



# Huntsville, Alabama

308 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 12/21/2023

**File ID:** TMP-3746

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**Department:** Administration

**Subject:**

**Type of Action:** Approval/Action

Resolution to appoint Zachary McGovern to the position of External Relations Officer at Grade 20, Step 2.

Resolution No.

**Finance Information:**

**Account Number:** N/A

**City Cost Amount:** N/A

**Total Cost:** N/A

**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. 23-\_\_\_\_\_**

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the following person, having been appointed by the Mayor of the City of Huntsville, Alabama, to the position indicated below is hereby approved by the City Council to serve in such position for the current term of the Mayor at the salary grade, step and effective date set below:

<u>Name</u>	<u>Title</u>	<u>Grade</u>	<u>Step</u>	<u>Effective Date</u>
Zachary McGovern	External Relations Officer	20	2	December 22, 2023

**ADOPTED** this the 21st day of December, 2023.

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

**APPROVED** this the 21st day of December, 2023.

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Mayor of the City of Huntsville,  
Alabama