



**OFFICE OF THE CITY COUNCIL**

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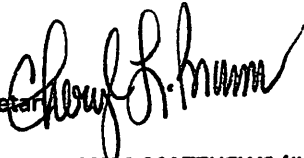
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4TH FLOOR, CITY HALL  
JACKSONVILLE, FLORIDA 32202

April 10, 2017

**MEMORANDUM**

**TO:** Diane Moser  
Director of Employee Services

**THRU:** Lori N. Boyer  
Council President

**FROM:** Cheryl L. Brown  
Director/Council Secretary 

**RE:** **SALARY ADJUSTMENTS - JESSICA MATTHEWS (# 63123)  
HEATHER PELEGRIN (# 46076)**

I authorize salary adjustments for Jessica Matthews, Legislative Assistant II and Heather Pelegrin, Legislative Assistant II-VAB effective April 29, 2017.

Jessica Matthews	\$3,178.13	to	\$3,908.84	Supervisory Increase (5% above subordinate P. Zamarron, #41815)
Heather Pelegrin	\$3,674.58	to	\$3,908.84	Pay Equity (J. Matthews)

CLB:ld

cc: Laura Dyer, Executive Administrator  
File

**SALARY ADJUSTMENTS  
FY 2016/2017  
4/10/2017**

NAME	EMPLOYMENT DATE	PROMOTION TO SUPERVISOR	END OF PROBATION	% INCREASE	CURRENT SALARY	PROPOSED* %	PROPOSED SALARY	ANNUAL COST	FY 16/17 5 MOS
Matthews, Jessica	10/7/11	10/15/16	4/15/17	5%	\$38,138	22.995%	\$46,907	\$8,769	\$3,653.94
Pelegrin, Heather	10/23/03	10/1/16	4/1/17	5%	\$44,095	6.377%	\$46,907	\$2,812	\$1,171.67
<b>TOTAL SALARY COST FOR SUPERVISORY INCREASES</b>								<b>\$11,581</b>	<b>\$4,826</b>

\*Supervisor to P. Zamarron (\$44,672.40); Add 5% above subordinate to \$46,907

FY 16/17 Savings from Personnel Changes:					
10/15/2016 (Prom Owens)		10/15/2016 (Prom Matthews)		Proposed 4/29/2017 (Supv Matthews)	
Farris, Dana	\$85,896	Owens, Carol	\$70,680	Owens, Carol	\$70,680
Owens, Carol	\$80,000	Matthews, Jessica	\$38,138	Matthews, Jessica	\$46,907
<b>Net FY 16/17</b>	<b>\$5,896</b>	<b>Net FY 16/17</b>	<b>\$32,542</b>	<b>Net FY 17/18</b>	<b>\$23,773</b>

SALARY ADJUSTMENTS  
 FY 2016/2017  
 4/1/17

NAME	EMPLOYMENT DATE	PROGRAM TO SUPERVISOR	PROG OR POSITION	INCORPORATION	PERCENT INCREASE	CURRENT SALARY	PROPOSED SALARY	PROPOSED SALARY COST	ANNUAL COST	FY 2017 SAVING	
Matthews, Jessica	10/1/11	10/1/16	41117	2%	\$38,138	\$38,907	\$38,907	\$8,166	\$8,932.94		
Reising, Heather	10/1/03	10/1/16	41117	2%	\$41,052	\$42,074	\$42,074	\$5,313	\$1,111.61		
TOTAL SALARY COST FOR SUPERVISORY INCREASES									\$13,881	\$4,852	

\* Supervisor to P. Samirson (\$44,675.00); Add 2% above subordinate to \$46,907

FY 16/17 Savings from Personnel Changes:			
Net FY 16/17	\$2,890	Net FY 2017	\$32,745
Owens, Carol	\$80,000	Matthews, Jessica	\$38,138
Earle, Dana	\$82,890	Owens, Carol	\$70,680
		Proposed A.29/2017 (Supv Matthews)	\$70,680
		Matthews, Jessica	\$46,907
		Net FY 17/18	\$33,738

**Proposed Changes to Salary Account  
FY 2017/2018**

		<b>FY 16/17</b>	<b>PROPOSED FY 17/18</b>	<b>CHANGE</b>	<b>REASON FOR CHANGE</b>
<b>VAB</b>		\$108,605	\$113,517	\$4,912	FY 16/17 - 2,100 for End of Probation; 2,812 for Pay Equity Legislative Asst. II
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<b>STAFF SERVICES</b>	(a)	\$2,211,753	\$2,207,773	-\$3,980	FY 16/17 - Lesser base salaries due to transition of staff; 8,769 for Supervisory Adj. for Legislative Asst. II; FY 17/18 - 12,250 for Requests for ECA increases
(Adds salary and position to (a) for Research Asst. to accommodate expanded role for Research Division, including Boards & Commissions)	(b)	\$2,211,753	\$2,250,623	\$38,870	FY 16/17 - Lesser base salaries due to transition of staff; 8,769 for Supervisory Adj. for Legislative Asst. II; FY 17/18 - 12,250 for Requests for ECA increases; 42,850 for additional Research Asst. position

REASON FOR CHANGE	CHARGE	FY 17/18 PROPOSED	FY 18/19		
Legislative Asst. II FY 16/17 - \$200 for end of probation; \$810 for pay equity	\$4910	\$113,817	208,608		VAS
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Request for ECA increases Supervisor (adj) for legislative Asst. II; FY 17/18 - \$2,500 for FY 16/17 - lesser base salaries due to transition of staff; \$750 for	-\$3,980	\$2,207,773	\$2,171,783	(a)	STAFF SERVICES
Request for ECA increases Supervisor (adj) for legislative Asst. II; FY 17/18 - \$2,250 for FY 16/17 - lesser base salaries due to transition of staff; \$750 for	\$38,870	\$2,250,623	\$2,211,753	(b)	Divisions including Funds & Commission Research Asst. to accommodate expanded role for Research (Add salary and position to (b) for

FY 2017/2018  
Proposed Changes to Salary Account