



CITY OF SAN MATEO

City Hall
330 W. 20th Avenue
San Mateo CA 94403
www.cityofsanmateo.org

Agenda Report

Agenda Number: 16

Section Name: {{section.name}}

Account Number: 10-2312

File ID: {{item.tracking_number}}

TO: City Council

FROM: Alex Khojikian, City Manager

PREPARED BY: Human Resources Department

MEETING DATE: June 2, 2025

SUBJECT:

Side Letter of Agreement - Community Services Supervisor Classification Representation — Adoption

RECOMMENDATION:

Adopt a Resolution to reflect the change in representation of the Community Services Supervisor ("CSS") from the San Mateo City Employees' Association ("SMCEA") to the San Mateo Management Employees' Association ("SMMEA").

BACKGROUND:

In January 2025, the City received a petition to transfer representation of the CSS classification from the SMCEA to the SMMEA Unit. The purpose of this Side Letter is to address the wages, benefits, hours and other terms and conditions of employment for the CSS classification for the period between now and the ratification and adoption of a new MOU between the City and the SMMEA.

The current SMCEA MOU contains provisions related to the terms and conditions of employment of the CSS classification. Although the CSS classification is petitioning to be represented by the SMMEA Unit, the current SMMEA MOU does not contain provisions relating to the terms and conditions of employment of the CSS classification. The SMMEA MOU expires on April 22, 2028, and it is anticipated that the successor MOU will provide for the terms and conditions of employment for the CSS classification. Therefore, SMMEA and SMCEA agree to the following: Effective the first full pay period following Council adoption, the CSS classification will be entitled to any changes to any future cost-of-living adjustments agreed upon as a result of the MOU agreement as ratified by the SMMEA and adopted by the San Mateo City Council. Effective the first full pay period following Council adoption, the CSS classification will be represented by SMMEA. Henceforth, all provisions related to the terms and conditions of employment will apply to the CSS classification.

BUDGET IMPACT:

There is no budget impact as a result of this Resolution.

ENVIRONMENTAL DETERMINATION:

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).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

Exhibit A – Side Letter of Agreement

STAFF CONTACT

Yumi Maeda, Senior Human Resource Analyst

ymaeda@cityofsanmateo.org

(650) 522-7279