



TOWN OF PORTOLA VALLEY

Colleagues Memo

TO: Mayor and Members of the Town Council

FROM: Vice Mayor Sarah Wernikoff

DATE: January 11, 2023

RE: Council Meeting Start Time – Discussion of Earlier Meeting Time

RECOMMENDATION

I recommend that the Town Council update the Council meeting schedule to start Town Council meetings an hour earlier, at 6:00pm.

BACKGROUND

Currently Town Council meetings begin at 7:00pm. This start time was determined pre-Covid to accommodate after work commute times, etc. I propose we move the start time up one hour to 6:00pm with a goal of ending meetings earlier.

The length of meetings has increased with many Council meetings lasting 4+ hours. Moving the meetings up an hour will help assure most meetings are done by 10pm which is better for community participation, staff and Councilmembers alike. In addition, the post-Covid shift to hybrid work enables flexibility with fewer people commuting daily, lessening the original rationale for the 7:00pm start time.