

## RESOLUTION NO. 2261

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD  
 APPROVING AND AUTHORIZING THE EXECUTION OF A  
 MANAGEMENT AGREEMENT FOR THE SOLEDAD  
 COMMUNITY CENTER WITH THE  
 CENTRAL COAST YMCA

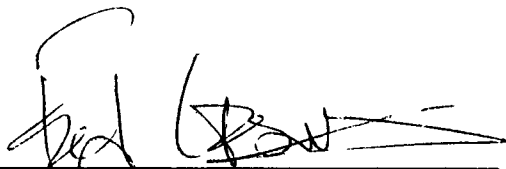
BE IT RESOLVED by the City Council of the City of Soledad that the City Manager is hereby authorized and directed for and on behalf of the City of Soledad, to execute a Management Agreement for the Soledad Community Center with the Central Coast YMCA in the form of the document hereunto attached marked "Exhibit A", and by reference made a part hereof.

PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting held on the 26th day of July, 1993, by the following vote:

AYES, and in favor thereof Councilmembers: John Holguin, Ben Jimenez, Jr., Richard Ortiz, Mayor Pro Tem Fabian Barrera, Mayor Fred Ledesma

NOES, Councilmembers: None

ABSENT, Councilmembers: None

  
 \_\_\_\_\_  
 MAYOR OF THE CITY OF SOLEDAD

ATTEST:

  
 \_\_\_\_\_  
 CITY CLERK OF THE CITY OF SOLEDAD

CITY OF SOLEDAD  
SOLEDAD COMMUNITY CENTER  
MANAGEMENT AGREEMENT

JULY 1993

CITY OF SOLEDAD  
248 MAIN STREET  
SOLEDAD, CA 93960

CITY OF SOLEDAD  
SOLEDAD COMMUNITY CENTER  
MANAGEMENT AGREEMENT

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CITY OF SOLEDAD  
SOLEDAD COMMUNITY CENTER  
MANAGEMENT AGREEMENT

This agreement, made and entered into this 26th day of July, 1993 by and between the City of Soledad, a municipal corporation (hereinafter referred to as "City") and the Central Coast YMCA, Salinas Branch, a 501 (c) (3) not for profit corporation (hereinafter referred to as "Contractor").

**1. Purpose**

The purpose of this Agreement is to provide for management, maintenance, services, and programs of the Soledad Community Center Park (hereinafter referred to as "Community Center") and to enhance the public's safety, convenience, and enjoyment thereof.

**2. Facility and Description of Premises**

This agreement provides for the operation and management of the premises as described in attached Exhibit "A" and illustrated in attached Exhibit "B". The premises includes the 23,513 square foot structure, walkways, patio, parking lot, exterior signs, and landscaping. By the terms and conditions of this agreement, Contractor is granted a non-exclusive interest in the use of the Community Center. However, the use of the Community Center by the City, other public agencies and entities and the general public is subject to the terms and conditions of the interest provided to Contractor herein.

The City shall provide to Contractor a new, previously unoccupied Community Center in which the City has invested \$2,500,000 for development and construction. Contractor shall have the right to operate various programs at said Community Center for the benefit of the public.

Contractor shall provide its expertise in facility management and the administration of community programs in order to maximize the beneficial use of the Community Center.

**3. Condition of Premises**

Upon occupancy of the Community Center, the Contractor acknowledges the good and suitable condition of the premises and facilities, except for those items disclosed in writing to the City.

Contractor expressly agrees at all times during the term of this Agreement to maintain and operate the premises in a clean,

safe, wholesome, and sanitary condition free of trash, and garbage.

#### 4. Inspection and Entry

The City, through the City Manager or his/her designee, shall have the right to enter the Community Center at any time to inspect and assess the conditions of the premises.

The City also reserves the right to ingress and egress the Community Center and premises for the purpose of preservation and maintenance. Contractor will be given reasonable notice when such work may become necessary and shall adjust operations in such a manner that City may proceed expeditiously.

#### 5. Term

This Agreement shall commence August 1, 1993 and continue through June 30, 1998.

Notwithstanding the above, this agreement may be terminated by City upon the occurrence of a breach by Contractor, as defined and in the manner established in Section 20 of this agreement. Additionally, nothing shall prevent termination of this agreement by either party upon delivery and receipt of written notice ninety (90) calendar days prior to the proposed termination.

At the expiration or termination of this Agreement, all personal property remaining upon the premises thirty (30) days after the expiration of this Agreement shall be considered the property of the City.

#### 6. Operating Costs

(a) Budget: Contractor shall provide an annual operating budget to the City no later than April 1st of each year. The budget shall include, but is not limited to, projection of revenue and expenses. Revenues shall include rental fees for the use of the Community Center, including a share of fees charged for community programs allocated to the use of the facility. Expenses shall include utilities, maintenance and repairs, window glass replacement, facility promotion costs, facility staffing costs and reserves for replacement of capital equipment.

Operating expenses explicitly do not include YMCA overhead costs, association support, or payments made to any regional, state, national, or international association.

The budget for the first year of this agreement is attached and incorporated herein and marked Exhibit "C", and made a part hereof. Subsequent annual budgets, when accepted by the City,

shall supersede the previous year and shall also be made a part hereof.

Deviation and adjustment from the adopted expenditures budget shall not be made without the written consent of the City Manager or his/her designee.

(b) Contractor: Contractor shall install, or provide, at Contractor's sole cost and expense the following personal property:

- Tumbling and exercise mats
- Six (6) regulation size basketballs and ball caddy
- Six (6) regulation size volleyballs
- One (1) television
- Office equipment and furniture
- Telephones

Contractor shall retain sole title to its personal property.

(c) Books and Records: Contractor shall keep separate true and accurate books and records showing all transactions under this contract related to the operations of the premises. Books and records shall be maintained according to generally accepted accounting principles. City shall have the right at all reasonable times, to examine such books and records.

Contractor will submit to the City, no later than October 1st of each year during the term of this contract, a profit and loss statement for the previous fiscal year showing all gross revenue and all gross expense related to the operation and management of the Community Center in accordance with the terms of this contract. Such statement shall be prepared by a Certified Public Accountant and shall bear an appropriate certificate verifying its accuracy.

(d) Advance: In the case the adopted budget projects an operational deficit, the City shall advance funds sufficient to cover the projected deficit for the subsequent quarter. Upon completion of the quarter, Contractor shall submit to the City, no later than the 15th day following the quarter, an unaudited statement of revenue and expenses. The City shall reconcile the statement of revenue and expenses, and if need be, provide an additional advance sufficient to cover the projected operational deficit for the following quarter. Such advance will be provided within 15 days of receipt of the statement of revenue and expenses.

(e) Reconciliation: Upon close of the fiscal year the

City and Contractor shall reconcile gross expense to gross revenue. If gross revenue exceeds gross expense, Contractor shall remit to City seventy five (75%) percent of all gross revenue per fiscal year received in excess of gross expense per fiscal year, as required by this contract, no later than October 1st of the following fiscal year. If gross expense exceeds gross revenue, the City shall remit to Contractor one-hundred (100%) percent of all gross expense per fiscal year in excess of gross revenue, as required by this contract, no later than October 1st of the following fiscal year.

#### 7. Use

Contractor shall use, and permit premises to be used, for recreation, celebration, exhibition, assembly, meeting, play, performance, athletic contest, child care, presentation, and education. Contractor may allow occasional and minimal commercial use.

Contractor shall not use or permit the premises to be used in whole or in part for any purpose, other than as herein set forth, without the prior written consent of the City Manager or his/her designee.

Contractor shall not permit the premises to be used for civil insurrection, events contrary to acceptable community standards, or allow the premises to contribute to general immorality. Determination of acceptable community standards shall be made by the Soledad City Council.

#### 8. Care and Maintenance

Contractor is responsible for maintaining the Community Center in a good state of repair, as well as providing all maintenance necessary for optimizing the life of the Center's amenities. Damage to the facility caused by normal wear and tear and occurrences beyond the reasonable control of Contractor are excepted from this responsibility. Costs for all such maintenance, as generally and expressly described herein, shall be part of the expenses as set forth in Section 6 of this agreement. For the purpose of this agreement, maintenance shall be defined, but not limited to, all housekeeping activities concerned with keeping the facility clean, neat and orderly, including sweeping, vacuuming, mopping, stripping, waxing, dusting, wiping, washing, hosing, and other activities necessary for the cleaning and preservation of the Community Center's interior floors, walls, ceilings, doors, windows and other fixtures.

Contractor agrees to faithfully follow the maintenance plan marked Exhibit "D" and attached hereto and hereby made part of

this Agreement.

Contractor expressly agrees to replace all broken window panes and glass.

If in the judgement of the City Manager, maintenance of the Community Center can be performed in a more efficient or better manner than the method employed by the Contractor, the City reserves the right to perform any facility maintenance in any manner or method it deems most appropriate and to select any supplier or contractor it deems appropriate and qualified.

Contractor expressly agrees at all times during the term of this Agreement to comply, and cause compliance, with the Soledad Municipal Code, and any and all present and future laws, general rules, or regulations of any governmental authority now, or at any time during the term of this Agreement, in force relating to sanitation or public health, safety, or welfare; and Contractor shall at all times faithfully obey and comply with all laws, rules and regulations applicable thereto, adopted by Federal, State, or other governmental bodies or departments or officers thereof.

Specifically, each party to this Agreement shall be responsible, for maintenance of the following:

(a) City shall be responsible for:

Heating, Ventilation and Mechanical Systems;  
Internal wiring (that which is within walls)  
including phones, sound systems, and  
electrical;  
Alarms;  
Exterior walks, landscaping, lighting,  
shrubs, walls, curbs, public improvements;  
Internal plumbing;  
Stage lift;

(b) Contractor shall be responsible for:

Telephones;  
Barbecue equipment;  
Exterior fixtures, faucets, and waterclosets;  
Clocks;  
Hardware and fixtures located inside the facility;  
Floors;  
Ceilings;  
Window glass;  
Bathroom tile;  
Mirrors;  
Counter tops;

Athletic equipment;  
 Kitchen equipment;  
 Interior lighting

Maintenance cost of Contractor shall be part of the expense as set forth in Section 6 of this Agreement.

**9. Destruction**

In the event Contractor cannot carry out its duties pursuant to the terms of this contract, as a result of the destruction of the Community Center, or other act of God, then the terms and conditions of this agreement shall be null and void.

**10. Control of Services, Rates and Charges**

It is the intent of the City under this agreement to provide the citizens of Soledad and the general public with a clean safe environment to recreate, assemble, and celebrate at reasonable and affordable prices, and concurrently, to the maximum extent feasible, ensure that the Community Center and premises are self-supporting. Additionally, it is the intent of the City and the Contractor under this agreement that a surcharge be established to fund an account to provide for the replacement of the Community Center and premises. Therefore, the Contractor agrees to operate and manage the Community Center and services in a first-class manner and charge reasonable and appropriate fees for its use and enjoyment.

(a) Personnel: The Contractor shall employ the services of a knowledgeable and competent manager to oversee the Community Center and premises and provide supervision of all operations under this Agreement. City retains the right to ratify the manager selected. Additionally, Contractor shall have a competent employee on the premises at all times while the Community Center is being used.

(b) Rates and Charges: With the execution of this contract, the City Council has accepted and approved a comprehensive schedule of rates and charges.

Contractor shall consider discounted rates for residents of the incorporated area of the City of Soledad. Contractor may consider discount programs for youth and senior, as well as annual pass discounts. These programs must be approved by the City prior to implementation.

Contractor shall cause the approved schedule of rates and charges to be printed and posted in a manner and location as designated by City Manager or his/her designee.

Any proposal by Contractor to increase rates or charges must be presented to the City Council. The justification for any such increase shall be set out in writing. The City Council may approve, disapprove or modify any proposed increase to rates and charges, and all City Council decisions in this regard shall be final.

Contractor shall submit to the City Council for approval all proposed fee-related gratuities. Gratuities allowed by Contractor which are not approved by the City Manager may result in the termination for cause of this contract.

(c) Replacement Surcharge: All rates must include a replacement surcharge of three (3) percent, which must be accounted for by the Contractor to the City on an annual basis, and delivered to the City, no later than October 1st of the fiscal year following the previous year during the term of this contract. Use of these funds by City are restricted by this agreement to capital reinvestment and replacement of the facility and premises.

(d) Operating Rules and Procedures: Within ninety (90) days from the enactment of this Agreement, Contractor shall submit to City Council for approval, which shall not be unreasonably withheld, a draft of all rules, regulations, operating policies, and procedures. Such rules must include, but are not limited to, explicit requirements for insurance, supervision, security, alcoholic beverages, hold harmless provisions, cleaning deposits, hours of operation, maintenance and replacement schedules, scheduling and reservation provisions and practices.

Once approved, such rules, regulations, operating policies, and procedures may not be modified without the express written consent of the City Council. All such rules, regulations, operating policies and procedures shall be incorporated into this agreement and made a part hereof.

(e) Scheduling Requirements: Contractor shall schedule the use of the Community Center and premises in order to maximize the public's use, enjoyment, and convenience and to minimize conflicts between users. Contractor shall keep a record of reservations, uses and activities. The City Manager or his/her designee shall have the right at all reasonable times, to examine the record of reservations and/or the Community Center's schedule. Contractor shall provide the City Manager or his/her designee a summary of the Community Center's use and occupancy each quarter.

(f) Concession Limitations: This Agreement is subject to the limitations of an Agreement between the City of Soledad and

Pepsi-Cola for the sale of soft-drink products and is incorporated herein as attached Exhibit "E".

City reserves the right to prohibit the sale or rental of any item which it deems objectionable, beyond the scope of merchandise deemed necessary for proper service to the public, or of inferior quality.

(g) Record of Complaints: Contractor shall record any and all complaints, including, but not limited to, the condition of the Community Center and premises, policies, schedule, personnel, rates, practices, and/or any other condition related to the management of the Community Center. Such record of complaints shall be made available to the City Manager or his/her designee at all reasonable times for review, and shall be compiled annually and submitted to the City Manager or his/her designee no later than October 1st of each fiscal year following the previous fiscal year during the term of this agreement.

#### 11. **Reservation of Use by City**

(a) Disasters: The City of Soledad reserves for itself the right to use the Community Center and premises, free of charge, and to preempt any other use, in the event of any emergency, calamity, or disaster, declared by the Soledad City Council, for the duration of such declared event.

(b) City's Use: The City of Soledad reserves for itself the right to use the Community Center and premises free of charge for a maximum of forty (40) prime hours per calendar year, to be scheduled according to the usual and customary practices of the Contractor.

The City retains the right to use free of charge the office indicated on the attached Exhibit "B".

#### 12. **Security and Reporting**

All violations of law, abuse or damage to the facility and premises, or injuries to the public or the Contractor's employees shall be reported immediately to the Soledad City Manager or designated representatives. Contractor shall maintain a record of all known or reported violations of law, abuse or facility damage which shall be available for inspection by the City Manager or designated representative.

#### 13. **Bond**

Contractor shall provide the City evidence of fidelity bond coverage for persons or positions who have access to funds used for the operation and maintenance of the facility.

#### 14. Hold Harmless Agreement

Contractor hereby waives all claims and recourse against the City including the right to contribution for loss or damage to persons or property arising from, growing out of, or in any way connected with or incident to this Agreement except claims arising from the concurrent or sole negligence of City, its officers, agents, or employees.

Contractor shall indemnify, hold harmless, and defend City, its agents, servants and employees, and each of them, of and from: any and all claims, demands, causes of action, damages, costs, expenses, losses, or liabilities, in law or in equity, of every kind and nature whatsoever arising out of the operation or maintenance of the Community Center and premises described herein except for liability arising out of the concurrent or sole negligence of the City, its officers, agents, or employees.

In the event the City is named as a codefendant, the Contractor shall notify the City of such fact and shall represent City in such legal action unless, (a) City undertakes to represent itself as codefendant in such legal action, in which event the City shall bear its own litigation costs, expenses, and attorney's fees, or (b) Contractor identifies a potential conflict of interest that would preclude representing City, in which case Contractor shall notify City immediately upon discovery of the potential conflict.

In the event judgment is entered against City and Contractor because of concurrent negligence of City and Contractor, their officers, agents, or employees, an apportionment of liability to pay such judgment shall be made by a court of competent jurisdiction. Neither party shall request a jury appointment.

For the purposes of this section, the term City shall also include the Soledad Redevelopment Agency, its officers, agents, or employees.

#### 15. Liability Insurance

Contractor shall provide, at its own expense, before entering the premises and shall maintain in force during the terms of this contract public liability insurance in the sum of One Million Dollars (\$1,000,000) for injury to or death of any one person; and property damage and products liability insurance in the sum of One Million Dollars (\$1,000,000). The policy or policies of liability insurance shall contain the following special endorsement:

(a) The City of Soledad/Redevelopment Agency, its officers, employees, and servants are included as additional insured but

only insofar as operations under this Agreement are concerned;

(b) The insurer will not cancel or reduce the insured's coverage without thirty (30) days prior written notice to City;

(c) City will not be responsible for payment of premiums or assessments on the policy.

No cancellation provision in any insurance policy shall be construed in derogation of the continuous duty of Contractor to furnish insurance during the terms of this contract. Said policy shall be underwritten to the satisfaction of the City by insurer acceptable to the City. A signed and complete certificate of insurance, with all endorsements required by this paragraph, shall be submitted to City prior to the commencement of activities. At least thirty (30) days prior to the expiration of any such policy, a signed and complete certificate of insurance, showing that such insurance coverage has been renewed or extended, shall be filed with City.

Upon request, insurer shall furnish City a certified copy of the policy within fifteen (15) days.

#### **16. Fire and Theft Insurance**

Contractor shall provide, at its own expense, prior to the commencement of activities, fire and theft insurance to insure against the loss of the Contractor's personal property. Said policy shall contain a replacement cost endorsement naming the Contractor as insured; provided, however, that if there is a lender on the security of the property so insured, the proceeds of any such policy or policies may be made payable to such lender. In either case, whether proceeds are paid to Contractor or lender, the policy shall contain the following special endorsement:

(a) Payments under this policy shall be used to replace the lost personal property located at the subject facility and premises.

(b) The insurer will not cancel or reduce the insured's coverage without thirty (30) days prior written notice to City;

(c) City will not be responsible for payment of premiums of assessments on the policy.

No cancellation provision in any insurance policy shall be construed in derogation of the continuous duty of Contractor to furnish insurance during the terms of this contract. Said policy

shall be underwritten to the satisfaction of the City by insurer acceptable to the City. A signed and complete certificate of insurance, with all endorsements required by this paragraph, shall be submitted to City prior to the commencement of activities. At least thirty (30) days prior to the expiration of any such policy, a signed and complete certificate of insurance, showing that such insurance coverage has been renewed or extended, shall be filed with City.

Upon request, insurer shall furnish City a certified copy of the policy within fifteen (15) days.

#### **17. Taxes**

This Agreement may create a possessory interest in public property which is subject to property taxation. In the event that such possessor interest is created, Contractor agrees to be subject to the payment of and to pay property taxes levied on such interest. Contractor agrees to pay the above and all other lawful taxes, assessments, or charges which at any time may be levied by the State, County, City, or any tax or assessment levying body upon any interest in this contract, or any possessory right which Contractor may have in or to the premises covered hereby, or the improvements thereon by reason of Contractor's use or occupancy thereof, or otherwise, as well as all taxes, assessments, and charges on goods, merchandise, fixtures, appliances, equipment, and property owned by Contractor in or about said premises.

Contractor shall comply with all laws, regulations, and ordinances regarding the collection of taxes due a local government agency and otherwise administer the same.

#### **18. Utilities and Services**

Contractor shall be responsible for payment of all utility charges, if levied, including water, sewage, garbage, and cable television.

#### **19. Signs and Advertising**

No signs, names, placards, or advertising matter shall be inscribed, painted, or affixed upon said premises without the prior written consent of the City Manager or his/her designee. All signs must conform to the standards of the Soledad Municipal Code.

#### **20. Breach**

A breach shall occur if the Contractor shall fail to perform according to the requirements of this Agreement. If a breach

shall occur, and the conditions(s) causing the breach is/are not cured in the time permitted, City may take possession of the Community Center and Contractor shall vacate the premises no later than thirty (30) days following the termination of this Agreement. In such event, Contractor agrees to pay all cost incurred by City in its taking possession of the premises.

Notwithstanding any of the above, should Contractor create or allow to be created a nuisance on the premises, the City Council, at its discretion, may immediately declare this Agreement and all rights therein terminated.

#### 21. Notices

Any notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, postage prepaid, and addressed as follows:

To the Contractor:

Central Coast YMCA  
Salinas Branch  
117 Clay Street  
Salinas, CA 93901

To the City:

City of Soledad  
Soledad City Hall  
Post Office Box 156  
Soledad, CA 93960

The address to which notices shall or may be mailed as aforesaid by either party, shall or may be changed by written notice given by such party to the other as hereinbefore provided, but nothing herein contained shall preclude the giving of any notice by personal service.

#### 22. Nondiscrimination and Nonsegregation

The Contractor and Contractor's employees and agents shall not segregate or discriminate because of race, religion, color, creed, ancestry, sex, age, national origin, marital status, or physical handicap against any person or group of persons by refusing to furnish such person any accommodation, facility, service, or privilege offered to or enjoyed by the general public. Contractor, its employees and agents are also prohibited from establishing or permitting the establishment or any practice or policy involving segregation or discrimination with respect to the use of the Community Center.

#### 23. Applicable Law

This Agreement is made under and is subject to the laws of the State of California in all respects as to interpretation,

construction, operation, effect, and performance.

**24. City Manager**

The City Manager or his/her designee shall be the contract officer and shall receive communications from the Contractor and render decisions, unless otherwise stated by this Agreement, on behalf of the City of Soledad. Any decision of the City Manager may be appealed to the City Council whose decision is final.

**25. Approvals**

Approvals required by the City shall not be unreasonably withheld.

**26. Modification**

Notwithstanding any of the provisions of this agreement, City and Contractor may hereafter, by mutual consent, agree in writing to any lawful modification, addition or deletion of the terms and conditions of this agreement.

**27. Assignments**

No transfer or assignment by the Contractor that affects this Agreement, or of any part thereof or interest therein, directly or indirectly, voluntarily or involuntarily, shall be made unless such transfer or assignment is first consented to in writing by the City.

**28. Terms Binding on Successors**

All terms, covenants, and conditions or the Agreement shall inure to the benefit of and be bindings upon the successor and assigns of the parties hereto. The provisions of this paragraph shall not be deemed as a waiver of any of the conditions against assignment hereinbefore set forth.

In the event his paragraph becomes operative, the selection by the Contractor of a manager for the facility shall be subject to the consent of the City.

**29. Time of Essence**

Time shall be of the essence in the performance of this Agreement.

**30. Attorney Fees**

In case suit shall be brought by the City for action resulting from breach enforcement of the terms of this agreement,

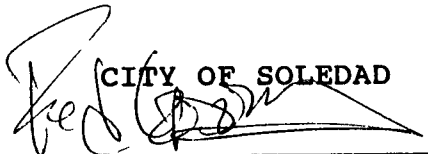
Contractor shall pay to City reasonable attorney's fees which shall be fixed by court.

**31. Paragraph Titles**

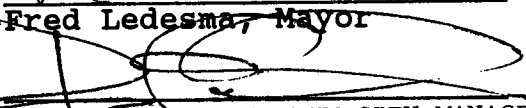
The paragraph titles in this Agreement are inserted only as a matter of convenience and for reference, and in no way define, limit, or describe the scope or intent of this Agreement or in any way affect this document.

**32. Favored Status**

If, during the term of this Agreement, the Contractor should enter into a management or services agreement with any other entity in the City of Soledad, and if in the opinion of the City, the second Agreement contains provisions more favorable than those contained in this Agreement, then the City, if it so elects, may choose to incorporate the more favorable provisions into this Agreement.

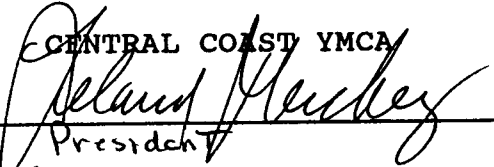
  
 CITY OF SOLEDAD  


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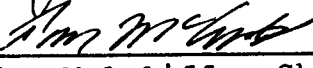
 Fred Ledesma, Mayor  
  


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 RUSS CARLSEN, INTERIM CITY MANAGER

  
 CENTRAL COAST YMCA  

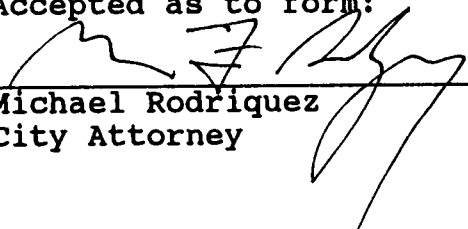

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 Deland Hickey, President  
  


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 Tom McAuliffe, Chairman  
 Board of Directors

Accepted as to form:


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 Michael Rodriguez  
 City Attorney

DESCRIPTION OF PREMISES  
EXHIBIT "A"

BEING a portion of that certain 3.79 acre parcel described in deed to Soledad Mission recorded June 30, 1969 in reel 613 at page 600, Official Records of Monterey County, California, and a portion of that certain 4 acre tract of land described in deed from Lorene Gambetta Schlesinger to Soledad-Mission Recreation District, dated April 27, 1966 and recorded in Reel 460 of Official Records at Page 16, records of said county, more particularly described as follows,

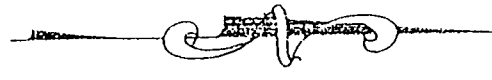
BEGINNING at the southeast corner of the parcel granted to the City of Soledad in reel 1885 page 382 Official Records of Monterey County, in the southerly line of said 3.79 acre parcel and running thence,

- (1) along said southerly line of said 3.79 acre parcel, S 89°48'30"E 510.00 feet to a point in the easterly line of that certain 4 acre tract of land described in deed from Lorene Gambetta Schlesinger to Soledad Mission Recreation District dated April 27, 1966 and recorded in Reel 460 of Official records at page 16, records of Monterey County, thence,
- (2) along the said easterly line of 4 acre parcel N 00°15'30"E 212.00 feet, thence,
- (3) N 89°48'30" 510' to a point in the easterly line of that certain parcel as described in Reel 1885 at page 382 Official Records of Monterey County, thence,
- (4) along said easterly line S 00°15'30"W 212 feet to the point of beginning

and containing therein 2.48 acres of land more or less

Description compiled from record data

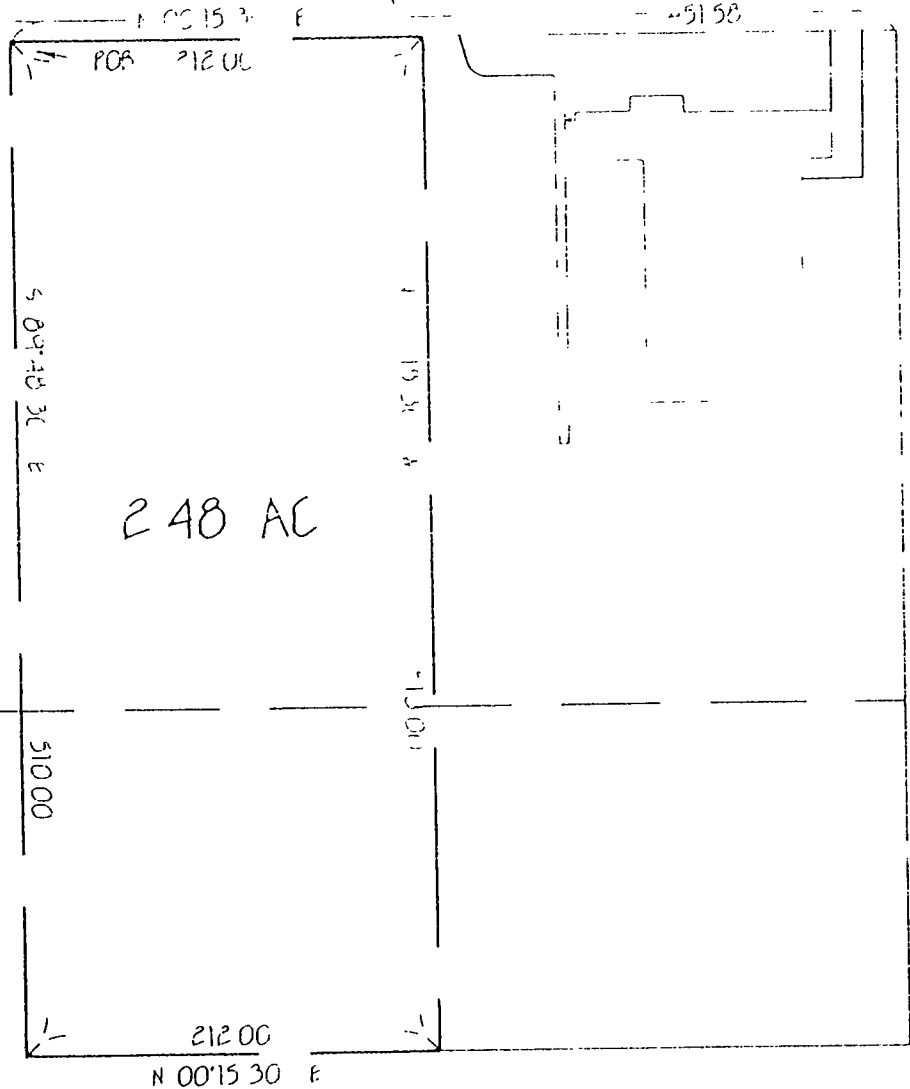
DESCRIPTION OF PREMISES  
EXHIBIT "A"



CITY OF SOLEDAD  
PUB. 1085 PAGE 202 OF  
MONTEREY COUNTY

WALKER DRIVE

GRANADA STREET



2.48 AC

DATE.	NOV 7 1991
SCALE.	1" = 100
JOB NO.	912315

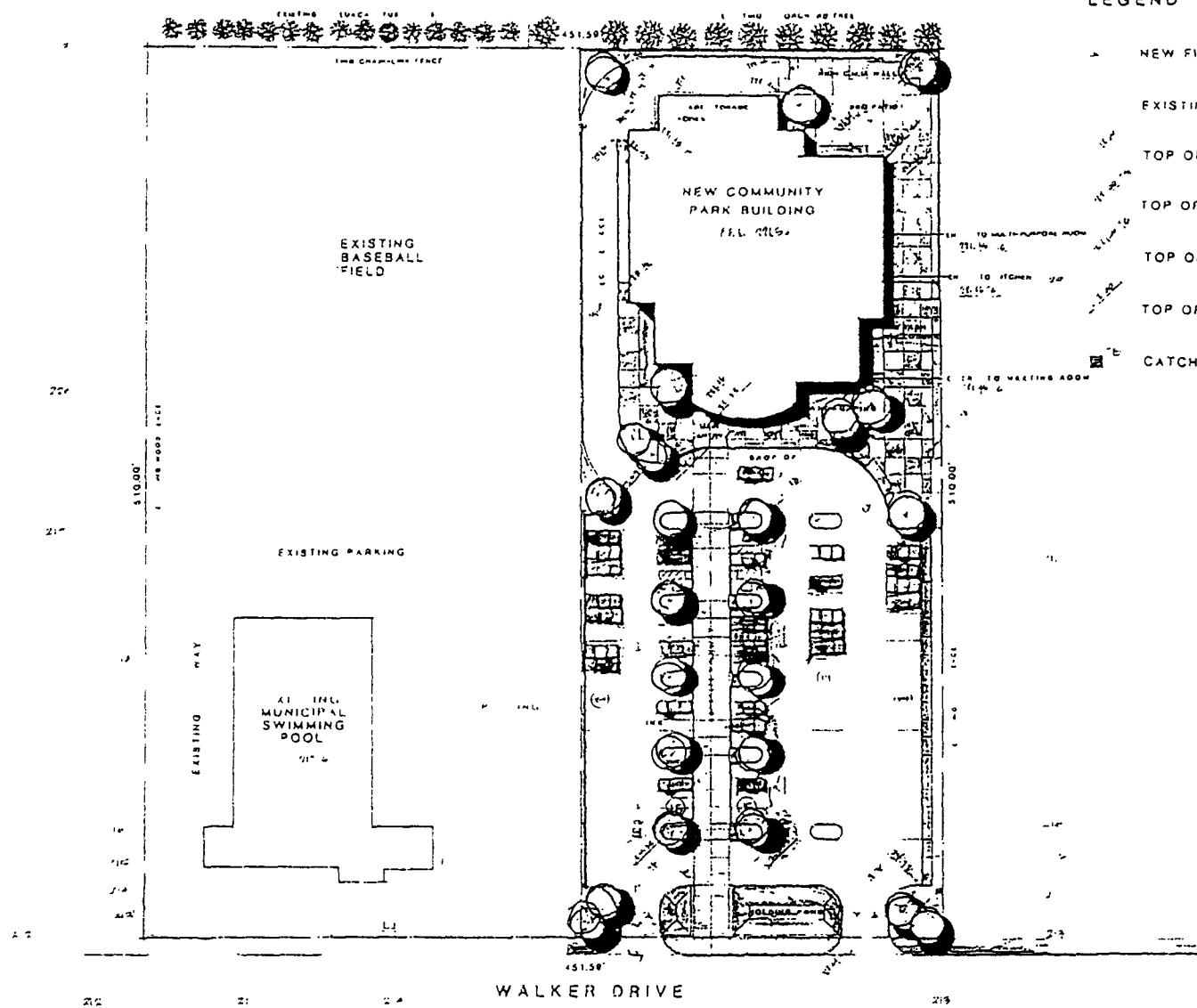
**HANNA & BRUNETTI**

CIVIL ENGINEERS & LAND SURVEYORS  
7651 EIGLEBERRY STREET  
GILROY CALIFORNIA, 95020  
(408) 842-2173

PLAT MAP  
COMMUNITY CENTER  
CITY SOLEDAD

ILLUSTRATION OF PREMISES  
EXHIBIT "B"

GRANADA STREET



LEGEND

- ▲ NEW FINISH GRADE
- EXISTING CONTOURS AND GRADE
- TOP OF PAVEMENT
- TOP OF SLAB
- TOP OF CURB
- TOP OF FLOOD LINE
- CATCH BASIN



SITE PLAN AND GRADING PLAN

SCALE 1/32" = 1' - 0"

DATE JANUARY 22 1992

JOB NO. 9102100

**Reid Christensen**  
 40 CENTRAL AVENUE  
 FAYETTEVILLE, AR 72701  
 FAX (501) 424-0851

A COMMUNITY PARK BUILDING  
 FOR THE RE-DEVELOPMENT AGENCY, CITY OF SOLEDAD  
 1000 WALKER DRIVE SOLEDAD, CALIFORNIA

P 1A



EXHIBIT "C"

City of Soledad/Salinas Community YMCA  
 Community Center Budget for 1993-94  
 10-month Budget - Updated 6/22/93

EXPENSES	93-94 Budget 10 months	NOTES
1 Facilities Manager	\$21 000	\$28000 Per Year Salary 10% paid by the YMCA
2 Maintenance	\$13 867	\$8 00/per hour To handle the maintenance and custodial duties of facility
3 Office Support Staff	\$17 136	\$6 00/per hour Office administration/building supervision/clerical duties
4 FICA	\$3 978	
5 Workers' Compensation	\$2 403	
6 Unemployment	\$520	The YMCA is self-insured.
7 Medical Insurance	\$3 452	\$226 per month per employee/two employees
8 Retirement	\$0	5.6% of employee wages, beginning at the end of the first year of employment
9 Office Supplies	\$1,200	\$120/per month Reservation forms, paper supplies, etc.
10 Telephone	\$900	\$80/per month plus initial set up charges
11 Postage	\$240	
12 Gas	\$8,000	Estimation
13 Electricity	\$31,752	Estimation \$15/per hour
14 Liability Insurance	\$5,000	
15 Maintenance/Custodial Supplies	\$5,000	\$500/per month
16 Equipment	\$4,200	Basketballs volleyballs membership care kit and etc. as required per contract
17 Equipment Lease	\$6,000	\$600 per month for fitness equipment lease
18 Promotion	\$6 000	Membership Brochure Facility Rental Materials, newsletters etc
19 Employee Expense	\$600	\$60 per month for facility manager
20 Conference/Training	\$500	In-service training and conferences for all staff
21		
22		
23 Salinas YMCA Support	\$6,587	Direct management cost for supervision of facility
TOTAL EXPENSES	\$138,335	

REVENUE	93-94 Budget 10 months	NOTES
1 Facility Use Fees	\$30 859	See attached page for calculations
2 Wedding Rental Fees	\$24 000	30 Wedding Events @ \$800 each
3 Special Event Rentals	\$4,000	10 Special Events @ \$400 each
4 Program Participant Fees	\$8 000	See attached page for calculations
5 Soledad School Rental	\$20 000	Range of contract possibilities is \$20,000 to \$35,000
TOTAL REVENUE	\$86,859	
CENTER INCOME (SUBSIDY)	(\$51,476)	

Revenue Calculations

1 Facility Use Fees are based upon these calculations/expectations

	RESIDENTS				NON-RESIDENTS				Monthly Income	10-month Income
	Daily Passes		Monthly Passes		Daily Passes		Monthly Passes			
	#/mo	Fee	#/mo	Fee	#/mo	Fee	#/mo	Fee		
Youth Facility Passes	45	\$0 50	15	\$3 00	15	\$0 75	2	\$5 00	\$89	\$799
Teen Facility Passes	15	\$2 00	10	\$12 00	3	\$3 00	5	\$15 00	\$234	\$2,106
Adult Facility Passes	35	\$3 00	70	\$15 00	10	\$5 00	30	\$25 00	\$1,955	\$17,595
Senior Facility Passes	15	\$2.00	25	\$12.00	2	\$3 00	5	\$15 00	\$411	\$3,699
Family Facility Passes	8	\$5 00	20	\$25 00	5	\$5 00	5	\$35 00	\$740	\$6,660

Total Facility Use Fees \$30,859

A Facility Pass entitles the owner to use of the Facility's gym fitness center (age 15 or older) and showers  
 While we haven't worked out all the details we'll be selling daily and monthly passes initially  
 with the potential for longer-term passes to be available in the near future

4 Program Participant Fees (based on calculations below)

	Number	Fee per session	Fees
Youth Program Participants	300	\$5 00	\$1,500
Adult Program Participants	650	\$10 00	\$6,500

Total Program Participant Fees \$8,000



SOLEDAD COMMUNITY CENTER RATE SHEET (DRAFT #2, JUNE 23, 1993)

Facility Rates

	3 Hour	1/2 Day	Full Day	
<b>Large Multi Purpose Room (includes BBQ)</b>				
A City of Soledad Residents	\$50	\$100	\$150	10% Resident Discount
B Non-Residents	\$55	\$111	\$167	Full Fee
C Non-Profit and youth Organizations	\$45	\$99	\$135	Special Rate
D Commerical	\$61	\$122	\$184	
<b>Small Multi-Purpose Room</b>				
A City of Soledad Residents	\$25	\$50	\$75	10% Resident Discount
B Non-Residents	\$28	\$56	\$83	Full Fee
C Non-Profit and youth Organizations	\$23	\$45	\$67	Special Rate
D Commerical	\$31	\$61	\$91	
<b>Gymnasium (Includes stage)</b>				
A City of Soledad Residents	\$150	\$300	\$500	10% Resident Discount
B Non-Residents	\$167	\$333	\$655	Full Fee
C Non-Profit and youth Organizations	\$136	\$270	\$450	Special Rate
D Commerical	\$184	\$366	\$611	
<b>Kitchen</b>				
A City of Soledad Residents	\$25	\$50	\$75	10% Resident Discount
B Non-Residents	\$28	\$56	\$83	Full Fee
C Non-Profit and youth Organizations	\$23	\$45	\$67	Special Rate
D Commerical	\$31	\$61	\$91	
<b>Community Center (includes prep time)</b>				
A City of Soledad Residents	\$250	\$500	\$800	10% Resident Discount
B Non-Residents	\$278	\$556	\$889	Full Fee
C Non-Profit and youth Organizations	\$225	\$450	\$720	Special Rate
D Commerical	\$306	\$612	\$978	



Policy still to be decided on

- 1 Security
- 2 Cleaning
- 3 Center Staff
- 4 Deposits

\*\*\*3% Facility Reserve Account Fee to be added to rental fees

Post-It™ brand fax transmittal memo 7671 # of pages 2

To	BLAIR KING	From	LEE HUCKLEY
Co.	CITY OF SOLEDAD	Co.	YMCA
Dept.		Phone #	757-4633
	3965	Fax #	757-1241



EXHIBIT D  
CARE AND MAINTENANCE PLAN  
DAILY CHECKLIST

AREA

LOBBY

- 1 Sweep \_\_\_\_\_
- 2 Mop \_\_\_\_\_
- 3 Wipe counter \_\_\_\_\_
4. Clean Furniture \_\_\_\_\_
- 5 Empty trash \_\_\_\_\_

WEIGHT ROOM

- 1 Straighten weights \_\_\_\_\_
- 2 Polish mirrors \_\_\_\_\_
- 3 Clean floor \_\_\_\_\_
- 4 Clean Equipment as recommended by manufacturer \_\_\_\_\_
- 5 Wipe walls \_\_\_\_\_
- 6 Empty trash \_\_\_\_\_

OFFICES

- 1 Dust \_\_\_\_\_
- 2 Empty trash \_\_\_\_\_
- 3 Clean windows \_\_\_\_\_
- 4 Vacuum floor \_\_\_\_\_

GYM

1. Pick up debris from bleachers \_\_\_\_\_
- 2 Dust floor \_\_\_\_\_
- 3 Mop as required by manufacturer \_\_\_\_\_
4. Clean drinking fountains \_\_\_\_\_
5. Wipe walls \_\_\_\_\_
- 6 Empty trash \_\_\_\_\_
- 7 Clean trash barrels \_\_\_\_\_
8. Other hardwood care would be through recommendation of manufacturer

STAGE

- 1 Dust floor \_\_\_\_\_
- 2 Mop as required \_\_\_\_\_
- 3 Vacuum curtain as required \_\_\_\_\_

LARGE MEETING ROOM

1. Clean floors \_\_\_\_\_
2. Clean windows \_\_\_\_\_
- 3 Wipe walls \_\_\_\_\_
4. Empty trash \_\_\_\_\_

KITCHEN

1. Clean all counters \_\_\_\_\_
2. Clean sinks \_\_\_\_\_
3. Sweep floors \_\_\_\_\_
4. Mop floors \_\_\_\_\_
- 5 Empty trash \_\_\_\_\_

EXHIBIT D  
CARE AND MAINTENANCE, CONT.

AREA

SMALL MEETING ROOM

- 1 Clean floors \_\_\_\_\_
- 2 Clean windows \_\_\_\_\_
- 3 Empty trash \_\_\_\_\_
- 4 Wipe walls \_\_\_\_\_

CORRIDORS

- 1 Sweep \_\_\_\_\_
- 2 Mop \_\_\_\_\_
- 3 Wax and Buff as required \_\_\_\_\_
- 4 Empty trash \_\_\_\_\_
- 5 Clean trash barrels \_\_\_\_\_

LOCKER ROOMS

- 1 Pick up room \_\_\_\_\_
- 2 Sweep \_\_\_\_\_
- 3 Mop \_\_\_\_\_
- 4 Wipe lockers \_\_\_\_\_
- 5 Clean counters \_\_\_\_\_
- 6 Clean sinks \_\_\_\_\_
- 7 Clean mirrors \_\_\_\_\_
- 8 Clean toilets \_\_\_\_\_
- 9 Clean walls/partitions \_\_\_\_\_
- 10 Polish fixtures \_\_\_\_\_
- 11 Empty trash \_\_\_\_\_

DISPOSAL AREA

- 1 Clean debris from area \_\_\_\_\_
- 2 Sweep area \_\_\_\_\_
- 3 Hose down area as required \_\_\_\_\_
- 4 Clean barrels \_\_\_\_\_

BARBEQUE AREA

- 1 Pick up debris \_\_\_\_\_
- 2 Sweep area \_\_\_\_\_
- 3 Hose down area as required \_\_\_\_\_
- 4 Clean grills as needed \_\_\_\_\_
- 5 Clean counters/serving areas \_\_\_\_\_
- 6 Empty trash \_\_\_\_\_
- 7 Clean barrels \_\_\_\_\_

NOTE.

- 1 Change lights as needed \_\_\_\_\_
- 2 Clean outside windows \_\_\_\_\_
- 3 Wipe clock faces \_\_\_\_\_
- 4 Wipe down doors and fixtures \_\_\_\_\_

\*\*PLUS OTHER RECOMMENDATIONS FROM MANUFACTURER

Exhibit "E"

AGREEMENT BETWEEN CITY OF SOLEDAD  
PEPSI-COLA FOR SALES AT NEW SOLEDAD COMMUNITY CENTER

- 1 This agreement is for product and services provided by Pepsi-Cola and may not be assigned, sublet, or provided by any person(s) or company that are not parties hereto
- 2 This agreement grants Pepsi-Cola exclusive soft drink rights to all beverages sold at the Soledad Community Center for which they have control over for a term of five (5) years
- 3 Pepsi-Cola may assist Soledad Community Center with dispensing equipment, cross promotional activity, or advise for those special events
- 4 Pepsi-Cola will provide a minimum of three (3) self-service vending machines to be placed in appropriate high-traffic locations
- 5 Pepsi-Cola is committed to delivery and repair service, our personal attention to all your beverage needs, as well as providing you with consumer preferred products
- 6 Pepsi-Cola will provide
  - A One (1) basketball scoreboard, valued at \$2,538.56 (does not include installation)

TERMINATION

Either party may terminate may this agreement at any time if the other party does not perform, or refuses to perform according to the terms of this agreement. Termination of this agreement must be submitted, in writing, one hundred twenty (120) days in advance of the date of termination

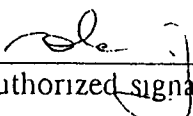
TERM

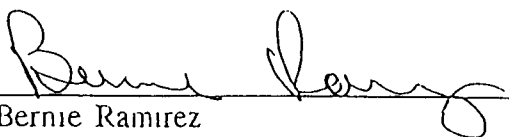
The term of this agreement will commence upon the date of approval by both parties and shall end five (5) years after the Community Center Building is complete and our equipment is installed

The parties have executed this agreement as of the respective dates written below

CITY OF SOLEDAD

PEPSI-COLA

  
\_\_\_\_\_  
Authorized signature

  
\_\_\_\_\_  
Bernie Ramirez  
Equipment Sales Representative

CITY MANAGER  
\_\_\_\_\_  
Title

2/23/93  
\_\_\_\_\_  
Date

10/19/92  
\_\_\_\_\_  
Date

Central Coast YMCA  
Salinas Community Branch

**SOLEDAD COMMUNITY CENTER OPENING ACTION PLAN**

**OBJECTIVES:**

1. In order to meet the budget 30 weekend event reservations for 1993-94, begin to book weddings and other reservations by August 1, 1993.
2. To have a gala Grand Opening of the Community Center, including key community leaders and the public at large.
3. To enroll at least 40 adult facility passes (memberships) for the month of October, 1993.
4. To determine initial YMCA programs and schedules for the facility by August 30, 1993.

**METHODS TO ACHIEVE OBJECTIVES:**

**PEOPLE & GROUPS TO INVOLVE:**

- Form a PLANNING TASK FORCE, consisting of YMCA, City of Soledad Council members and staff, and interested community members, to carry out specific action steps, give advice, etc. for the opening
- Soledad Rotary (contact: Fred Ledesma)
- Soledad Lions (contact: Fabian Barrera)
- Community Action Committee (contact: Marcelena Francione)
- Soledad School District
- Mission District Schools
- Soledad Mission Recreation District (contact Ben Jimenez)
- Developers of new housing projects throughout South County (to get information to new home buyers)

Soledad Center Action Plan

page 2

## SPECIFIC PROMOTIONAL STEPS:

- Brochures: (1) Rentals; (2) "Membership" (both brochures will outline rates, give benefits/features, and give basic information about the facility, the City and the YMCA.
- Posters displayed in stores & public places throughout Soledad.
- Resident Mailings: (1) "The Soledad Center Is Coming Soon" (General information on Membership, programs, etc.)  
(2) Invitations to the Grand Opening [Both mailings would be bilingual]
- Banner across Center building
- Radio promotion: (KRKC)-King City; (????)-Spanish radio station
- Newspapers: Ads and Articles  
Soledad Bee (weekly)  
Gonzales Tribune "  
Greenfield News " Owned by Casey News  
King City Rustler"  
Salinas Californian
- Brochures, etc., to Developers of new housing -  
Displays/information for new home buyers
- Put a trailer in front of building well before opening to receive mail, answer questions, take reservations, give tours (?)
- Hold a "Community Planning Session" for all interested groups/parties (plan special events calendar, discuss program ideas & dreams, etc.)
- Advertise with posters, flyers, brochures at special events and fiestas (e.g. Broccoli Festival)
- Give talks at Service Clubs, community groups.
- Get mentioned in Tom Perkins' article

**POSSIBLE FEATURES TO THE GRAND OPENING:**

- Fun Run
- Balloons strung across entrance
- VIP luncheon pre-opening
- Ribbon cutting ceremony
- Program demonstrations
- Guided tours
- Speeches by all the important people!
- Contests/prizes
- 3-on-3 basketball tournament

**OTHER RESOURCES/IDEAS:**

- Henry Mello
- Monterey Vineyards support
- Basic Vegetable, Meyer Tomato, Pepsi
- Provide a Donor's Wall & opportunities for people/companies to contribute to equipping the facility.

SALINAS COMMUNITY YMCA  
Job Description  
SOLEDAD CENTER DIRECTOR

**REPORTS TO:** SENIOR PROGRAM DIRECTOR

**SALARY RANGE:** \$22,828 to \$34,241    **MAXIMUM STARTING:** \$28,000

**GENERAL FUNCTION:**

Under the direction of the Salinas Community YMCA Senior Program Director, the Soledad Center Director provides administrative leadership for the operation of the Soledad Community Center and for YMCA programs offered in that facility. The Center Director will manage the accomplishment of goals and objectives for Fiscal Management, Volunteer Development, Human Resources Management, Financial Development, Program Development, Member/Participant Satisfaction, Facility Management, Public Relations and Administration.

**KNOW HOW:**

The Soledad Center Director position is responsible for the attainment of City and YMCA goals for the Soledad Community Center. A bachelor's degree is required, along with a minimum of three years' experience in management, program delivery, work with policy-making volunteers, fiscal management and administration. Outstanding human relations skills are essential for this position, as is a clear understanding of the principle that the YMCA is a partnership of volunteers and staff working together to achieve mutually agreed-upon goals.

**KEY RESULT AREAS:**

1. FISCAL MANAGEMENT

- A. Manages the development of the Soledad Community Center operation and program budgets.
- B. Meets budgeted outcomes for the entire program budget.

2. VOLUNTEER DEVELOPMENT

- A. Provides leadership to the identification, enlistment and orientation of new volunteers to Soledad Program Councils, South County Program Committee and Current Support Campaign.
- B. Serves as staff officer to the Soledad Program Councils, Program Committee and special event committees.
- C. Manages the development of volunteer leadership in Soledad through the continual improvement and enlistment of Program Councils, Program Committee and program volunteer staff.

### 3. HUMAN RESOURCES DEVELOPMENT

- A. Manages the Human Resources Cycle (Selection, Recruitment, Orientation, Training, Supervision and Recognition) for the entire Community Center staff.
- B. Conducts staff meetings and regular 1-to-1 supervisory meetings with all staff supervised, setting and monitoring accomplishment of staff performance standards.

### 4. FINANCIAL DEVELOPMENT

- A. Serves as Assistant Campaign Director in the South Monterey County portion of the YMCA Current Support Campaign.
- B. Manages the Human Resources Cycle for Division Leaders and/or Team Captains in the South County Campaign.
- C. Meets established goals for volunteer recruitment and fund-raising.

### 5. PROGRAM DEVELOPMENT

- A. Manages the achievement of YMCA goals and objectives in Soledad Community Center programs.
- B. Manages the development of new programs and upgrading of existing programs, collaborating with other agencies and organizations as necessary and appropriate to bring about maximum YMCA effectiveness in the community.
- C. Ensures that reports on program quality and quantity are given to the Soledad Program Council, the South County Program Committee and the Salinas Community YMCA Board of Managers on a regular basis

### 6. MEMBER/PARTICIPANT SATISFACTION

- A. Ensures that Soledad Community Center members, program participants and volunteers have a high level of satisfaction with their Y programs and services.
- B. Manages the completion of member/program evaluations to measure satisfaction.

### 7. FACILITY MANAGEMENT

- A. Accountable for the operation of the Soledad Community Center facility in a clean, safe manner, working through staff and volunteers.
- B. Manages the improvement of Y facilities to best meet YMCA and City program needs.

## 8. PUBLIC/COMMUNITY RELATIONS

- A. Represents the YMCA in the Soledad community; interprets YMCA goals and programs to community leaders, public officials, the media, etc.
- B. Manages the development and carrying out of marketing and public relations plans for the Community Center and YMCA programs in Soledad.

## 9. PLANNING

- A. Participates and gives input to branch strategic (long-range - 5-year) and tactical (1-year) planning efforts.
- B. Manages the achievement of branch goals and objectives for all areas of the Soledad Community Center operation.

## 10. ADMINISTRATION

- A. Ensures that administrative systems are adequate to meet Association standards and give proper reporting for effective management of Soledad Community Center programs.

## 11. INTANGIBLES

- A. Serves as an active member of the Central Coast YMCA and Salinas Community YMCA staff teams; attends and gives leadership to branch and Association staff meetings as appropriate
- B. Develops and follows a plan for professional development, working with the Executive Director.
- C. Participates in MRC, Field and National YMCA activities as appropriate.

## EFFECT ON END RESULTS:

The Soledad Center Director position has a primary impact on the effectiveness with which the Salinas Community YMCA accomplishes its mission in Soledad.

- A. Volunteers, staff, members and program participants in Soledad Community Center programs will understand the purpose of the YMCA and will feel satisfied about the impact of the Y in their lives.
- B. Soledad Community Center programs will evidence purposeful activity, sound financial practices and good property management.
- C. The number of volunteers will increase in size and commitment to the YMCA.
- D. Sound fund-raising techniques will result in increased contributed revenue and goodwill among donors.
- E. The YMCA will be viewed as the leading provider of high-quality youth programs in the Soledad Community.

Central Coast YMCA  
Project Timeline for SOLEDAD COMMUNITY CENTER OPENING

07/14/93

Dates	X	Task/MILESTONE	Staff	Notes/Special Instructions	Budget
07/09-07/30	*	Soledad Center Director position listed in newspapers	LM	Concurrently with Sr Program Director	
07/10/93	*	Draft of Initial Promo Flyer for Soledad center completed	LM	Includes initial rate structure for rentals & facility passes	
07/15-08/02	*	Soledad support staff positions advertised in So County Newspapers	LM	Includes Maintenance staff and Receptionist/Office Staff	
07/20/93	*	Volunteers enlisted for Soledad Center Director Advisory Committee	LM	Composition 2-3 from Salinas Board, 2-3 from So Co Committees, 3 or so from City of Soledad (1 City Council member if possible)	
07/20/93	*	Mailing list for Community Center Planning Session completed	LM		
07/22/93	*	Position priorities for Soledad Center Director printed	RS		
07/23/93	*	General Copy and Theme for news/ads/flyers completed	LM	Focus is on getting rentals booked right away	
07/23/93	*	Establish mailing address for rental requests, job applications, etc	LM		
07/25/93	*	Initial Promotional Flyer for Soledad Center mailed	LM	Focus on rentals & facility passes, special mailer to churches, Chamber of Commerce, service clubs, etc	\$800 00
07/25/93	*	Packets for Soledad Center Director Advisory Committee mailed	LM	Includes position priorities, sample interview itinerary, list of committee members	
07/26/93	*	Soledad City Council meets	LM	Final approval of Management Agreement	
07/28/93	*	Mail invitations to Community Center Planning Session to prospective holders of major events	LM	Service Clubs, Churches, City Officials, others as identified by City Mgr, Y Advisory Councils, City Council, etc	
07/30/93	*	RESUME DEADLINE FOR SOLEDAD CENTER DIRECTOR	LM		
07/30/93	*	Position Priorities for Soledad support positions printed	RS		
08/01/93	*	Initial Program Outline for Soledad Center completed	LM	List of programs and likely time slots	
08/03/93	*	APPLICATION DEADLINE FOR SOLEDAD SUPPORT POSITIONS	RS		
08/09-08/13	*	Interviews for Soledad support staff	RS		
08/09-08/13	*	Interviews for Soledad Center Director position	LM	Each candidate spends a full day interviewing, emphasis on meeting Y volunteers, Soledad key players, City Council, City Manager, and Y staff	
08/09/93	*	All materials for Community Center Planning Session completed	LM	Includes facility layouts & sq footage, fee structures, large calendar pages from Oct '93 thru Sept '94, special "post-its" (to stick to calendars for reservations, pre-scheduled events)	
08/10/93	*	Posters for Center Opening sent to printer	LM		
08/12/93	*	COMMUNITY CENTER PLANNING SESSION			

Central Coast YMCA  
Project Timeline for SOLEDAD COMMUNITY CENTER OPENING

07/14/93

Dates	X	Task/MILESTONE	Staff	Notes/Special Instructions	Budget
				interested in scheduling special events at the center Using "temporary address"	
08/13/93	*	Begin taking mail reservations for Facility Use	LM		
08/13/93	*	Soledad Center Director position offered	LM		
08/16/93	*	Soledad support positions offered to top candidates	RS		
08/31/93	*	Mailing list of VIPs completed	LM	Get input from City Manager, City Council, So county & Soledad Advisory Committees, Chamber, etc	
09/01-10/02	*	Ad blitz for Soledad Opening	LM	Large ads running continuously in local papers	\$1,000 00
09/01/93	*	SOLEDAD CENTER DIRECTOR BEGINS EMPLOYMENT	RS		
09/01/93	*	Posters for Community Center Opening printed, delivered to community businesses	LM		\$300 00
09/03/93	*	All Administrative materials completed	LM	Membership Forms, Rental Agreements, Facility Use Policies & Rules, Class Rosters, etc	
09/07/93	*	SOLEDAD SUPPORT STAFF BEGIN EMPLOYMENT	RS		
09/10/93	*	Invitations to Open House activities mailed to appropriate VIPs	LM		\$200 00
09/15/93	*	Community Invitation to Open House mailed to all Soledad households	LM		\$750 00
09/25/93	*	SOLEDAD FIESTA	LM	First event in the Center'	
10/01-10/03	*	OPENING WEEKEND OF SOLEDAD FACILITY'	LM	Community luncheon on opening day, Open House all day Saturday, Demonstrations of programs, balloons, banners, etc	\$1,800 00