



## Item No. 5 Town of Atherton

### CITY COUNCIL STAFF REPORT – CITY MANAGER’S REPORT

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** GEORGE RODERICKS, CITY MANAGER  
**DATE:** JULY 15, 2020  
**SUBJECT:** CITY MANAGER 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.

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### CITY COUNCIL NOTES (updated from July 3, 2020)

#### COVID-19

##### Operational Activities

- Gatherings of 50 or less are now permitted as well as cohorts of 12 or less in a “social bubble”.
- Special Event Permits at private property can now be approved.
- Restart Subcommittee recommends that we move slowly on reopening the Park and leave it closed to rental activities through the end of July. I concurred.
- Events through July that are scheduled (there is 1) will be cancelled. Renters will be allowed to reserve, subject to the COVID-19 guidelines, event space in August but that rental will be subject to cancellation if the Park is not reopened.

### CITY COUNCIL NOTES

#### 1. Civic Center Project (No updates)

- Web Links — [Main Webpage](#), [Activity Blog](#), [Naming Opportunities](#), [Video Gallery](#), [Photo Gallery](#), [Live Feed Webcam\(s\)](#)
- Donations and Naming Requests
  - Marty will be bringing consideration of the fountain design options to the City Council at the July 15 meeting. These items were shown as part of the early conceptual designs by WRNS but were not planned out through final design. Space was identified but there may need to be field changes made to the plans so that SJA can plan for the future installation of the fountains. The Council can opt to have

WRNS design the fountains based or engage an outside architect to do so. Because landscape and outside finish areas are the last phase of the project, installation of any fountains remain about 1 to 1.5 year away. We do, however, need to make plan changes accommodate any future fountain installation now.

- Construction Project Payment Requests and Change Orders
  - See Attached Spreadsheet (PDF)
- Work Variance Authorization(s)
  - Request 001 - Saturday, February 29 - Structural Steel Installation for City Hall Building
  - Request 002 - Saturday, March 6 - Structural Steel Installation/Delivery for City Hall Building
  - Request 003 - Saturday work (denied)
  - Request 004 - Thursday, May 7 - Concrete Pour
  - Request 005 - Tuesday, May 12 - Concrete Pour
  - Request 006 - Thursday, May 14 - Concrete Pour
  - Request 007 - Saturday, May 30 - Rammed Earth Wall
  - Request 008 - Saturday, June 6 - Rammed Earth Wall
  - Request 009 (Revised) - Thursday, June 25 - Friday, July 10 - Extended Hours/Rammed Earth
  - Request 010 - Monday, June 22 - Friday, July 10 - Extended Hours/Rammed Earth
  - Request 011 - Saturday, June 27 - Rammed Earth Formwork

## ADMINISTRATION/FINANCE/HRLEGAL/IT

### 2. Surf Air Update - week ending June 28, 2020

Surf Air averaged 5 arrivals per day to San Carlos Airport with no service on Saturdays. Surf Air's current average calculated from March 1, 2020 is 1.7 arrivals per day.

## FINANCE

### 3. 2020 Budget Act - Direct Allocation from CARES Act Funding

We are submitting certification to the State as part of the 2020 Budget Act for our direct allocation from the approved \$500 million CARES Act Funding. Funds are to be used by October 30, 2020 and are applicable to *eligible* COVID-19 expenses incurred starting on March 1, 2020.

The Town's allocation is \$86,813. Funds are contingent on the local jurisdiction's adherence to federal guidelines, stay at home orders, and Executive Orders. Funds are allocated over several installments. The first allocation will total 1/6th of the total allocation (\$14,468).

The funding is designed to address *unforeseen* financial needs created by COVID-19. Regular salaries and routine and anticipated expenditures are not eligible for use by the funds. However, as a matter of administrative convenience and in light of the nature of the emergency, local jurisdictions may presume that payroll costs for public health and public safety employees are

payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the City Manager or equivalent indicates otherwise. Funds are not required to be used as the source of last resort. However, recipients may not use the payments to cover expenditures for which they will receive reimbursement.

## **PUBLIC WORKS**

### **4. Underground Utility Districts**

Recently, the City Council received correspondence from a resident regarding utility undergrounding and the condition of PG&E utility poles. I responded to a couple members of the Council regarding the issue. PG&E does not independently underground utilities. As you know, the Town has about \$1.4m in its Rule 20A funds available for use on primary thoroughfares, which would include Atherton Avenue. However, that amount of funds is insufficient to underground more than 1,000 lineal feet. PG&E will underground utilities as part of a Rule 20A District (Town-sponsored and funded). But, the funding is insufficient to initiate a district.

PG&E will underground utilities as part of a new development district, such as what advised by the resident or what was done in Lindenwood. These are usually Rule 20B or 20C Districts - districts typically done in conjunction with larger developments and the majority of costs paid by the developer or applicant. These can also be done as part of small subdivisions of property or collections of property owners. The costs are almost entirely borne by the applicants.

The Town also has an FAQ on its [website regarding the formation of underground districts](#).

### **5. Rule 20A Funds**

The PUC is reallocating some of the Rule 20A jurisdictional credits to high-priority fire areas. As a result, as the Town does not have an ongoing District, some of our credits will be reallocated to Live Oak. It is expected that this amount will be approximately \$6,421 of the Town's \$1,427,825.

Mr. Ovadia continues to look into the possibility of selling off the Town's Rule 20A credits since creating and funding a local district would be extremely difficult. At the Engineer's Meeting last week, there was a brief discussion of Rule 20 and timing of actions by the PUC. Though jurisdictions are facing budgetary issues related to COVID-19, the two agencies that Mr. Ovadia had been speaking with - Burlingame and South San Francisco - appear to be still interested in acquiring credits for their projects. Timing may be delayed but the interest remains.

## **BUILDING/PLANNING**

None.

## **PUBLIC SAFETY**

### **6. Body Camera Audit**

At the last Council meeting a request was made to receive copies of the Body Camera Audit done by the Police Department and mentioned during the Police Chief's presentation. A copy of the last Body Camera Audit has been provided to the Council. The next audit for January 2020 through July 2020 will occur this month.

### **7. Police Department Training**

The Chief recently provided a detailed breakdown of all Police Department training for Fiscal Year 2019/20. The total cost of the training was \$35,193. POST reimbursed the Town \$29,004. There were a total of 2,720 training hours and 45.15 briefing hours. A detailed list of training was provided to the Council.

### **8. Police Department Demographics**

At the last Council meeting a request was made regarding the demographics of the Atherton Police Department. That information was provided to the Council.

### **9. Police Department Citation Statistics**

At the last Council meeting, the Chief noted the citation statistics for the Town. A breakdown of citation statistics was provided to the Council.

### **AD HOC SUBCOMMITTEE UPDATES**

#### **COVID-19 Restart - Widmer/Lempres (Rodericks)**

No report.

#### **Caltrain - DeGolia/Wiest (Rodericks/Ovadia)**

No report.

#### **Bayfront Canal Project - DeGolia/Widmer (Rodericks/Ovadia)**

The Flood and Sea Level Rise Resiliency District is crafting deal points for the Bayfront Canal MOU. At present, those deal points do not include the stipulations articulated by the Town's Subcommittee. We have advised them of these concerns and anticipate a response.

The County is now required to structure the funding of the Town's \$1.3 million via a lease/lease-back funding mechanism. We will not be able to enter into such an agreement until after the Town Center completes. They have provided term sheets for a lease agreement and sublease. We cannot enter into this arrangement until *after* the Town Center completes as we do not have assets that can be leased.

#### **Refuse Services Procurement - Widmer/Wiest (Rodericks/Barron)**

City Manager's Written Report

July 15, 2020

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The letter to the SBWMA was issued on Tuesday directing withdrawal from the SBWMA effective December 31, 2020.

To facilitate discussion of award of the new franchise, we have a Special Meeting scheduled for July 27.

Housing Subcommittee - Lewis/Widmer (Rodericks/Costa-Sanders)

No report.

**ATTACHMENTS**

Town Center Project Cost Summary

Police Department Report

Public Works Department Report

Community Services Department Report



**POLICE DEPARTMENT**

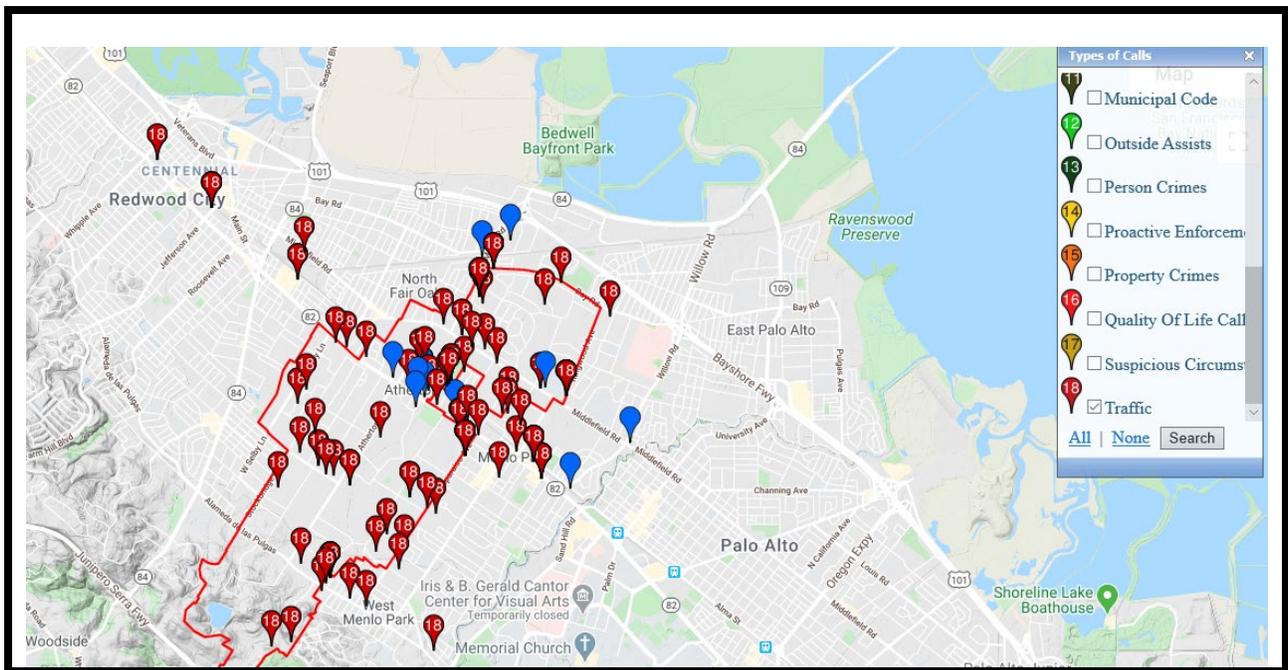
**Police Activity**

There were 53 investigations for the month of June. 12 offenders were cited, arrested, or referred to the San Mateo County District Attorney’s Office for prosecution. Those offenses included DUI, possession of stolen property, a warrant arrest, assault with intent to cause great bodily injury, possession of drug paraphernalia, identity theft, and driving with a suspended driver’s license.

Of the 2,462 total police incidents for the month of June, 1,536 were officer-initiated incidents, which resulted in 124 citations being issued for vehicle code and other violations. Officers initiated 1,335 other types of incidents that included investigating shelter in place violations, suspicious vehicles, traffic collisions, citizen flag downs, home checks, code enforcement and construction checks, follow-up investigations, pedestrian stops, traffic enforcement details, medical calls, and welfare checks.

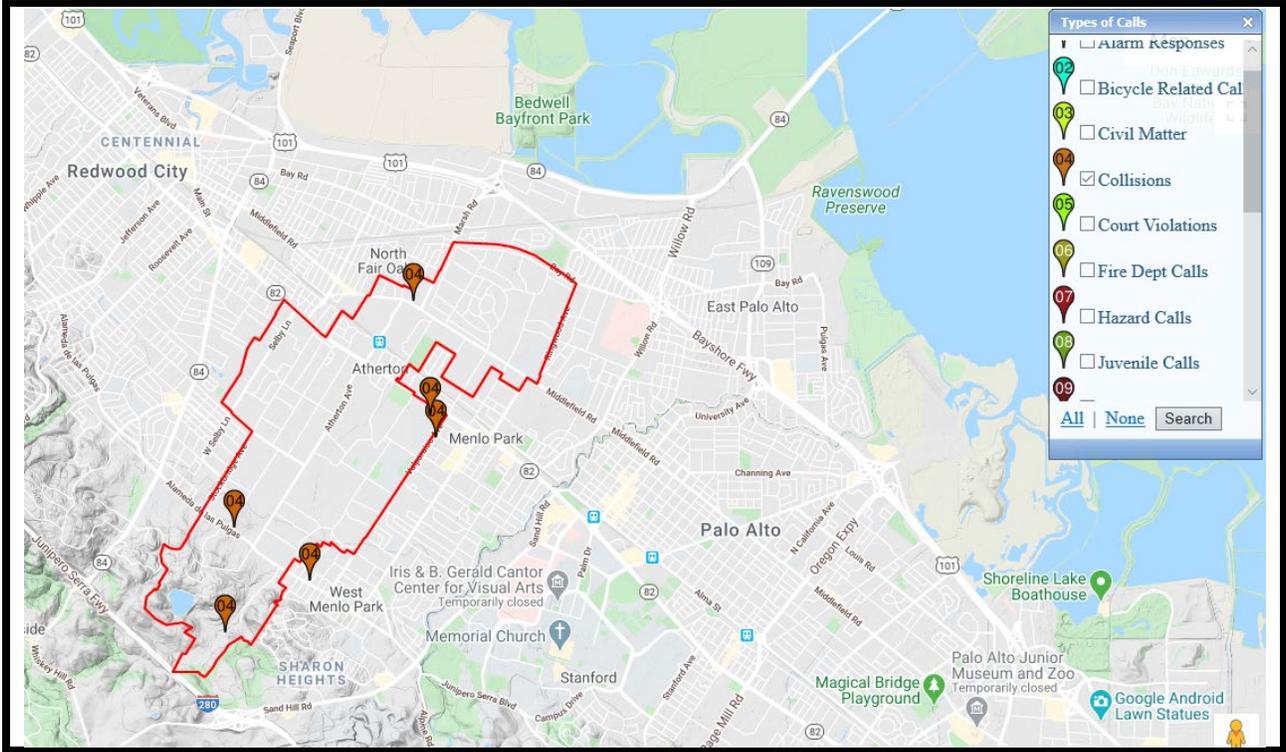
**Traffic Incidents**

Overall, there were 199 traffic incident locations, some with multiple stops, for June. The map below indicates the locations of the incidents for the reporting period.



### Traffic Collisions

There were 7 collision locations in June. The map below indicates the locations of the incidents for the reporting period.



### Bicycle Traffic Stops

There were 9 bicycle stop incidents initiated for improper lighting equipment (8), riding on the wrong side of the road (1).

These stops resulted in 10 verbal warnings. The number of warnings exceed the number of incidents because in one incident there were two cyclists stopped at one time.



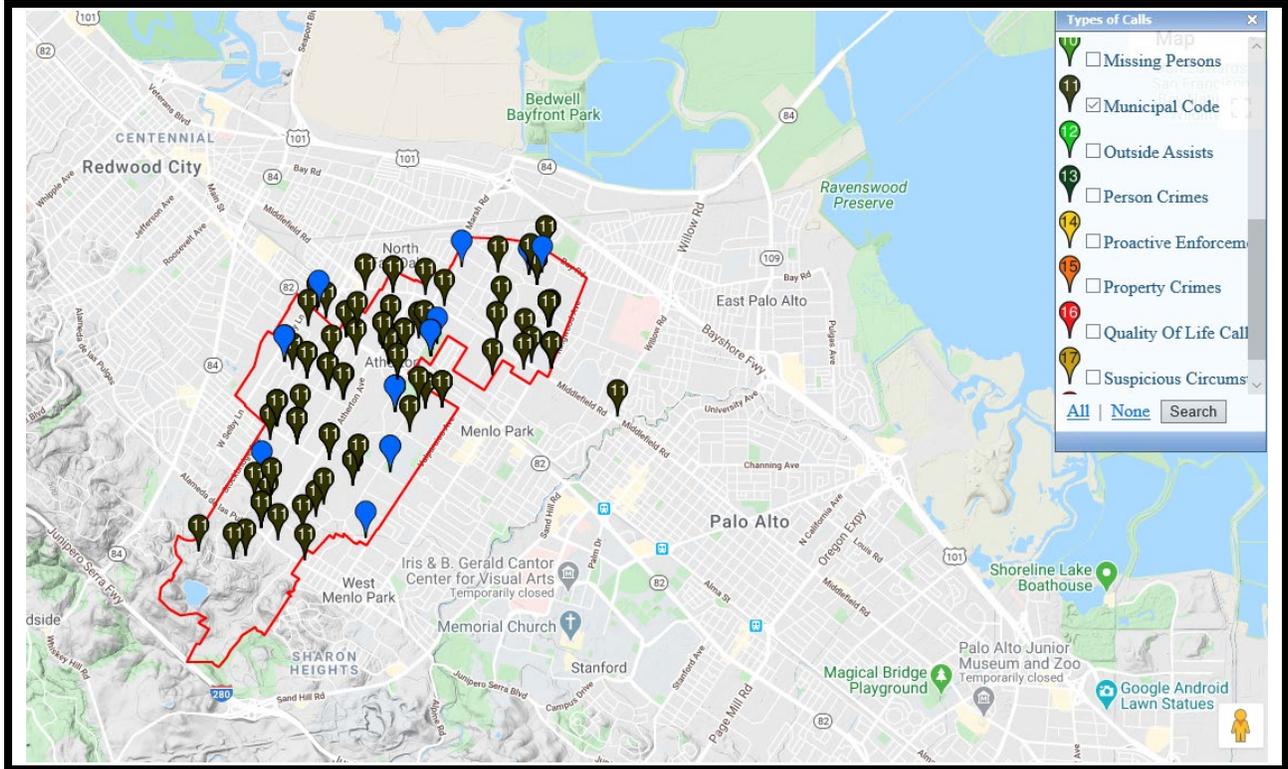
### Criminal Activity and Suspicious Circumstances

The Department responded to 81 locations (some locations multiple times) for property crimes (20), person crimes (7), and incidents of suspicious circumstances (55).



### Municipal Code Violations

The Department responded to 149 locations (some locations multiple times) for municipal code/health order violations. The municipal code violations were for off leash dogs, right of way issues, noise disturbances, after-hours construction, and shelter in place (Covid) violations.



### Holbrook Palmer Park

Holbrook Palmer Park had 97 incidents this reporting period, 77 of which were security checks and foot patrols by officers. The other incidents were for noise complaints, suspicious vehicles, suspicious vehicles, off-leash dogs, social distancing violations, and the report of three teenagers smoking marijuana.

### Premise Watch

Officers completed 761 House/Vacation checks during the month of June.

**School Incidents**

Officers responded to **301** school incidents during this reporting period. These incidents were almost exclusively officer-initiated security checks, as the schools were out for the entire month.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	8	3	4	1	4	2	5	5	6	9	3	11	61
	Security	20	14	55	58	29	40	21	18	6	13	9	20	303
	Traffic	-	-	-	-	1	-	-	1	5	3	1	3	14
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	1	-	1
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	6	4	4	1	7	6	5	2	3	9	4	4	55
	Security	23	16	38	51	25	35	7	9	5	-	10	16	235
	Traffic	5	-	-	-	-	-	-	4	3	9	-	-	21
<i>Lawel</i>	Other	3	-	5	2	5	2	2	3	1	6	2	3	34
	Security	12	14	34	45	16	34	12	10	7	8	6	15	213
	Traffic	-	-	-	-	-	-	-	3	2	1	-	-	6
<i>M-A HS</i>	Other	42	35	32	3	6	11	18	44	41	56	43	25	356
	Security	29	22	64	91	57	49	24	27	18	25	26	24	456
	Traffic	1	2	-	-	-	1	1	23	2	5	2	3	40
<i>Menlo College</i>	Other	5	2	3	2	4	3	7	9	6	5	16	6	68
	Security	28	6	41	64	37	42	18	15	12	4	25	18	310
	Traffic	2	1	-	-	1	1	1	4	1	-	1	1	13
<i>Menlo School</i>	Other	2	2	5	-	1	3	1	2	3	13	5	4	41
	Security	9	10	16	17	5	12	11	11	1	18	10	14	134
	Traffic	-	-	-	-	-	-	-	2	-	1	-	-	3
<i>Sacred Heart</i>	Other	6	10	8	2	3	5	3	7	5	17	3	5	74
	Security	-	6	6	16	8	11	4	2	-	9	3	3	68
	Traffic	-	-	1	-	-	-	1	4	4	-	4	4	18
<i>Selby Lane</i>	Other	-	1	1	3	7	5	4	4	1	7	-	-	33
	Security	38	25	66	57	37	38	29	22	26	28	27	36	429
	Traffic	-	1	-	1	2	1	-	10	4	1	1	2	23
<b>Total</b>		<b>239</b>	<b>174</b>	<b>383</b>	<b>414</b>	<b>255</b>	<b>301</b>	<b>133</b>	<b>241</b>	<b>162</b>	<b>247</b>	<b>202</b>	<b>217</b>	<b>2,968</b>

**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 **4 minutes, 48 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:

<b>MONTH</b>	<b>YEAR</b>	<b>RESPONSE TIME</b>
May	2020	4:40
April	2020	4:14
March	2020	5:52
February	2020	5:00
January	2020	5:05
December	2019	4:52

**Code 3** Emergency response time (when officers respond to an emergency call with lights and sirens): **There was one emergency call for service that required a code 3 response, but the officers were cancelled before arrival.**

**TOTAL TRAINING HOURS FOR JUNE 2020-** There was no off-site training for the month of **June.**

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
June	1,536	124
May	1,480	94
April	1,611	18
March	1,756	125
February	1,692	281
January	1,906	215

## Code Enforcement Activity Report

June 1 – June 30, 2020

### Summary:

	Activity	Total for Month	Year to Date (From 01/01/2020)
1.	Opened Cases	37	118
2.	Resolved/Closed Cases	30	106
3.	Cases Pending	188	N/A
4.	Written/Formal Notices Issued	24	75
5.	Citations Issued	37	160
6.	Amount in Citations	\$19,300	\$71,900

During the month of June, there were over 181 incidents related to code enforcement. Those incidents included but were not limited to: construction parking, construction hours, work without building permits, right-of-way encroachments or obstructions, encroachment permit issues, dead and dangerous trees, heritage tree damage issues, unpermitted heritage tree removals, overgrown landscaping issues, zoning issues, trash cans being left out, accumulations of trash/debris, lack of maintenance, dumping of debris in the right-of-way, zoning, noise nuisance, animal nuisances, unpermitted mobile food vendors and COVID-19 protocol related enforcement.

Code Enforcement staff also assisted with construction hours/noise exemption permits, provided translation assistance to Officers, assisted with police fleet issues as well as public education and

enforcement of the COVID-19 protocols. Since the situation continued to be somewhat fluid, informing and reassuring the public has continued to be of utmost importance.

**TRAFFIC COMPLAINTS**

The Atherton Police Department received three (3) traffic complaints during the month of June. The complaints were as follows:

- 1) A resident reported speeding vehicles daily at various times on Alejandra Avenue. This complaint was a carry over from the month of May.

Results: 42 minutes spent in the area  
No citations issued

- 2) A resident reported speeding vehicles every day during the evening commute time on Marsh Road at Middlefield Road.

Results: 0 minutes spent in the area  
No citations were issued

- 3) A resident reported speeding vehicles daily near the 400 block of Walsh Road.

Results: 49 minutes spent in the area  
No citations were issued

**COVID-19 INCIDENTS:**

During the month of June, Atherton Police Officers responded to 3 Shelter in Place Order Violations. All 3 calls were related to social distancing.

**Public works update – June 2020**

- Sweep contracted monthly streets:  
 June 50 Miles      8.0 cu. Yards      2.1 tons
  
- June Service requests –
  - Painted AC curb/berm along Watkins Avenue
  - Repaired A/C unit at PD
  - Removed existing streetlight and Installed LED streetlight in front of 54 Magnolia Drive
  - Filled potholes near 113 Atherton Avenue
  - Move radar trailer into PD parking lot
  - Removed ivy from concrete sidewalk near railroad crossing along Fair Oaks Lane
  - Picked up nails/bolts/rods from gutter along Alameda de las Pulgas at Callado Way
  - Trimmed overgrown shrubs to around street signs along Watkins Avenue
  - Re-taped portable A/C unit at PD
  - Removed low hanging branch on Alameda de las Pulgas at Fletcher Drive
  - Repaired A/C- compressor unit at PD
  - Picked up illegally dump garbage debris on Bassett Lane
  - Replaced knocked down pedestrian crosswalk sign on Middlefield Road at Watkins Avenue
  - Relocated Town Center wayfinding sign on southbound Middlefield Road
  - Removed fallen heritage tree from roadway in front of 180 Stockbridge Avenue
  - Trimmed shrubs along southbound El Camino Real blocking signage
  - Replaced “yield” signage on Michaels Way
  - Removed broken glass bottles on Fair Oaks Lane near PD’s temporary driveway
  - Removed broken glass debris on Middlefield Road at Fair Oaks Lane
  - Removed fallen heritage tree from roadway in front of 50 Ashfield Road
  - Removed illegally dump boxes and debris in front of 2 Bassett Lane
  
- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda de las Pulgas.
- Replaced fixed delineators on Middlefield Road
- Pruned oleanders blocking Railroad crossing sign
- Pruned low hanging branches on Selby Lane at El Camino Real
- Installed 4 new speed radar signs throughout town
- Removed weeds from Middlefield Road
- Weed removal from El Camino Real
- Replaced signage throughout Town
- General duties – Garbage cans, town wide and ECR litter, 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.

**Painted AC Curb/Berm along Watkins Avenue**



**Removed existing streetlight and installed new LED streetlight**



**Before**



**After**

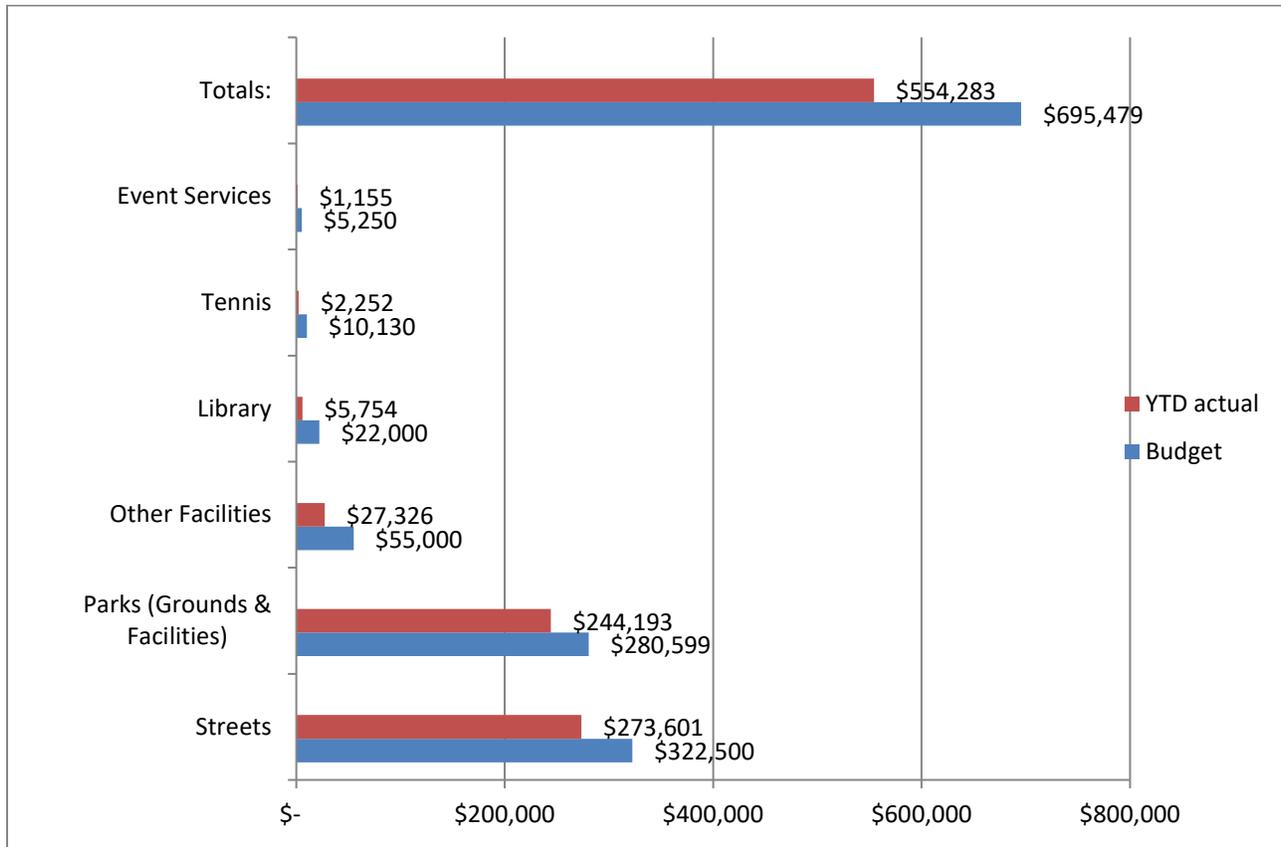
**Removed fallen heritage tree from roadway in front of 180 Stockbridge**



Town of Atherton  
MCE Corporation/Public Works Maintenance  
Rev. vs. Exp. Through May 2020

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 322,500	\$ 273,601	84.84
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 280,599	\$ 244,193	87.03
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$ 27,326	49.68
A04	213-30-52031-000	Library	\$ 22,000	\$ 5,754	26.16
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 2,252	22.24
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 1,155	22.00
Totals:			\$ 695,479	\$ 554,283	79.70

**\*\*Covid-19 related tasks \$597.61**





**PARK GOING'S ON  
Town of Atherton**

**PARK & RECREATION COMMITTEE STAFF REPORT**

**TO: PARK AND RECREATION COMMITTEE**

**FROM: SALLY BENTZ, PARK MANAGER**

**DATE: JULY 1ST, 2020**

**SUBJECT: PARK GOINGS ON JUNE 2020**

**REGULAR STAFF**

For the month of JUNE, 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. – **Restrooms closed 4/1**
  - Inspect and maintain tennis courts.
  - Inspect and maintain playgrounds. – **Playgrounds closed 4/1**
  - 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 the schedule.
  - Blow tennis courts 2 times per week as required.

- Spraying of weeds weekly
- Fixing of irrigation issues
- Multiple trees planted around the park
- Bee's removed from the park
- Daily monitoring of closed areas and re-closing with tape
- New social distancing signs installed

**New and future planned projects:**

- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.
- Paint Main House door
- Unclog or fix water fountain near tennis courts- still closed
- Repair Corp yard fence
- Fix parts of the walking path
- Patch larger holes at tennis courts 4 and 5

**Tennis Numbers**

June

Total Courts hours- 275

Clinics: 0 due to COVID restrictions

Lessons: 192

Events: 2 weekly coaches meeting

Clay Court Bookings: 0 paid hours

Total # of students: 142

Trees planted by MCE



New social distance signs installed





## **Town of Atherton**

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

# **Community Services Monthly Report June 2020**

Submitted by:  
Interwest Consulting Group

**Town of Atherton  
Building Safety & Inspection**

*Construction and Permit Summary  
June 1, 2020 to June 30, 2020*

	<b>Jun-20</b>	<b>Fiscal Year 2019-20</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$8,246,234	\$107,770,309

**REVENUE**

<b>Plan Check Fees Collected:</b>	\$76,404	\$386,143
<b>Permit Fees Collected:</b>	\$114,203	\$896,362
<b>Other Fees Collected:</b>	\$4,609	\$46,854
<b>TOTAL:</b>	<b>\$195,216</b>	<b>\$1,329,359</b>

**PLAN CHECK**

Applications Received:	<b>93</b>	<b>684</b>
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**PERMITS**

<b>Residential:</b>		
New Single Family Residential Permits Issued:	2	25
New Accessory Structures Issued:	23	273
Addition / Alteration Permits Issued:	8	154
Reroof / Water Well / Grading Permits Issued:	20	160
Plumbing/Mechanical/Electrical Permits Issued:	17	246
Demolition Permits Issued:	7	59
<b>Non-Residential:</b>		
New Permits Issued:	1	15
<b>TOTAL Permits Issued:</b>	<b>78</b>	<b>932</b>

<b>Total Open Permits as of 6/30/2020</b>	<b>1140</b>
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**INSPECTIONS**

Inspections Performed:	<b>978</b>	<b>9,565</b>
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Footnotes:

<sup>1</sup>Valuation: For permitted projects during this period.

Town of Atherton  
 Building Safety & Inspection

**Planning Projects**

June 1, 2020 to June 30, 2020

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	12	325
Planning Commission Items	0	26

The June 24, 2020 Planning Commission meeting was cancelled.

The next regularly scheduled meeting is July 22, 2020.

**Arborist Activity Summary**

June 1, 2020 to June 30, 2020

	<b>Site Visits</b>			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	17	11	0	124

## Town of Atherton Building Inspection & Plan Check

### Summary of New Single Family Residential Permits Issued by Month

Month	2020	2019	2018	2017	2016	2015
January	1	4	0	2	2	2
February	1	1	2	1	1	1
March	0	1	3	2	0	3
April	0	1	2	0	2	2
May	2	1	5	4	2	1
June	2	1	2	3	0	3
July		1	5	1	5	8
August		5	4	2	3	4
September		3	1	3	4	4
October		1	4	2	6	3
November		1	0	4	0	0
December		1	1	3	1	0
<b>Total New SFD Permits:</b>	<b>6</b>	<b>21</b>	<b>29</b>	<b>27</b>	<b>26</b>	<b>31</b>

### Plan Check Performance

*June 1, 2020 to June 30, 2020*

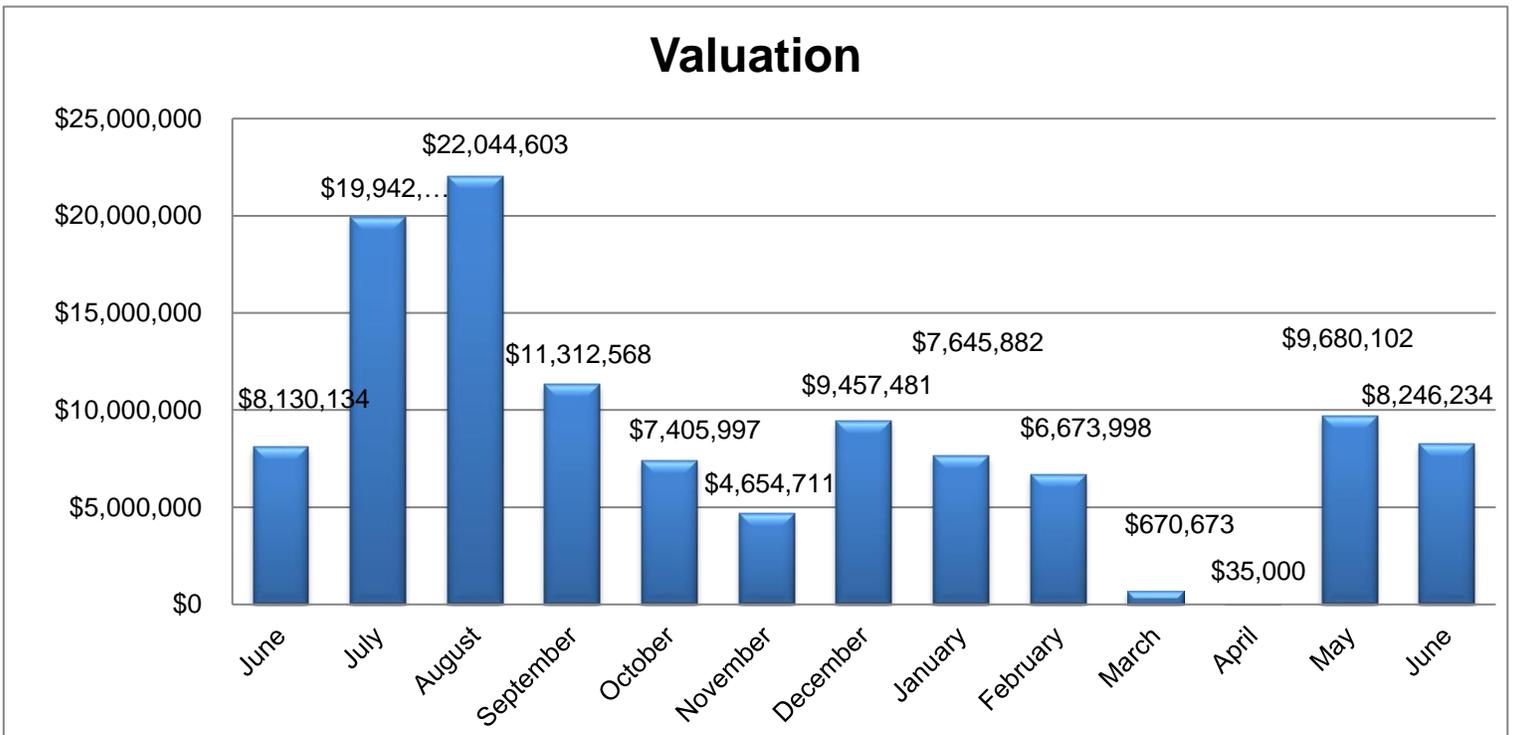
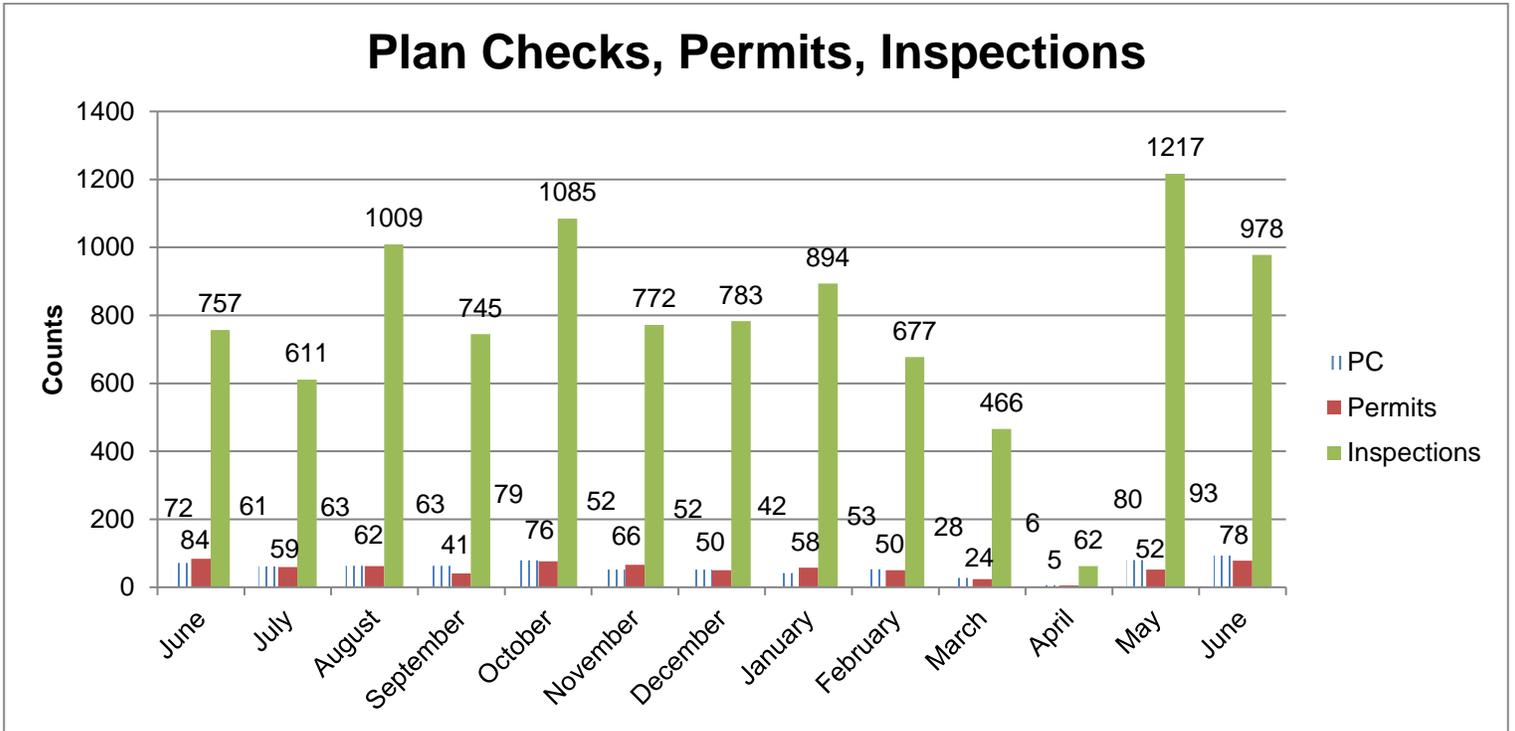
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
<b>Major Plan Check</b>	1st Review	161	10	9	0
	Subsequent Rev.	149	5	4	0
<b>Minor Plan Check</b>	1st Review	8	3	2	0
	Subsequent Rev.	0	2	0	0
<b>Total Number of Plan Checks</b>		318			

\*\* 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



### Summary Graphs

