



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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File #: 19-0562, Version: 1

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### **REPORT TO COUNCIL**

#### **SUBJECT**

Update Regarding the City Council Regular Meeting Calendar for 2020 through February 2021 and Potential Conflicts With Religious Holidays (Information Only)

#### **BACKGROUND**

On October 8, 2019, the City Council adopted its Regular Meeting Calendar for 2020 through February 2021. Council directed Staff to review the Meeting Calendar for conflicts with religious holidays and report back to Council as needed.

#### **EXISTING POLICY**

Charter of the City of Sunnyvale, Article VI, Section 608. Regular Meetings and Council Policy 7.2.1 - Community Engagement - Goals and Policies.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 (b) (5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **DISCUSSION**

Council Policy 7.2.1 - Community Engagement - Goals and Policies, promotes wide community representation and involvement from community members that reflect the diversity of Sunnyvale (see Goal B and Policies B.5 and B.6). Members of the community can engage the City Council regarding Council meeting agenda items via email, telephone, written correspondence and providing comments at Council meetings.

The Charter of the City of Sunnyvale, Article VI, Section 608. Regular Meetings, requires regular meetings of the City Council at least two times per month. Resolution No. 141-04 provides that these meetings take place on Tuesdays at 7:00 p.m. Based on this limitation, staff completes a thorough analysis to review dates that are available for Council meetings that do not conflict with other obligations. For example, the City Clerk will first review City recognized holidays due to the request of not holding meetings during the same week as a City holiday. Based on this criterion these dates are avoided. In addition, staff will look at Councilmember obligations such as annual conferences that Councilmembers may attend throughout the year (e.g., League of California Cities and the National League of Cities). These weeks are not included to avoid any attendance conflicts.

The cultural and religious diversity in Sunnyvale along with the Charter requirement for the City Council to meet a minimum of two times per month necessitates the scheduling of Council meetings on dates that conflict with various religious holidays. Members of the community are encouraged to

engage with Councilmembers via email, telephone or other written correspondence prior to Council meetings if community members are unable to attend a Council meeting due to observance of a religious holiday or are otherwise unable to attend a Council meeting that is of interest to them.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

Prepared by: David Carnahan, City Clerk

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

### **ATTACHMENTS**

1. Approved City Council Regular Meeting Calendar for 2020 through February 2021 Identifying Potential Conflicts With Religious Holidays.
2. Charter of the City of Sunnyvale, Article VI, Section 608. Regular Meetings.
3. Council Policy 7.2.1 - Community Engagement - Goals and Policies.
4. Resolution No. 141-04