



ALBANY CITY COUNCIL  
SUPPLEMENTAL AGENDA

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**March 27, 2024**

6:00 p.m.

Council Chambers, City Hall  
333 Broadalbin Street SW

Please note one supplemental agenda item for this meeting:

1. Revised item
  8. Staff reports
    - a. Personnel change requests for Municipal Court – Jeanna Yeager

Memo attached.



# MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager

FROM: September Ridgeway, Court Supervisor  
Jeanna Yeager, Finance Director

DATE: March 22, 2024, for March 27, 2024, City Council Meeting

**SUBJECT:** Personnel Change Requests for Municipal Court

Relates to Strategic Plan theme: Effective Government

## Action Requested:

Staff requests that the City Council, by motion, approve the following personnel change requests for Municipal Court effective April 1, 2024:

- Salary grade adjustment for the Court Clerk classification from A116 to A125.
- Salary grade adjustment for the Senior Court Clerk classification from A125 to A135.
- Salary grade adjustment for the Court Supervisor classification from N130 to N140.
- Add 1.0 full-time equivalent (FTE) Court Clerk position.

## Discussion:

At the December 13, 2023, council meeting, council approved staff to negotiate a contract with Verra Mobility for the installation and operation of photo red light enforcement, as well as photo speed enforcement at four intersections. The increase in the numbers of citations will be substantial and requires at least one additional FTE in municipal court to help process them.

The need to recruit competitively for a court clerk prompted the Finance Director to request an updated salary survey. Human Resources staff completed a comprehensive survey of comparable jurisdictions and found that the municipal court positions are behind market. Human Resources recommends that the Court Clerk position be moved from A116 to A125 on the AFSCME salary schedule, the Senior Court Clerk position move from A125 to A135 on the AFSCME salary schedule, and the Court Supervisor position move from N130 to N140 on the Nonbargaining schedule in order to bring those classifications to market.

The Human Resources Director has reviewed and approved this request as outlined.

## Budget Impact:

If approved, the budget impact of the reclassifications for the remainder of this biennium is approximately \$14,000. These positions are funded through the Municipal Court budget, and there are adequate funds available to support this increase.

The budget impact of the additional Court Clerk position for the remainder of this biennium is approximately \$140,000 and will be funded from the revenues received from the increased number of citations.

JLY

cc: Holly Roten, Human Resources Director