

**RESOLUTION NO. 24-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA,  
ESTABLISHING THE SALARY AND BENEFITS OF UNREPRESENTED  
CONFIDENTIAL EMPLOYEES**

**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 has unrepresented full-time confidential employees who are not covered under an approved MOU with a recognized employee labor organization, including 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; 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 Menifee City Employees' Association General Unit under the three-year MOU commencing on July 1, 2024; and
- (2) Confidential employees serving in the Management Analyst I/II and Human Resources Analyst classifications shall receive the cost-of-living adjustments and other benefits made available to the Menifee 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 Menifee 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 Menifee.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Menifee, 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 Menifee 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 Menifee City Employees' Association Professional Unit under the three-year MOU commencing on July 1, 2024:

- A. Management Analyst I/II
- B. Human Resources Analyst

**Section 3.** Confidential employees serving in the following classifications shall receive the cost-of-living adjustments and other benefits provided to the Menifee 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 Day day of Month, Year

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Bill Zimmerman, Mayor

Attest:

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Stephanie Roseen, Acting City Clerk

Approved as to form:

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Jeffrey T. Melching, City Attorney