



CITY of NOVI CITY COUNCIL

Agenda Item C
May 22, 2017

SUBJECT: Approval to renew School Liaison Officer Contract with the Novi Community School District beginning with the 2017-18 school year through the 2019-20 school year.

SUBMITTING DEPARTMENT: Public Safety – Police 

CITY MANAGER APPROVAL: PA 

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 NSCD 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. The NCSD has indicated their intention to renew the current contract.

The contracts call for the City to bill the school district for the officers' straight time plus benefits based on an agreed 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. Based on the agreed upon funding algorithm, the Novi Community School District will fund approximately 40% of the total cost of the School Liaison Officer's salary. The average annual invoice to the NCSD over the past five years has been \$50K.

RECOMMENDED ACTION: Approval to renew School Liaison Officer Contract with the Novi Community School District beginning with the 2017-18 school year through the 2019-20 school year.

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 2017-18 school year and ending with the 2019-20 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.
- (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



Dr. Steven Matthews
Superintendent, Novi Community Schools

Robert J. Gatt
Mayor

Cortney Hanson
City Clerk

Witness


Sheila M. Holly

Witness

