

**CITY OF SAN MATEO  
RESOLUTION NO. \_\_\_\_ (2025)**

**APPROVING AMENDMENTS TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE  
CITY OF SAN MATEO AND THE SAN MATEO CITY EMPLOYEES' ASSOCIATION AND APPROPRIATION OF FUNDS**

WHEREAS, the San Mateo City Employees' Association (SMCEA or Unit) and the City have negotiated changes to the Memorandum of Understanding (MOU) for the Association; and

WHEREAS, the amendments are related to salary equity adjustments; and

WHEREAS, the parties have met and conferred, and have signed a Side Letter of Agreement to amend the Unit's MOU.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. This Side Letter of Agreement is not a project subject to CEQA, because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)
2. The amendments to the Memorandum of Understanding for the SMCEA, set forth in the Side Letter of Agreement attached as Exhibit A, are approved and summarized as follows:

Salary: The Side Letter of Understanding was created to provide additional compensation to the Engineering Technician of 3.64%, Housing Specialist II of 3.68%, Plan Checker II of 5.34%, Community Services Supervisor of 7.0%, HR Technician of 5.33%, Accountant I of 3.54% and the Systems Analyst I of 1.76% compensation effective the first full pay period following Council adoption.

3. A supplemental budget appropriation is required for the negotiated equity adjustments for the classifications listed above. Budget impact is estimated to be \$282,100, with \$63,600 for the General Fund, \$160,000 for the Recreation Services fund, \$44,500 for the Construction Services Fund, \$4,500 for the Sewer Fund, and \$9,500 for the Workers' Compensation Fund.

Exhibit A

Side Letter of Understanding Between the City of San Mateo and the San Mateo City Employees' Association (SMCEA)

**Re: Salary Increase**

The purpose of this Side Letter is to implement additional equity adjustments with a shared goal that brings the below classifications within the bargaining unit to market median for total compensation in accordance with SMCEA MOU Section 12.2 Market Place and Compensation Survey Data.

As a result of the total compensation survey prepared by Bryce Consultants in accordance with Section 12.2, the following salary increases will become effective the first full pay period following Council adoption:

Classification	Recommended Adjustment	Number of FTE	Filled FTE	Estimated Cost
Engineering Technician II	3.64%	5	4	\$22,800
Housing Specialist II	3.68%	2	2	\$10,000
Plan Checker II	5.34%	5	5	\$40,000
Community Services Supervisor	7%	19	14	\$160,000
Systems Analyst II	1.76%	5	5	\$12,100
HR Technician	5.33%	3	3	\$28,700
Accountant I	3.54%	2	2	\$8,500
<b>Totals</b>		41	35	<b>\$282,100</b>

SMCEA

*Peter Hoffmann*

Peter Hoffmann

2/5/2025

Date

City of San Mateo

*Stacey Cue*

Stacey Cue

2/5/2025

Date