



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 5/8/2025

**File ID:** TMP-5465

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**Department:** Police

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville and Melanie Hutchison.

Resolution No.

**Finance Information:**

**Account Number:** 1000-41-41303-501010-00000000

**City Cost Amount:** \$ 39,000 annually

**Total Cost:** \$ 39,000 annually

**Special Circumstances:**

**Grant Funded:** \$ 0.00

**Grant Title - CFDA or granting Agency:** N/A

**Resolution #:** N/A

**Location: (list below)**

**Address:** N/A

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

**Additional Comments:**

Special employee contract with Melanie Hutchison to work part-time as a Police Evidence Custodian. Contract is for one (1) year.

# SPECIAL EMPLOYEE AGREEMENT COVER SHEET

## Instructions:

- All special employee agreements submitted for review must have this Cover Sheet attached.
- Complete the cover sheet in its entirety. Include N/A when appropriate.
- Email the completed cover sheet along with all contractual documents (with attachments) to the Legal and Human Resources Departments.
- Once approved, the requesting department will add to the City Council agenda.

|                             |                               |                                          |
|-----------------------------|-------------------------------|------------------------------------------|
| Date:                       | 04/15/2025                    | Today's Date                             |
| Requestor's Name:           | Jessica Winn                  | Your Name                                |
| Requesting Department:      | Police                        | Division/Department                      |
| Requesting GL Code:         | 1000-41-41303-501010-00000000 | Salary Account Number                    |
| Individual/Employee Name:   | Melanie Hutchison             | Individual/Employee Name from Agreement  |
| Termination Effective Date: | 03/01/2025                    | Effective Date of Termination/Retirement |
| Previous Rate of Pay:       | 32.73                         | Rate of Pay at Termination/Retirement    |
| Agreement Rate of Pay:      | \$ 25.00                      | Rate of Pay in Agreement                 |
| Agreement Effective Date:   | 05/08/2025                    | Estimated Effective Date of Agreement    |
| Renewal/New Agreement:      | New Agreement                 | Is this a renewal or new agreement?      |

## BRIEFLY STATE THE PURPOSE OF THIS AGREEMENT

To employ Mrs. Hutchison as a Evidence Custodian in a part-time status to ensure the Police Evidence Room continues to operate at full staff.

## LIST ANY BENEFITS PROVIDED IN THE AGREEMENT

N/A

## TOTAL COST (list the one-time and annual recurring cost of the agreement)

- ONE-TIME: ANNUAL: \$ 39,000.00 OTHER:
- IF MULTI-YEAR AGREEMENT - BEGIN DATE: END DATE or ongoing:

## ADDITIONAL INFORMATION:

Is this agreement associated with any other contracts or agreements currently in effect with the City of Huntsville. If YES, provide date, vendor for original contract.



Yes



No

Original Contract Date:

Vendor Name:

## Approved as to Form

Approval: Kirk Giles Date: 04/15/2025

**\*\*PLEASE NOTE – Information contained on this document may be subject to change upon approval.**

**RESOLUTION NO. 25-\_\_\_\_\_**

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby authorized to enter into an agreement by and between the City of Huntsville and Melanie Hutchison, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as "Special Employee Agreement between the City of Huntsville and Melanie Hutchison" consisting of three (3) pages including Attachment "A", and the date of May 8, 2025, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville, Alabama.

**ADOPTED** this the 8th day of May, 2025.

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

**APPROVED** this the 8th day of May, 2025.

\_\_\_\_\_  
Mayor of the City of Huntsville,  
Alabama

**SPECIAL EMPLOYEE  
AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE  
AND MELANIE HUTCHISON**

STATE OF ALABAMA     )  
COUNTY OF MADISON    )

**SPECIAL EMPLOYEE AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE AND MELANIE HUTCHISON**

**THIS AGREEMENT** is made and entered into on the 8th day of May 2025 by and between Melanie Hutchison, an individual, ("Hutchison") and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama ("City").

**WITNESSETH:**

In consideration of the mutual promises and covenants herein contained, the parties do hereby agree as follows, to wit:

1. Hutchison shall be employed by the City of Huntsville as a Special Employee in the Police Department and shall be classified as a "Special" Employee under the City's Personnel Policies and Procedures Manual, and shall be under the direct supervision of the Chief of Police, or his designee. Hutchison's duties of the position of Special Employee shall include all work described on Attachment "A" attached hereto and incorporated herein by reference.

2. In consideration of the services rendered hereunder, the City shall pay Hutchison at the rate of \$25.00 per hour not to exceed an average of twenty-nine (29) hours per week, with the total sum not to exceed \$39,000 per year, which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of this agreement, Hutchison shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Hutchison shall not receive any benefits available to any employee of the City except those benefits she receives as a result of being retired from regular employment with the City. Hutchison shall have no authorization to incur any debt or obligation on behalf of the City.

3. The term of this contract shall be for a period of one year commencing on May 8, 2025.

\_\_\_\_\_  
President of the City Council  
Of the City of Huntsville, AL  
Date: May 8, 2025

4. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.

5. Except as specified herein, Hutchison shall be subject to all Policies applicable to part-time employees of the City of Huntsville.

6. Hutchison acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Hutchison agrees not to disclose the confidential information to any third party, except as it relates to law enforcement activities or prosecution of offenders, at any time following execution of this agreement. This clause shall survive the termination of this agreement.

7. This agreement constitutes the entire agreement between the parties.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement on the day and year first above written.

  
Melanie Hutchison, an Individual

**CITY OF HUNTSVILLE, ALABAMA**  
a municipal corporation

BY: \_\_\_\_\_  
Tommy Battle  
ITS: Mayor

ATTEST:

BY: \_\_\_\_\_  
Shaundrika Edwards  
ITS: City Clerk

## **Exhibit A**

### **Evidence Custodian**

#### Job Specifications and Duties

#### **Class Characteristics**

This is detailed work of average difficulty in receiving, recording, controlling, dispersing and disposal of property and evidence.

Work includes responsibility for maintaining the integrity of evidence, which may be used in a court of law. The employee may be called to present testimony regarding the integrity of the chain of evidence. Duties are performed with minimum supervision and work is checked when problems occur. Work is performed following prescribed guidelines, laws, and police department rules and regulations.

#### **Essential Functions**

- Receives and records property/evidence from Police Department Personnel and other authorized personnel; safeguards property/evidence and maintains the integrity of the chain of evidence.
- Informs owners and other applicable parties as to the procedure for recovering property; keeps records of such items and any disposition taken.
- Receives, records and disposes of abandoned, lost or recovered properties through prescribed channels.
- Maintains detailed inventory including such items as narcotics, jewelry, currency, weapons, and numerous household and business properties in the evidence room.
- Researches cases, contacts case investigators, other police agencies, and submits requests to the District Attorney's office for disposition. Gathers and maintains strict control over items to be auctioned and money to be turned in to the Revenue Department.
- Arranges for the destruction of confiscated alcoholic beverages, drugs and weapons.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.