



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.