



# 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-5493

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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 Alva Hamilton.

Resolution No.

**Finance Information:**

**Account Number:** 1000-41-41204-501010-00000000

**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 Agreement with Alva (Lisa) Hamilton. 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:	04/11/2025	Today's Date
Requestor's Name:	Jessica Winn	Your Name
Requesting Department:	Police	Division/Department
Requesting GL Code:	1000-41-41204-501010-00000000	Salary Account Number
Individual/Employee Name:	Lisa Hamilton	Individual/Employee Name from Agreement
Termination Effective Date:	4/30/2018	Effective Date of Termination/Retirement
Previous Rate of Pay:	34.03	Rate of Pay at Termination/Retirement
Agreement Rate of Pay:	\$ 32.36	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. Hamilton as a Cold Case Homicide Investigator in a part-time status to ensure efforts are continued working to solve cold cases.

## 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:

04/11/2025

**\*\*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 Alva Hamilton, 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 Alva Hamilton” 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 ALVA HAMILTON**

STATE OF ALABAMA     )  
COUNTY OF MADISON    )

**SPECIAL EMPLOYEE AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE AND ALVA HAMILTON**

**THIS AGREEMENT** is made and entered into on the 8th day of May 2025 by and between Alva Hamilton, an individual, ("Hamilton") 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. Hamilton 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. Hamilton'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 Hamilton at the rate of \$32.36 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, Hamilton shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Hamilton 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. Hamilton 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, Hamilton shall be subject to all Policies applicable to part-time employees of the City of Huntsville.

6. Hamilton acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Hamilton 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.

Alva Hamilton  
Alva Hamilton, an Individual

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

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

ATTEST:

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

## **Exhibit A**

### **Cold Case Homicide Investigator**

#### **Job Specifications and Duties**

##### **General Purpose**

This is a specialized role dedicated to resolving unsolved homicide cases that have gone dormant due to lack of leads, evidence, or resources at the time of the original investigation. This position requires a seasoned investigator with exceptional analytical skills, persistence, and expertise in modern forensic techniques to bring closure to victims' families and uphold justice.

##### **Essential Functions**

- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Review and analyze historical case files, including witness statements, forensic reports, and crime scene documentation, to identify overlooked details or new investigative angles.
- Leverage advancements in forensic technology (e.g., DNA analysis, digital forensics) to re-examine evidence and generate fresh leads.
- Conduct follow-up interviews with original witnesses, suspects, and family members to uncover new information or inconsistencies.
- Collaborate with external agencies, forensic experts, and law enforcement partners to pool resources and expertise.
- Maintain detailed records of investigative progress and prepare cases for potential prosecution.
- Provide updates and support to victims' families, fostering trust and closure in long-unresolved cases.