

**From:** [Chris Jordan](#)  
**To:** [City Council](#)  
**Cc:** [Jolie Houston](#); [Andy Galea](#); [Andrea Chelemengos](#); [Jon Maginot](#); [Jon Biggs](#)  
**Subject:** Council Questions about the 9/8 Agenda  
**Date:** Tuesday, September 8, 2020 1:42:06 PM

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Council –

Below are questions/responses we received this weekend. We are still preparing responses to questions received today.

Agenda #4:

1. Are the stakeholders from the School District going to be able to attend the meeting to address additional questions.

We do not expect the Superintendent of MVLA nor the LAHS Principal to be able to attend this session.

2. When will the report from your meeting with the school administrators be made available and uploaded with the agenda.

That “report” was an email provided to the City Council summarizing an August 19 phone call between the Police Chief, LAHS Principal, MVLA Superintendent and the City Manager. It is at the end of this response.

3. What are the costs involved with expediting the RIPA data collection program?

The cost of the upgrade has not been determined and depends somewhat on the participation of our partners – the cities of Palo Alto and Mountain View. We have estimated approximately \$250,000 could be available for this purpose in the City’s Technology Reserve.

4. If the money would come out of the Technology fund, would that impact the amount of money allocated for the Council Chambers? What is the tradeoff?

No, the funds allocated to the Council Chambers are separate from those anticipated for the Police CAD system.

5. What data is available about our city that shows that we need an oversight committee or a task force.

A summary of the City's data has been made available. The City Council will need to determine if that data, or other factors, leads to a decision to initiate an oversight committee or task force.

6. Please provide information as to what portion of the police budget you or the chief believe may be expendable.

The City Manager proposed, and the Council approved, significant reductions to the operating accounts of all departments. The Chief and City Manager are not aware of a portion of the Police Budget that is expendable.

7. Can we have a representative from the El Camino Behavioral Health Services attend to address any questions regarding the safety of the individual in need of assistance, the social worker, and the officer. Are officers needed to accompany clinicians?

Staff has not been in contact with the El Camino Behavioral Health Services. At this time, officers are required if it is a call for police services.

8. Can Ruth Darlene be present to address any questions as to whether it is necessary to have officers present for domestic violence calls.

Ruth Darlene has been invited to participate

9. What is the process regarding police officer complaints and if there any HR rules of confidentiality on who has access to this information.

The Los Altos Police Department Policy manual provides the guidelines for the reporting, investigation and disposition of complaints regarding the conduct of member of the Los Altos Police Department.

Complaints against officers are considered a part of personnel files and are confidential. Existing State law provides that requests for information in police personnel files and records of citizen complaints must be made through a *Pitchess* motion in compliance with stringent State statutory procedures. SB 1421 makes some of these records available in response to a PRA request, including:

- Reports, investigations and findings related to an incident involving an officer's discharge of a weapon or use of force resulting in death or great bodily injury.
- Any record related to an incident in which sustained findings were made that an officer engaged in sexual assault against a member of the public.
- Any record related to an incident in which sustained findings were made that an officer was dishonest in the reporting, investigation or prosecution of a crime or the reporting or investigation of another peace officer.

In January 2020 the city received SB 1421 public records requests; however, the city did not have any records that met the SB 1421 criteria.

Agenda #5:

- What is the \$75k - \$100k cover?

Reply – This is the cost to do the survey, prepare the tentative and final land division maps, prepare any easements, record the land division maps, and prepare the updates to the general plan maps, plus staff time.

- What does it mean that it would limit future ability to improve those structures. Is it the size or the internal improvements?

Reply – It would apply to the size of the existing buildings, which could be made non-conforming with respect to site development standards, setbacks, lot coverage, etc. Non-conforming structures have restrictions that allow for some alterations/expansions, but these can be limited depending on where an expansion or alteration is envisioned.

- What does the second option cost?

Reply – Staff estimates this to be less than \$10,000 – to cover the cost of developing the language, ordinance, updating land use map and having these reviewed by the City Attorney's office.

*MVLA/City Discussion:*

*Council –*

*Based on comments received by email and during the Town Hall, Chief Galea and I met today with MVLA Superintendent Nellie Meyer and LAHS Principal Wynne Satterwhite to discuss School Resource Officers. Without going into a lot of details, here is a summary of what we heard:*

- 1. A group of individuals have sent emails to the MVLA Board requesting that SROs be removed from the high schools.*
- 2. The Superintendent informed the Board that she believes the schools have a positive relationship with the SROs.*
- 3. They have not received any specific complaints about the SRO or the program from students or faculty.*
- 4. The Principal mentioned that there have been two on campus incidents in the recent past that necessitated her contacting the police and requesting assistance. In both cases the SRO was not on campus at the time and was not the officer(s) who responded. In both cases involved the incident involved the behavior of a parent, not a student.*
- 5. The Principal also mentioned that she does not believe the problem is an SRO problem; most of the officers the students may encounter are not the SRO and the officer involved is not trained the same way as the SRO.*
- 6. Most importantly, the Principal's view is that the problem is not that the SRO is on campus too much, but rather that the SRO is not on campus enough. If the SRO were on campus more, the students would have the chance to get to know the officer better and that would be beneficial to the students, the officer, and the community.*

*Finally, the Superintendent mentioned that the MVLA Board may be discussing this further. It's possible that MVLA staff will initiate discussions with faculty and, possibly, students on the issue of*

*SROs. If those conversations take place, we have offered to have a representative from our PD involved.*

**From:** [Chris Jordan](#)  
**To:** [City Council](#)  
**Cc:** [Emiko Ancheta](#); [Jon Biggs](#); [Jolie Houston](#); [Andrea Chelemengos](#); [Jon Maginot](#)  
**Subject:** Council Agenda Questions  
**Date:** Tuesday, September 8, 2020 3:41:37 PM  
**Attachments:** [Waste Management Plan Form COLA.pdf](#)  
[Building Permit Card COO Final.pdf](#)

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Council –

The remaining questions received from the Council were with regards to the C&D ordinance. Below are those questions/responses.

### **Item 2: C&D**

- Please provide Council with a copy of the form(s) applicant must submit- The form is available online through the Green Halo City website <http://losaltos.wastetracking.com/> also attached is a PDF of the form.
- The 2nd Whereas speaks to the city's desire to achieve a goal of 78% diversion. The 6th Whereas states "help achieve the State's 75% diversion goal by 2020" yet our ordinance says 65%. Why the inconsistency/disconnect? - The City adopted a goal of diverting 78% of generated materials from landfill disposal in its Climate Action Plan, and an important element of diversion from landfill is recycling material generated by construction and demolition projects. The 65% is an achievable but ambitious requirement for the C&D diversion, and matches the diversion requirement in the California Green Building Code. Other recycling and landfill diversion programs in the City are designed to address the 78% landfill diversion goal in supplement to the construction and demolition debris recycling program. Previous Planning staff (no longer employed with the City) determined the goal of 78% diversion. The State set the goal at 75% diversion by 2020, which includes all diverted materials from landfills, the City's diversion goal is set at 78% (per the 2013 Climate Action Plan), and the 65% is for the C&D diversion only.
- Can you help us understand the relationship between final inspection and certificate of occupancy-The final inspection is also the certificate of occupancy. See attached permit card.
- Why did we include the last Whereas? "WHEREAS, the City finds that it may be necessary in the future to develop an incentive or other program, at the City's discretion, to support the provision of debris box services through the City's franchised hauler and/or otherwise direct C&D materials to certified facilities." This whereas is a carry-over from the prior version of the ordinance.
- 6.14.020 C. Speaks to Exemptions — who makes the determination? And how is that determination made?-The Building Division determines whether or not a permit is required and the determination is based on the "covered projects" criteria- Covered Projects- Every non-residential and residential construction project within the City of Los Altos which include new buildings, additions, remodels with a valuation of \$25,000 or more, reroofs, interior demolition, structure demolition and pool and spa demolition shall comply. The City finds that

remodels with a valuation of less than \$25,000 meet the “Waste stream reduction alternative” under in CALGreen Mandatory Residential and Non-Residential Measures.

- 6.14.090 A. Speaks to the issuance of Construction Permit - how does this relate to a Demolition Permit? Can one assume that a construction permit may include demolition within it? A construction permit can include demolition work, depending on the project the demolition portion of work is covered within the Building permit or the demolition permit can be a separate permit (example: new construction-demolition and rebuild). Can someone apply for a demolition permit ahead of construction permit? Yes, in the case of new construction, the applicant would need to apply for a demolition permit first and complete the demolition prior to the new construction permit being issued. Or is Construction Permit the generic overarching term for all types of permits under the umbrella of construction? The term “construction permit” can refer to any Building permit and does include demolition.
- 6.14.100 A. Who and how does the city staff track the “within 30 days after completion of construction...” The Building Division tracks the completion of any construction and prior to final verifies that the project meets C&D diversion compliance. Green Halo can assist staff with this as it is an online waste tracking system.

6.14.070 Rather than assessing a fine and penalty, what about collecting a fee up-front, which the applicant will get returned provided they provide appropriate documentation? This is what the City of San Jose does. We considered this option, however this can slow down the process for both the applicant and staff. The experience with the current applicants ability to meet compliance has shown that very few individuals don’t comply. We would need additional staff to take in and manage a deposit fee program and finance would be required to track and maintain an account for this fee. We didn’t want to make the process difficult for applicants as the majority of them are able to comply.

6.14.120 Do we currently have a Construction and Demolition fee that has been established by resolution of the City Council? And if not, when is that planned to happen? There is a demolition fee that is established on the current fee schedule: residential demolition fee \$300 and commercial demolition fee \$600.

**\*\* PER STATE LAW YOU MUST RECEIVE A REQUIRED INSPECTION WITHIN 1 YEAR FROM ISSUED DATE. ONCE COMMENCED REQUIRED INSPECTIONS MUST BE OBTAINED EVERY 180 DAYS OR PERMIT WILL BE CONSIDERED ABANDONED/EXPIRED - MUNICIPAL CODE 12.08.030\*\***

PERMIT TYPE	DATE	INSP.	PERMIT TYPE	DATE	INSP.	PERMIT TYPE	DATE	INSP.
<b>BUILDING</b>			<b>ELECTRICAL</b>			<b>OTHER</b>		
FOUNDATION			TEMPORARY POWER			OTHER (NOT LISTED)		
PIERS			UNDERSLAB CONDUIT			T-BAR		
BASEMENT SLAB			UNDERGROUND CONDUIT					
GRADE BEAMS			ROUGH ELECTRICAL					
BSMNT/RET WALL - 1 SIDE			ELECTRICAL METER RELEASE					
BSMNT/RET WALL - 2 SIDE			POLE BASE FOUNDATION					
SHORING			UFER GROUND					
SLAB								
PORCH SLAB								
GARAGE SLAB								
UFER GROUND								
SPECIAL INSPECTION								
<i>*Do not continue with inspections until above signed off</i>			FAX EL RELEASES TO (800) 700-5722 FAX TPP RELEASES TO (408) 725-3333			<b>ENGINEERING</b> (650) 947-2780 *		
UNDERFLOOR FRAME			<b>PLUMBING</b>			CLEAN-OUTS		
UNDERFLOOR INSULATION			UNDERSLAB PLUMBING			DRAINAGE IMPROVEMENT		
<i>*Do not continue with inspections until above signed off</i>			UNDERGROUND PLUMBING			EROSION CONTROL		
SHEAR WALL EXTERIOR			UNDER FLOOR PLUMBING			GRADING		
SHEAR WALL INTERIOR			SEWER CONNECTION			GREASE INTERCEPTORS		
ROOF SHEATHING			MAIN WATER SERVICE			SEWER CONNECTION		
<i>*Do not continue with inspections until above signed off</i>			UNDERGROUND GAS PIPING			<b>ENGINEERING FINAL</b>		
<b>***Finished roof material required prior to frame inspection</b>			ROUGH PLUMBING					
<b>FRAME ***</b>			SHOWER PAN			<b>FIRE</b> (408) 378-4010 *		
ROUGH ALL TRADES			ROUGH GAS TEST			UNDERGROUND HYDRO		
ROUGH FRAME			FINAL GAS TEST			DAMPERS		
STUCCO WIRE - LATH			HYDRONIC TEST			SPRINKLERS - RG/HYDRO		
TILE LATH			GREASE TRAP					
INSULATION			CONDITIONAL GAS			<b>FIRE DEPT. FINAL</b>		
SHEETROCK			GAS TAG					
WINDOW FLASHING						<b>PLANNING</b> (650) 947-2750 *		
ROOF - TEAR OFF			FAX GAS RELEASES TO (800) 700-5722			LANDSCAPING		
ROOF - IN PROGRESS						<b>PLANNING FINAL</b>		
ROOF - NAIL			<b>MECHANICAL</b>			<b>GREEN BUILDING CERTIFIED</b>		
<b>SWIMMING POOL</b>			UNDERFLOOR DUCT			1. Verification of green bldg progress @ rough rcv'd		
POOL PRE-GUNITE			ROUGH MECHANICAL			2. C & D requirement to be met prior to sheetrock insp.		
POOL PRE-DECK			MECHANICAL HOOD			3. Rater verification rcv'd prior to final		
POOL PRE-PLASTER			HERS REPORTS					
POOL BARRIERS			T-BAR			<b>BUS. LICENSE DEPT.</b> (650) 947-2618		
POOL DEMOLITION						<b>BUS. LICENSE FINAL</b>		
ANTI-ENTRAPMENT COVER						<i>(SIGN OFF REQ. PRIOR TO FINAL INSPECTION.)</i>		

FINAL INSPECTION & CERTIFICATE OF OCCUPANCY - BUILDING INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_  
 \*YOU MUST OBTAIN FINAL INSPECTIONS FROM PLANNING, ENGINEERING & FIRE AS APPLICABLE PRIOR TO SCHEDULING A FINAL FROM THE BUILDING DIVISION\*

1. NEW BUILDINGS AND/OR SUBSTANTIAL ADDITIONS SHALL NOT BE OCCUPIED UNTIL A FINAL INSPECTION HAS BEEN CERTIFIED ABOVE
2. ALL WORK DONE UNDER THIS PERMIT MUST HAVE A FINAL INSPECTION
3. SMOKE & CARBON MONOXIDE DETECTORS TO BE INSTALLED PER SECTIONS R314 & R315 OF THE 2019 CRC.....CONTRACTOR / OWNER \_\_\_\_\_

CONST. HOURS - RESIDENTIAL: 7:00 A.M. - 5:30 P.M. MONDAY - FRIDAY / 9:00 A.M. - 3:00 P.M. SATURDAY  
 CONST. HOURS - COMMERCIAL - 7:00 A.M. - 7:00 P.M. MONDAY - FRIDAY / 9:00 A.M. - 6:00 P.M. SATURDAY



CITY OF LOS ALTOS  
 ONE NORTH SAN ANTONIO ROAD  
 LOS ALTOS, CA 94022 Building Main Line (650) 947-2752

CONSTRUCTION PERMIT JOB CARD  
 BUILDING OFFICIAL: KIRK B. BALLARD

Request Inspections at <https://trakit.losaltosca.gov/etrakit>

INSPECTOR COMMENTS:		DATE	INSPECTOR

THE CITY OF LOS ALTOS IS A COMBINATION JURISDICTION. ALL ROUGH INSPECTIONS (FR/EL/PL/ME) SHALL BE COMPLETED AND READY FOR REQUESTED INSPECTIONS AT THE SAME TIME. NO PARTIAL INSPECTIONS PERFORMED. NO PHASED WORK.



**City of Los Altos  
Building Division  
1 North San Antonio Road  
Los Altos, California 94022-3087**

## **Waste Management Plan Form**

EFFECTIVE MARCH 1, 2018, YOU WILL BE REQUIRED TO RECYCLE AND/OR REUSE THE WASTE MATERIALS FROM YOUR DEMOLITION PROJECT THROUGH ANY COMBINATION OF THE FOLLOWING:

### **OPTIONS:**

1. Employ City-contracted debris box hauler:

Mission Trail Waste Systems

650-473-1400

<http://missiontrail.com/LosAltos/>

or

2. Use a city-approved recycling facility:

Zanker Recycling

675 Los Esteros Road, San Jose CA 95134

408-263-2385

[www.zankerrecycling.com/zankerfacilities](http://www.zankerrecycling.com/zankerfacilities)

Shoreway

333 Shoreway Road, San Carlos CA 94070

650-802-8355

[www.sbrecycling.net](http://www.sbrecycling.net)

MTWS Transfer Station

1313 Memorex Drive, Santa Clara CA 95050

408-727-5365 x514

<http://missiontrail.com/TransferStation/>

Newby Island

1601 Dixon Landing Road, Milpitas CA 95035



408-262-1401

<http://local.republicservices.com/site/newby-island>

Stevens Creek Quarry\*\*

12100 Stevens Canyon Road, Cupertino CA 95014

408-253-2512

**\*\*You must specifically request a weight ticket from Stevens Creek Quarry or you will only receive a ticket stating how many loads you dropped off. That will not meet the requirements and you may be subject to penalties.**

Remember to declare your load as C&D at the scale house and site address must be printed on each receipt.

A limited exemption to the law exists in the Los Altos Municipal Code Chapter 6.14.

**WMP Form can be accessed and completed on Green Halo at:**

<http://losaltos.wastetracking.com/>

**Please use the following form as an alternative to the online form.**

**General Information**

**Applicant Name:**

**Company Name (if applicable):**

**Project Name:**

**Street Address:**

**Apt/Suite #:**

**Zip code:**

**Project Information:**

**Permit/Project # (if available):**

**Permit is for:**

- Landscape – Pool/Spa Demolition
- Non-Residential – Addition/Remodel
- Non-Residential – Demolish Entire Structure
- Non-Residential – Demolish Interior Only
- Non-Residential – New Structure
- Non-Residential – Remodel/TI
- Non-Residential Re-roof
- Residential – Addition/Remodel
- Residential – Demolish Entire Structure
- Residential – New Structure
- Residential Re-roof

**Square Ft.(optional):**

**Building Type:**

- Multi-Family Residential (2 or more attached units)

- Non-Residential (Commercial/Office Only)
- Non-Residential – Mixed Use (Residential/Commercial/Office)
- Single Family Dwelling

**Start Date:**

**End Date:**

**Project Value:**

**Description of work:**

**List type(s) of C&D material (please see Green Halo for a detailed list of material items):**

**Indicate option for this project:**

- Debris Box/Roll-Off Service: I will use a Debris Box/Roll-Off service through MTWS.
- Self Haul: I will haul away the materials in accordance with this Jurisdiction`s self haul rules and regulations.