



TOWN OF PORTOLA VALLEY

Colleagues Memo

TO: Mayor and Members of the Town Council

FROM: Mayor Aalfs

DATE: January 11, 2023

RE: Suggested Change to Committee and Outside Meeting Liaison Reports

RECOMMENDATION

I recommend that the Town Council review and comment on this colleagues memo regarding suggesting changes to committee and outside meeting liaison reports.

BACKGROUND/ DISCUSSION

As we begin our work together, I wanted to make a suggestion that might help to limit meeting times. As you know, at every meeting, each Council Member reports on the meetings they have attended as Town Liaison, either meetings of our own Committees, or meetings of County or Regional Boards on which Portola Valley sits.

These reports can take time and, especially at the end of longer meetings, the information can be ignored or missed, especially if members of the public leave the meeting due to the late hour.

I would like to suggest the following modification to these reports:

1. Each Council Member would file a brief summary of each meeting s/he attended. This report could simply be the agenda of the meeting, annotated with notes of interest to the rest of the Council. The minutes of Town Committee meetings will of course continue to be published online.
2. At the "Liaison Reports" section of each meeting, Council Members would have the opportunity to either speak on meetings they attended, which they think might be of interest; or to ask questions on meeting reported by their colleagues. Council Members would no longer be expected or required to summarize every meeting verbally.
3. Public Comments would be taken on the full set of reported meetings.

This change in format accomplishes a few things: first, it creates a 'hard copy' of the meetings attended for both the Council and the Public, and encourages discussion of meetings that are of interest. It also has the potential to save time during meetings, as discussion would be limited to items that the Council or Public feel the need to highlight or