



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Department of Housing



**Date:** November 7, 2013  
**Board Meeting Date:** December 10, 2013  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors (Sitting as the Governing Board of Commissioners of the Housing Authority)

**From:** William Lowell, Executive Director, Housing Authority

**Subject:** Salaries and benefits for unrepresented management and confidential employees of the Housing Authority

**RECOMMENDATION:**

Acting as the Governing Board of the Housing Authority of the County of San Mateo, adopt Resolution 2013-10 establishing salaries and benefits for unrepresented management and confidential employees of the Housing Authority of the County of San Mateo for the term of October 1, 2013 through September 30, 2014.

**BACKGROUND:**

The current Memorandum of Understanding (MOU) between the Housing Authority of the County of San Mateo (HACSM) and the American Federation of State, County and Municipal Employees (AFSCME) Council 57 expired on September 30, 2013. HACSM and AFSCME met and conferred in good faith and the membership ratified HACSM's offer. The Board approved this offer on October 22, 2013.

HACSM proposes that, in accordance with custom and practice, the same revised terms be adopted for the unrepresented management and confidential employees.

**DISCUSSION:**

The recommended Resolution for management and confidential employees covers a one-year period, from October 1, 2013, through September 30, 2014. The extension shall include the following:

- HACSM will make a one-time payment of \$100 to each employee before the end of December 2013.
- HACSM will provide one additional paid day off to be taken between December 23 and 31, 2013.

- HACSM will pay for 92% of the cost increase in the medical plans, which went into effect October 1, 2013, carrying forward the same percentage share of premiums paid by HACSM under prior agreements with AFSCME and unrepresented HACSM employees.

All other benefits and terms and conditions of employment currently in place will continue to be in effect through September 30, 2014, pursuant to the proposed Resolution.

County Counsel has reviewed and approved the Resolution as to form.

Approval of the Resolution contributes to Shared Vision 2025 of a Livable Community by ensuring cost-effective compensation structures for HACSM employees that serve low-income residents living in affordable housing.

**FISCAL IMPACT:**

There is no Net County Cost associated with this action. HACSM is funded 100% by the U.S. Department of Housing and Urban Development. The employer share of increased health care premiums for all HACSM employees will cost approximately \$50,939 and the one-time \$100 payment will cost \$4,500.