

Special Meeting
January 20, 2004

1. Interview of Candidates for the Parks and Recreation Commission	180
ADJOURNMENT: The meeting adjourned at 6:35 p.m.	181
1. Resolution 8392 entitled "Resolution of the Council of the City of Palo Alto Expressing Appreciation to Lee Lippert for Outstanding Public Service as a Member of the Architectural Review Board"	181
ORAL COMMUNICATIONS	181
APPROVAL OF MINUTES	181
2. Resolution 8393 entitled "Resolution of the Council of the City of Palo Alto Declaring its Intention to Amend Section 12.16.020 of Chapter 12.16 of Title 12 of the Palo Alto Municipal Code by Establishing Underground Utility District Number 40	181
3. Resolution 8394 entitled "Resolution of the Council of the City of Palo Alto in Support of California's Law to Reduce Global Warming Pollution"	182
4. Approval of Budget Amendment Ordinance (BAO) to Accept an \$8,009.22 Matching Grant from the Arts Council Silicon Valley, Organizational Enhancement Fund, a \$3,903 Matching Grant from the California Arts Council, and an \$18,000 Grant from the Palo Alto Art Center Foundation	182
5. Contract Between the City of Palo Alto and Lewis and Tibbitts, Inc.	182
6. Public Hearing: The Planning and Transportation Commission recommendations to Council regarding an improvement plan for the Charleston/Arastradero Road Corridor from Fabian Way to Miranda Avenue.....	182
7. Public Hearing: The City Council of Palo Alto will be adopting a resolution declaring Council policy to mitigate development impacts and initiate proceedings to establish a transportation impact fee Citywide	193
ADJOURNMENT: The meeting adjourned at 11:05 p.m.	194

The City Council of the City of Palo Alto met on this date in the Council Conference Room at 5:35 p.m.

PRESENT: Beecham, Burch, Cordell, Freeman, Kishimoto, Morton (5:50 p.m.), Mossar, Ojakian

ABSENT: Kleinberg

SPECIAL ORDERS OF THE DAY

1. Interview of Candidates for the Parks and Recreation Commission

No action required.

ADJOURNMENT: The meeting adjourned at 6:35 p.m.

The City Council of the City of Palo Alto met on this date in the Council Chambers at 7:00 p.m.

PRESENT: Beecham, Burch, Cordell, Freeman, Kishimoto, Kleinberg, Morton, Mossar, Ojakian

SPECIAL ORDERS OF THE DAY

1. Resolution 8392 entitled "Resolution of the Council of the City of Palo Alto Expressing Appreciation to Lee Lippert for Outstanding Public Service as a Member of the Architectural Review Board"

MOTION: Council Member Morton moved, seconded by Ojakian, to adopt the resolution.

MOTION PASSED 9-0.

ORAL COMMUNICATIONS

Eric Doyle, 322 Laurel Avenue, Menlo Park, read for the record, quotes from Menlo Park's November 18, 2003 City Council Minutes. He said the Palo Alto Downtown North Traffic Calming barriers were installed with the approval of 16 percent of the households in the area.

APPROVAL OF MINUTES

MOTION: Council Member Morton moved, seconded by Burch, to approve the minutes of December 1 and 8, 2003, as submitted.

MOTION PASSED 8-0-1, Cordell "abstaining".

CONSENT CALENDAR

MOTION: Council Member Ojakian moved, seconded by Morton, to approve Consent Calendar Item Nos. 2-5.

LEGISLATIVE

2. Resolution 8393 entitled "Resolution of the Council of the City of Palo Alto Declaring its Intention to Amend Section 12.16.020 of Chapter 12.16 of Title 12 of the Palo Alto Municipal Code by Establishing Underground Utility District Number 40"

3. Resolution 8394 entitled "Resolution of the Council of the City of Palo Alto in Support of California's Law to Reduce Global Warming Pollution"
4. Approval of Budget Amendment Ordinance (BAO) to Accept an \$8,009.22 Matching Grant from the Arts Council Silicon Valley, Organizational Enhancement Fund, a \$3,903 Matching Grant from the California Arts Council, and an \$18,000 Grant from the Palo Alto Art Center Foundation

Ordinance 4817 entitled "Ordinance of the Council of the City of Palo Alto Amending the Budget for the Fiscal Year 2003-04 to Accept Grants and to Provide an Additional Appropriation in the Amount of \$8,009 from the Arts Council Silicon Valley, \$3,903 from the California Arts Council, and \$18,000 from the Palo Alto Art Center Foundation"

Carolyn Tucher, 4264 Manuela Way, spoke regarding the additional funds received by the Palo Alto Art Center Foundation, Silicon Valley Arts Council and the California Arts Council.

ADMINISTRATIVE



5. Contract between the City of Palo Alto and Lewis and Tibbitts, Inc. in the Amount of \$1,714,921 for Installation of the Utility Trench and Substructure System for Underground Utility District No. 38 (High Street, Cowper Avenue, Oregon Expressway, Colorado Avenue)

MOTION PASSED 9-0.

PUBLIC HEARINGS

6. Public Hearing: The Planning and Transportation Commission recommendations to Council regarding an improvement plan for the Charleston/Arastradero Road Corridor from Fabian Way to Miranda Avenue.

Council Member Cordell stated she would not participate in the item due to a conflict of interest because of her ownership of a residence at 765 Maplewood Place, which was within 400 feet of the corridor.

Director of Planning and Community Environment Steve Emslie said the Performance Measures showed staff was able to meet the ten proposed criteria.

Planning and Transportation Commissioner Bonnie Packer said the Planning and Transportation Commission (P&TC) recommended the approval of the Charleston/Arastradero Road Corridor Plan after careful consideration.

Urban Design Consultant Terry Bottomley said he had reviewed the Charleston/ Arastradero Road Corridor conditions, the planning and design process, and the major elements of the conceptual design plan.

Mayor Beecham declared the public hearing open.

Cathy Kroymann, 1 Somerset Place, said the dedicated right-hand turn lane into Gunn High School was beneficial. She requested clarification about the recommendation to reverse the driveway flow of traffic at Hoover School.

Jean Wren said schools should teach students how to safely walk and bicycle to and from school.

Skip Justman, 828 Ramona Street, asked the Council to initiate a feasibility study of grade separations at the height of congested Caltrain crossings on Charleston Road.

Jane Moss, 347 Ferne Avenue, said Palo Alto had a good biking infrastructure. The Charleston Corridor did not have a safety problem but had a problem with the railroad crossing.

Joe Durand, 275 Hawthorne Avenue, asked the Council to be cautious and avoid another Downtown North Traffic Calming trial. Mistakes made were not easily reversed.

Mary Anne Deierlein, 318 Parkside Drive, said her family had experienced dangerous situations on Charleston Road while walking, biking and driving.

Alice Smith, 4284 Los Palos Circle, noted the bicycle path at the corner of El Camino Real and Arastradero Road ended a significant distance from the corner, which made it dangerous.

Louise Lyman, 3945 Louis Road, said the \$8 million being spent on the Arastradero/Charleston Corridor Plan should include a grade separation. She expressed concern about the reduction of four lanes to two lanes.

Lane Liroff, Charleston Meadow Neighborhood Association, supported the plan and spoke against a grade separation because it would increase traffic speed.

Rosa Huang, 504 El Capitan Place, said from her own walking experience, the road was dangerous to cross and changes needed to be made before a fatality occurred.

Peggy Kraft, 3886 Mumford Place, said East and West Charleston Road was unsafe for bicycling for adults and children and needed the redesign. She disagreed with construction of a grade separation at Alma Street.

Patrick Muffler, Barron Park Neighborhood Association, 961 Ilima Way, said the approval of the Performance Measures in September provided the framework for the plan.

Penny Ellson, Civic Affairs Committee Co-Chair, Green Meadow Community Association, 513 El Capitan Place, said stakeholders who lived along the Corridor had supported the plan. The goal was safety for pedestrians and cyclists.

Myllicent Hamilton, Civic Affairs Committee Co-Chair, Green Meadow Community Association, 4014 Ben Lomond Drive, said safety was as important as distance when deciding to walk or ride a bike. Redesigning was for today and the future.

Kathy Durham, PTA Traffic Safety Committee, 2039 Dartmouth Street, referred to a letter from the PTA Council which supported the proposed three-lane cross section to maintain capacity for motor vehicles and enhance safety for foot traffic.

James Skinner, 733 Maplewood Place, spoke regarding safety. He said lanes could not be removed, speeds decreased, and capacity maintained.

Nina Bell, Green Acres I Neighborhood Association, 4245 Los Palos Avenue, said the neighborhood's specific concern was the safety of drivers turning into and out of the neighborhood, designated turn lanes, and additional crosswalks.

Henry Lum, 4202 Suzanne Drive, supported the Charleston/Arastradero Corridor Plan. Speeding and red light violations in the Corridor were frequent because it was a straight road with few lights.

Steve Jeske, West Charleston Road, was concerned about parking on Charleston Road and requested the existing 24-hour parking not be removed.

William Cutler, Park Boulevard, said the plan was based on comparable experience, analysis, and testing.

David Golden, 460 El Capitan Place, spoke in support of a trial of the Charleston/Arastradero Plan to keep the neighborhood and children safe.

Karen Sundback, Traffic Representative Gunn High School PTA, 4045 Ben Lomond Drive, noted studies of successful conversions of four lanes to three lanes in other cities.

Rich Ellson, 513 El Capitan Place, spoke about successful conversions of four lanes to three lanes. An accident survey had been taken and 87 accidents had been reported along the Corridor.

Andy Voltmer, 521 El Capitan Place, showed a video of his home at Nelson Road and El Capitan Place. It showed morning traffic without a left-hand turn lane into Hoover School.

Ellen Fletcher, 777-108 San Antonio Road, said there was opposition toward plans that would improve the transportation system with environmental benefits.

Jack Hamilton, 4014 Ben Lomond Drive, said he supported the improvements in bicycle safety to the Charleston/Arastradero Corridor.

Helen Golden, 460 El Capitan Place, said she and a friend were hit by a car in the pedestrian crosswalk at the Carlson/Charleston Road intersection in 1986. A few weeks ago, she and the same friend were almost hit again because of an impatient driver.

Betsy Allyn, 4186 Willmar Drive, said the Charleston/Arastradero Plan addressed school commutes, traffic flow, and safety.

Larry Mitchell, 3888 Grove Avenue, said for the safety of bicyclists, students, and seniors, the proposed changes needed to be made.

Peter Taskovich, 751 Gailen Avenue, stated he was skeptical of the plan and doubted it would work.

Karen Walker, 379 Matadero Avenue, said the redesign proposal would be a positive step in solving the problems of traffic flow, traffic, speed, commuter traffic, young student bicyclists, and pedestrians.

Audrey Sullivan Jacobs, Director Government Relations, Palo Alto Chamber of Commerce, read a letter from the Chairman of the Chamber Board, which supported the proposed plan. The Chamber urged the Council to initiate a feasibility study of grade separations at Charleston Road and East Meadow.

Heather Trossman, Palo Alto Chamber of Commerce, continued reading the letter from the Chamber Chairman of the Board, who had concerns that parents of school-aged children would be unwilling to let them bike or walk across intersections even with the proposed changes.

Mark Sabin said he believed the proposed changes would mitigate traffic. The city and school district worked on a program to encourage the parents to get their children out of cars, walking, or onto their bicycles.

Louise Herring, 3945 Nelson Drive, said many children crossed Charleston Road without crossing guards in the afternoons when involved with after-school activities.

Deidre Crommie, 410 Monroe Drive, said her neighborhood was used as a cut-through route from San Antonio Road to El Camino Real and recommended the traffic in her neighborhood be monitored.

Mark C. Lawrence, 446 Morton Way, stated he did not believe the plan would be successful. If travel times increased instead of decreasing, the trial would be deemed a failure and the road would revert back to four lanes.

Betty Lum, 4202 Suzanne Drive, urged support for the one-year trial of the proposed plan. She had observed the changes in traffic patterns from living on the corner of Suzanne Drive and Arastradero Road for over 39 years.

Diane Chambers, 687 Arastradero Road, said the plans included a dedicated left-hand turn lane into the Young Life Christian Preschool's driveway, which would relieve the congestion caused by the preschool parents and make the left turn safer.

Mike Fischer, 763 E. Charleston Road, stated he opposed the proposed plan and requested a vote be taken of those who would be affected by the changes.

Wayne Martin, 3887 Bryant Street, said he supported most of the plan, but did not support the four to three lane conversions. He urged a safety study be performed for the Charleston/Arastradero Corridor.

Alan Snyder, 310 East Charleston Road, said he lived on the corner of East Charleston Road and Carlson Circle and the plan addressed the key issue; the speed of the traffic. A school crossing guard had been hit on October 23, 2001, at the corner of Carlson Circle and East Charleston Road.

Kirsten Flynn, 471 Matadero Avenue, traveled the Corridor primarily as a driver. The current design of the Corridor made it easy to speed.

Susan Fernyak, Charleston Meadows Neighborhood, 4262 Newberry Court, said the concern was developers. They would see the plan as the go-ahead for the full amount of proposed development.

Faith Hastings, 3940 Grove Avenue, said she read the lane reduction reports from Iowa and Utah and the controversial lane reduction plan in Santa Rosa.

Robert Moss, 4010 Orme Street, said the trial would demonstrate whether the plan would work. One million and a quarter of the cost would be for traffic signals, an additional \$1.25 million for the trial, and a grade separation would cost approximately \$40 million.

Deborah Ju, President, Charleston Meadows Neighborhood Association, 371 Whitclem Drive, presented a petition with 925 signatures collected in one week in support of the plan.

Darlene Snodgrass, 745 Maplewood Place, stated concern regarding reduction in lanes between Middlefield Road and Fabian Way.

Harlan Pinto, 1845 University Avenue, said the plan improved aesthetics and safety for all users of Charleston and Arastradero Roads, which was a residential destination and not a corridor.

Richard Shames, 4225 Ynigo Way, said the proposal reasonably balanced improvements in traffic flow and school bottlenecks, as well as bicycle and pedestrian safety.

Joan Marx read a statement on behalf of Nikolai Kaestner, Transportation Coordinator at Gunn High School. Gunn High School had two major issues: 1) congestion on Arastradero Road; and 2) safety on Arastradero Road.

Jean Wilcox, 4005 Sutherland Drive, said the neighborhood of Charleston Gardens was concerned about increased cut-through traffic and urged Council to proceed cautiously.

Bo Crane, 4283 Wilkie Way, expressed concern about the reduction of lanes and said the proposed four-lane design from El Camino Real to Alma Street should be retained.

Richard Geiger, 714 East Charleston Road, said dedicated right-turn lanes would help traffic flow.

John Ciccarelli, 2065 Yale Street, said he was a Transportation Planner and Traffic Safety Consultant by profession. The plan provided an opportunity to

consider conversion of the Charleston/Arastradero Corridor and allowed for monitoring and adjustments.

Martin Stone, 260 El Verano Avenue, recommended an amendment, which would delete all references to Alma Street and Alma Plaza from the traffic study.

Douglas Moran, 790 Materadero Avenue, spoke about reported dangers of the Corridor. Once the trial was implemented, a determination could be made as to its success.

Lanie Wheeler, President, Green Meadow Community Association, 362 Diablo Court, said the road served more schools and senior citizens than any other street in Palo Alto.

Amir Bernstein, 18 Roosevelt Circle, said speed enforcement was needed for increased cyclist safety.

Mayor Beecham declared the public hearing closed at 9:50 p.m.

RECESS: 9:40 to 10:00 p.m.

Mayor Beecham said if the plan were approved, staff would look for funding for the trial project. If funding were found, the Council would examine the recommendations for funding proposals.

Mr. Emslie said for a transportation project, a plan came first to provide evidence to the funding agencies that the project was ready to move forward.

Council Member Mossar said action to approve the plan that evening would not bring immediate benefit.

Mr. Emslie said the plan approval would be made in steps. When funding became available, the first step would be to place components of the entire Corridor in trial mode.

Council Member Mossar asked which components the trial would include if funding were found.

Mr. Emslie said the trial would include the components of the entire Corridor.

MOTION: Council Member Mossar moved, seconded by Morton, to approve the Planning and Transportation Commission and staff recommendation to adopt the resolution (Attachment A) of CMR:122:04 adopting a Mitigated

Negative Declaration, and approving the Corridor and Phasing Plans (Attachment B) for the Charleston/Arastradero Corridor Improvement Plan.

Resolution 8395 entitled "Resolution of the Council of the City of Palo Alto Adopting a Mitigated Negative Declaration Pursuant to the California Environmental Quality Act and Approving the Charleston/Arastradero Corridor Improvement Plan (02-EIA-16, City of Palo Alto, Proponent)"

Council Member Mossar said the trial would commence when the funding was obtained and would be built soon thereafter. One year after the trial, the Council and the community would evaluate and decide whether to make the plan permanent. The motion was asking staff to move forward and secure funding to have a trial project.

Mr. Emslie said the search for funding would begin when the trial plan was initiated.

Council Member Morton said the immediate benefit was that Council would be taking a first step to correct a problem.

Council Member Ojakian asked about the timeframe of the turn lanes at Gunn High School.

Mr. Emslie said the turn lanes were easy fixes and could be accomplished expeditiously.

Council Member Ojakian said he understood the traffic adaptive traffic signal operations would be completed second.

Mr. Emslie said the Council had approved and submitted a grant application to the Santa Clara Valley Transportation Authority (VTA), which addressed all five residential corridors with traffic adaptive.

Council Member Ojakian wanted confirmation the impact would be measured when the new signal was installed.

Mr. Emslie said the success would be measured.

Council Member Ojakian said changes would be phased in and the results would be seen over a period of time. Selected areas of the 2.3 miles would reduce to three lanes.

Mr. Emslie confirmed 50 percent of the roadway would remain four lanes.

Council Member Ojakian said the reduction in lanes could be phased in.

Mr. Emslie said it would be considered, but the entire corridor needed to function as a unit. Funding constraints would make it necessary to be completed in segments.

Council Member Ojakian said the funding for the sidewalk and street portion could come from monies reserved for that purpose from Public Works.

Mr. Emslie said a large part of the trail, combined with Public Works resurfacing, would be covered with already committed Capital Funds.

Council Member Ojakian said traffic traveled between 35-40mph in the Corridor. Radar was the most effective enforcement tool available, but required a survey.

Mr. Emslie said the residing State law set standards for speed limits.

Council Member Ojakian said results would be reviewed as changes were implemented and adjustments would be made. Engineering techniques would have to be the solution for safety.

Vice Mayor Burch said he believed the plan envisioned having streets that would be safe for children and bikes.

Council Member Kishimoto questioned the phasing of the project. Currently, the only grant was for \$1.2 million for the adaptive traffic signal control, which was for the capacity-increasing portion of the balance and integrated plan.

Mr. Emslie said the capacity existed through the signals upgrade, which was already funded, to provide the capacity necessary for the trial project immediately.

Chief Transportation Officer Joe Kott said traffic adaptives were considered capacity increasing.

Council Member Kishimoto asked if the planned phasing was approved.

Mr. Emslie said the plan concentrated on the concept design; the phasing would be developed. If needed, staff would report to Council during the phasing.

Council Member Kishimoto suggested combining components two and three of the report. Component two was automation of the traffic signals through

traffic-adaptive signal technology and component three was converting one-half the total corridor length from a four-lane to a three-lane cross section.

Mr. Emslie said staff would like to have the flexibility to move forward on the trial if the funds for the trial were secured, and the traffic adaptive was not in place.

Council Member Kishimoto asked if the two components could be linked in a reasonable manner.

Mr. Emslie said the two components should be as close as possible to one another.

Council Member Kishimoto said the increase in Palo Alto children biking, and taking the shuttle was a result of engineering, enforcement, education, and encouraging alternatives.

Vice Mayor Burch spoke for Council Member Kleinberg, who had laryngitis. Council Member Kleinberg asked if lane reduction would be tied to the traffic adaptive signal system.

Mr. Emslie said there was an ability to put the trial lane reductions in place with the already funded improved signal timing, but not the traffic adaptive. The improved signal timing was underway and would be in place by the end of the calendar year.

Vice Mayor Burch asked when the one-year trial began.

Mr. Emslie said the trial would begin when the funding was available.

Vice Mayor Burch asked if the trial would begin when the traffic signals and lane reductions were in place.

Mr. Emslie said the signal improvements were underway, which would enable staff to trial the lane reductions.

Vice Mayor Burch asked a question on behalf of Council Member Kleinberg. How removable were the fixtures and the medians and the trees, if the trial did not meet the criteria.

Mr. Emslie said improvements were readily removable without major deconstruction.

Vice Mayor Burch asked a question on behalf of Council Member Kleinberg. How long the trial would be if there was not enough money for the changes to be installed all at once or if phased.

Mr. Emslie said it would take more than a year if phased. He said the goal for staff would be do a trial of one year. Currently, the staff's commitment was a trial on a corridor-wide basis.

Vice Mayor Burch asked what the estimated cost would be for permanent changes.

Mr. Emslie said permanent changes were approximately \$4.1 million.

Vice Mayor Burch spoke for Council Member Kleinberg who said it was a positive step forward for school safety.

Council Member Freeman said the adaptive signaling technology would allow for increased thoroughfare if the same number of lanes were available. She asked if the adaptive technology were put in place first, would it prevent the next phase or trial.

Mr. Emslie said the plan was committed to a trial on the basis of closely following with the installation of traffic adaptive signals.

Council Member Freeman said she would like to see another review of the costs for the project and believed there could be reductions in the total figure. She asked if the trial would be a full twelve months.

Mr. Emslie said a minimum of a year trial was necessary. The trial should include the full impact of the school year, the peaks of the holiday season, and other traffic cycles throughout the year.

Council Member Freeman confirmed after an entire year the trial would be evaluated and changes would be made where needed.

Mr. Emslie said the trial would be over the twelve-month calendar year.

Council Member Freeman wanted to ensure implementation expeditiously.

Vice Mayor Burch speaking for Council Member Kleinberg asked whether the lack of certainty about when the trial would begin and end would impact the ability of current plans on the Corridor Study to move forward.

Mr. Emslie said the plans would proceed independent of the status of the trial or the final implementation of the trial.

Vice Mayor Burch asked if it would occur when the moratorium ended.

Mr. Emslie said the moratorium had ended and it would not take an action by the Council.

Council Member Morton said he was concerned if the funding was not received for the adaptive system, a lesser level of signal coordination would be implemented.

Mr. Emslie said the plan was set up as proposed. If the trial status were uncertain, recommendations from the staff would be made as to how long the trial would trail the traffic adaptive.

Mayor Beecham said there was not money in the budget for the plan and the City could not spend money unless the staff returned to the Council and requested a Budget Amendment Ordinance (BAO).

Interim City Attorney Wynne Furth confirmed the resolution staff proposed contained a phasing plan and a set of instructions.

Mayor Beecham asked if that was the resolution.

Ms. Furth replied yes. She said the plan was being adopted as a whole from one end of the Corridor to the other.

Council Member Freeman asked if the dedicated right-hand turn lane into Terman would be evaluated.

Mr. Kott said it would be evaluated.

Mayor Beecham directed staff to find funding. If four lanes to three would not work, it would be changed. Established performance measures were needed.

MOTION PASSED: 8-0-1, Cordell "not participating".

7. Public Hearing: The City Council of Palo Alto will be adopting a resolution declaring Council policy to mitigate development impacts and initiate proceedings to establish a transportation impact fee Citywide.

MOTION: Council Member Mossar moved, seconded by Morton to reschedule the item to the regular City Council meeting of February 2, 2004.

MOTION PASSED 5-4, Beecham, Freeman, Kishimoto, Ojakian "no".

COUNCIL COMMENTS, QUESTIONS, AND ANNOUNCEMENTS

Council Member Kishimoto stated the prior week both she and Vice Mayor Burch had met with four residents of Downtown North. They made it clear they were not meeting as a mandate from the Council but as two Council Members seeking a common ground. It was an administrative issue and not quasi-legislative and they would keep their minds open to any new information.

Vice Mayor Burch said it was a good meeting with spirit and it was beneficial to meet with residents on both sides of the issue to listen and reflect.

Vice Mayor Burch stated Councilmember Kleinberg reported the Santa Clara Counties Cities Selection Committee reappointed Palo Alto resident Ann Mack to the Advisory Committee of the Santa Clara County Council on Aging.

Mayor Beecham appointed the former CAO Committee members to the Ad Hoc Attorney Search Committee: Councilmembers Kleinberg, Mossar, and Ojakian, with Council Member Kleinberg as Chair of the Committee.

ADJOURNMENT: The meeting adjourned at 11:05 p.m.

ATTEST:

APPROVED:

City Clerk

Mayor

NOTE: Sense minutes (synopsis) are prepared in accordance with Palo Alto Municipal Code Sections 2.04.180(a) and (b). The City Council and Standing Committee meeting tapes are made solely for the purpose of facilitating the preparation of the minutes of the meetings. City Council and Standing Committee meeting tapes are recycled 90 days from the date of the meeting. The tapes are available for members of the public to listen to during regular office hours.