



# CITY OF SAN MATEO

City Hall  
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## Agenda Report

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Agenda Number: 11

Section Name: {{section.name}}

Account Number: 10-1311

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**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Human Resources Department  
**MEETING DATE:** Monday, October 07, 2024  
**SUBJECT:** SEIU Maintenance Unit — Memorandum of Understanding Changes

### RECOMMENDATION

Adopt a Resolution to amend the Memorandum of Understanding with the SEIU Maintenance Unit for a term through June 25, 2027, and to approve a supplemental budget appropriation in the amount of \$345,000 to the Fiscal Year 2024-25 Budget. This includes \$127,500 to the General Fund, \$9,500 to the Solid Waste Fund, \$22,500 to the Fleet and Building ISF Fund, and \$185,500 to the Sewer Enterprise Fund.

### BACKGROUND

The SEIU Maintenance Unit (SEIU Maintenance) represents approximately 83 active employees. The contract with this bargaining unit expired on June 22, 2024.

Negotiations with the SEIU Maintenance concluded on September 24, 2024 and the membership then ratified the proposed changes to their Memorandum of Understanding. Consistent with the direction provided by the City Council, negotiators for the City and the bargaining unit reached an agreement. The agreement includes:

**Term:** The contract will be for a period of three years, expiring on June 25, 2027.

**Salary:** The bargaining unit will receive a 3 percent salary increase and an additional 2 percent increase for equity adjustments effective the first full pay period following Council adoption. In addition, a number of classifications will receive targeted equity adjustments of 1 percent effective the first full pay period following Council adoption. The bargaining unit will receive a one-time lump sum payment of \$1,500 in recognition of ongoing safety training following Council adoption. The bargaining unit will receive a 3 percent increase effective for the pay period including June 21, 2025. The bargaining unit will receive a 3 percent increase effective for the pay period including June 21, 2026.

**Limited Reopener:** During the term of this MOU, the parties agree to a limited reopener for the purposes of reviewing the comparable city requirements.

**Additional Compensation Surveys:** The City has agreed to prepare a total compensation survey for classifications “set to market” that were not already surveyed. Within 14 days of receiving said survey, the parties will meet and confer regarding the findings of the survey and implementation of additional equity adjustments with a minimum commitment of \$10,000 towards additional equity increases with a shared goal to develop a plan that brings all classifications within the bargaining unit to market median for total compensation.

**Japanese Curator Differential:** 5 percent differential for a worker who has the expertise and assumes the added duties of curating the City of San Mateo Japanese Garden.

Safety Clothing/Equipment: Effective the first full pay period following Council adoption of this agreement, the City will reimburse employees up to \$300 per fiscal year towards safety shoes, socks, and orthotics.

Uniforms: Effective the first full pay period following Council adoption of this agreement, the City will adhere to the SEIU Maintenance Unit Uniform Policy and provide for an annual allowance of \$280.00 for jackets as needed and an annual allowance of \$200.00 per year for pants/jeans as an alternative to City-provided uniform pants for certain classifications.

Other: There are language changes relating to departmental operations and housekeeping language that amend some of the terms and conditions of the contract.

### **BUDGET IMPACT**

The 2024-25 adopted operating budget includes the cost-of-living adjustment (COLA). A supplemental budget appropriation is required for the negotiated equity adjustments and the lump-sum payment for FY 24-25. Budget impact is estimated to be \$345,000, with \$127,500 in the General Fund, \$185,500 in the Sewer Enterprise Fund, \$22,500 to the Fleet and Building ISF Fund, and \$9,500 to the Solid Waste Fund.

### **ENVIRONMENTAL DETERMINATION**

This Tentative 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.)

### **NOTICE PROVIDED**

All meeting noticing requirements were met.

### **ATTACHMENTS**

Att 1 – Proposed Resolution  
Exhibit A – Tentative Agreement

### **STAFF CONTACT**

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