



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 5/14/2026

File ID: 2026-516

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: 1000-75-75300-501010-00000000 & 1000-13-13100-501010-00000000

City Cost Amount: \$8,931.10 + \$8,624.89

Total Cost: \$17,555.99

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:

Pending the approval of City Council on May 14, 2026, the necessary adjustments would become effective the first pay period following City Council approval, which is May 25, 2026.

RESOLUTION NO. 26-

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 the 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 14th day of May 2026.

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

APPROVED this the 14th day of May 2026.

Mayor of the City of Huntsville,
Alabama

RESOLUTION NO. 26-

ATTACHMENT A

Jennifer Colee, Traffic Projects Manager, who is currently classified at Salary Grade 18, Step 11, is hereby adjusted to Salary Grade 18, Step 15.

Jennifer Hershey, Accounting & Budget Manager, who is currently classified at Salary Grade 19, Step 19, is hereby adjusted to Salary Grade 19, Step 23.