



City of Sunnyvale

Notice and Agenda - Final Housing and Human Services Commission

Monday, November 24, 2025

7:00 PM

Online and Redwood Conference Room
140, City Hall, 456 W. Olive Ave.,
Sunnyvale, CA 94086

Special Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/92867949471>

Public Participation

View the end of the agenda for information on:

- Public participation options
- Request language translation
- Accessibility/Americans with Disabilities Act (ADA) Notice
- Legal notices

7 P.M. HOUSING AND HUMAN SERVICES COMMISSION MEETING

CALL TO ORDER

Call to Order in the Redwood Conference Room.

SALUTE TO THE FLAG

ROLL CALL

ORAL COMMUNICATIONS

Prior to opening public comment on Oral Communications, the Chair may determine it would be impractical to include remote public comment for the purpose of timeliness of the meeting or conducting an orderly meeting.

Oral Communications is the opportunity for the public to address the Housing and Human Services Commission on items not listed on the agenda and is limited to 15 minutes with a maximum of up to three minutes per speaker (one appearance per speaker). Note the Brown Act does not allow the Commission to take action on an item not listed on the agenda. To address the Commission, refer to the notice at the end of this agenda.

CONSENT CALENDAR

All matters listed on the consent calendar will be acted upon by one motion unless discussion is requested by a Commissioner or the public. To address the Commission, refer to the notice at the end of this agenda.

- 1.A [25-1080](#) Approve the Housing and Human Services Commission Meeting Minutes of October 22, 2025

Recommendation: Approve the Housing and Human Services Commission Minutes of October 22, 2025 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

To speak on a public hearing/general business item, refer to notice at the end of this agenda. Each speaker is limited to three minutes.

- 2 [25-1081](#) Approve the Draft 2026 Housing and Human Services Commission Annual Work Plan

Recommendation: Approve the Draft 2026 Housing and Human Services Commission Annual Work Plan as submitted.

- 3 [25-1067](#) Discussion and Possible Recommendation of One Council Priority Project Idea to the City Council

NON-AGENDA ITEMS AND COMMENTS

-Commissioner Comments

-Staff Comments

ADJOURNMENT

Public Participation Options

In person public comment:

You may provide public comment by filling out a speaker card (optional) and giving it to the Recording Secretary.

Online participation:

Members of the public may also attend online. However, the City cannot guarantee uninterrupted access to online technology. Technical difficulties may occur from time to time. Unless required by the Ralph M. Brown Act, the meeting will continue even if technical difficulties prevent online participation.

The Chair may determine it would be impractical to include remote public comment during Oral Communications.

Online public comment:

To provide audio public comment, connect to the meeting online or by telephone. Use the Raise Hand feature to request to speak (*9 on a telephone):

Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/92867949471>

Meeting call in telephone number: 833 548 0276 | Meeting ID: 928 6794 9471
(*9 to request to speak | *6 to unmute/mute)

Watch the Housing and Human Services Commission meeting at
<http://youtube.com/SunnyvaleMeetings>

Written public comment:

Email comments to the Housing and Human Services Commission no later than 4 hours before the meeting at HousingHumanServices@sunnyvale.ca.gov. You can also mail or deliver comments to:

City Clerk, 456 W. Olive Ave., Sunnyvale, CA 94086

Public review of items:

You can view reports to commission on the City's website at sunnyvale.ca.gov. You can also review reports in person at the City Hall reception desk, 456 W. Olive Avenue, during normal business hours. Any other documents distributed to members of the Housing and Human Services Commission regarding any item on this agenda are available in the Redwood Conference Room on the evening of the Commission Meeting. Otherwise, contact Housing staff at 408-730-7250 or housing@sunnyvale.ca.gov for questions.

Planning a presentation for a Housing and Human Services Commission meeting?

Visit: <http://Sunnyvale.ca.gov/PublicComments>

Planning to provide materials to the Commission?

Please provide the Housing and Human Services Commission with 12 copies of your materials.

Request Language Translation

If you need language translation, please contact the City at least 48 hours prior to the meeting.
Reach the City at: 408-730-7483 or cityclerk@sunnyvale.ca.gov

Spanish and Chinese, Simplified

Solicitud de Traducción al Español

Si necesita servicios de traducción al español, comuníquese con la ciudad al menos 48 horas antes de la reunión. Puede contactar a la ciudad al:
408-730-7483 o cityclerk@sunnyvale.ca.gov

请求语言翻译

如果您需要语言翻译，请至少在会议开始前 48 小时联系市政府。联系电话：
408-730-7483 或发送电子邮件至 cityclerk@sunnyvale.ca.gov

Accessibility/Americans with Disabilities Act (ADA) Notice

Pursuant to the Americans with Disabilities Act (ADA), the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance, please contact the City at least 48 hours prior to the meeting. Reach Housing staff at 408-730-7250 or housing@sunnyvale.ca.gov (28 CFR 35.160 (b) (1)).

LEGAL NOTICES

PLEASE TAKE NOTICE that if you file a lawsuit challenging any final decision on any public hearing item listed in this agenda, the issues in the lawsuit may be limited to the issues which were raised at the public hearing or presented in writing to the City at or before the public hearing.



City of Sunnyvale

Agenda Item

25-1080

Agenda Date: 11/24/2025

SUBJECT

Approve the Housing and Human Services Commission Meeting Minutes of October 22, 2025

RECOMMENDATION

Approve the Housing and Human Services Commission Minutes of October 22, 2025 as submitted.



City of Sunnyvale

Meeting Minutes - Draft

Housing and Human Services Commission

Wednesday, October 22, 2025

7:00 PM

Online and Redwood Conference Room,
City Hall, 456 W. Olive Ave., Sunnyvale,
CA 94086

CALL TO ORDER

Vice Chair Riviere called the meeting to order at 7:00 p.m.

SALUTE TO THE FLAG

Vice Chair Riviere led the salute to the United States flag.

ROLL CALL

Present: 6 - Vice Chair Leesa Riviere
Commissioner Jim Davis
Commissioner Scott Duncan
Commissioner Rao Shen
Commissioner Elizabeth Steward
Commissioner Carol Weiss

Absent: 1 - Chair Morgan Friedlander

Chair Friedlander's absence is excused.

Council Liaison Sell (present)

ORAL COMMUNICATIONS

Vice Chair Riviere made two announcements:

- Boards and Commission Recruitment: Applications are open for vacancies on the Human Relations Commission. Deadline for submission is Monday, Oct. 27 at 4 p.m. Interviews will occur on Monday, Nov. 3.
- United Against Hate Week: The City of Sunnyvale will host awareness events to promote inclusion and community solidarity. A Sustainability Speaker Series: "United for Disability and Climate Justice" will be held virtually on Monday, Oct. 27

from 7 to 8:30 p.m., featuring activist Daphne Frias.

CONSENT CALENDAR

Vice Chair Riviere opened and closed the public hearing at 7:09 p.m.

MOTION: Commissioner Duncan moved and Commissioner Steward seconded the motion to approve the Consent Calendar with staff's administrative changes.

The motion carried with the following vote:

Yes: 4 - Vice Chair Riviere
Commissioner Duncan
Commissioner Shen
Commissioner Steward

No: 0

Absent: 1 - Chair Friedlander

Abstain: 2 - Commissioner Davis
Commissioner Weiss

- 1.A** [25-1019](#) Approve the Housing and Human Services Commission Meeting Minutes of September 24, 2025

PUBLIC HEARINGS/GENERAL BUSINESS

- 2** [25-1020](#) Annual Review of City Code of Ethics and Conduct for Elected and Appointed Officials and Opportunity to Recommend Changes to the City Council

Housing Officer, Amanda Sztoltz, provided the staff presentation of the annual review of the City's Code of Ethics and Conduct for Elected and Appointed Officials. Each board and commission is required to review the code annually and may recommend revisions to City Council. Staff made no formal recommendation and requested Commission discussion.

Commissioner Weiss inquired about procedures when a commissioner has a personal interest in a topic. Staff clarified that financial conflicts fall under Fair Political Practices Commission (FPPC) guidelines, requiring recusal. Non-financial conflicts (e.g., personal matters) may be disclosed without recusal, depending on context. City Attorney or City Clerk can advise on specific situations.

Commissioner Weiss also asked about wearing city-issued items in public; staff to confirm policy with the City Clerk.

Commissioner Steward asked how to share informational resources with other commissioners without violating the Brown Act.

Staff and Vice Mayor Sell advised that materials may be distributed through City staff to all members, avoiding serial communication. The City Clerk recently distributed Brown Act refresher materials, which staff will forward. Commissioner Duncan confirmed it is acceptable to route resource materials through City staff for distribution.

Commissioner Davis reminded commissioners that new topics may be formally agendaized through the Commission Recording Officer and City Clerk's Office.

Vice Chair Riviere opened and closed the public hearing at 7:21 p.m.

Vice Chair Riviere asked for a motion or advocacy from the commissioners.

MOTION: Commissioner Weiss moved and Commissioner Davis seconded the motion to approve Alternative 1: Receive the Code of Ethics and Conduct for Elected and Appointed Officials as presented in Attachment 1 to the report.

The motion carried by the following vote:

Yes: 6 - Vice Chair Riviere
Commissioner Davis
Commissioner Duncan
Commissioner Shen
Commissioner Steward
Commissioner Weiss

No: 0

Absent: 1 - Chair Friedlander

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

NON-AGENDA ITEMS AND COMMENTS

-Commissioner Comments

Commissioner Weiss asked Vice Mayor Sell about the City's engagement of a lobbyist in Sacramento. Vice Mayor Sell explained the lobbyists act as policy advisors, providing strategic insight into legislative developments and helping align City priorities with state and federal opportunities.

Commissioner Duncan requested an update on three previously funded housing projects (1171 Sonora Court, 295 S. Matilda, and 352 E. Java). Staff will return with an update; noted that the Java project was delayed but remains eligible for future funding rounds. Future housing mitigation funding is anticipated in January 2026.

Commissioner Davis asked whether federal funds were involved in these projects. Staff clarified they were pre-development projects with no federal funding at this stage.

Vice Chair Riviere asked if a dashboard or public data tool exists showing progress toward affordable housing Regional Housing Needs Allocation (RHNA) goals. Staff explained the City provides an Annual Progress Report (APR) to the California Department of Housing and Community Development (HCD) each year and will explore posting the data online for public access.

-Staff Comments

Study Issue Process Update City Council approved changes to the study issue process (Item 25-0569). Staff will receive further guidance in coming months.

Council Information Only Items (Nov. 18):

- Homeless Services Annual Update: includes WeHOPE program outcomes.
- Guaranteed Basic Income Update: follow-up on prior study issue and funding opportunities. Staff will provide links to these reports once published.

Upcoming Joint Meeting: Housing and Human Services Commission (HHSC) and City Council will hold a joint meeting on Dec. 2 at 6 p.m. to consider approval of the Strategic Plan to End Homelessness.

Downtown Streets Team Closure: The team will cease operations at the end of October; staff will prepare a substantial amendment to the Action Plan early next year to close out the program.

Upcoming Request for Proposals (RFPs): In November, HHSC will review federal funding RFPs for CDBG Capital Projects, Economic Development, and HOME

Tenant-Based Rental Assistance (TBRA) Program.

INFORMATION ONLY REPORTS/ITEMS

ADJOURNMENT

Vice Chair Riviere adjourned the meeting at 7:37 p.m.



City of Sunnyvale

Agenda Item

25-1081

Agenda Date: 11/24/2025

SUBJECT

Approve the Draft 2026 Housing and Human Services Commission Annual Work Plan

RECOMMENDATION

Approve the Draft 2026 Housing and Human Services Commission Annual Work Plan as submitted.

Draft 2026 Annual Work Plan Housing and Human Services Commission

MEETING DATE	AGENDA ITEM/ISSUE
January 6*	Review Two Draft Notices of Funding Availability for FY 2026/27 and FY 2027/28 HOME Tenant-Based Rental Assistance and FY 2026/27 CDBG Capital Projects
February 25	TBD
March 25	Public Hearing: CDBG/HOME Funding Proposals Public Hearing: CDBG/HOME Funding Recommendations
April 14* (Tuesday)	Public Hearing: DRAFT 2026/27 HUD Action Plan
May 27	Review Recommended Budget
June 24	Recognition of Service
July 22	Selection of Chair and Vice Chair FY2026/27
August 26	TBD
September 23	Public Hearing: Review of Consolidated Annual Performance Evaluation Report (CAPER) on CDBG and HOME grants for FY2026-27
October 28	- Staff Liaison confirms if the Board/Commission would like to schedule a November Discussion and Possible Recommendation of One Priority Project Idea to the City Council Public Hearing: Priority and Unmet Needs for Human Services and Recommendation to Council - Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials
November 17*	- If requested: Discussion and Possible Recommendation of One Priority Project Idea to the City Council Public Hearing: Review and Finalize Draft Notice of Funding Availability (NOFA) for CDBG Public Services and Capital Projects - Approve 2027 Annual Work Plan

MEETING DATE	AGENDA ITEM/ISSUE
December 15*	• Final month to Approve 2027 Annual Work Plan • Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

*** Special Meetings to accommodate HUD deadlines or holidays.**

Additional items yet to be scheduled:

- Any Alternative Compliance Plans
- Consent Calendar items not listed on the Work Plan
- Housing Element Implementation Items
- Tenant Protections/Relocation Assistance
- BMR Inclusionary Housing Feasibility Study
- HMF NOFA Award Recommendations



City of Sunnyvale

Agenda Item

25-1067

Agenda Date: 11/24/2025

Discussion and Possible Recommendation of One Council Priority Project Idea to the City Council