

**Side Letter of Agreement  
Between  
the City of San Mateo  
and  
the San Mateo Management Employees' Association  
and  
the San Mateo City Employees' Association**

**Re: Community Services Supervisor Classification Representation  
June 2, 2025**

The purpose of this Side Letter is to address the wages, benefits, hours and other terms and conditions of employment for the employees in Community Services Supervisor (“CSS”) classification for the period of time between now and the ratification and adoption of a new MOU between the City and the San Mateo Management Employees’ Association (“SMMEA”) expiring on April 22, 2028.

On January 6, 2025, the City received a petition to transfer representation of the CSS classification from the San Mateo City Employees’ Association (“SMCEA”) to the SMMEA Unit.

An election was held per Section 12K of the City of San Mateo Personnel Rules and Regulations and CSS employees were given the requisite thirty (30) calendar days. The election closed on March 7, 2025. The City received only two (2) of the four (4) ballots. Because none of the choices received over a numerical majority (over 50%) of all the employees eligible to vote in the unit in which the election is held, a separate election was held. The second election closed on April 18, 2025 and the City received three (3) votes in favor of being represented by the SMMEA.

The current SMCEA MOU expires on June 19, 2027. It currently contains provisions related to the terms and conditions of employment of the CSS classification. Although the CSS classification is represented by the SMMEA Unit, the current SMMEA MOU does not contain any 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, the parties agree that:

- 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.

This side letter shall expire upon the ratification of a successor MOU by SMMEA and its adoption by the San Mateo City Council, or new terms and conditions of employment are implemented, whichever is earlier.

*Aracelia Esparza*

Aracelia Esparza  
Human Resources Director

*Kevin Kobayashi*

Kevin Kobayashi  
President, SMMA

*Rico Gonzalez*

Rico Gonzalez  
President, SMCEA

Date: 6/10/2025