



City of Soledad
Transactions and Use Tax
Citizen Oversight Committee
Member Application Guide



CITY OF SOLEDAD

Thank you for your interest in becoming a member of the Soledad Transactions and Use Tax Citizen Oversight Committee (“TUT Committee.”) Please review the information included in this application guide to help you understand roles and responsibilities and requirements necessary to become a member.

BACKGROUND

On August 7, 2024, the City Council, via Resolution, dissolved the existing Measure S and Y Committees and consolidated their functions into a newly formed single seven-member body known as the Soledad Transactions and Use Tax Citizen Oversight Committee (“TUT Committee.”) The purpose of this committee is to advance accountability, transparency, and public engagement efforts in overseeing how the involved tax revenues are used.

APPOINTMENT

The Mayor and City Council shall each annually appoint one member of the public to serve on the TUT Committee for a one-year term. Committee members will be eligible for reappointment by Councilmembers for additional one-year terms as deemed appropriate by the appointor. The Mayor shall appoint two (2) additional Committee members to one-year terms, subject to City Council approval. The Council is encouraged to include amongst its appointments individuals that have specialized knowledge and agree to represent the Committee in one of the following areas: (1) Senior Services, (2) Animal Services, (3) Childcare Services, and (4) the Soledad Youth Council. However, appointments in these areas are discretionary, not mandatory, and appointments made without compliance with this recommendation shall still be accepted.

PURPOSE AND DUTIES

The TUT Committee is charged with the review of expenditures of Measure S and Measure Y revenues to ensure the monies have been expended in accordance with the purposes authorized by said Measures.

Additional responsibilities include:

- i. Act in an advisory capacity to the City Council in all matters pertaining to the Measures S and Y sales tax.
- ii. Provide oversight of the revenues and expenses pertaining to the portion of the sales tax generated by Measures S and Y.
- iii. Review the City’s annual independent audit report which will include the Measure S and Y tax revenue and expenditures.
- iv. Provide recommendations to the City Council on the use of Measure S and Y revenue.
- v. Review of the City’s audit and its recommendations for expenditure of the revenue generated from the Measure S and Y taxes. The report shall be presented to the City Council at a public meeting and shall be a public record.

The TUT Committee’s responsibilities will not include oversight on Enterprise and other funds generated independent of Measure S and Y, nor will it include decision-making on spending priorities. The Committee shall have no authority to direct, nor shall it direct, City staff or officials.



CITY OF SOLEDAD

SELECTION OF COMMITTEE MEMBERS

Applicants for the TUT Committee shall submit the application included in this packet. Once all applications have been received and screened by Staff, selected applicants will be appointed during a City Council public meeting. The Committee will be comprised of one member appointed annually by each member of the Council (including Mayor), and then two additional members appointed by the Mayor, subject to Council approval.

QUALIFICATIONS

Except as otherwise noted herein, members of the TUT Committee shall be at least 18 years of age, reside within the City limits and be eligible voters. Any Committee member selected to represent the Soledad Youth Council may be under 18 years of age. Owners and managers of businesses or non-profit corporations located or doing business in the City of Soledad may also be considered for appointment. Members of the public may not serve on multiple official City Committees. The TUT Committee may not include any employee or official of the City, or any vendor, contractor or consultant doing business with the City. All members shall hold no other municipal office in the City of Soledad. Past employees, officials, vendors, contractors or consultants may be eligible to serve on the Committee, provided that no conflict of interest exists, as determined by the City Attorney.

COMPENSATION

Members of the TUT Committee are volunteers, but notwithstanding, will receive a \$50 stipend for each Committee meeting attended in recognition of the time and effort necessary to carry out Committee member duties.

MEETINGS

The TUT Committee shall conduct at least two meetings a year. Additional meetings may be called by the Chairperson as necessary. All meetings shall be held open to the general public and proper notices shall be given for all meetings in accordance with the Ralph M. Brown Act.



CITY OF SOLEDAD

This page was intentionally left blank.



CITY OF SOLEDAD

Transactions and Use Tax (TUT) Oversight Committee Application

APPLICANT INFORMATION

Name _____

Email: _____

Permanent Address: _____

Phone No: _____

Employer: _____

Position: _____

Education: _____

Soledad Resident for: ____ Years ____ Months

Are you at least 18 years of age? Yes ___ No ___

Are you eligible to vote? Yes ___ No ___

Do you have specialized knowledge and agree to represent the Committee in one of the following areas (please check one):

Senior Services ___ Animal Services ___ Childcare Services ___ Youth Council ___

Other (describe) _____

Have participated in the following (civic) activities or organizations: _____

Why are you interested in serving in the TUT Committee?

OTHER INFORMATION

Do you currently serve on any other official City Committee? Yes ___ No ___

If yes, please explain: _____

Are you a current employee or official of the City? Yes ___ No ___

If yes, please explain: _____

Are you a current vendor of the City? Yes ___ No ___

If yes, please explain: _____

Are you a current contractor or consultant doing business with the City? Yes ___ No ___

If yes, please explain: _____



CITY OF SOLEDAD

Transactions and Use Tax (TUT) Oversight Committee Application

PAST INVOLVEMENT WITH THE CITY

Note: Past employees, officials, vendors, contractors or consultants may be eligible to serve on the Committee, provided that no conflict of interest exists, as determined by the City Attorney.

Please use the space below to describe any past involvement with the City in any capacity listed above.

SIGNATURE

DATE

PLEASE SUBMIT COMPLETE APPLICATION BY:

Mail: Darlene Noriega, City of Soledad, PO Box 156 or 248 Main St., Soledad, CA 93960

Email: dnoriega@cityofsoledad.gov

In Person: City Hall, Attn: Darlene Noriega, 248 Main Street, Soledad, CA 93960

Fax: 831-223-5091