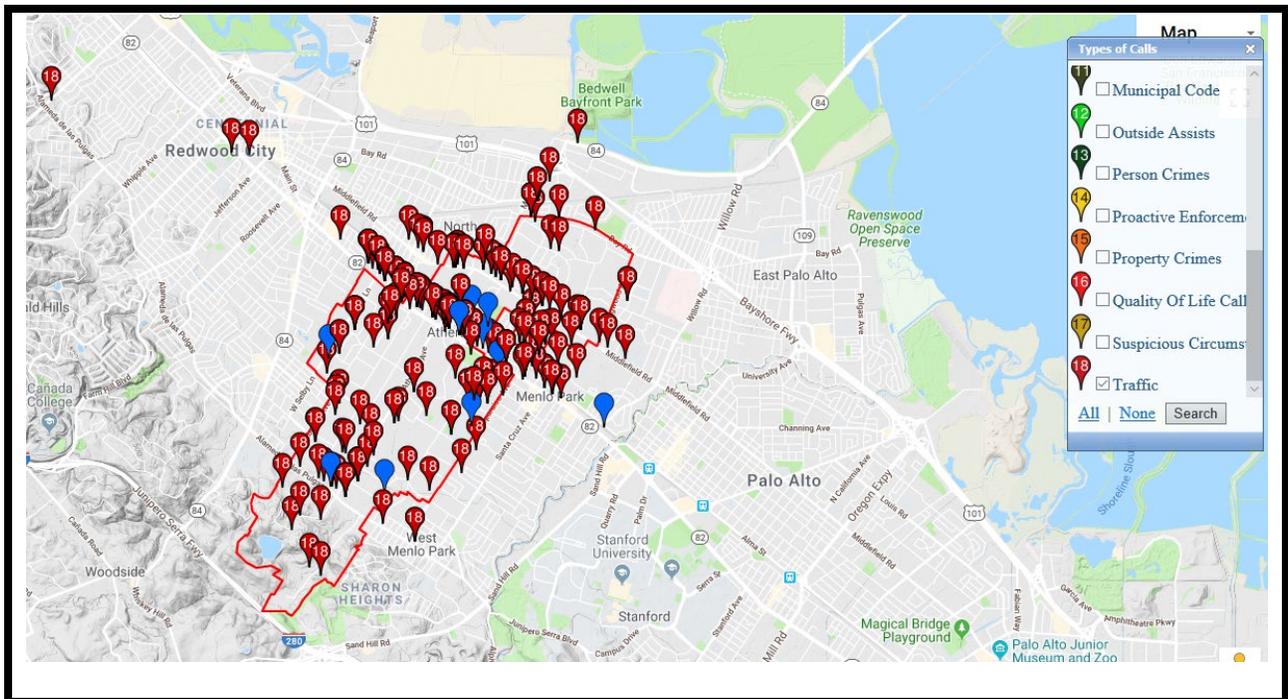
Police Activity

There were 68 investigations for the month of March. 19 offenders were cited, arrested, or referred to the San Mateo County District Attorney's Office for prosecution. Those offenses included driving on a suspended license, driving without a license, strong arm robbery, juvenile probation violation, battery, threatening/annoying phone calls, and hit and run.

Of the 2,643 total police incidents for the month of March, 1,670 were officer-initiated incidents, which resulted in 280 citations being issued for vehicle code and other violations. Officers initiated 1,370 other types of incidents that included investigating suspicious vehicles, traffic collisions, citizen flag downs, home checks and extra patrols, code enforcement and construction checks, follow-up investigations, pedestrian stops, traffic enforcement details, medical calls, and welfare checks.

Traffic Incidents

Overall, there were 319 traffic incident locations, some with multiple stops, for March. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

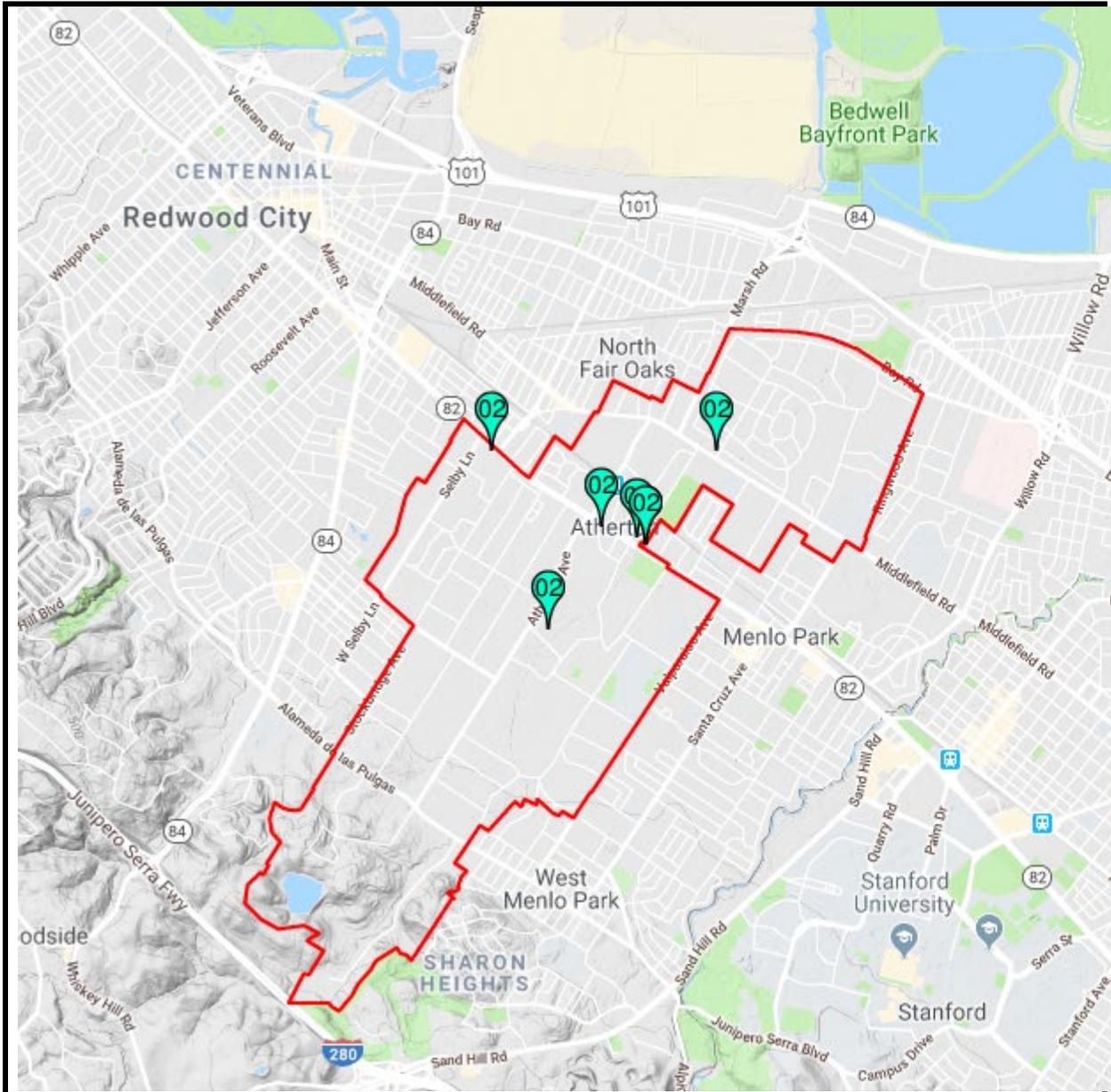
There were 13 collisions locations in March, some with multiple incidents. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

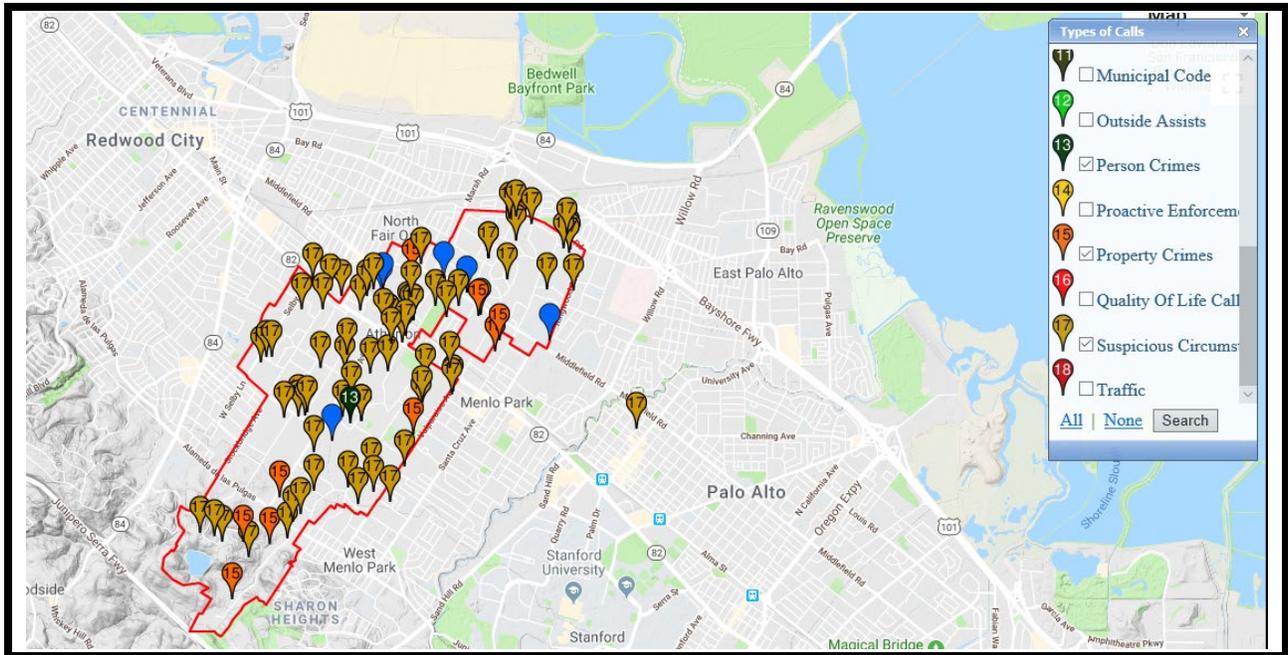
There were 6 bicycle stop incidents initiated for lighting equipment (1), red light violations (2), and riding the wrong way (3).

These stops resulted in 1 notice to appear, and 5 verbal warnings.



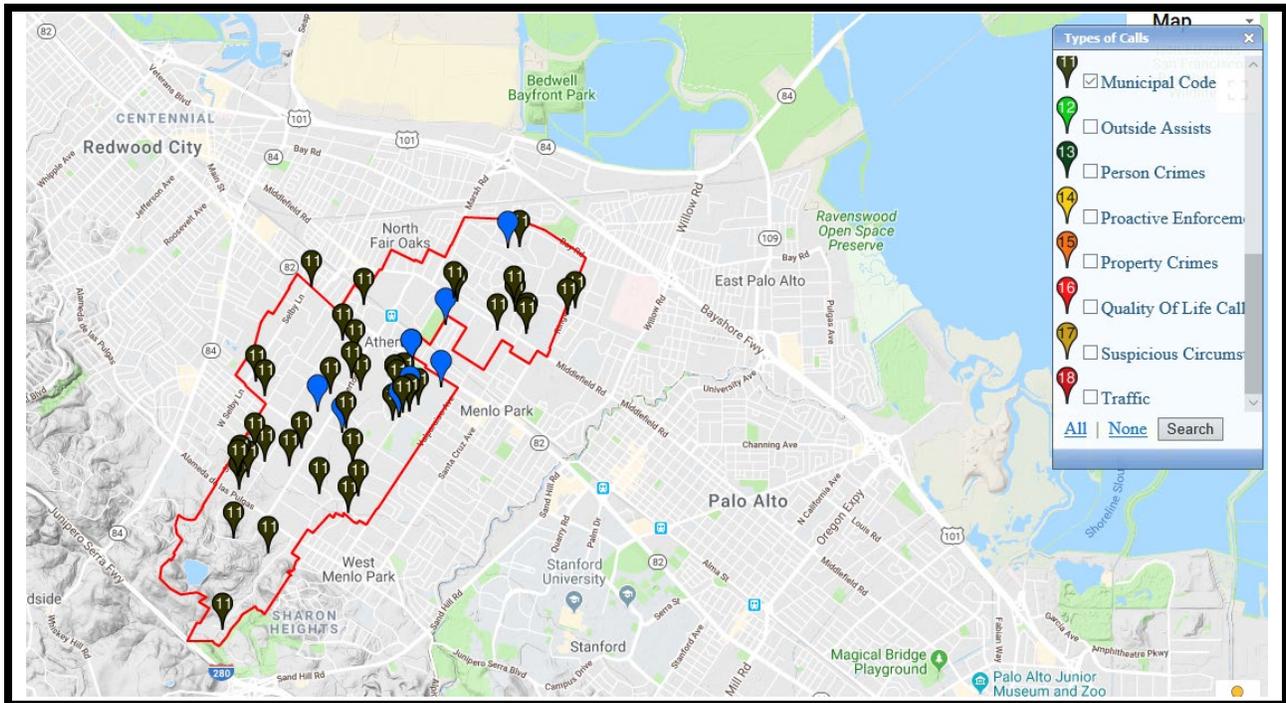
Criminal Activity and Suspicious Circumstances

The Department responded to 96 locations (some locations multiple times) for property crimes (11), person crimes (2), and incidents of suspicious circumstances (85).



Municipal Code Violations

The Department responded to 56 locations (some locations multiple times) for municipal code violations. These calls included but were not limited to construction parking, inspections, after-hours construction, and illegal solicitors.



Holbrook Palmer Park

Holbrook Palmer Park had 53 incidents this reporting period, 43 of which were security checks and foot patrols by officers. The other incidents were related to suspicious vehicles, a broken door to the main house (somebody possibly trying to break in), dogs off leash, and found property (a bike).

Premise Watch

Officers completed 922 House/Vacation checks during the month of March.

School Incidents

Officers responded to 217 school incidents during this reporting period. These incidents included but were not limited to suspicious people, suspicious vehicles, a missing person, petty thefts, traffic enforcement, medical calls, and various juvenile problems:

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	7	4	5	6	6	5	-	11	18	9	11	12	94
	Security	27	12	31	18	11	7	10	10	20	26	18	19	209
	Traffic	2	2	-	3	2	1	-	1	2	1	-	9	23
<i>Knox School</i>	Other	1	-	-	1		-	-	-	-	-	1	-	3
	Security	-	-	-			-	-	-	-	-	-	-	-
	Traffic	-	-	-			-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	3	2	3	9	2	3	6	8	6	5	5	9	61
	Security	22	9	10	14	14	7	4	7	12	17	11	11	138
	Traffic	-	-	-	1		-	-	1	-	1	-	-	3
<i>Laurel</i>	Other	1	3	2	6	1	2	6	4	3	4	6	5	43
	Security	13	3	22	7	10	9	5	15	10	10	16	10	130
	Traffic	-	-	-	-		-	-	-	-	-	1	-	1
<i>M-A HS</i>	Other	37	30	45	22	17	14	18	35	50	51	43	46	408
	Security	28	13	24	35	26	21	18	33	37	29	18	20	302
	Traffic	1	-	-	2		1	1	3	3	2	2	5	20
<i>Menlo College</i>	Other	4	2	10	10	2	3	8	13	11	5	9	5	82
	Security	9	6	11	15	9	8	15	17	22	21	9	12	154
	Traffic	6	1	2	5	3	-	4	3	1	4	1	4	34
<i>Menlo School</i>	Other	7	4	3	6	2	3	4	3	5	3	5	3	48
	Security	17	9	8	9	5	7	8	8	13	18	9	11	122
	Traffic		1	1	-		-	-	-	1	1	3	1	8
<i>Sacred Heart</i>	Other	10	6	7	5	4	6	7	10	9	17	19	22	122
	Security	14	5	7	6	9	9	1	5	8	9	4	8	85
	Traffic	1	1	2	1	5	1	-	2	1	-		1	15
<i>Selby Lane</i>	Other	3	3	4	5	5	2	3	8	7	1	1	4	46
	Security	30	8	17	14	6	7	13	27	27	17	26	22	214
	Traffic	1	-	3	1		2	-	7	10	-	-	1	25
Total		244	124	217	201	139	118	133	231	###	251	218	240	2,392

Response Times

The average response time for Priority 1 calls during this time period (calls are prioritized from 1 to 3 with Priority 1 being the highest priority) was **5 minutes, 10 seconds**, which met our goal of having an average response time of less than 8 minutes. Priority 1 calls take precedence over all other calls for service and require an immediate police response. The most common priority 1 calls are burglary, robbery, sexual assault, active physical altercations and residential burglary alarm activations, with the latter being the most frequent in Atherton. Response times are calculated from the time the call is dispatched until the time the officer arrives on the scene.

The table below depicts APD's Priority 1 response times for the past six months:

MONTH	YEAR	RESPONSE TIME
February	2019	4:59
January	2019	5:03
December	2018	5:02
November	2018	5:14
October	2018	5:07
September	2018	5:20

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens): **3 minutes, 35 seconds**.

TOTAL TRAINING HOURS FOR March 2019 – 346 HOURS

NAME	TRAINING/HOURS	DATES
Dunphy	Inner Perspectives/Session 3 of 5/16 hours	Mar. 6-7
McCulley	Cal Chiefs Conference/16 hours	Mar. 6-10
Bollendorf	CSAIA Conf./32 hours	Mar. 11-15
Wade/Robbins/Smiler/Dutta/Larsen/Tam/Vigil	Response Tactics for Critical Incidents and In progress crimes/8 hours	Mar. 11
Pronske/Rojas/Robbins	Museum of Tolerance/8 hours	Mar. 14
McCulley	Executive Development/40 hours- Week 2	Mar. 18-22
Robbins	FTO/40 hours	Mar. 18-22
Diaz	Crisis Intervention and Behavioral Health Training/8 hours	Mar. 21
Tam/Massagli	EVOC- 8 hours	Mar. 21
Cisco	Museum of Tolerance/8 hours	Mar. 22
Miller/Koehler/Smiler/Massagli/Clark	Museum of Tolerance/8 hours	Mar. 25
MacDonald	SRO Course/40 hours	Mar. 25-29
Romero/Wade	EVOC/8 hours	Mar. 26
Johnson	Human Trafficking/2 hours	Mar. 26

The below table depicts the amount of officer-initiated activity and the number of traffic citations issued for the past six months:

MONTH	OFFICER INITIATED ACTIVITY	CITATIONS
March	1,670	280
February	1,575	192
January	2,280	375
December	2,450	182
November	1,562	328
October	1,513	465

Code Enforcement Activity Report

March 1 – March 31, 2019

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2019)
1.	Opened Cases	16	59
2.	Resolved/Closed Cases	15	58
3.	Cases Pending	169	N/A
4.	Written/Formal Notices Issued	10	31
5.	Citations Issued	16	87
6.	Amount in Citations	\$7,700	\$34,400

During the month of March, there were over 85 incidents related to code enforcement. Those incidents included but were not limited to: construction work hour violations, construction parking violations, mud in the roadway, other construction related issues, work without building permits, right-of-way encroachments/obstructions, right-of-way drainage, encroachment permit issues, unpermitted heritage tree removals, dead and dangerous trees, construction related damage to heritage trees, animal nuisance issues, short-term occupancies, lack of business license, commercial operation in residence and lack of property maintenance/overgrowth issues.

Code enforcement staff assisted with fleet maintenance issues, construction hours/noise exemption permits and translations for Officers during investigations. Staff also attended a CACEO training on Crisis Intervention and Behavioral Health.

TRAFFIC COMPLAINTS

The Atherton Police Department received four (4) traffic complaints during the month of March. The complaints were as follows:

- 1) A citizen reported drivers not obeying the “No Right Turn” sign between 1:30pm and 3:30pm at the intersection of Middlefield Road and Oak Grove Avenue.

Results: 20 minutes spent in the area
No violations observed

- 2) A resident reported speeding vehicles, most likely school students, on Fairview Avenue, Camino Al Lago, and Linda Vista Avenue from 7:25am to 7:45am Monday through Friday.

Results: 37 minutes spent in the area
1 citation and 2 warning citations issued for speed

- 3) A resident reported speeding vehicles, most likely school students, on Fairview Avenue, Camino Al Lago, and Linda Vista Avenue from 3:00pm to 4:00pm Monday through Friday.

Results: 66 minutes spent in the area
6 verbal warnings issued for speed

- 4) A resident reported speeding vehicles during the pick-up and drop-off times at St. Joseph’s School.

Results: No time spent in the area

Public works update –March 2019

- Sweep contracted monthly streets:
March 2019 48 Miles 8 cu. Yards 2.1 tons

- March Service requests –
 - Removed organic debris from the Euclid/Parker Ditch
 - Installed new shower head at 83 Ashfield Road
 - Installed new bathroom vanity, faucet, toilet and lights in women’s restroom at 83 Ashfield Road
 - Installed new bathroom vanity, faucet and toilet in men’s restroom at 83 Ashfield Road
 - Repair bent sign pole and installed new “No Parking” sign adjacent to 101 Glenwood Avenue
 - Removed shrub from bus stop along Middlefield Road near De Bell Drive
 - Installed road closure and removal of organic debris from roadway due to fallen tree at 40 Isabella Avenue
 - Installed 3 fixed speed radar signs
 - Adjustment to the Marsh Road at Middlefield Road traffic light
 - Repaired streetlight at 70 Linden Avenue
 - Repaired streetlight at Linden Avenue at Catalpa Drive
 - Repaired streetlight across from 72 Juniper Drive
 - Filled pothole near 17 Maple Avenue
 - Filled pothole near 77 Fairview Avenue
 - Filled pothole near 82 Linda Vista Avenue
 - Maintenance of PD generator

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- Repair sewer lateral offset at 83 Ashfield Road
- Foamed sewer lateral at 83 Ashfield Road
- Annual load test on PD generator
- Replaced batteries in Council Chamber clock
- Storm preparation
- Inlet inspections
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp. yard clean-up, vehicle/tool maintenance.
- 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.

Repaired bent sign pole and installed new “No Parking” sign adjacent to 101 Glenwood



Replaced sewer lateral at 83 Ashfield Road



Before



After

Filled pothole on Maple Ave.



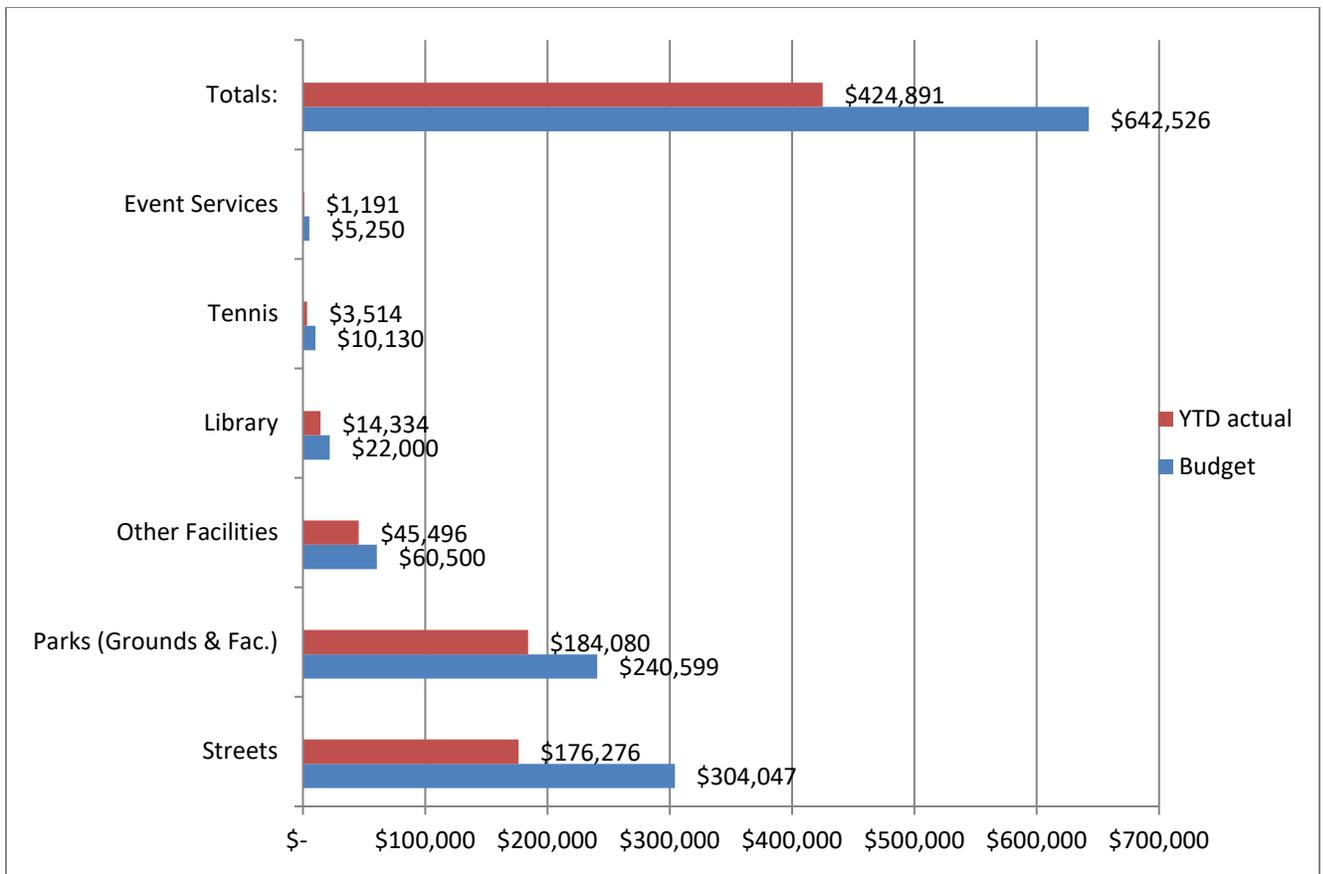
Before



After

Town of Atherton
MCE Corporation/Public Works Maintenance
Rev. vs. Exp. Through March 2019

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 304,047	\$ 176,276	57.98
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 240,599	\$ 184,080	76.51
A03	101-59-52031-059	Other Facilities	\$ 60,500	\$ 45,496	75.20
A04	213-30-52031-000	Library	\$ 22,000	\$ 14,334	65.16
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 3,514	34.69
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 1,191	22.68
Totals:			\$ 642,526	\$ 424,891	66.13



PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: MARCH 28th, 2019

SUBJECT: PARK GOINGS ON MAR 2019

REGULAR STAFF

For the month of March, broken down is as follows:

- **Performed regular maintenance tasks;**
 - Pick up litter/trash.
 - Remove trash bags.
 - Blow and pick up tree leaves and debris.
 - Inspect and maintain restrooms.
 - Inspect and maintain tennis courts.
 - Inspect and maintain playgrounds.
 - Inspect and maintain Main House elevator.
 - Control undesirable weeds throughout property.
 - Cut back and remove tree brush and dead vegetation.
 - Apply seasonal fertilizers to turf and plants.
 - Inspect and maintain landscape irrigation.
 - Inspect and maintain landscape irrigation well and filter system.
 - Monitor potable water usage daily.
 - Water non-established trees throughout the park based on schedule.
 - Blow tennis courts 2 times per week as required.

- Restore rusted black iron trash cans at Little League building.
- Set up all new trash cans around park.
- Roses winter hard pruning all completed.
- Wood chip piles spread.
- Wheel Chair elevator repaired by “McKenly Elevator Corp” due to malfunctioning.
- Clogged drainage at ballfield was cleared and cleaned from tree roots.
- New janitorial contractor has started cleaning and inspection of public restrooms at HP Park.
- New flowers planted in concrete pavilion planters.

- **New and future planned projects;**
 - Finish and complete all wire splicing in all automatic flow valves.
 - Repair and or replace broken equipment at playground structures.
 - Purchase light covers at Carriage House fans.
 - Restore and paint wall benches along Pavilion and Main House.
 - Replace broken memorial wooden bench at Little League.
 - Refill playground with fiber mulch/woodchip from “Jet Mulch Co.”
 - Refill sand box at playground with sand #10 from “Lingso Material Co.”

Tennis Numbers

March:

Hours of court usage (# of crts x time) 132 hrs

Clinics/Camps: 16

Lessons: 91

Events: 3 weekly coaches meeting

Clay Court Bookings: 5 paid hours

Total # of students: 201

Newly planted concrete planters



Before



After

Restored trash cans at Little League Building



Newly placed trash cans around Park



Before



After



Town of Atherton

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

Community Services Monthly Report March 2019

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety & Inspection**

*Construction and Permit Summary
March 1, 2019 to March 31, 2019*

	Mar-19	Fiscal Year 2018-19
Total Construction Valuation¹:	\$5,782,287	\$99,741,356

REVENUE

Plan Check Fees Collected:	\$24,397	\$297,055
Permit Fees Collected:	\$61,581	\$807,966
Other Fees Collected:	\$7,289	\$39,570
TOTAL:	\$93,267	\$1,144,591

PLAN CHECK

Applications Received:	54	520
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PERMITS

Residential:		
New Single Family Residential Permits Issued:	1	21
New Accessory Structures Issued:	12	152
Addition / Alteration Permits Issued:	12	101
Reroof / Water Well / Grading Permits Issued:	8	88
Plumbing/Mechanical/Electrical Permits Issued:	16	141
Demolition Permits Issued:	3	33
Non-Residential:		
New Permits Issued:	0	2
TOTAL Permits Issued:	52	538

Total Open Permits as of 3/31/19	945
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INSPECTIONS

Inspections Performed:	691	6,644
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

March 1, 2019 to March 31, 2019

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	33	215
Planning Commission Items	0	11

The March 27, 2019 Planning Commission meeting was cancelled due to lack of items.

The next Planning Commission meeting is scheduled for April 24, 2019.

Arborist Activity Summary

March 1, 2019 to March 31, 2019

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	20	3	5	41

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by Month

Month	2019	2018	2017	2016	2015	2014
January	4	0	2	2	2	0
February	1	2	1	1	1	6
March	1	3	2	0	3	6
April		2	0	2	2	1
May		5	4	2	1	2
June		2	3	0	3	2
July		5	1	5	8	4
August		4	2	3	4	2
September		1	3	4	4	1
October		4	2	6	3	1
November		0	4	0	0	4
December		1	3	1	0	4
Total New SFD Permits:	6	29	27	26	31	33

Plan Check Performance

March 1, 2019 to March 31, 2019

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	72	10	9	0
	Subsequent Rev.	94	5	4	0
Minor Plan Check	1st Review	8	3	2	0
	Subsequent Rev.	1	2	1	0
Total Number of Plan Checks		175			

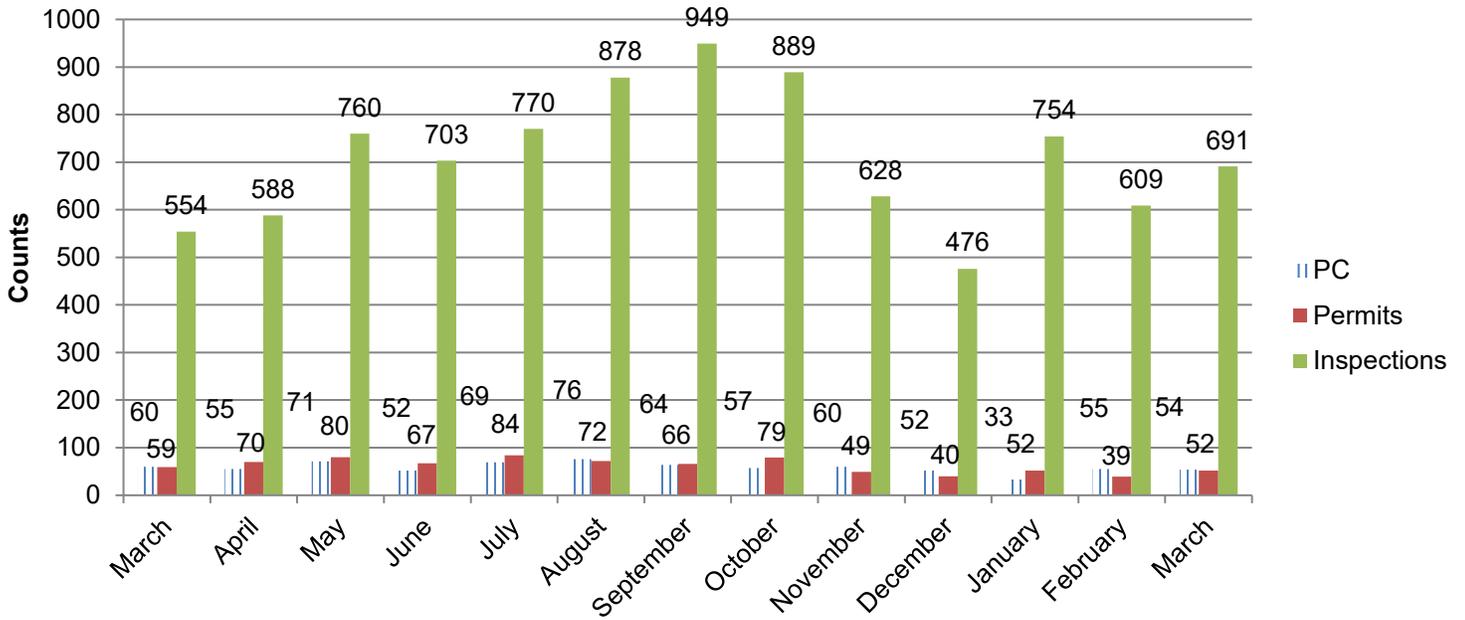
** Target: in working days

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

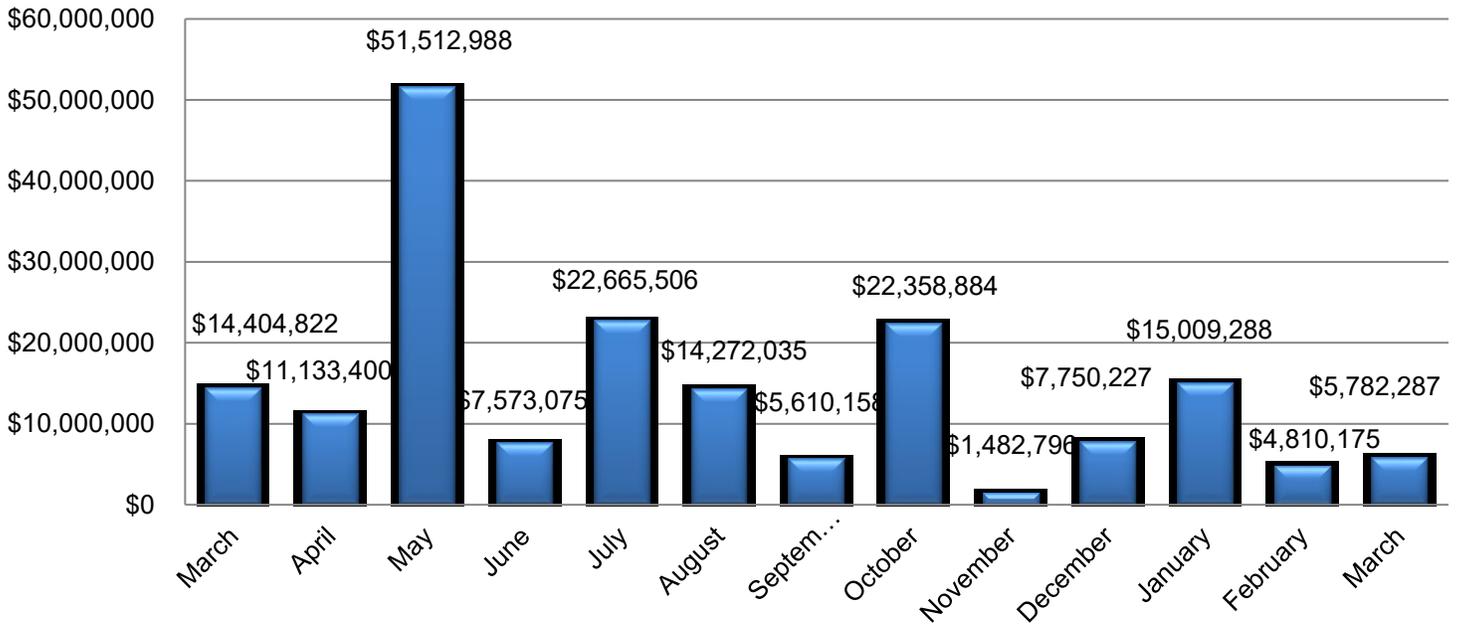
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

