



Date of Council Meeting: August 11, 2015

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** Safe Streets Task Force Overtime Reimbursement Grant Appropriation for the Police Department

**Staff Contact:** Joseph Price, Chief of Police  
Vanessa Grigsby, Captain  
Jason Cournoyer, Sr. Management Analyst

**Council Action Requested:** The appropriation of revenue and expenditures associated with the reimbursement of overtime for the Leesburg Police Officer assigned full time to the DC Metro Washington Safe Streets Task Force- Northern Virginia (Safe Streets Task Force - SSTF) from the Federal Bureau of Investigation (FBI).

**Staff Recommendation:** Staff recommends Town Council approve a supplemental appropriation to the Police Department in the amount of \$39,000 from reimbursement funding anticipated in Fiscal Year 2016 from the Federal Bureau of Investigation.

**Commission Recommendation:** Not applicable.

**Fiscal Impact:** The Town of Leesburg Police Department has assigned a detective full time to the Safe Streets Task Force (SSTF) for which the FBI reimburses all overtime costs associated with assigned detectives. The associated reimbursement funding revenue and overtime costs for the detective assigned to the SSTF are beyond the appropriation included in the Town Adopted Fiscal Year 2016 budget. It is anticipated that the assigned detective will work between 10-15 hours of overtime weekly, or 780 hours per year. As such, the estimated overtime costs are \$39,000 based on \$50 per overtime hour.

**Work Plan Impact:** None. The detective assigned to the Safe Streets Task Force works with other regional partners to combat drug trafficking and criminal enterprises within Northern Virginia which includes the Town of Leesburg.

**Executive Summary:** In response to the national heroin and synthetic drug epidemic, the Federal Bureau of Investigations (FBI) has initiated a Safe Streets Task Force (SSTF). The Leesburg Police Department (LPD) has agreed to participate and will absorb the salary for the assigned detective, but will be reimbursed for overtime costs as outlined above. The reimbursement agreement and the Memorandum of Understanding was executed between LPD and the FBI in May 2015, and the detective began his full-time assignment on June 22, 2015.

**Background:** The mission of the Safe Streets Task Force is to identify and target for prosecution criminal enterprise groups responsible for drug trafficking, money laundering, alien smuggling, crimes of violence such as murder and aggravated assault, robbery, and violent street gangs, as well as to intensely focus on the apprehension of dangerous fugitives where there is or may be a federal investigative interest. The SSTF will enhance the effectiveness of federal/state/local law enforcement resources through a well-coordinated initiative seeking the most effective investigative/prosecutorial avenues by which to convict and incarcerate dangerous offenders.

**Attachments:** (1) Executed Cost Reimbursement Agreement

**COST REIMBURSEMENT AGREEMENT**  
BETWEEN  
**THE FEDERAL BUREAU OF INVESTIGATION (FBI)**  
AND  
**LEESBURG POLICE DEPARTMENT**

TASK FORCE FILE # **281D-WF-179889**

Pursuant to Congressional appropriations, the FBI receives authority to pay overtime for police officers assigned to the formalized **Washington DC Metro Safe Streets Task Force-Northern Virginia** as set forth below for expenses necessary for detection, investigation, and prosecution of crimes against the United States. It is hereby agreed between the FBI and the **Leesburg Police Department** located at **65 Plaza Street, N.E. Leesburg, VA 20176**, Taxpayer Identification Number: **54-6001390**, Phone Number: **703-771-4500** that:

1) Commencing upon execution of this agreement, the FBI will, subject to availability of the required funding, reimburse the agency for overtime payments made to the officers assigned full-time to the task force.

2) Requests for reimbursement will be made on a monthly basis and should be forwarded to the FBI field office as soon as practical after the first of the month which follows the month for which reimbursement is requested. Such requests should be forwarded by the Supervisor of the agency to the FBI Task Force Squad Supervisor and Special Agent in Charge for their review, approval, and processing for payment.

3) Overtime reimbursements will be made directly to the agency by the FBI. All overtime reimbursement payments are made by electronic fund transfer (EFT). An ACH Vendor/Miscellaneous Payment Enrollment Form must be on file with the FBI to facilitate EFT.

4) Overtime reimbursements will be calculated at the usual rate for which the individual officer's time would be compensated in the absence of this agreement. However, said reimbursement, per officer, shall not exceed monthly and/or annual limits established annually by the FBI. The limits, calculated using Federal pay tables, will be in effect for the Federal fiscal year running from October 1st of one year through September 30th of the following year, unless changed during the period. The FBI reserves the right to change the reimbursement limits, upward or downward, for subsequent periods based on fiscal priorities and appropriations limits. The FBI will notify the agency of the applicable annual limits prior to October 1st of each year.

5) The number of agency officers assigned full-time to the task force and entitled to overtime reimbursement by the FBI shall be approved by the FBI in advance of each fiscal year. Based on the needs of the task force, this number may change periodically, upward or downward, as approved in advance by the FBI.

6) Prior to submission of any overtime reimbursement requests, the agency must prepare an official document setting forth the identity of each officer assigned full-time to the task force, along with the regular and overtime hourly rates for each officer. Should any officers change during the year, a similar

statement must be prepared regarding the new officers prior to submitting any overtime reimbursement requests for the officers. The document should be sent to the field office for FBI review and approval.

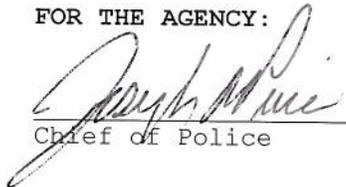
7) Each request for reimbursement will include the name, rank, ID number, overtime compensation rate, number of reimbursable hours claimed, and the dates of those hours for each officer for whom reimbursement is sought. The request must be accompanied by a certification, signed by an appropriate Supervisor of the agency, that the request has been personally reviewed, the information described in this paragraph is accurate, and the personnel for whom reimbursement is claimed were assigned full-time to the task force.

8) Each request for reimbursement will include an invoice number, invoice date, taxpayer identification number (TIN), and the correct banking information to complete the electronic fund transfer. The necessary banking information is the Depositor Account Title, Bank Account Number, Routing Number, and Type of Account (either checking, savings, or lockbox). If the banking information changes, a new ACH Vendor/Miscellaneous Payment Enrollment Form must be submitted to the FBI.

9) Requests for reimbursement must be received by the FBI no later than December 31st of the next fiscal year for which the reimbursement applies. For example, reimbursements for the fiscal year ending September 30, 2013, must be received by the FBI by December 31, 2013. The FBI is not obligated to reimburse any requests received after that time.

10) This agreement is effective upon signature of the parties and will remain in effect for the duration of the agency's participation in the task force, contingent upon approval of necessary funding, and unless terminated in accordance with the provisions herein. This agreement may be modified at any time by written consent of the parties. It may be terminated at any time upon mutual consent of the parties, or unilaterally upon written notice from the terminating party to the other party at least 30 days prior to the termination date.

FOR THE AGENCY:

  
Chief of Police  
5/21/15  
Date

FOR THE FBI:

  
Special Agent in Charge  
5/26/15  
Date

\_\_\_\_\_  
Contracting Officer  
FBI Headquarters  
Date

PRESENTED August 11, 2015

RESOLUTION NO. 2015-

ADOPTED \_\_\_\_\_

A RESOLUTION: APPROVING A SUPPLEMENTAL APPROPRIATION FOR A REIMBURSEMENT GRANT OF \$39,000 FROM WASHINGTON DC METRO SAFE STREETS TASK FORCE

WHEREAS, the Town of Leesburg's Police Department has agreed to participate as a member of the Washington DC Metro Safe Streets Task Force- Northern Virginia; and

WHEREAS, the Federal Bureau of Investigation, pursuant to Congressional appropriations, is authorized to reimburse the Town up to \$17,325.00 per month for overtime payments to officers assigned full-time to the task force; and

WHEREAS, in order for the Police Department to expend these funds, the Town Council must pass a supplemental budget appropriation to the Police Department budget; and

WHEREAS, the assigned detective to the task force is anticipated to work 15 hours of overtime per week throughout Fiscal Year 2016 for an annual estimated cost of \$39,000.

THEREFORE RESOLVED, by the Council of the Town of Leesburg in Virginia that the Fiscal Year 2016 Budget for the Police Department is hereby amended and an appropriation is made in the amount of \$39,000 for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

PASSED this \_\_\_\_ day of August, 2015.

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Kristen C. Umstattd, Mayor  
Town of Leesburg

ATTEST:

\_\_\_\_\_  
Clerk of Council