

# NOTICE OF RECRUITMENT ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES

**NOTICE** is hereby given of <u>vacancies</u> for the following advisory bodies:

## **Conference Center Authority**

Business or Community Representative

One (1) partial term seat is vacant due to resignation (Partial term expiring April 25, 2026)

## **Equity and Public Safety Commission**

One (1) <u>alternate</u> seat is vacant (Non-expiring term)

## **Housing Authority Commission**

Two (2) seats are vacant due to term expirations

## **Library Board**

One (1) seat is vacant

## Measure W Citizens' Oversight Committee

One (1) <u>alternative</u> seat is vacant
One (1) <u>seat is vacant</u>
(Non-expiring term)

#### **Youth Commission**

Four (4) seats are vacant
One (1) partial term seat is vacant due to resignation
(Partial term expiring April 25, 2026)

#### **AGENCY RESPONSIBILITIES & MEETING TIMES**

The Conference Center Authority meets on the third Monday of every other month, at 5:15 p.m. at the South San Francisco Conference Center. Commissioners are appointed to four (4) year terms and are limited to three (3) consecutive terms. The purpose of the Authority is to manage, operate, market, maintain, and promote the South San Francisco Conference Center. Applicants for the Hotel Representative seat must work for or own a hotel located in South San Francisco.

The **Equity and Public Safety Commission** meets on the Third Monday of every month, at 6:00 p.m. Commissioners are appointed to four (4) year terms and are limited to three (3) consecutive terms. The purpose of the Commission is to make recommendations regarding policies and procedures that impact equity, safety, and security across City departments. This Commission bolsters community participation and decision-making and increases transparency and accountability. The Commission on Equity and Public Safety focuses on a holistic approach to community safety. It applies an equity lens to advance fair housing, social services, policing, and other areas.

The **Housing Authority** meets on the second Monday of the month at 6:00 p.m. at the Housing Authority complex located at 350 C Street. **Housing Authority Commissioners** are appointed to four (4) year terms and are limited to four (4) consecutive terms. The Authority approves the awarding of bids for any work to be done in the Authority (e.g., painting, tree trimming, and landscape maintenance) and changes to all policies, lease agreements, and contracts.

\*Note – The commissioners do not serve as advisory body members to the City Council. Commissioners are appointed to oversee the needs of the Housing Authority project only with oversight from the Department of Housing and Urban Development (HUD).

The **Library Board** meets on the fourth Tuesday of the month at 6:00 p.m. Board members serve a three (3) year term and are limited to four 4 consecutive terms. The Library Board works in conjunction with the Library Director to develop plans of service, evaluate and advise the council and staff on the need for services and programs, and adopt policies as necessary for the administration of the library.

The Measure W Citizens' Oversight Committee (COC) meets on the first Wednesday of the month at 6:30 p.m. The Committee meets with the City's independent auditor at the initiation of each annual financial audit process to outline issues of particular interest to the Committee. The Committee reviews the annual audit prepared by the City's independent auditor related to the prior fiscal year's collection and expenditure of revenue from the tax authorized by Measure W. The Committee reports to the City Council regarding the accuracy of the auditors' findings regarding Measure W revenues and expenditures. The Committee's annual report offers independent verification regarding the independent auditor's findings related to whether the funds collected are spent in accordance with the terms of Measure W.

The **Youth Commission** meets on the first Monday of the month at 6:30 p.m.. Commissioners are appointed to two (2) year terms and are limited to three (3) consecutive terms. The purpose seeks to address issues affecting youth through collaboration with the City Council and SSFUSD School Board. This opportunity allows for students and youth to engage in local government while learning about how decisions made affect daily life, in addition to how Boards and Commissions are involved in the process.

## **REQUIREMENTS**

- Applicants must be <u>residents</u> of the City of South San Francisco.
- Applicants for the **Youth Commission** must live within the limits of the City of South San Francisco or be current or former students of the South San Francisco Unified School District.
- Applications must be **TYPED**

## **HOW TO APPLY**

<u>Download the application</u> and submit it by one of the following methods:

- 1. Submit Online: ssf.net
- 2. E-mail: One copy of the **typed**, completed, and signed application to: all-cc@ssf.net
- 3. Mail:

Office of the City Clerk P.O. Box 711 South San Francisco, CA 94083

The application submission deadline has been extended to Friday, October 31, 2025.

Postmarks do not count; applications must be received by 5:00 p.m. on the deadline date.

## **INTERVIEWS**

The City Council will consider filling the above-identified vacancies upon reviewing applications filed with the Office of the City Clerk, with interviews scheduled on Wednesday, November 5, 2025, and Thursday, November 6, 2025.

Individuals selected to serve on a City Board, Commission, or Committee may need to file a California Fair Political Practices Commission Statement of Economic Interest (Form 700) and complete biennial ethics training (AB 1234).

Applications are accepted continuously for all Boards and Commissions and will remain valid for one year from the date of submission. Those who have submitted applications for the above positions within the past year do not need to <u>reapply</u>. If you are unsure of your submittal date, please call the Office of the City Clerk at (650) 877-8518 or email all-cc@ssf.net.

Dated: October 23, 2025

/s/ Rosa Govea Acosta City Clerk