



NOTICE OF RECRUITMENT ADVISORY BOARDS, COMMISSIONS, AND COMMITTEE'S

NOTICE is hereby given of vacancies for the following advisory bodies:

Housing Authority Commission *Citywide Recruitment*

Three (3) seats are vacant due to term expirations.

Commissioner Mercado's term expired on March 31, 2025.

Commissioner Nunez's term expired on March 31, 2025.

Commissioner Vong-Spillan term expired on March 31, 2025.

Library Board

One (1) seat is vacant due to resignation.

(Partial term expiring August 17, 2025)

Commissioner Huddleston resigned on March 20, 2025.

Measure W Citizen's Oversight Committee

One (1) seat is vacant due to term expirations.

One (1) is an alternative seat (non-expiring term)

Youth Commission

One (1) seat is vacant due to resignations. (Partial term expiring August 29, 2025)

Commissioner Giancarlo Ray resigned on March 31, 2025.

Two (2) seats are vacant due to term expirations.

AGENCY RESPONSIBILITIES & MEETING TIMES

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 **residents** 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

[Download the application](#) 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 is **Monday, June 16, 2025, by 5:00 p.m.**

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 consideration of applications filed with the Office of the City Clerk, and interviews will be held on Tuesday, July 15, 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 continually for all Boards and Commissions and will remain valid for one year from the submission date. Those who have submitted applications for the above positions within the past year need not reapply. 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: May 16, 2025

/s/ Rosa Govea Acosta
City Clerk