



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: SEPTEMBER 17, 2014

SUBJECT: CITY MANAGER WRITTEN REPORT

CITY MANAGER’S OFFICE

There are some big issues on the horizon for the City Council to discuss in the coming months. This is in addition to design of the Town’s Civic Center.

Upcoming issues include:

- Review of the Town’s Bicycle and Pedestrian Master Plan and the setting of priorities within that Plan. (October 1 Study Session)
- Review of updates to the Town’s Sign Ordinance to bring the ordinance into compliance with current law and address construction and real estate signs. (October 1 Study Session)
- Approval of an Operational Study Request for Proposal (RFP) (October 15 Regular Meeting)
- Approval of a Request for Proposal for Architectural and Design Services for the Civic Center Project (October 15 Regular Meeting)
- Review of updates to the Town’s Wireless Telecommunications Facilities Ordinance (November 5 Study Session)
- Review of updates to the Town’s Encroachment Permit Ordinance (November 5 Study Session)

These dates are tentative as we are still busy working on several of these items but they will all involve some pretty healthy discussion. The ordinance revisions are important to address some long-standing issues that are impacting the community.

As to the Civic Center Project, you have a couple of items on tonight’s agenda connected to the project. The first is the Request for Qualifications (RFQ) process for architectural and design services. The RFQ process will help us narrow down the list of qualified and interested architects for the project. Respondents to the RFQ will be sent the RFP. It is anticipated that we will be awarding the contract for architectural and design services by the end of 2014.



The second is the environmental work for the project. Given the initial work done, it is anticipated that the environmental process will move quickly; but it is a process.

December Holiday Closure

As we swing into the fall season I am reminded that it would be appropriate to advise of the future holiday closure to ensure that the public has ample time to get into the loop.

Last year, for the December holiday, Town Hall shut down for an extended period of time and staff use banked leave time or leave without pay for the period of closure. The closure was generally well received and there were no issues that arose during the break. The closure did not affect the Police Department staff.

The Town also benefited in that we were divested of leave time that we might otherwise have to payout or cash out. There were no negative comments received from the public and/or contractors. In 2013, Town Hall was closed from Monday, December 23 through Wednesday, January 1 - 8 days. Only the Post Office was open for the Monday and Tuesday before Christmas. In 2014, we will be doing something similar. Town Hall operations, including the Post Office, will be closed Wednesday, December 24 through Friday, January 2.

Town Hall and the Post Office will be open on Monday, December 22 and Tuesday, December 23 (although there will be staff taking vacation days). The closure will encompass 8 days. As with last year, except for Christmas and New Years Day, the closure would not affect construction hours and operation. Inspections would be limited to critical path inspections. The closure would not affect emergency operations, necessary field activity for Public Work or the Police Department. Last year there were no issues that arose.

Mayor/Vice Mayor Meetings

Theresa is setting up meetings with Menlo Park, Redwood City, and Atherton for Mayor/Vice Mayor meetings. These are an opportunity to keep the political channels open and work cooperatively agency to agency on issues of mutual concern. They may be annually, quarterly, or semi-annual based on the needs of the group.

Some items first up on the Agenda:

- ECR Operational Study – Cooperation and Involvement
- Drainage Master Plan – Cooperation and Involvement
- Boundary Projects – Advisement and Involvement
- Bike/Ped Master Plan – Cooperation and Involvement

El Camino Real Update(s) – Working with Caltrans

Mike Kashiwagi will be making an oral report tonight as part of the City Manager's Report on the status of the El Camino Real Operational Study. Caltrans continues to move slowly on our issue(s). We have engaged the Mayor in an attempt to add some political pressure to the District 4 Director. We will hopefully have a meeting setup to move forward.

Although we have been making snail-pace like progress with Caltrans, we have become the “squeaky wheel” as a strategy to get more attention, more focus, and more of a sense of urgency on several initiatives we’ve been trying to push through their system. Due to the ongoing issues and concerns regarding bicycle/pedestrian safety on El Camino Real, the purpose of this meeting is to make sure the District Director is aware two important initiatives the Town has dedicated resources to, (1) Operational Analysis of reducing travel lanes on ECR from 6 lanes to 4 lanes and (2) the feasibility of restricting left turns from Southbound ECR to Markham/Dexter Ave (opposite Selby Ln). Below is a brief summary of where we are with both issues:

ECR Operational Analysis

- Staff met with Caltrans in July 2014 to discuss the scope of the analysis Caltrans will require and to determine what “Caltrans process” we need to follow to ensure we have Caltrans review and participation
- Staff received very little direction/guidance from Caltrans regarding their required scope for the operational analysis. It was agreed that Atherton would submit a scope for Caltrans review and comment. A scope was provided to Caltrans in late July and we recently received comments. An RFP is now being prepared by staff and will be coming to City Council in October for your approval to advertise.
- We still need to determine the “Caltrans process” we need to follow to enable Caltrans staff to spend necessary time and resources on this effort.
- Hopefully, our meeting with Director Sartipi will be helpful in agreeing on a focused and streamlined process and appropriate direction can be provided to Caltrans staff

Left Turn Restriction At Markham/Dexter

- In Spring 2014, staff met with Caltrans to discuss possible improvements at ECR/Selby Ln to improve visibility for left turning vehicles at this intersection
- An agreed upon solution was to eliminate the ability of vehicles travelling southbound on ECR to turn left into Markham/Dexter (San Mateo County)
- By restricting this movement, southbound vehicles would be forced to make a u-turn at the traffic signal at 5th Ave/ECR, travel a short distance NB on ECR before turning right into Markham/Dexter
- However, prior to Caltrans supporting this alternative an operational analysis would need to be performed to determine impacts to the signal operations @ 5th Ave/ECR.
- Caltrans committed to perform this analysis. However this work has not been completed to date and no schedule has been provided
- Staff met with Jim Porter (San Mateo County Public Works Director) regarding this possible solution. Jim was naturally concerned about the inconvenience this would create for drivers/residents accessing the Markham/Dexter area.
- One of the outcomes of the meeting with Director Sartipi would be to get a schedule for completion of the 5th Avenue traffic signal operational analysis necessary to determine the feasibility of the left turn restrictions. This is a critical step to move this idea forward.

Actuarial Valuations – Unfunded Liabilities

One of the bits of information we will be providing candidates at the internal September 22 Briefing (mentioned prior) will be the Town's unfunded liabilities.

Staff has put together a summary of those unfunded liabilities (as of Fiscal Year 2013/14). There are two "values" to look at – the first is based on an Actuarial Value of Assets (AVA) and the second is the Market Value of Assets (MVA). The Actuarial Value of Assets (AVA) is used by the actuary for the purpose of an actuarial valuation. Actuaries often select an asset valuation method that smoothens the effects of short-term volatility in the market value of assets. The Market Value of Assets (MVA) is based on the market and all of its volatility. The funded ratio is the ratio of the actuarial value of assets to the actuarial accrued liability (AAL).

The actuarial accrued liability generally represents the portion of the present value of fully projected benefits attributable to service credit earned as of the valuation date. Plans sometimes calculate a market-funded ratio as well using the market value of assets rather than the actuarial value of assets. GASB 25 reporting requirements require the use of the actuarial value of assets.

The Town has three sources for liability – two pension systems (Miscellaneous Employees and Safety Employees) and one health benefit system (commonly referred to as OPEB). The following is as of June 30, 2012 actuarial reports. For OPEB, the calculation includes the \$1,020,000 recent contribution.

Miscellaneous Employee Plan	
Accrued Liability	\$14,084,104
Actuarial Value of Assets (AVA)	\$12,200,917
Market Value of Assets (MVA)	\$10,326,106
Unfunded Liability Based on MVA	\$3,757,998
Funded Ratio	73.3%
Unfunded Liability Based on AVA	\$1,883,187
Funded Ratio	86.6%
Public Safety Employee Plan	
Accrued Liability	\$30,999,471
Actuarial Value of Assets (AVA)	\$27,288,739
Market Value of Assets (MVA)	\$22,860,016
Unfunded Liability Based on MVA	\$8,139,455
Funded Ratio	73.7%
Unfunded Liability Based on AVA	\$3,710,732
Funded Ratio	88.0%
OPEB Liabilities	

Accrued Liability	\$7,724,868
Funding Target	\$5,000,000 or 65%
Remaining OPEB Obligation	\$3,405,552
Current Funding Level	\$4,319,316 or 56%

Transportation Committee

As the Council is aware, the Transportation Committee hosted a Study Session/Workshop to talk about the creation of traffic mitigation measures and standards that could be adopted by the Council. Jack Ringham prompted this effort when he has asked for speed humps on Fair Oaks. The Town does not have standards and criteria by which to determine whether or not the street warrants the installation of speed humps nor does the Town have a policy to address whether or not it will allow such installations. Menlo Fire District has concerns with any traffic mitigation devices that restrict their ability to respond - speed humps, roundabouts, chicanes, etc. They support the installation of speed humps where there are wheel base breaks of sufficient size for their response engines.

With respect to review of the issue, it was important to note that the goal of the topic's review is to provide the City Council with a framework within which it can apply standards to address local traffic mitigation issues. The Council is looking to staff and the Committee to develop these standards and criteria that can be applied town-wide. Any traffic mitigation measures that are implemented must meet specific town criteria as well as the criteria of emergency response agencies. There are some measures that are appropriate in some locations and some that would not be. Staff and the Council need the tools and the criteria to address traffic mitigation measures throughout the community in a consistent manner.

Signing and Striping Improvements @ Lindenwood Gates

Staff recently performed engineering review and prepared recommendations to modify signing and striping to improve visibility and awareness of bicycles and pedestrians at the Lindenwood Gates (Middlefield & James / Middlefield & Linden). Staff met with representatives from the local school and Lindenwood Homeowner's Association to discuss possible improvements. The recommended improvements were field marked in late July. Work was completed before the start of school.

Bicycle Signing and Striping Improvements @ Marsh & Middlefield

An engineered signing and striping plan based on field measurements was prepared by the Town (in conjunction with Alta Planning). After plans were reviewed and approved by staff we have obtained several cost estimates for the minor work. A contractor was authorized to perform the work and it was complete by September 1.

It is important to note that we will be using paint versus the more permanent thermoplastic material due to the planned resurfacing of Middlefield in summer 2015. This will also provide the opportunity for feedback from bicycle and pedestrian stakeholders regarding the design. This

will be the first contrasting color bicycle lane in Town. It will be important to gather feedback before implementing the more permanent markings and/or completing similar colored pavement in other areas.

Vegetation Clearance on El Camino Real

Staff is performing sign clearance and vegetation clearance along El Camino Real. They will begin southbound from the Town limits. Once they reach the Town limits they will return north bound. They will be doing a scrape and clean of the area south between Menlo College and Valparaiso. It is important to be clear that the work being done has nothing to do with clearing a path for bicycle passage along El Camino Real.

El Camino Real is not a bicycle route. Caltrans, as well as the Town, are very careful about not referring to it as a bicycle route and/or making improvements that facilitate the use of bicycles along it. That said, we can, do, and are clearing vegetation and paths along El Camino Real. We do not have the staffing to do daily or monthly maintenance. It is mostly seasonal under contract with MCE. Public Works manages the clearance efforts by MCE. The work as noted is to clear the emergency shoulder lane to allow vehicles to pull off the roadway partially or completely in the event of breakdown. There are no Class I, II, or III bike routes on ECR through Atherton (north or south). Riding along the shoulders of ECR in Atherton is not recommended due to high traffic volumes and other conditions (no markings, insufficient widths, private vegetation issues, no regular sweeping schedule or maintained bicycle conditions).

Presently, bicycle crossing ECR must be done in the same manner as pedestrians - via the crosswalk.

Series Street Light Project

Preliminary discussions have been held with a consultant performing similar work for South San Francisco under an on-call contract to San Mateo County. We have discussed the possibility of "piggybacking" on their contract with the City Attorney who advised that the Town should develop its own RFP specific to its needs. We will be engaging a street light consultant to prepare an RFP and scope of work based on the Town's specific needs and keep this project moving along.

We anticipate Council approval of an RFP by December.

COMMUNITY SERVICE DEPARTMENT

See attachment.

POLICE DEPARTMENT

There were 62 criminal investigations for the month of August. 40 offenders were cited, arrested or referred to the San Mateo County District Attorney's Office for prosecution. 31 of those cases were for vehicle code violations that include driving without a license, driving on a suspended license, driving under the influence of alcohol, and possession of marijuana in a vehicle. The other arrests were for outstanding warrants, public intoxication, and trespassing.

Of the 2,569 total police incidents for the month of August, 535 were officer-initiated incidents, which results in 273 citations being issued for vehicle code violations. Officers also initiated 212 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.

- Holbrook Palmer Park had 20 incidents this reporting period, 14 of which were security checks by officers.
- 1,189 House/Vacation checks were completed during the month of August.
- Officers responded to 17 ordinance violation calls this month. These calls were for after-hours construction, illegal signs placed on a property, a solicitor without a permit, and garbage cans left out.

Other calls for service included:

- There was a fire at a vacant home on Shearer Drive. The entire first floor sustained smoke damage. Other than property damage, nobody was injured.
- On 08-28-14 between approximately 1200 hours and 1215 hours, unknown suspects burglarized a home on Mesa Court. The suspect, described as a dark haired male in his mid to late 30's, distracted the victim by running water at various locations in an effort to clear a fake sewage leak while the accomplice stole jewelry from the master bedroom closet. This case remains under investigation.

SCHOOL INCIDENTS

Officers responded to 55 school incidents during this reporting period. The incidents included disturbances, scheduled traffic enforcement, medical calls, and traffic collisions. The following depicts the number of incidents per school:

SCHOOL	TRAFFIC	OTHER	TOTAL
Encinal	2	2	4
Las Lomitas	1	3	4
Laurel	0	3	3
Menlo-Atherton High	2	16	18
Menlo College	3	3	6

SCHOOL	TRAFFIC	OTHER	TOTAL
Menlo School	0	2	2
Sacred Heart	5	4	9
Selby Lane	5	4	9

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 6 minutes and 18 seconds, which beat our goal of having an average response time of less than 8 minutes.

DISASTER PREPAREDNESS

Town staff is partaking in an internal disaster preparedness exercise coordinated with the County OES on September 18th at the Town's EOC. The drill is in preparation of the live Countywide Emergency Preparedness Exercise scheduled for October. As we evaluate our emergency preparedness level it is important to recognize that most of our current staff have never "exercised" together. While many of us have been trained in disaster preparedness and some of us have been through actual disasters as incident commanders or responders, we haven't formally met around the EOC table in a live response therefore the additional training is beneficial in preparing.

SPECIAL EVENTS AND COMMUNITY ACTIVITIES

Officer Metzger worked two (2) DUI Saturation Patrols, Officer Marks worked one (1) DUI Saturation Patrol, and Officer Marks and Sgt. Kockler worked one (1) DUI Saturation Patrol together.

Officer Marks and Sergeant Kockler worked one (1) Circus Club patrol for the horse show and Officer Dunphy and Sergeant Kockler worked one (1) Circus Club patrol for the horse show.

The 44th annual Menlo Horse Show, which is Atherton's largest event, ran from August 5th through August 10th, 2014. The Atherton Police Department set up a contingent of unmarked police vehicles, and plain clothes officers to patrol the area, as well as marked patrol vehicles with officers in uniform. Because our limited resources were not sufficient to cover the size of the venue, a request for assistance was made to Menlo Park Police Department, Redwood City Police Department, California Highway Patrol, San Mateo County Sheriff's Office, San Mateo County Probation Department, and the Special Services Unit from the California Department of Corrections. Having thousands of people in and out of the show every day, presented an opportunity for criminal activity, as years past has shown.

Because of the combined efforts of all the agencies, we can proudly inform you that we had zero criminal activity this year.

TRAINING

The following personnel attended training in August for a total of 24 hours:

T. Boyle	Driver Training Update/16 hours	Aug. 14-15
D. Metzger	Glock Armorer/8 hours	August 21

Atherton PD facilitated the Bay Area Gang Alliance Meeting hosted by San Francisco Sheriffs' Department on Wednesday August 27, 2014. The topic this month was "who's who in-custody."

PUBLIC WORKS DEPARTMENT

See attachment.



Town of Atherton

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

Community Services Monthly Report August 2014

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

**Town of Atherton
Building Safety & Inspection**

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

	August	Fiscal Year 2014-15
Total Construction Valuation¹:	\$8,969,640	\$27,859,100

REVENUE

Plan Check Fees Collected:	\$33,912	\$59,509
Permit Fees Collected:	\$97,744	\$220,404
Other Fees Collected:	\$11,194	\$18,989
TOTAL:	\$142,850	\$298,902

PLAN CHECK

Applications Received:	54	107
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	1	6
New Accessory Structures Issued:	13	29
Addition / Alteration Permits Issued:	12	24
Reroof / Water Well / Grading Permits Issued:	9	22
Plumbing/Mechanical/Electrical Permits Issued:	18	29
Demolition Permits Issued:	2	3
<u>Non-Residential:</u>		
New Permits Issued:	0	2
TOTAL Permits Issued:	55	115

Total Open Permits as of 08/31/14	723
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INSPECTIONS

Inspections Performed:	716	1,480
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Code Enforcement Activity Summary

August 1, 2014 to August 31, 2014

Code Enforcement responded to the following issues:

1. Dangerous Trees	3	10. Early Set Out-trash	25
2. Construction Law	45	11. Neighbor Law	2
3. Dog Barking	4	12. Animal	0
4. Building without permits	8	13. Litigation	3
5. Encroachments	12	14. Vehicles	3
6. Fence Violations	3	15. Unsecured Prop	3
7. Accessory Bld.	6	16. HOA Contact	0
8. Refuse	0	17. Admin/finance	25
9. Zoning	2	18. Admin/ordinance	0
		19. Public Nuisance	6
Number of Cases Closed = 24		Number of Cases Opened = 20	
Number of issues reviewed = 150		Total = 194	

Planning Projects

August 1, 2014 to August 31, 2014

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	24	47
Planning Commission Items	2	4

The Planning Commission, at its August 27, 2014 meeting took the following action:

1. Approved a Lot Line Redesignation at 368 Selby Lane
2. Heard a presentation on the Housing Element Update and scheduled a Special Meeting on September 16, 2014 at 6:00 pm to conduct the Public Hearing on the Draft Housing Element Update.

The next regular meeting is scheduled for September 24, 2014.

Tentatively Scheduled items include:

- Application for a Special Structures basement under and accessory building at 151 Glenwood
- Application for a Special Structures Permit for a pool at the front setback line at 2 Lupin Lane

A Special Meeting is scheduled for September 16, 2014 where the Commission will consider recommending the City Council adopt the Initial Study and Draft Negative Declaration for the 2014-2022 Housing Element Update project and approve the draft Housing Element Update for transmittal to the California Department of Housing and Community Development for review and comment.

Arborist Activity Summary

August 1, 2014 to August 31, 2014

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	25	6	28	22

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	5	2	3
August	1	3	2
September		4	3
October		5	4
November		1	1
December		3	4
Total New SFD Permits:	23	31	30

Plan Check Performance

August 1, 2014 to August 31, 2014

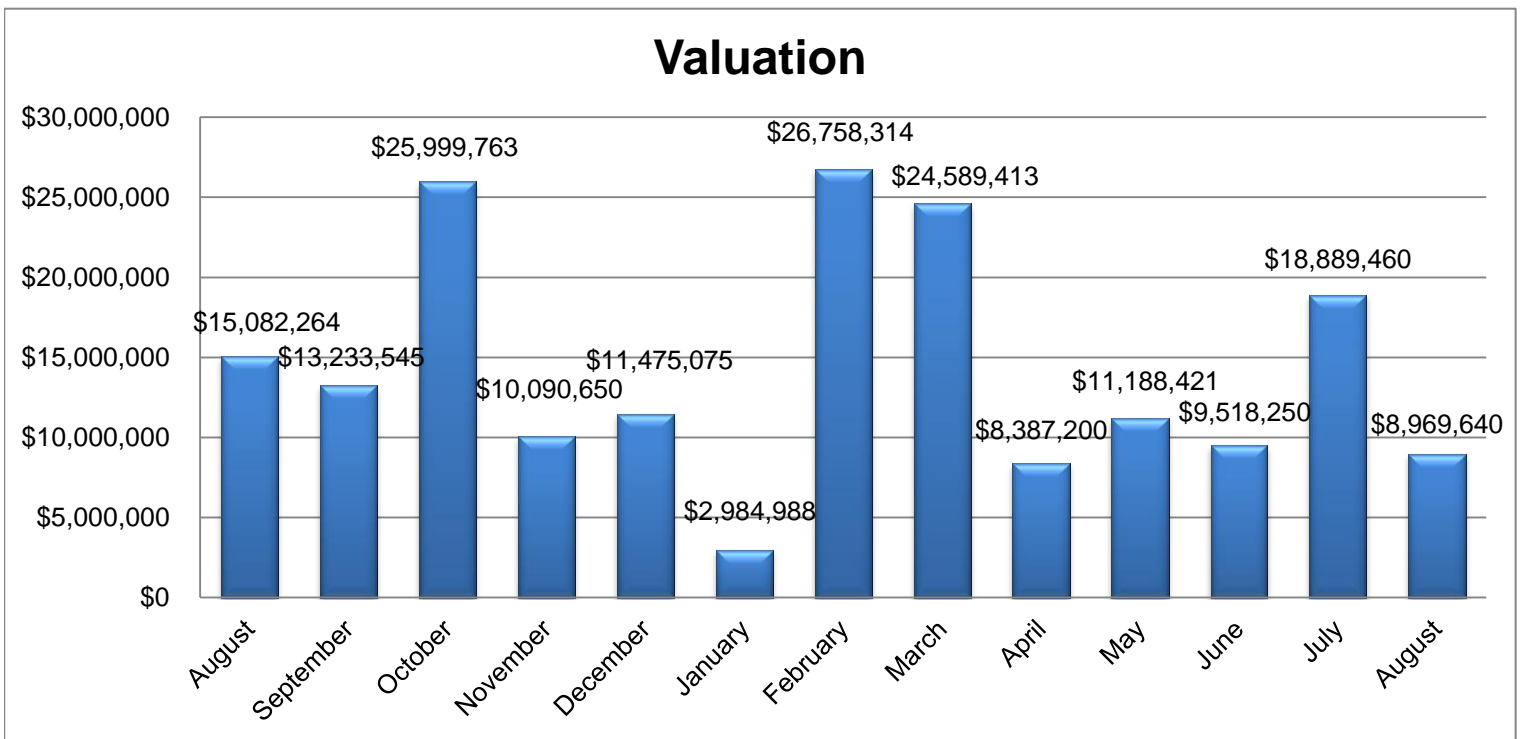
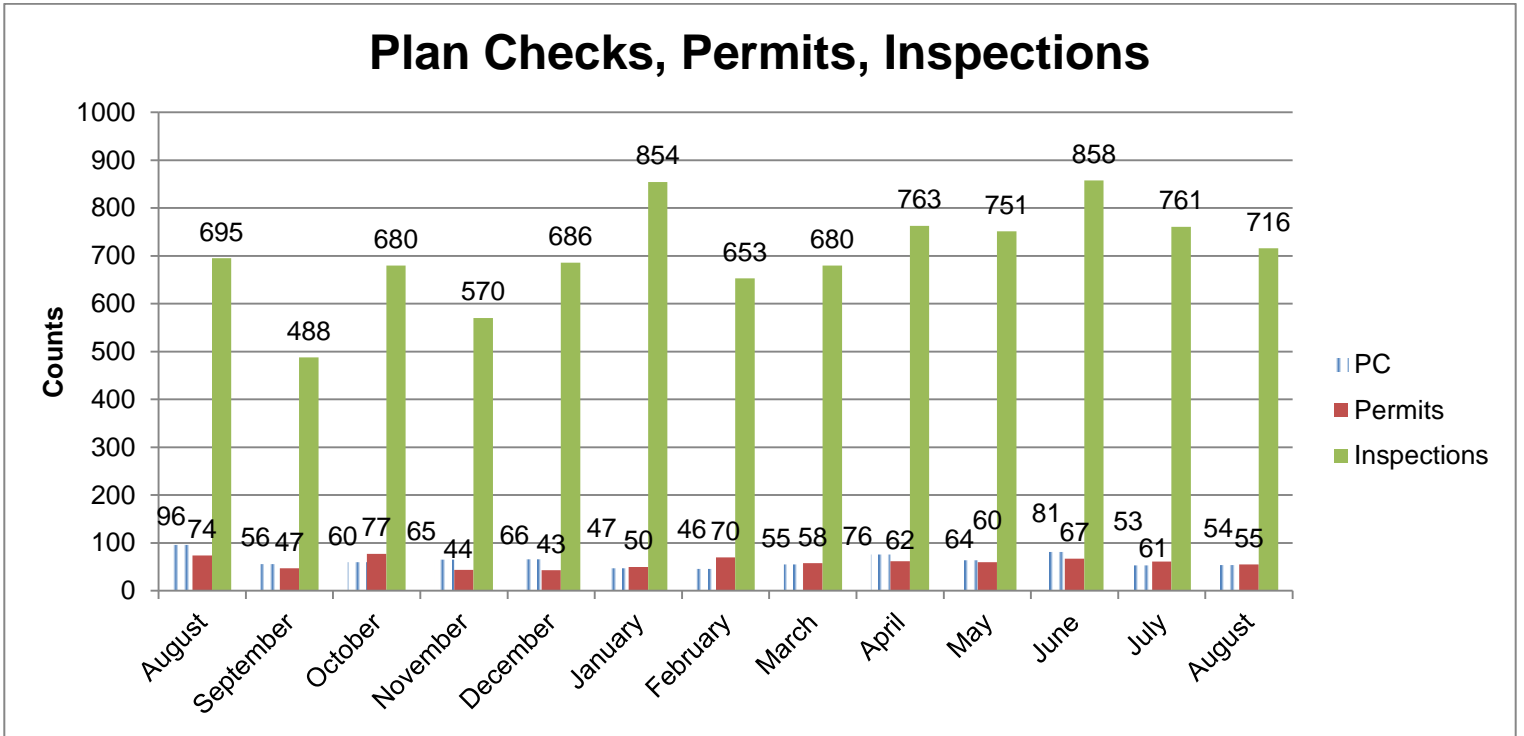
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	50	10	7	0
	Subsequent Rev.	33	5	3	0
Minor Plan Check	1st Review	10	3	3	0
	Subsequent Rev.	2	2	1	0
Total Number of Plan Checks		95			

** Target: in working days

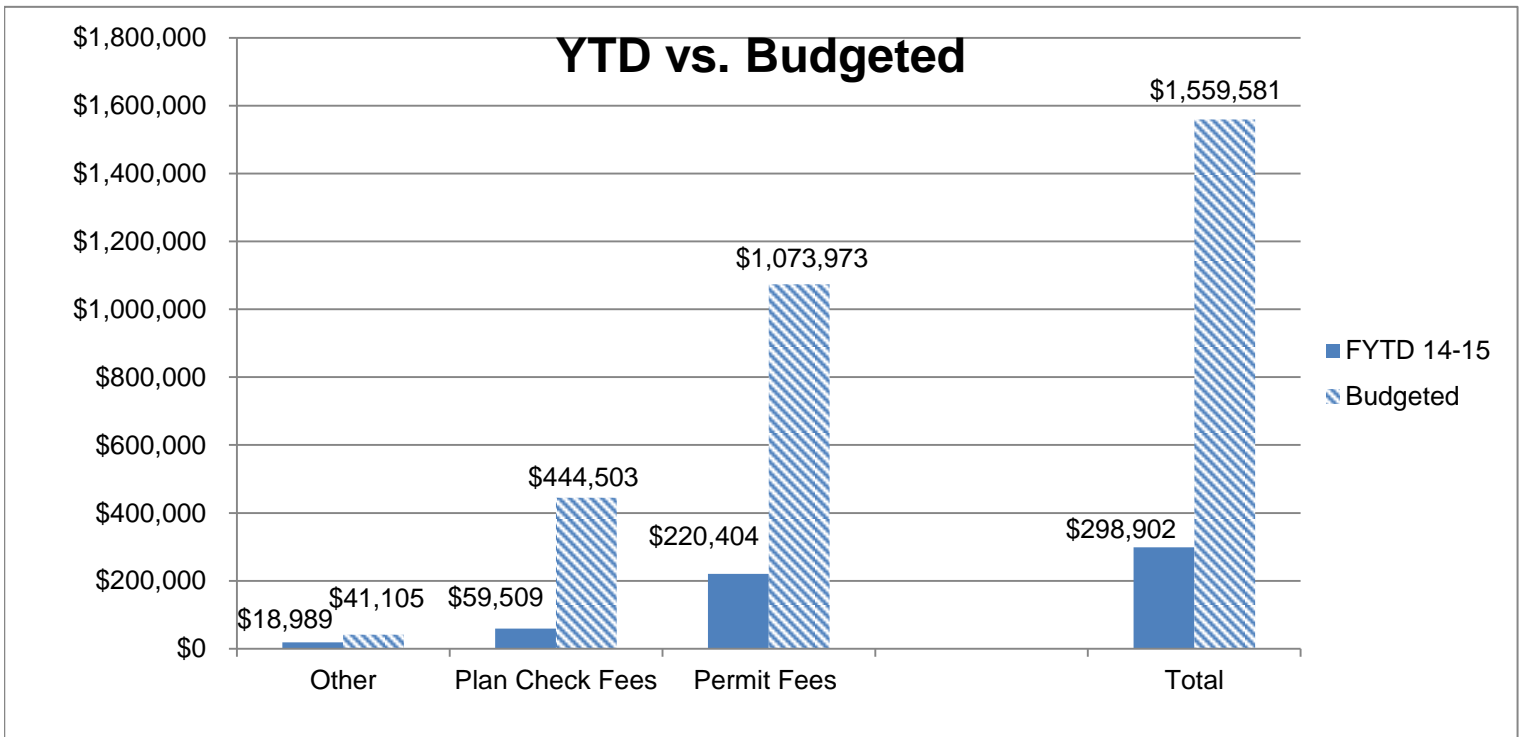
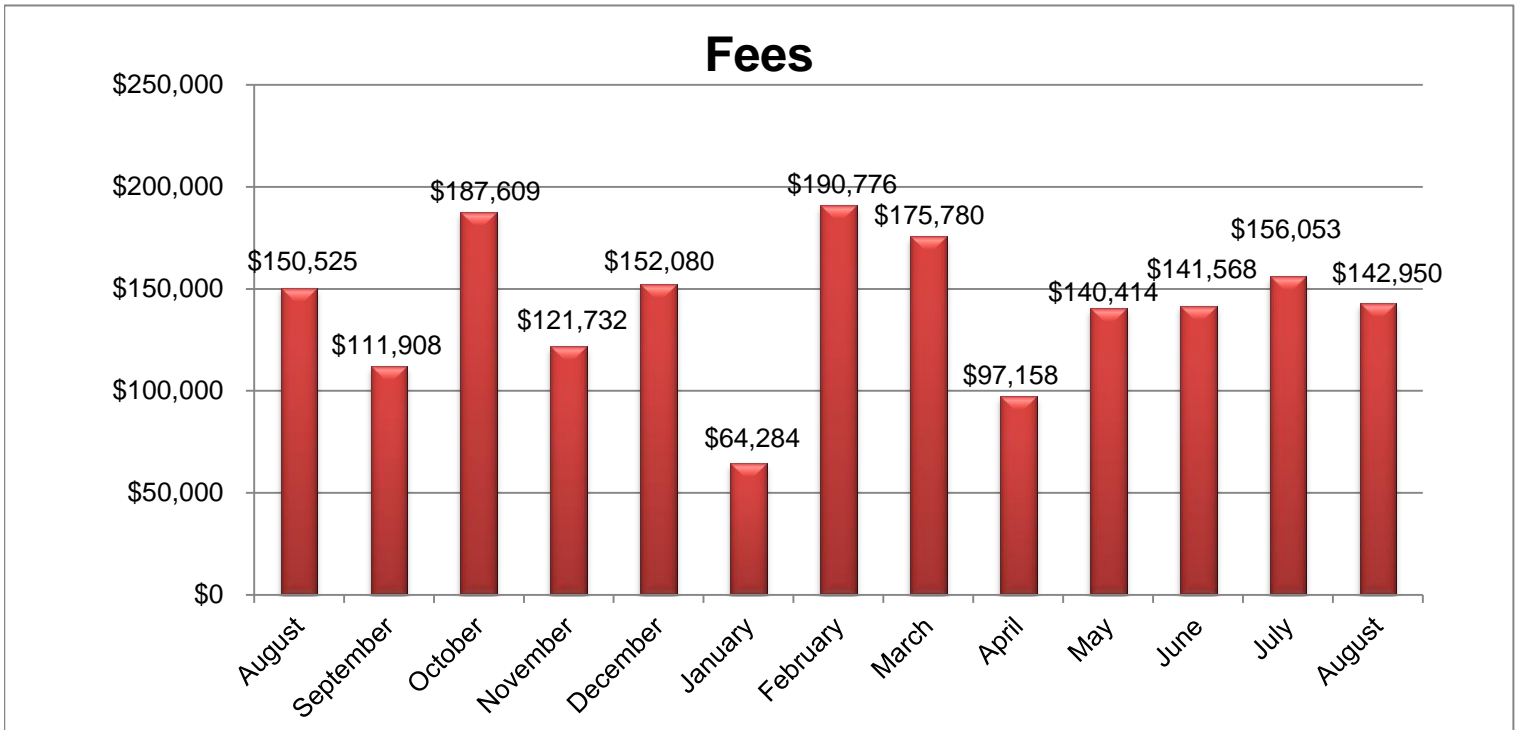
Major Plan Check: New Houses, New Accessory Structures, New non-Residential

Minor Plan Check: Small Additions, Reroof, Alterations, Misc.

Summary Graphs



Summary Graphs





Town of Atherton

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

Community Services Monthly Report July 2014

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

Town of Atherton Building Safety & Inspection

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

	July	Fiscal Year 2014-15
Total Construction Valuation¹:	\$18,889,460	\$18,889,460

REVENUE

Plan Check Fees Collected:	\$25,597	\$25,597
Permit Fees Collected:	\$122,660	\$122,660
Other Fees Collected:	\$7,795	\$7,795
TOTAL:	\$156,052	\$156,052

PLAN CHECK

Applications Received:	53	53
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	5	5
New Accessory Structures Issued:	17	17
Addition / Alteration Permits Issued:	12	12
Reroof / Water Well / Grading Permits Issued:	13	13
Plumbing/Mechanical/Electrical Permits Issued:	11	11
Demolition Permits Issued:	1	1
<u>Non-Residential:</u>		
New Permits Issued:	2	2
TOTAL Permits Issued:	61	61

Total Open Permits as of 07/31/14	754
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INSPECTIONS

Inspections Performed:	761
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Code Enforcement Activity Summary

July 1, 2014 to July 31, 2014

Code Enforcement responded to the following issues:

1. Dangerous Trees	4	10. Early Set Out-trash	8
2. Construction Law	14	11. Neighbor Law	2
3. Dog Barking	2	12. Animal	0
4. Building without permits	3	13. Litigation	4
5. Encroachments	6	14. Vehicles	2
6. Fence Violations	1	15. Unsecured Prop	1
7. Accessory Bld.	2	16. HOA Contact	0
8. Refuse	1	17. Admin/finance	25
9. Zoning	5	18. Admin/ordinance	0
		19. Public Nuisance	4
Number of Cases Closed = 0		Number of Cases Opened = 15	
Number of issues reviewed = 84		Total = 99	

Planning Projects

July 1, 2014 to July 31, 2014

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	23	23
Planning Commission Items	2	2

During the month of July, the Planning Department had a total of 23 New Initial Review (Staff Level) applications.

The Planning Commission, at its July 23, 2014 meeting took the following action:

- Approved a Special Structure Permit at 81 Atherton Avenue to allow a one foot increase in the sidewall height with five feet increase to the setbacks.
- Recommended the City Council adopt an Ordinance amending Atherton Municipal Code Chapter 17.40 regulating the separation requirement between accessory structures.

The next Planning Commission meeting is scheduled for August 27, 2014. Tentatively Scheduled items include:

- Application for replacement of Three Panel Antennas and addition of three RRH units on an existing Monopole at Menlo-Atherton High School, 555 Middlefield Road.

Arborist Activity Summary

July 1, 2014 to July 31, 2014

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	23	13	36	20

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	5	2	3
August		3	2
September		4	3
October		5	4
November		1	1
December		3	4
Total New SFD Permits:	22	31	30

Plan Check Performance

July 1, 2014 to July 31, 2014

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	72	10	7	0
	Subsequent Rev.	28	5	3	0
Minor Plan Check	1st Review	17	3	2	0
	Subsequent Rev.	9	2	1	0
Total Number of Plan Checks		126			

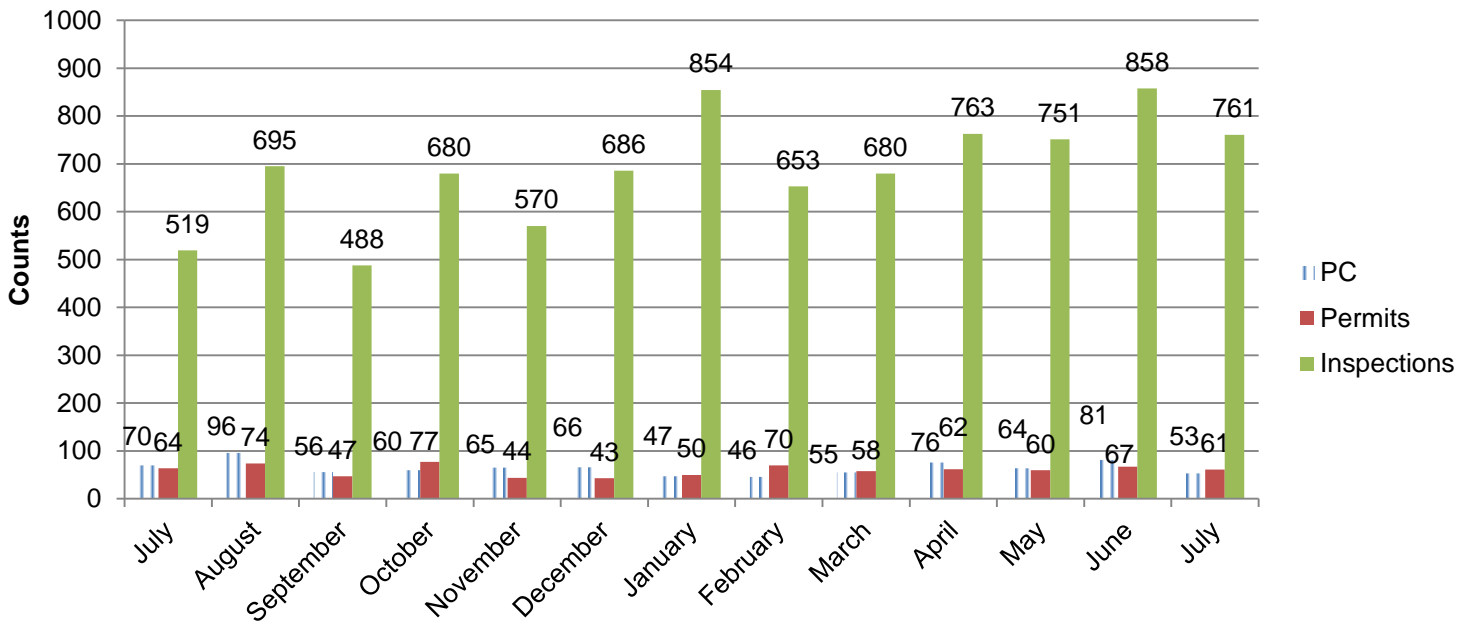
** Target: in working days

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

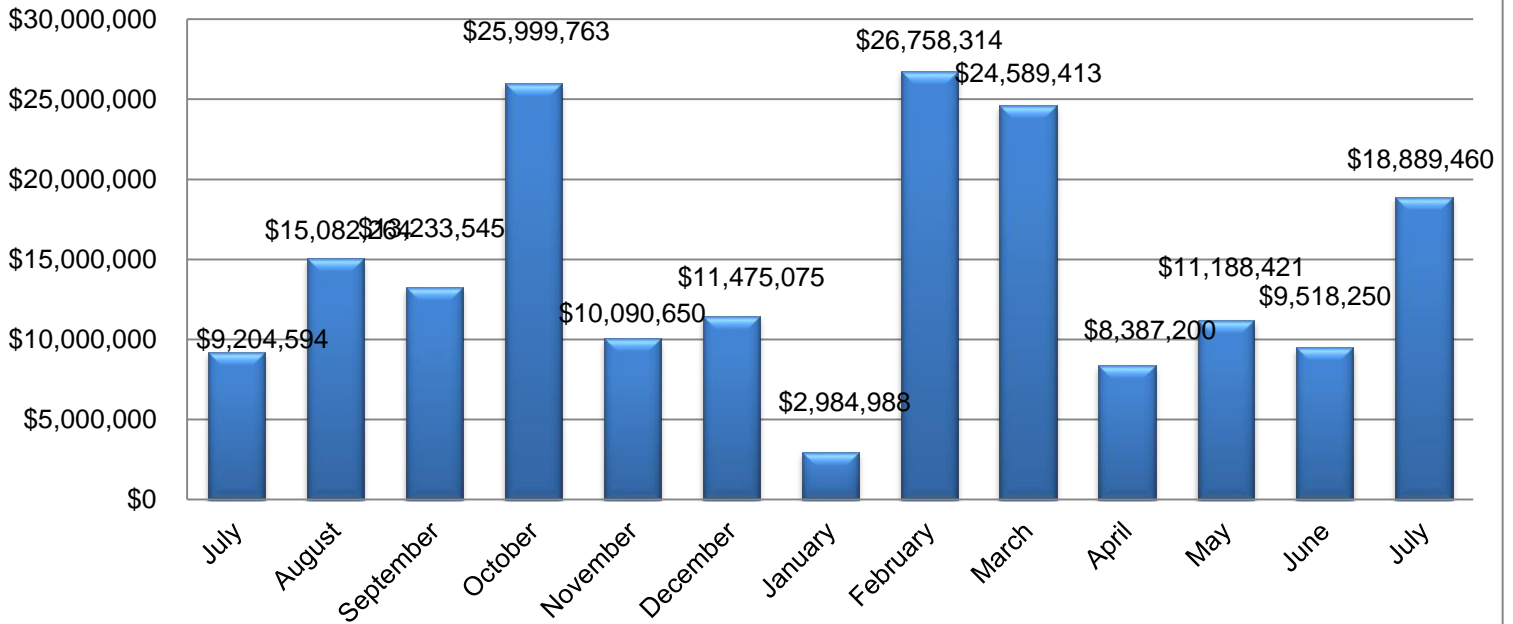
Minor Plan Check: Small Additions, Reroof, Alterations, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

