



Memorandum

December 28, 2023

TO: Mayor Jerry L. Demings
- AND -
County Commissioners

FROM: Dr. Yvette M. Best, Human Resources Director

A handwritten signature in blue ink that reads "Yvette M. Best".

SUBJECT: Consent Agenda Item – January 9, 2024

During FY2022-23 the Human Resources Division researched salary trends and recommended a 4% midyear adjustment to all eligible non-bargaining employees which was approved by the Board of County Commissioners (BCC) in April 2023. At that time the County Administrator waived participation pending the outcome of contract negotiations with the FOP Lieutenants. The contract was approved at the November 2023 BCC meeting, therefore at this time it is recommended that the County Administrator receive the 4% increase granted to all other regular, non-bargaining staff.

Fiscal Year 2023-24 Off-Cycle Salary Increase for County Administrator

Staff recommends the following implementation:

- Grant a 4% salary increase as an adjustment to the base hourly rate and/or lump sum as necessary.
- Process a one-time salary increase effective the pay period following BCC approval.

ACTION REQUESTED: Approval of a one time off-cycle salary increase for the County Administrator

CC: Byron W. Brooks, County Administrator, AICP
Carla Bell Johnson, Deputy County Administrator
Lisa Snead, Assistant County Administrator




ORANGE COUNTY MAYOR

Jerry L. Demings

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December 15, 2023

TO: Dr. Yvette M. Best, Director, Office of Human Resources
FROM: Mayor Jerry L. Demings 
SUBJ: Wage Increment

As you may recall, County Administrator Byron Brooks declined the mid-year salary adjustment of 4% given to all non-bargaining unit employees as approved by the Board of County Commissioners (BCC) in April 2023. He indicated that he wanted to ensure other compensation matters under deliberation at that time were satisfactorily addressed before consideration of an adjustment for himself. With the approval of the FOP "B" Unit contract at the November BCC meeting, all compensation matters that were still open in April of this year have been handled. I have spoken with County Administrator Brooks, and at this time I am advancing adjusting his salary by the 4% given to all non-bargaining employees. Please prepare an agenda item for BCC consideration. The effective date would be the start of the pay period following the January 9, 2024 BCC meeting.

Please advise if you have any questions.

JD/