



CITY OF MENIFEE

SUBJECT: Revised Memorandum of Understanding with the City of Indio for Off Duty Staffing of Special Events

MEETING DATE: February 5, 2025

TO: Mayor and City Council

PREPARED BY: Christine Booker, Budgets & Grants Analyst

REVIEWED BY: Chris Karrer, Police Chief

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager, or designee, to execute a Memorandum of Understanding (MOU) with the City of Indio for the reimbursement of costs for off-duty staffing at special events.

DISCUSSION

The MOU between the City of Menifee Police Department (MPD) and the City of Indio was approved by City Council on November 20, 2024. After this council meeting a change was requested to the document by the City of Indio to increase the reimbursable Administrative Fees from 2% to 3%. This increase was implemented across the board for all agencies in MOUs with Indio for these services. All other aspects of the agreement as expressed in the MOU and staff report below remain the same.

The proposed MOU between the City of Menifee Police Department (MPD) and the City of Indio would allow for off-duty Menifee personnel to assist the City of Indio with special events being hosted in their community. These events may include the Coachella Valley Arts and Music Festival and Stagecoach Festival among others. The City of Indio requested the assistance of outside agencies to augment their force for large scale events sporadically throughout the year.

For special events the City of Indio would seek assistance from those agencies participating in the MOU. A written request specifying the dates, times, and the number of staff and equipment needed would be provided to the Chief of Police for approval and scheduling. Menifee would not be under any obligation to fulfill this request should it put any undue hardship on MPD's ability to provide public safety services within the City of Menifee. If the request is determined to be feasible by the Chief of Police and his command staff, Menifee would be reimbursed for all expenses at the following rates shown in Table 1 on the following page.

TABLE 1 – RATE SCHEDULE FOR OFF-DUTY STAFFING

Rate Schedule	
Off-Duty Personnel	Actual Overtime Rate
Marked Patrol Vehicles	\$50.00 per day
Plain Vehicles	\$30.00 per day
Motorcycle	\$15.00 per day
Bicycle	\$5.00 per day
Handheld Police Radio	\$6.00 per day
Administrative Fees	3% of actual invoice

*Administrative fees are the only change from previously approved rate schedule.

The rate schedule reflected in Table 1 would be adjusted annually based upon the Consumer Price Index for All Urban Consumers for the Riverside-San Bernardino-Ontario metro areas. The billing for reimbursements would be done by the Menifee Police Department Budget & Grants Analyst, and the City Finance Department within 30 days of the completion of the special event in accordance with departments' current reimbursable billing practices.

Participation in this MOU would provide Menifee Police Department Officers valuable experience in managing large crowd dynamics, including event coordination, risk assessment, access control, effective communication, threat identification, and post-event evaluation. These skills would be particularly beneficial as we prepare for the opening of the Central Park Amphitheater. Additionally, participation would allow the Police Department to strengthen existing regional partnerships, which are crucial when additional support is needed for incidents that may exceed current staffing capacities.

Overtime for all MPD staff is currently budgeted for the fiscal year (FY) 2024/2025 overtime budget and no additional appropriations are needed. The MOU would remain in place until terminated or amended by the mutual consent of all parties.

STRATEGIC PLAN OBJECTIVE

Safe and Vibrant Community

FISCAL IMPACT

There is no immediate fiscal impact associated with the recommended action. In the event that the City was asked to provide off-duty staffing, the City could be reimbursed for all actual overtime costs from the City of Indio for work performed as well as a set cost for outlined equipment used that is directly related to work on the special events, in addition to a 3% administrative fee (Increase of 1% over previously approved MOU). Funding for overtime and equipment is already included in the FY 2024/2025 adopted budget and there is no additional appropriation needed.

ATTACHMENTS

1. MOU - Indio and Menifee 3%
2. Original MOU - Indio and Menifee