



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 8/28/2025

File ID: TMP-5905

Department: Human Resources

Subject:

Type of Action: Approval/Action

Resolution to adjust the salary of an employee in a certain position in assigned department.

Resolution No.

Finance Information:

Account Number: 1000-18-18100-501010-00000000-

City Cost Amount: \$ 316.76 for remainder of 2025

Total Cost: \$ 2,745.28

Special Circumstances:

Grant Funded: N/A

Grant Title - CFDA or granting Agency: N/A

Resolution #: N/A

Location: (list below)

Address:

District: District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

Additional Comments:

RESOLUTION NO. 25-

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, as follows:

Section 1. To provide equitable pay consistent with the City of Huntsville current Classification and Salary Plan, it is necessary that the salary be adjusted for a certain employee, as indicated in Attachment A, effective the first pay period following the approval of the City Council.

Section 2. The anniversary date for a certain employee, as indicated in Attachment A, shall remain the same for future step increases to provide equitable pay as a result of the adjustment.

ADOPTED this the 28th day of August 2025.

President of the City Council
of the City of Huntsville, Alabama

APPROVED this the 28th day of August 2025.

Mayor of the City of Huntsville,
Alabama

RESOLUTION NO. 25-

ATTACHMENT A

Jennifer Cox, Paralegal, who is currently classified at Salary Grade 13, Step 23, is hereby adjusted to Salary Grade 13, Step 25.