



SSFHA
South San Francisco
Housing Authority

350 C Street South San Francisco CA

Office: 650-583-7631

AGENDA
Regular Meeting
Monday February 9, 2026 at 6:00pm

Pledge of Allegiance

- I. Roll Call and Declaration of Quorum
- II. Public Comment (Comments are limited to 3 minutes)
- III. Previous Minutes: Regular Meeting January 12, 2026
- IV. New Business:
 - A. Board Consideration and Approval to the Housing Authority of the City of South San Francisco Pet Policy: Leah Taylor, Executive Director and Mary Wagner, Legal Counsel Burke, Williams & Sorenson, LLP
***Public Comment**
- V. Closed Session:
 - A. Conference with Legal Counsel-Anticipated Litigation: Significant exposure to litigation pursuant to Government Code 54956.9(d)(2)(4) one (1) case.
- VI. Executive Director Report: No Report
- VII. Approval of Disbursements:
Management Vouchers #2943 to #2972 in the amount of \$46,207.02 and ACH Payments from 01-02-2026 to 01-30-2026 in the amount of \$47,333.69 for a grand total of \$93,540.71 for the month of January 2026
***Public Comment**
- VIII. Comments from Commissioners:
***Public Comment**
- IX. Adjournment: **Next Regular Meeting Monday March 9, 2025 @ 6:00pm**



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Public Participation Notice

The South San Francisco Housing Authority Board of Commissioners, welcomes all members of the public to attend the monthly board meetings in person or remotely. The public can also submit written comments to be presented at any regular or special meeting.

To attend in person:

Next Regular Meeting: Monday February 9, 2026

@6:00pm

South San Francisco Housing Authority

350 C Street, South San Francisco, CA 94080

To attend remotely public access:

SSFHA is inviting you to a scheduled Board- Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83238172985?pwd=SaJiA7xasbiFDzrkMOODiw3NozQ508.1>

Meeting ID: 832 3817 2985

Passcode: 528855

How to Submit Written Public Comment: Members of the public not wishing to participate remotely or in person are encouraged to submit public comments in writing in advance of the meeting by 12:00 p.m. on Monday February 9, 2026

Public comments provided in advance should identify the Agenda Item Number in the SUBJECT Line of the email. The comments will be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Chairperson’s discretion.

All emailed comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting and read into the record. Comments that are not in compliance with the Housing Authority’s rules of decorum may be summarized for the record rather than read verbatim. We value your input and participation, if you cannot attend by zoom, please send us your 3-minute comments as follows: Email: sosfha@sbcglobal.net

**MINUTES OF THE SPECIAL MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO
HELD ON:
January 12, 2026**

The meeting was called to order at 6:00pm by Chair A. Sharma followed by the pledge of allegiance. Present were as follows and a quorum was declared:

PRESENT:

Commissioners A. Sharma, M. Rashid, T. Powell, J. Rivas & B. Shipp

ABSENT:

None

PUBLIC COMMENT:

No comments

PREVIOUS MINUTES:

Minutes of December 8, 2025 were reviewed and a motion was made by Commissioner J. Rivas to approve minutes and motion was seconded by Commissioner B. Shipp. Motion passed by Commissioners present.

NEW BUSINESS:

- A. Special presentation of two new Commissioners, Tonya Thomas and Claudia Penate by Chair, Avin Sharma.
- B. Brown Act/Governance Training by Mary Wagner, Legal Counsel with Burke Williams & Sorenson LLP

EXECUTIVE DIRECTOR REPORT:

- A. Landscaping Project – Completed on December 12, 2025, just minor touch ups needed as some plants needed to be replaced. Calwater has confirmed the project was a success.
- B. Roof Repairs –Have been completed for buildings 364, 368 and 370. Proof of completion has been sent to the Insurance Company for reimbursement and we are just waiting for payment.

APPROVAL OF DISBURSEMENTS:

Motion was made by Commissioner T. Powell and seconded by Commissioner J. Rivas to approve Management Vouchers #2916 to #2942 in the amount of \$74,703.62 and ACH Payments from 12-01-2025 to 12-31-2025 in the amount of \$96,374.05 for a grand total of \$171,187.67 for the month of December 2025. Motion passed by Commissioners present

COMMENTS FROM COMMISSIONERS:

Commissioner B Shipp asked about the speed bump issue that was raised by Vice-Chair Rashid and what was the status? It was decided that all Commissioners join the Community to attend a future City Council meeting to raise their concerns as the SSFHA has no jurisdiction over street maintenance or traffic, Chair A. Sharma thanked the Board for their attendance and hard work and thanked the Community for all their support.

Meeting was adjourned at 7:21pm

Seal

Chairperson

Attest

Secretary

Board Consideration and Approval to the Housing
Authority of the City of South San Francisco
Pet Policy

**Draft Copy*

Presented by:
Leah Taylor, Executive Director and Mary Wagner,
Legal Counsel Burke, Williams & Sorenson, LLP

HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO PET POLICY

1. Pets -- other than the types listed below -- are allowed, *subject to the Authority's pre-approval based on the rules set forth below*. Under no circumstances will any of the following pets be allowed:
 - a. Reptiles, pigs, or animals illegal in California under 14 CCR Sec. 671;
 - b. Fish in tanks more than 20 gallons;
 - c. Dogs weighing more than ~~35~~30 pounds;
 - d. More than one dog or cat per unit;
 - e. More than two birds per ~~writ~~unit;
 - f. More than one of any other common household pet if not listed in (c)-(e), above.
2. Authority approval will be considered if an application is made to the Authority which sets out the following information:
 - a. Proof is provided that the pet is properly licensed, inoculated, and spayed or neutered; AND
 - b. A photograph of the pet is provided to the Authority.
3. If pre-approved in writing, the tenant must, before the pet is allowed in the unit or on Authority property:
 - a. pay a non-refundable fee in the amount of \$50.00 to cover the reasonable operating costs to the Authority relating to the presence of pets, and a refundable pet deposit in the amount of \$200.00 to cover additional costs attributable to the pet and not otherwise covered by the existing security deposit;
 - b. sign a copy of this policy, agreeing to abide by its terms.
4. If pre-approved in writing, the tenant must maintain the pet:
 - a. Responsibly; AND
 - b. In accordance with applicable California, San Mateo County, and South San Francisco public health, animal control, and animal anti-cruelty laws and regulations.
5. "Maintaining the pet responsibly" includes:
 - a. Keeping the pet on a leash or in a cage at all times that it is not in the unit;
 - b. Keeping the pet in full physical control of the tenant at all times that it is not in the unit;
 - c. Immediately cleaning up after the pet, including properly disposing of any waste, whether inside or outside the unit;
 - d. Properly treating the pet and the unit for fleas at tenant expense (and if this is not done, the Authority is authorized to treat the unit and charge tenant the cost of such work);
 - e. Preventing the pet from damaging the unit or other Authority property;

f. Ensuring that the pet does not unreasonably disturb other tenants, including by behavior, noise, odor, or sanitation.

~~6.~~ If the pet bites anyone at the Authority, whether in the unit or on Authority property, the incident must be reported by the tenant to the Authority immediately, ~~the pet will no longer be allowed to remain in the unit, all California and local.~~ Tenant must comply with all applicable laws must be observed and regulations concerning the bite, including rules and the following protocol must be observed:

a. ~~regulations adopted by the Authority, the City of South San Francisco, and/or San Mateo County Animal Control. The pet must be isolated at a veterinarian's office Authority and/or other off-site facility for 10 days' rabies observation at~~ Animal Control will investigate the tenant's expense;

b. ~~After rabies exposure has been evaluated, incident and may require the removal of the pet may not be returned to~~ from the unit or and Authority property;

~~e.6.~~ ~~If.~~ The Authority's Executive Director, or designee, will issue a written determination to tenant at the conclusion of the investigation and tenant shall comply with all actions required by the Authority which may include, without limitation, removal of the pet from the unit and Authority property. If it is determined that the pet may no longer remain in the unit, and the pet is not immediately isolated promptly removed to an off-site location or is returned to the Authority, such shall be Authority's property, this will constitute a material violation of Tenant's the Tenant's lease based on the ground endangerment of endangering the health and safety of other tenants, and residents, and the Authority may initiate appropriate eviction procedures will be taken. proceedings..

7. In the event the tenant moves out of the unit, the pet must also leave the unit.

8. Tenant must provide proof to the Authority that the distemper and rabies boosters are performed annually for cats and dogs and that any required license is renewed and current at all times.

9. If tenant becomes ill or otherwise unable to care for the pet, the Authority is authorized to contact the designated emergency caregiver, if any, or the San Mateo County Humane Society to take the pet and care for it until the tenant is able to do so or make arrangements for others to do so, all of which transportation and care shall be solely at tenant's expense.

10. If these rules are violated, then the violation will be treated as a violation of a material term of the lease. In evaluating such violation(s), the Authority shall be mindful of whether or not a reasonable accommodation has been made for the animal as well as the health and safety of other tenants and the property of the Authority.

11. Tenant agrees to indemnify, defend, and hold the Authority, its officials, officers, employees and agents harmless from and against any and all claims, actions, suits, judgment, and demands brought by any other party on account of or in connection with any activity of or damage caused by the tenant's pet.

12. Tenant acknowledges and agrees that C Street is a public street and that tenant assumes all risks associated with walking any pet on C street and that tenant does so at tenant's own risk. Tenant shall

take any and all steps to ensure that walking a pet on C street is safe for the tenant, pet, and others utilizing the public street, including other residents and their pets.

~~11.~~13. This policy, including the requirement for deposits, shall not be applied or enforced against a tenant with disabilities who wishes to keep an animal that is believed to be a reasonable accommodation to assist, support, or provide service to that person. If such animal does not otherwise qualify under this policy, the Authority shall work to accommodate such animal if applicant demonstrates that:

- a. The tenant or an identified member of tenant's family authorized to reside in the unit is a person with a disability; AND
- b. The proposed pet is needed to assist, support, or provide services to, the person with the disability; AND
- c. There is a relationship between the disability and the assistance, support, or services the pet provides.

The Authority will evaluate the information provided by the tenant and may, as it deems reasonably necessary, request additional information in order to reasonably accommodate the needs of the person with the disability, and the conditions under which such animal can, if possible, be so accommodated.

I acknowledge that I have received a copy of this three page Pet Policy and I agree to abide by all of its terms.

Dated: _____

Tenant's Name and Signature:

Emergency Contact for Pet Care:

Name: _____

Phone: _____

RESOLUTION NO. 1154

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO AMENDING THE SOUTH SAN FRANCISCO HOUSING AUTHORITY PET POLICY

WHEREAS, the Authority was created by the City of South San Francisco in 1977 and its Board members are appointed by the City Council of the City of South San Francisco; and

WHEREAS, effective May 9, 2016, the Authority established a pet policy that outlines standards, requirements, and procedures applicable to tenant pets; and

WHEREAS, the Authority wishes to clarify procedures regarding animal bites and to make related administrative and substantive revisions; and

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Housing Authority of The City of South San Francisco hereby adopts the pet policy, as amended and attached hereto as Exhibit A and incorporated herein by reference.

I, Leah Taylor, hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the South San Francisco Housing Authority at a scheduled meeting thereof held on the 9th day of February 2026 by the following vote:

AYES, BOARDMEMBERS: _____

NOES, BOARDMEMBERS: _____

ABSENT, BOARDMEMBERS: _____

ABSTAIN, BOARDMEMBERS: _____

APPROVED:

CLERK of the Authority

APPROVED:

Chair of the Board

Effective: May 9, 2016

Amended February 9, 2026

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2. Authority approval will be considered if an application is made to the Authority which sets out the following information:
 - a. Proof is provided that the pet is properly licensed, inoculated, and spayed or neutered; AND
 - b. A photograph of the pet is provided to the Authority.
3. If pre-approved in writing, the tenant must, before the pet is allowed in the unit or on Authority property:
 - a. pay a non-refundable fee in the amount of \$50.00 to cover the reasonable operating costs to the Authority relating to the presence of pets, and a refundable pet deposit in the amount of \$200.00 to cover additional costs attributable to the pet and not otherwise covered by the existing security deposit;
 - b. sign a copy of this policy, agreeing to abide by its terms.
4. If pre-approved in writing, the tenant must maintain the pet:
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 - b. In accordance with applicable California, San Mateo County, and South San Francisco public health, animal control, and animal anti-cruelty laws and regulations.
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 - c. Immediately cleaning up after the pet, including properly disposing of any waste, whether inside or outside the unit;
 - d. Properly treating the pet and the unit for fleas at tenant expense (and if this is not done, the Authority is authorized to treat the unit and charge tenant the cost of such work);
 - e. Preventing the pet from damaging the unit or other Authority property;

- f. Ensuring that the pet does not unreasonably disturb other tenants, including by behavior, noise, odor, or sanitation.
6. If the pet bites anyone at the Authority, whether in the unit or on Authority property, the incident must be reported by the tenant to the Authority immediately. Tenant must comply with all applicable laws and regulations concerning the bite, including rules and regulations adopted by the Authority, the City of South San Francisco, and/or San Mateo County Animal Control. The Authority and/or Animal Control will investigate the incident and may require the removal of the pet from the unit and Authority property. The Authority's Executive Director, or designee, will issue a written determination to tenant at the conclusion of the investigation and tenant shall comply with all actions required by the Authority which may include, without limitation, removal of the pet from the unit and Authority property. If it is determined that the pet may no longer remain in the unit, and the pet is not promptly removed to an off-site location or is returned to the Authority's property, this will constitute a material violation of the Tenant's lease based on endangerment of the health and safety of other residents, and the Authority may initiate appropriate eviction proceedings.,
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11. Tenant agrees to indemnify, defend, and hold the Authority, its officials, officers, employees and agents harmless from and against any and all claims, actions, suits, judgment, and demands brought by any other party on account of or in connection with any activity of or damage caused by the tenant's pet.
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