

**RESOLUTION NO. 25-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA,  
AMENDING THE SALARY AND BENEFITS OF UNREPRESENTED CONFIDENTIAL  
EMPLOYEES TO INCLUDE THE ASSISTANT CITY CLERK**

**WHEREAS**, the City of Menifee (“City”) has successfully negotiated a Memorandum of Understanding (“MOU”) for a three-year term commencing on July 1, 2024, with the following bargaining units that represent full-time City employees:

- (1) the Menifee City Employees’ Association General Unit;
- (2) the Menifee City Employees’ Association Professional Unit; and
- (3) the Menifee City Employees’ Association Mid-Management Unit (collectively, “represented employees”); and

**WHEREAS**, the City adopted Resolution No. 24-1493, establishing the salary and benefits of unrepresented confidential employees who are not covered under an approved MOU with a recognized employee labor organization, which included classifications in the following departments:

- City Executive Office: Assistant to the City Manager, Management Analyst I/II, Executive Assistant, and Public Information & Legislative Affairs Officer;
- Finance Department: Finance Manager (Payroll) and Principal Accountant (Budget);
- Human Resources Department: Human Resources Manager, Human Resources Analyst, Human Resources Technician, and Human Resources Assistant; and
- Police Department: Executive Assistant (collectively, “confidential employees”); and

**WHEREAS**, confidential employees include those who, in the course of their duties, are (1) privy to decisions of the City Council or management affecting employer-employee relations, or (2) whose duties require access to confidential information contributing significantly to the development of management positions relating to the City’s employer-employee relations, or (3) who routinely handle highly sensitive records and information requiring discretion and confidentiality; and

**WHEREAS**, the Assistant City Clerk routinely handles, prepares, and safeguards sensitive materials, including personnel records, closed session documentation, and legal correspondence, necessitating a high degree of confidentiality and discretion; and

**WHEREAS**, the duties of the Assistant City Clerk involve providing administrative support to the City Clerk in her capacity as the City’s Elections Official, Filing Officer, and Records Manager, including responsibilities that require access to confidential and legally sensitive information; and

**WHEREAS**, based on the nature of the responsibilities assigned and the level of access to confidential matters, the Assistant City Clerk position meets the criteria under applicable labor laws for designation as a confidential, unrepresented employee; and

**WHEREAS**, the City Council of the City of Menifee approved a side letter agreement formally removing the classification of Assistant City Clerk from the Municipal City Employees Association Professional Unit and reclassifying it as an unrepresented confidential position; and

**WHEREAS**, the City Council recognizes the importance of maintaining equitable and competitive employment terms for all City employees, both represented and confidential employees; and

**WHEREAS**, the City Council wishes to extend the cost-of-living adjustments and other benefits provided in the MOUs for represented employees to the confidential employees as follows:

- (1) Confidential employees serving in the Executive Assistant, Human Resources Technician, and Human Resources Assistant classifications shall receive the cost-of-living adjustments and other benefits made available to the Meniffee City Employees' Association General Unit under the three-year MOU commencing on July 1, 2024; and
- (2) Confidential employees serving in the Assistant City Clerk, Management Analyst I/II and Human Resources Analyst classifications shall receive the cost-of-living adjustments and other benefits made available to the Meniffee City Employees' Association Professional Unit under the three-year MOU commencing on July 1, 2024; and
- (3) Confidential employees in the Assistant to the City Manager, Public Information & Legislative Affairs Officer, Finance Manager (Payroll), Principal Accountant (Budget), and Human Resources Manager classifications shall receive the cost-of-living adjustments and other benefits made available to the Meniffee City Employees' Association Mid-Management Unit under the three-year MOU commencing on July 1, 2024; and

**WHEREAS**, extending these cost of living adjustments and other benefits to confidential employees will support the City's goal of retaining and attracting highly qualified personnel to serve the community of Meniffee.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Meniffee, California as follows:

**Section 1.** The City Council affirms its intent to establish and maintain a Compensation Plan that attracts and retains skilled management, technical, and professional employees, promotes efficiency and economy, and supports the selection, maintenance, and compensation of employees designated herein based on merit, skill, and internal equity for both represented and unrepresented confidential employees.

**Section 2.** Confidential employees serving in the following classifications shall receive the cost-of-living adjustments and other benefits provided to the Meniffee City Employees' Association General Unit under the three-year MOU commencing on July 1, 2024:

- A. Executive Assistant
- B. Human Resources Technician
- C. Human Resources Assistant

**Section 3.** Confidential employees serving in the following classifications shall receive the cost-of-living adjustments and other benefits provided to the Meniffee City Employees' Association Professional Unit under the three-year MOU commencing on July 1, 2024:

- A. Management Analyst I/II
- B. Human Resources Analyst
- C. Assistant City Clerk

**Section 3.** Confidential employees serving in the following classifications shall receive the cost-of-living adjustments and other benefits provided to the Meniffee City Employees' Association Mid-Management Unit under the three-year MOU commencing on July 1, 2024:

- A. Assistant to the City Manager
- B. Finance Manager (Payroll)

- C. Human Resources Manager
- D. Principal Accountant (Budget)
- E. Public Information & Legislative Affairs Officer

**PASSED, APPROVED, AND ADOPTED** this 4th day of June 2025.

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Ricky Estrada, Mayor

Attest:

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Stephanie Roseen, City Clerk

Approved as to form:

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Jeffrey T. Melching, City Attorney