

RESOLUTION NO. 4165

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
AUTHORIZING THE PURCHASE OF ONE HYBRID BUS FROM SUPREME
CORPORATION IN AN AMOUNT NOT TO EXCEED \$199,356.30**

WHEREAS, on March 07, 2007 the Monterey Bay Unified Air Pollution Control District (MBUAPCD) invited public agencies and non-profit organizations to submit applications for the AB 2766 grants; and

WHEREAS, on April 4, 2007 the City Council authorized the City Manager to submit applications for the AB 2766 grants for the two new taxi buses and execute agreements; and

WHEREAS, on June 4, 2007 the City submitted applications for two new taxi buses; and

WHEREAS, the MBUAPCD awarded the City \$120,000 for the purchase of one new hybrid bus; and

WHEREAS, the City advertised the hybrid bus in the Salinas Californian on November 15 and 21, 2007; and

WHEREAS, the City received two bids for the hybrid bus; and

WHEREAS, Staff reviewed the bids and recommends the City purchase a new hybrid bus from the lowest responsive bidder, Supreme Corporation, in an amount not to exceed \$199,356.30; and

WHEREAS, the City submitted a State Transit Account (STA) application to the Transportation Agency of Monterey County (TAMC) in the amount of \$120,000 for the purchase of the new taxi bus and received its approval; and

WHEREAS, the City has adopted the 2007-08 CIP budget for the purchase of the new taxi bus.

NOW THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Soledad that the Council hereby authorizes the City Manager to purchase a new hybrid bus from the lowest responsive bidder, Supreme Corporation, in an amount not to exceed \$199,356.30. The cost for the purchase is authorized to come from a combination of a \$120,000 MBUAPCP grant and \$79,356.30 from a \$120,000 STA grant. The City Manager or her designee is directed to reject all other bids in writing.


PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting duly held on the 6th day of February 2008, by the following vote:

AYES, and in favor thereof, Councilmembers: Martha Camacho, Juan Saavedra, Patricia Stephens, Mayor Pro Tem Christopher Bourke, Mayor Richard Ortiz

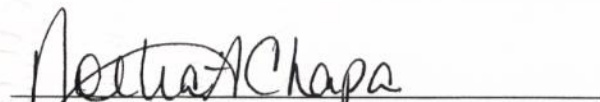
NOES, Councilmembers: None

ABSTAIN, Councilmembers: None

ABSENT, Councilmembers: None


RICHARD V. ORTIZ, Mayor

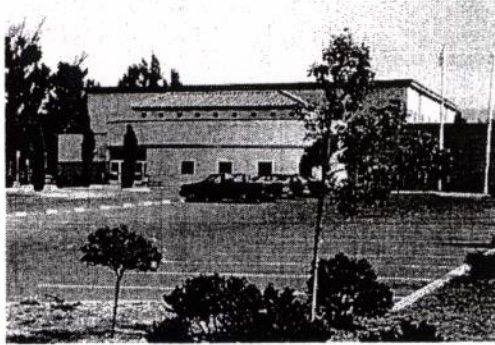
ATTEST:


NOELIA F. CHAPA, City Clerk



YMCA
Niños sanos,
familias sanas,
comunidades sanas.

Attachment A



Rental Opportunities for All Occasions

Wedding Receptions, Quinceaneras, Birthday Parties, Anniversary Celebrations, Graduations,
Group Functions, Youth Group Events, Business Meetings and School Gatherings

Welcome to the Soledad Community Center and South County YMCA. The following information is designed to help make your event here at the Center the most enjoyable and memorable experience possible. To assist you in preparing for your event, a staff member will meet with you, one-on-one, to discuss all the facets of your function. We pride ourselves on high-quality services, state of the art facilities and a friendly staff. Our goal is to ensure your event is a unique and memorable experience that will last a lifetime.

Bienvenidos al Sur Condado del YMCA y a la Comunidad Central de Soledad. La siguiente información esta diseñada para ayudarle hacer su evento aquí en el Centro la experiencia mas agradable y memorable posible. Para asistirlo en preparar para su evento, un miembro de los empleados se encontrara con usted para discutir todas las partes de su función. Nos arguyésemos en la calidad alta de los edificios, el arte, y los empleados amistosos. Nuestra meta es asegurar que su evento sea una experiencia única y memorable que durará toda su vida.

Warmest Regards,
The YMCA Staff

Soledad Community Center/South County YMCA
560 Walker Drive, P.O. Box 1106, Soledad, CA 93960
(831) 678-1239; Fax: (831) 678-3770; anegron@ymcentralcoast.org

Rental Rates

Rates include set-up and clean-up (except for sporting events/exhibitions/commercial groups).

Rates **do not** include deposits, insurance, security, any required permits or special requirements.

Sporting Events/Exhibitions/Commercial Groups (see page ?? for special requirements)

	Sporting Events/Exhibitions/Others (Admission Charged to Public)		
	<u>1-6 Hours</u>	<u>6-Hours & Up</u>	
Rates for Soledad Residents			
Catering Kitchen or Conference Room	\$90	\$120	<u>Non-Profit or Profit</u> N/A
Small Multipurpose Room (up to 50 dining only)	\$200	\$265	N/A
Large Multipurpose Room (up to 149 dining only)	\$295	\$400	N/A
Gymnasium (150-249 dining only)	\$985	\$1,180	N/A
Gymnasium (250-349 dining only)	\$1,150	\$1,310	N/A
Gymnasium (350-500 dining only)	\$1,375	\$1,835	N/A
Gymnasium Assembly (999 seating only)	\$1,560	\$2,180	N/A
Rates for Non-Soledad Residents			
Catering Kitchen or Conference Room	\$95	\$125	N/A
Small Multipurpose Room (up to 50 dining only)	\$210	\$275	N/A
Large Multipurpose Room (up to 149 dining only)	\$310	\$415	N/A
Gymnasium (150-249 dining only)	\$1,035	\$1,240	N/A
Gymnasium (250-349 dining only)	\$1,210	\$1,380	N/A
Gymnasium (350-500 dining only)	\$1,450	\$1,935	N/A
Gymnasium Assembly (999 seating only)	\$1,640	\$2,300	N/A
Rates for Non-Profit Groups			
Catering Kitchen or Conference Room	\$70	\$100	N/A
Small Multipurpose Room (up to 50 dining only)	\$170	\$220	N/A
Large Multipurpose Room (up to 149 dining only)	\$250	\$335	N/A
Gymnasium (150-249 dining only)	\$830	\$1,000	N/A
Gymnasium (250-349 dining only)	\$970	\$1,100	N/A
Gymnasium (350-500 dining only)	\$1,160	\$1,550	N/A
Gymnasium Assembly (999 seating only)	\$1,315	\$1,840	N/A
Rates for Commercial (For Profit) Groups			
Catering Kitchen or Conference Room	\$145	\$200	\$500
Small Multipurpose Room (up to 50 dining only)	\$325	\$430	\$1,075
Large Multipurpose Room (up to 149 dining only)	\$485	\$650	\$1,625
Gymnasium (150-249 dining only)	\$1,620	\$1,950	\$4,875
Gymnasium (250-349 dining only)	\$1,890	\$2,160	\$5,400
Gymnasium (350-500 dining only)	\$2,270	\$3,020	\$7,550
Gymnasium Assembly (999 seating only)	\$2,565	\$3,600	\$9,000

*** NO AIR CONDITIONING OR HEATING UNITS IN THE GYMNASIUM ***

Facility Reservations

Securing a date for your special occasion is probably the most important part of hosting your special day. Dates may be reserved a maximum of one year in advance. A deposit of \$500 for groups, \$1,500 for commercial groups and 1/2 of the rental fee for Sporting/Exhibition/Other Events profit or and non-profit groups charging an admission fee is required to secure a date. **No dates will be held for any reason until the deposit has been paid in full and a contract signed.** All availability is on a first come, first serve basis.

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The deposit will be returned 30 days after your event unless there is damage, theft, vandalism, lack of cleanliness or if the event runs overtime. After each event the facility is checked for any damages and cleanliness. Costs associated with matters addressed above will be deducted from the deposit and the remainder will be returned. Should the cost exceed the deposit, the Renter will be liable for payment of these costs within 30 days of the event.

\$500 of the deposit will be non-refundable for Sporting/Exhibition/Other Events to be used as a facilities use fee.

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Sporting /exhibitions/Other Events which will be charging an admission fee are required to obtain special event approval from the City of Soledad and abide by the any requirements set forth by the City of Soledad. No more than four sporting /exhibition sporting admission charging events will be approved per year. The City of Soledad City Hall is located at: 248 Main Street, Soledad, CA 93960 and is opened from 8:00 am to 5:00 (Monday- Friday).

Cancellations and Refunds

The Renter's deposit will be kept as a cancellation fee. All other fees paid will be refunded if the YMCA is notified 90 days prior to the event.

The YMCA or the City of Soledad may cancel any event under the following circumstances:

- Upon default by the Renter in the performance of any rules contained in this document
- Immediately, without notice, if the City of Soledad, the County Board of Supervisors, or any other local, state, or federal official determines the facility is required for public necessity or emergency use.

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Insurance

To ensure the safety of your guests, the YMCA and the City of Soledad require Renters to carry insurance. The Renter will provide at their own expense the following insurance:

- Liability Insurance - Broad Form Comprehensive General Liability Insurance in the amount not less than \$1,000,000 for each occurrence combined single limit, personal injury and property damage, naming the YMCA and the City of Soledad, their officers, agents and the employees as additional insured.
- Liquor Legal Liability - Coverage in the amount not less than \$1,000,000 if liquor is available.

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The Renter will give notice to the YMCA within 24 hours of policy alteration or cancellation. Policy cancellation is cause for termination of the Rental Agreement. The YMCA reserves the right to require a Bond when it deems necessary.

Note: As a special service, one-day event insurance may be purchased through the City of Soledad Insurance Program. Ask the Rental Coordinator for information.

Facility Rules

All equipment and supplies within the Center are the property of the YMCA and the City of Soledad. At no time may any equipment be removed from the Center. The YMCA and the City of Soledad shall not be held responsible for any loss or breakage resulting from rental activity. **All breakage and/or loss shall be the sole responsibility of the Renter.**

Occupancy capacities for all spaces in the Community Center have been established by the State Fire Marshal. Persons responsible for the rental event are required to ensure that maximum capacities are not exceeded.

	<u>Assembly</u>	<u>Dining</u>
Gymnasium	700	500
Large Multi-purpose Room	300	150
Small Multi-purpose Room	75	30

All events will end by 12:00 midnight local time on Friday and Saturday.
All events will end by 10:00 PM local time on Sunday through Thursday.

The following rules apply in the Center at all times:

1. **NO SMOKING**
2. **NO GUM CHEWING**
3. **NO CANS or GLASS CONTAINERS** unless they are champagne or wine bottles with proper permits and insurance.
4. **NO RED PUNCH ALLOWED**

Staff Initials: _____ Renter's Initials: _____

Security and Supervision

All events will be supervised by YMCA personnel. The YMCA staff member on duty is responsible for the Community Center and is the **FINAL** authority on all matters pertaining to rental activities. Cost of the YMCA staff is included in the Rental Agreement.

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Children must be supervised at all times. Renters and their guests are required to maintain proper supervision of all children. Children are not permitted to use vacant rooms during the function.

The Renter will provide security protection in consultation with the Rental Coordinator. As of 3/3/07 security guards* required by the City is 1 per 50 people. Additional security guards, Police Officers, Firefighters and Medical Attendees maybe required for special functions as required by the City of Soledad. Security guards and Police Officers (if required) must arrive 30 minutes prior to and remain 1 hour after the conclusion of the rental activity.

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Note: The following Security Agencies are recommended:

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1. Security Six 783-0620, 757-7112
2. Cypress Security & Patrol 800-773-4973 / 759-8245

Note: All events **must have an approved City of Soledad Dance Permit**. Dance permits may be obtained Monday through Friday, 8:00 AM to 4:30 PM, through the City of Soledad Police Department located on 236 Main Street in Soledad.

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Music Regulations

The City of Soledad and the YMCA have established rules governing noise levels in order to maintain good neighbor relations. **DURING ANY EVENT, THE MAXIMUM DECIBEL LEVEL MAY NOT EXCEED 50 INSIDE THE BUILDING.** It is the responsibility of your Band or DJ to provide appropriate equipment to ensure that sound levels are maintained.

The YMCA will perform periodic checks to ensure proper levels are being maintained. Bands and DJs will be given verbal warning. **Failure to comply with standards will result in loss of deposit and may risk termination of music.** To ensure an enjoyable event, please send information to your Band or DJ regarding these rules. Out of respect for our neighbors, all Bands and DJs must exit out the side of the building at the end of the event. **Loading and unloading from the back of the building is not allowed.**

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Decorations

The final touch to any event is the decorations. We realize how important it is to have the area look as nice as possible. Here are a few guidelines to help you:

- Centerpieces may not contain candles or glass unless approved by the Executive Director
- Decorations may not be nailed, tacked, taped or pinned to the walls, ceiling or floor
- All decorations must be pre-approved by the Executive Director before being placed in the Center
- Decorations deemed unsafe or objectionable by the City, Fire Marshal, Police or the YMCA must be removed immediately.

Invitations

Invitations are required at the front door for admission into any event. Security Guards will collect invitations at the Main Entrance. Please help us ensure all your guests are admitted to the event by following these guidelines:

- Invitations must clearly state how many guests are permitted per invitation
- Adults and children will be considered in the count
- Please state on your invitation: Soledad Community Center, 560 Walker Drive, Soledad, CA 93960

Parking

The Community Center has many entrances and exits for ease of loading and unloading of supplies. Parking is not permitted along the sides, to the rear or directly in front of the building during events. Any vehicle in violation, will be subject to the City of Soledad parking fines and may be towed at the owner's expense. Guests are asked to park in the main parking lot or on the street. Loading and unloading is only allowed immediately before and after the event.

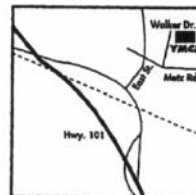
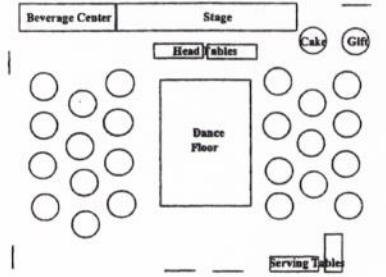


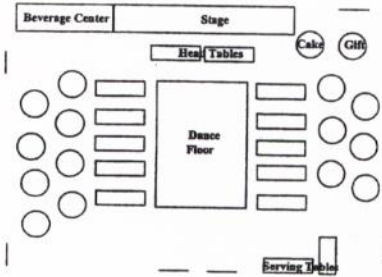
Table Diagrams

Please select one of the following table plans for your function. The YMCA staff will set up the one you request. Please advise us if you know in advance the exact amount of guests joining you for dinner; otherwise we will set up for 75 LESS then your expected number on the Rental Agreement.

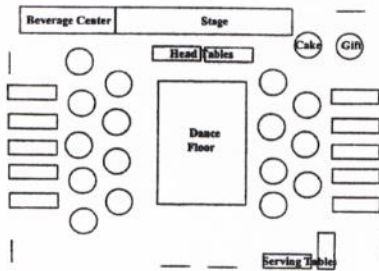
Plan A



Plan B



Plan C



Kitchen Use

Kitchen is cleaned and sanitized before each event, therefore it must be returned in the same condition.

The kitchen facility includes:

- 2 convection ovens
- 1 restaurant style gas stove
- 1 large capacity refrigerator
- 1 ice machine
- 4 large sink basins
- 1 kitchen grade sink with garbage disposal
- butcher block counter top

Prepare your food at home; the facility is primarily a prep and warming kitchen. **ALL DAY COOKING IS PROHIBITED.** The barbecue pits may be used to prepare food in place of oven cooking.

Please notify the Rental Coordinator while completing contract if you need the use of the barbecue pits. All facility rules apply when using the pits. **Absolutely no alcoholic beverages allowed in pit area.** Any violators will be asked to leave.

Improper use of equipment or facilities by the caterer will be the responsibility of the Renter if there is damage. Entering and exiting the kitchen doors will be permitted before and after the event only.

All personally owned food, supplies and cookware must be removed from the site immediately after the event. Items left will be donated to local charities.

Cleaning and Setup

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The YMCA staff will set up and take down all tables and chairs for your function. This will allow you to come in and put the final touches on the area.

The YMCA will provide janitorial staff to clean up after each function. The cost is included in your Rental Agreement. All Renters have one hour immediately following the function to clean and remove all personal belongings, after which time, the YMCA will assume cleaning responsibility.

Immediately at the conclusion of your event, the Renter must:

- Clean and empty the bar area
- Pick up and throw away all garbage in all rooms used including the restrooms.
- Empty refrigerator of your supplies
- Clean the kitchen area

All cleaning and personal items belonging to the renter must be removed immediately following the event. The YMCA will not be responsible for any belongings left in facility.

Alcoholic Beverages

All handling or dispensing of alcoholic beverages will be governed by law and enforced according to Alcoholic Beverage Control (ABC) Regulations. Sporting/Exhibition/Other Events charging an admission require approval from the City of Soledad in order to serve or sell alcoholic beverages.

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Permits for the sale of alcoholic beverages may be obtained from the ABC. Permits and sellers of alcohol must be approved by the Executive Director or Rental Coordinator at least 30 days prior to the event. No alcoholic beverages may be consumed at the Community Center without proper permits.

General rules for dispensing alcohol:

- IDs will be required for anyone in question.
- **No glass or cans allowed**, cups only, cups must be a different color than soda cups. Preferably clear cups for beer.
- Serving alcohol will end 1 hour prior to the conclusion of the event.
- Bar attendants must be 21 years or older.
- There must be a separate room rented at any youth event where alcohol is present. This is where alcohol may be consumed and must remain. A security guard must be stationed inside the area.
- The amount of alcohol allowed on premises for any event must be approved by the Executive Director.
- A security guard must be located at the bar area throughout the event and has final authority.

Checklist

Before Event

- Read informational packet, especially the rules and regulations
- Pay deposit of \$500 or \$1,500 or 1/2 of rental fee to secure date
- Submit Event Data Form and choose one of the three table plans for your event
- Print invitations for all guests
- Pay 50% of bill 60 days prior to event
- Pay balance 30 days prior to event
- Provide Bureau of Alcoholic Beverage Control Permit 30 days prior to event (if applicable)
- Provide \$1,000,000 Certificate of Personal Liability Insurance 30 days prior to event
- Provide Certificate of Liquor Liability Insurance 30 days prior to event (if applicable)
- Provide City of Soledad Sporting/Exhibition/Other Event Approval Form 30 days prior to event (if applicable)
- Provide Soledad Dance Permit 30 days prior to event (if applicable)

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During and After Event

- Decorate the same day of your event before guests arrive
- All vehicles return to parking lot after unloading
- Follow rules about alcohol, music, kitchen and facility use
- Clean up bar area, garbage, spills, supplies, restrooms and kitchen immediately after your event



City of Soledad
Soledad Community Center Special Event
Approval Form

City of Soledad
 248 Main Street
 Soledad, CA 93960

Tel.: (831) 223-5020
 Fax: (831) 678-3965
www.cityofsoledad.com

Please Completely fill out this form and submit along with a completed copy of YMCA Rental Data Form 55 days prior to event. The form will be processed within 7 days business days. Depending on the type of event the Fire department may require emergency medical standby by Soledad Fire personnel and additional security by the Soledad Police Department for which the event holder will be responsible for the cost.

APPLICANT INFORMATION

Organization: _____
 Contact Person: _____
 Address: _____

 Tel. Work: _____ Cell: _____ Home: _____
 Fax: _____
 Resident: Yes No Proof of Residency: _____

EVENT INFORMATION

Type of Event: Sporting Event Exhibition Event Other _____
 Below please provide a narrative explaining the event and any measures taken in regards to emergency medical standby & security: _____

Number of Attendees: _____ Admission Cost: _____ Adults: _____ Youths: _____
 Requested Dates: _____ Day of the Week Date From To # of Hours
 Set-up and Prepare: _____
 Actual Event: _____
 Clean-up and Closure: _____
 Will Alcohol be served? _____ Will Alcohol be sold? _____ Price? _____

Soledad Police Department Requirements

REQUIRED SECURITY _____ guards are required before opening the doors to the public, and until all guest have left the building and the security force is dully discharged by the facility coordinator. A copy of the Security Contract must be filed with the City of Soledad Police Department **45 days prior** to the date of the event.

REQUIRED POLICE OFFICERS _____ Police Officers are required before opening the doors to the public, and until all guest have left the building and parking area the Police Officers are dully discharged by the facility coordinator. The event holder is responsible for the cost of Police Officers \$ _____ and must be paid in full **45 days prior** to the date of the event. Any additional hours must be paid within two (2) days after the event.

DATE RECEIVED: _____ Requested By: _____

APPROVED For Sale of Alcohol? YES NO Approved By: _____
 Received Copy of ABC permit Yes No Date: _____

Soledad Fire Department Requirements

REQUIRED FIREFIGHTERS _____ Firefighters are required before opening the doors to the public, and until all guest have left the building and parking area the Firefighters are dully discharged by the facility coordinator. The event holder is responsible for the cost of Firefighters \$ _____ and must be paid in full **45 days prior** to the date of the event. Any additional hours must be paid within two (2) days after the event.

DATE RECEIVED: _____ **Requested By:** _____

REQUIRED Medical standby _____

Medical standby required before opening the doors to the public, and until all guest have left the building and the the medical standby is dully discharged by the facility coordinator. A copy of the Medical Contract must be filed with. the City of Fire Department **45 days prior** to the date of the event.

DATE RECEIVED: _____ **BY:** _____

Soledad Community Development Department Requirements

A Temporary Use Form has been completed: _____ Yes _____ No
(Pursuant to the City of Soledad Zoning Ordinance, Municipal Code, Section 17.42.015.)

DATE RECEIVED: _____ **Received By:** _____

I agree to abide by and enforce all requirements of the City of Soledad which pertain to the Soledad Community Center and understand that if all requirements are not met the event will be cancelled.

Print Name

Signature

Date

NOTES

IMPORTANT

PLEASE provide a copy of this form once approved by the City of Soledad to the YMCA Rental Coordinator.

FOR OFFICE USE ONLY

Soledad Police Department Approval: _____ **Date:** _____

Soledad Fire Department Approval: _____ **Date:** _____

Soledad Community Development Approval: _____ **Date:** _____