



cityofnovi.org

**CITY of NOVI CITY COUNCIL**

**Agenda Item 2  
December 15, 2008**

**SUBJECT: Approval to renew School Liaison Officer Contract with the Novi Community School District beginning with the 2008-09 school year through the 2010-2011 school year.**

**SUBMITTING DEPARTMENT:** Police *Don*

**CITY MANAGER APPROVAL:** *[Signature]*

**BACKGROUND INFORMATION:**

The City of Novi provides a School Liaison Officer to the Novi Community School District (NCSD) during the academic school year. This proactive and successful program represents a preventative partnership between the City of Novi and the NCSD which has been in place since 1999. A Novi police officer is assigned to the Novi High School and is responsible for a variety of activities which take place in all NCSD facilities throughout the community. In addition to investigating criminal activity, the officer also serves as a liaison between the Police Department and the school as well as several other entities within the City. The benefits of this program have ranged from improved relationships with students, enhanced emergency response and preparedness, and most importantly a proven sense of safety with students and staff.

This contract calls for the City to bill the school district for the officer's straight time plus benefits based on an agreed upon percentage (79.95% of the total year x 50%). In addition, at the School's request, the officer can be contracted to work at special events (i.e. sporting events, dance, etc). The City will invoice the district for working these events at the current contracted overtime rate on an annual basis. The City will assume all overtime associated with any criminal investigations.

Several neighboring law enforcement agencies invoice their School District's for their School Liaison Officers as follows:

- Oakland County Sheriffs Department bills 50% of the deputy's salary and none of the overtime.
- Farmington Hills Police Department bills 50 percent of the salary and 100 percent of the overtime.
- Farmington Police Department bills 50% of the salary and no overtime.
- South Lyon Police does not bill for any salary or overtime.
- Northville Twp. Police Department does not bill for any salary, however the school contributes up to \$5,000 per year for overtime.

The current School Liaison Officer's projected salary, including benefits, for the 2008-09 school year, excluding overtime is \$110K. Based on the agreed upon funding algorithm, the Novi Community School District will fund 40% of the total cost of the School Liaison Officer's salary.

**RECOMMENDED ACTION: Approval to renew School Liaison Officer Contract with the Novi Community School District beginning with the 2008-09 school year through the 2010-2011 school year.**

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

AGREEMENT FOR SCHOOL LIAISON OFFICER  
BETWEEN  
CITY OF NOVI AND NOVI COMMUNITY SCHOOLS

The purpose of this letter is to confirm the assignment of a police officer as a School Liaison Officer and financial agreement between the City of Novi and the Novi Community Schools.

- (A) School Liaison Officer -- The City of Novi hereby agrees to provide a police officer to serve as a School Liaison Officer to the Novi Community Schools for a three year time period beginning with the 2008-2009 school year and ending with the 2010-2011 school year.
- (B) Novi Community Schools agrees to pay one half of all costs for this officer (straight salary plus benefits) for each school year as follows: Total Cost of Officer x 79.95% of the total year x 50%. This amount will be adjusted on an annual basis to reflect any wage increases, increases in health care premiums, etc. For the 2008-2009 school year, this payment shall not exceed \$50,000.
- (C) At the School's request, the officer(s) can be contracted to work at special events (i.e. sporting events, concerts, field trips, commencement, etc.). The City will bill the Novi Community Schools at the current overtime rate on an annual basis for contracted overtime.
- (D) The City will assume all overtime expense associated with any criminal investigations.
- (E) Either party may cancel this agreement with 90 days notice in writing to the other party. Costs shall be allocated based upon the portion of the agreement performed as of the end of the 90 day period.
- (F) At either party's request, a comprehensive evaluation of the School Liaison Officer Program, including a financial review, will be conducted.
- (G) The District will be consulted prior to the evaluation of any officer serving in the position of School Liaison Officer.
- (H) The City of Novi will retain administration and supervision of this program with direct recommendations from Novi Community Schools on a joint cooperative basis. School District personnel will take part in any selection process for the School Liaison Officer.

Novi Community Schools

City of Novi

\_\_\_\_\_  
Peter J. Dion  
Superintendent, Novi Community Schools

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David B. Landry  
Mayor

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Maryanne Cornelius  
City Clerk

Witness

Witness

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