

**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN
CITY OF KING, COUNTY OF MONTEREY,
THE COALITION OF HOMELESS SERVICES PROVIDERS, SHANGRI-LA
INDUSTRIES, LLC
AND STEP UP ON SECOND STREET, INC.
REGARDING A TEMPORARY HOMELESS SHELTER PROGRAM**

This Memorandum of Understanding (MOU) is by and between the City of King (“City”), the County of Monterey (“County”), the Coalition of Homeless Services Providers (“Coalition”), Shangri-La Industries, LLC (“Shangri-La”) and Step Up on Second Street (“Step Up”) for funding and operation of a temporary homeless shelter program at the Monarch Inn Motel.

A. PURPOSE

This Memorandum of Understanding was developed by City, County, Coalition, Shangri-La and Step Up, collectively referred to as the “Parties” in order to co-fund and establish a short-term temporary interim shelter program for homeless individuals in King City with a particularly focus on those residing in the Salinas Riverbed area encampments adjacent to King City. The objectives of the program include:

1. To provide temporary alternative shelter for homeless individuals living in the Salinas Riverbed encampments adjacent to King City to provide shelter for those who will be displaced when enforcement of trespassing violations occurs.
2. To assist homeless individuals with the relocation to temporary shelter units.
3. To coordinate assistance to homeless individuals while they reside in the temporary shelter units.
4. To work with homeless individuals while residing in the temporary shelter units to qualify and prepare them for future residency in the Step Up King City permanent supportive housing project.

B. TERM

1. The term of this MOU shall be from July 15, 2023 through October 31, 2023.

C. SERVICES

1. City shall lease 15 rooms at the Monarch Inn for the term of this MOU for homeless individuals and 1 room for a Service Coordinator. The Service Coordinator room shall be reserved for an office and can also be used for overnight habitation by the Service Coordinator if desired.
2. City shall contract for weekly cleaning services for all rooms.
3. City shall contract for nighttime security services during the first week of operation of the program and up to one additional week during the term of the MOU.
4. Step Up shall employ and dedicate one Service Coordinator to assist and organize activities and services for the residents. The Service Coordinator shall work on site for a minimum of 8 hours per day each Monday through Friday.

5. Step Up shall coordinate registration of each resident, obtain signed temporary motel agreements setting forth conditions for participation in the program, and assist residents with the qualification process for the permanent supportive housing project.
6. The Service Coordinator shall monitor activity of the residents and help ensure compliance with all conditions, coordinate and respond to the property owner and property manager regarding any concerns, and coordinate with the City on all issues related to operation of the program.
7. Step Up Property Management will not be held responsible or liable for any matters related to property management, including general maintenance, work orders, destruction of property, and property management emergencies.
8. The Service Coordinator shall report any maintenance needs to the Monarch Inn manager for repair. Any repair expenses outside normal maintenance shall be deducted by the Monarch Inn manager from a deposit provided by the City or invoiced to City if the deposit is fully expended.
9. Any emergencies shall be reported by the Service Coordinator to the King City Police Department for response.
10. Participants that fail to adhere to the guidelines stated on their temporary motel agreement may be dismissed from the program and asked to leave their motel indefinitely.

D. COST SHARING

1. Parties shall provide the following cash funding to operate the program:
 - a. City Forty-five thousand dollars (\$45,000)
 - b. County Forty-five thousand dollars (\$45,000)
 - c. Coalition Fifty thousand dollars (\$50,000)
 - d. Shangri-La Forty-five thousand dollars (\$45,000)
2. The County funding participation shall be passed through Step Up as part of a separate, existing funding agreement for homeless services.
3. The County's funds are composed of \$35,000 from Department of Social Services and \$10,000 from County Administration Office, Homeless Services Director.
4. City shall invoice Coalition, Shangri-La and Step Up (County contribution) for payment of 50% of the funding allocation on July 15, 2023 and the other 50% on October 31, 2023. Agencies shall submit payments within three (3) weeks of receipt of the invoice.
5. Step Up will fund the Service Coordinator position utilizing an additional existing allocation of Homeless Housing, Assistance and Prevention Program (HHAP) funding from the County associated with the permanent supportive housing project services, which is estimated to be in the range of approximately twenty thousand dollars (\$20,000) for the term of the MOU.

E. MUTUAL INDEMNIFICATION

1. Except as otherwise required by applicable law, Parties agree that each party shall be responsible for their own actions, including but not limited to any negligent and/or intentional acts and/or omissions of its officers, agents and employees; and neither party shall be responsible for the acts and/or omissions of the other. Each party therefore agrees to hold harmless and indemnify the other party against any and all claims, demands, suits, judgments, expenses and costs of any and every kind, insofar as it may legally do so, on account of the injury to or death of persons or loss of property arising in any manner out of the indemnifying party's performance of the terms of this MOU.
2. During the term of this MOU, all Parties shall take out and maintain: (a) commercial general liability insurance or a program of self-insurance, including but not limited to premises, personal injuries, products, and completed operations, with a combined single limit of not less than \$1,000,000 per occurrence and (b) workers' compensation insurance in accordance with California Labor Code section 3700 or an authorized program of self-insurance, with a minimum of \$1,000,000 per occurrence for employer's liability.
3. During the performance of this MOU, Parties shall be responsible for providing any statutory benefits and insurance to their respective employees related to the services provided by this MOU.
4. No party shall assign, sell, mortgage, hypothecate or otherwise transfer its interest or obligations in this MOU without the prior consent of the other party.
5. No alteration, modification, or variation of the terms of this MOU shall be valid unless made in writing and signed by the parties hereto. No oral understanding or agreement not incorporated herein shall be binding on either party hereto.

F. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall be deemed but one and the same instrument, and a facsimile copy of such execution shall be deemed an original.

IN WITNESS WHEREOF, the parties have caused this MOU to be executed by their duly authorized representatives on the dates set forth below.

We, the undersigned, as authorized representatives of the **CITY OF KING**, the **COUNTY OF MONTEREY**, the **COALITION OF HOMELESS SERVICES PROVIDERS**, **SHANGRI-LA INDUSTRIES, LLC**, and **STEP UP ON SECOND STREET, INC.** do hereby approve this document.

CITY OF KING

DocuSigned by:


Steven Adams, City Manager

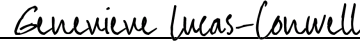
Dated: 7/13/2023 | 9:41 AM PDT

COUNTY OF MONTEREY

Lori A. Medina, Director

Dated:

COALITION OF HOMELESS SERVICE PROVIDERS

DocuSigned by:


Genevieve Lucas-Conwell, Executive Director

Dated: 7/13/2023 | 10:00 AM PDT


SHANGRI-LA INDUSTRIES, LLC

DocuSigned by:


Cody Holmes, Chief Financial Officer

Dated: 7/13/2023 | 1:02 PM EDT


STEP UP ON SECOND STREET, INC.

DocuSigned by:


Todd Lipka, President and CEO

Dated: 7/13/2023 | 1:50 PM PDT

**Approved as to Form
OFFICE OF THE COUNTY COUNSEL**

DocuSigned by:


County Counsel

Dated: 7/13/2023 | 1:57 PM PDT