



CITY OF MENIFEE

SUBJECT: Side Letter of Agreement with the Miscellaneous Police Employees Association

MEETING DATE: March 5, 2025

TO: Mayor and City Council

PREPARED BY: Angela Rivera, Human Resources Director

REVIEWED BY: Angela Rivera, Human Resources Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager or designee to execute and implement the terms of the Side Letter Agreement with the Menifee Miscellaneous Police Employees Association (MMPEA) regarding Community Services Officer shift selection and rotation procedures.

DISCUSSION

The Meyers-Milias-Brown Act (MMBA) requires public agencies to meet and confer in good faith with recognized employee organizations regarding wages, hours, and working conditions.

On December 17, 2024, the City Council adopted Resolution No 24-1524, approving a Memorandum of Understanding (MOU) between the City of Menifee and MMPEA, which established shift selection procedures for Community Services Officers (CSOs), requiring that:

- Shift selections occur twice per year (January and July).
- Selections must be made at least 60 days prior to the start of the new shift rotation.

Due to the timing of the newly approved MOU, the Menifee Police Department had already established a March 2025 shift rotation, creating a misalignment with the contractual January/July schedule.

To correct this deviation and ensure operational consistency, the City and MMPEA have agreed to a temporary adjustment outlined in the attached Side Letter Agreement. This would allow the March 2025 shift selection to stand as already established, followed by an additional shift rotation in July 2025, bringing CSOs back in sync with the Police Officer schedule.

The City Council is being asked to approve a Side Letter Agreement between the City of Menifee and the Menifee Miscellaneous Police Employees Association to address this temporary shift rotation deviation for CSO I/II employees.

To correct this misalignment, the City and MMPEA have mutually agreed to:

- Allow the March–July 2025 shift rotation to remain in place for this cycle.
- Implement an additional shift change in July 2025 to synchronize CSO shift rotations with the Police Officer schedule.
- Fully reinstate the MOU's prescribed shift rotation process beginning July 2025, with shift selections occurring 60 days prior to each cycle change.

This agreement is temporary, does not set a precedent, and does not modify any other provisions of the MOU.

Analysis

The Side Letter Agreement outlines the following key provisions:

1. Temporary Deviation from Shift Rotation Schedule
 - The March 2025 shift rotation will remain in effect until July 2025.
 - In July 2025, an additional shift change will occur to synchronize CSO shift rotations with the Police Officers' schedule.
2. Reinstatement of MOU Procedures
 - Beginning July 2025, the standard six-month shift rotation process will resume.
 - Future shift selections will be conducted 60 days prior to each rotation, per the MOU.
3. One-Time Adjustment Without Precedent
 - This agreement is temporary and applies only to the 2025 shift rotation.
 - It does not set a binding precedent for future shift scheduling decisions.
4. No Impact on Other MOU Provisions
 - Aside from this temporary modification, all other wages, hours, and conditions of employment remain unchanged.

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

There is no fiscal impact associated with this action, as this agreement does not alter employee wages, benefits, or overall operational costs.

ATTACHMENTS

1. Side Letter Agreement
2. Original MOU