

**City of Burien, Washington**  
**Contract Routing Sheet**

Name of Contracting Party: United States Secret Service

Project Name/Description: Memorandum of Understanding for Reimbursements to Burien Police for assisting with U.S. Secret Service's Electronic Crimes Task Force

Contract Amount: \$ \_\_\_\_\_  
(Include Contractor's Proposal Amount and Sales Tax)

Type of Contract:

<input type="checkbox"/> <b>Architectural/Engineering</b> <input type="checkbox"/> From Engineering Roster <input type="checkbox"/> Advertised Bidding Done  <input type="checkbox"/> <b>Professional Services</b> (Non-Engineering) <input type="checkbox"/> 3 Bids received <input type="checkbox"/> Direct Negotiation	<input type="checkbox"/> <b>Construction</b> <input type="checkbox"/> Informal Bidding Process Done-3 bids (less than \$20,000/\$35,000) <input type="checkbox"/> From Small Works Roster (\$20,000/35,000 to \$100,000) <input type="checkbox"/> Competitive/Advertised Bidding Done (Over \$100,000) <input type="checkbox"/> Other: _____	<input type="checkbox"/> <b>Human Services/Arts &amp; Culture/City Match</b>  <input checked="" type="checkbox"/> <b>Other: MOU</b>  <input type="checkbox"/> <b>Contract Amendment to Contract No. _____</b>
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(Please attach a list of all bids received)

Is this contract authorized in the current year's budget?  Yes  No

If budgeted, list Fund/Dept.: General Fund - Police Services

Page # in Budget: \_\_\_\_\_ Budget line item amount: \$ \_\_\_\_\_

BARS Account Number: 001-00-331-14-75-000

Is a budget amendment needed?  Yes  No Amount? \$ \_\_\_\_\_

Date of Council Approval: \_\_\_\_\_

**REVIEWED BY:**

Contract Manager: Henry M. Date: \_\_\_\_\_

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Management Analyst: \_\_\_\_\_ Date: \_\_\_\_\_

<p align="center"><b><u>Routing Instructions:</u></b></p> <p><input type="checkbox"/> Send original to Contractor for their signature and then provide a copy of the fully signed contract to _____</p> <p><input type="checkbox"/> Contract is already signed by Contractor, please provide a copy of the fully signed contract to: _____</p> <p><input type="checkbox"/> Other (Please describe) _____</p>	<p align="center"><b><u>Contract File Checklist:</u></b></p> <p><input type="checkbox"/> Purchase Order # _____</p> <p><input type="checkbox"/> Tax ID Form</p> <p><input type="checkbox"/> Current Business License # _____</p> <p><input type="checkbox"/> Insurance Certificate</p> <p><input checked="" type="checkbox"/> Contract Fully Signed</p>
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**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF BURIEN POLICE DEPARTMENT  
AND  
THE UNITED STATES SECRET SERVICE**

The City of Burien Police Department and the United States Secret Service (USSS) enter into this memorandum of understanding (MOU), which becomes effective with the signatures of both parties and remains in effect until terminated by the mutual agreement of the City of Burien Police Department and the USSS or upon 30 day written notice by either party to this agreement.

**I. AUTHORITY**

This MOU is established pursuant to provisions of the Treasury Forfeiture Fund Act of 1992, 31 USC 9703, as amended. This act established the Department of the Treasury Forfeiture Fund and authorized the payment of certain overtime expenditures, travel, fuel, training, equipment and other similar costs of State and Local law enforcement officers, that are involved in joint operations, with a Department of the Treasury law enforcement organization, as prescribed in 31 USC 9703 (a)(1)(I)(hereinafter "overtime costs and other expenses").

**II. PURPOSE**

This MOU establishes the procedures and responsibilities of both the City of Burien Police Department and the USSS for the reimbursement of certain overtime costs and other expenses pursuant to 31 USC 9703.

**III. CONDITIONS AND PROCEDURES**

The parties agree to the following conditions:

- (a) The City of Burien Police Department may request reimbursement of payment of overtime costs and other expenses directly related to work performed by its officer(s) assigned to assist the U.S. Secret Service's Electronic Crimes Task Force in conducting official investigations. The City of Burien Police Department will submit all requests for reimbursement payments, together with appropriate documentation, to the U.S. Secret Service's Electronic Crimes Task Force Supervisor. Request for reimbursement will be based solely upon overtime worked and other expenses performed on behalf of the U.S. Secret Service Electronic Crimes Task Force.
- (b) All reimbursement hours of overtime costs and all other expenses covered under this MOU must be approved and certified by the U.S. Secret Service Task Force supervisor. The reimbursable overtime payments will be based upon the actual

hourly overtime rate, exclusive of matching employer contributions for any taxes or benefits.

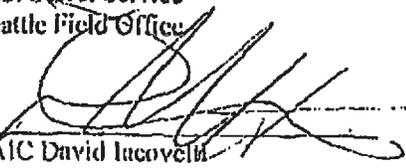
- (c) The U.S. Secret Service Task Force supervisor will forward all approved reimbursement requests through the Special Agent in Charge (SAIC) Criminal Investigative Division, Office of Investigations, to the Treasury Forfeiture Fund's payment agent, the U.S. Customs National Finance Center (NFC).
- (d) During the period of assignment to the Electronic Crimes Task Force, the City of Burien Police Department will remain responsible for establishing the salary and benefits, including overtime of the officer(s) assigned to the Task Force and making all payments due them. Reimbursement under this MOU is contingent upon the availability of mandatory funds allocated to the U.S. Secret Service through the Department of the Treasury Forfeiture fund.
- (e) The City of Burien Police Department shall permit and have readily available for examination and auditing by the U.S. Secret Service, the Department of Treasury, the Comptroller of the United States, and any of their duly authorized agents and representatives, any and all records, documents, accounts, invoices, receipts or expenditures relating to this agreement. They shall maintain all such records and reports until all audits and examinations are completed and resolved, or for a period of three (3) years, which ever is sooner.
- (f) Payments may be made to the extent they are included in the U.S. Secret Service Fiscal Year Plan and the monies are available within the Department of Treasury Forfeiture Fund to satisfy the request(s) for reimbursable expenses. It should also be understood that the total amount(s) made available to the U.S. Secret Service through the Department of the Treasury Forfeiture Fund, for reimbursement to the City of Burien Police Department, could change at any time.
- (g) Pursuant to the Treasury Executive Office for Asset Forfeiture (TEOAF) directive number 18, the maximum reimbursement entitlement for overtime costs to any one law enforcement official cannot exceed fifteen-thousand (\$15,000.00) dollars during the fiscal year.
- (h) This document does not obligate funds. Funding authority will be provided through other documents.

- (i) The City of Burien Police Department shall provide the U.S. Secret Service within 10 days of the signing of this MOU, with their agency's mailing address, contact name, telephone number and tax identification number. Further, this agency must provide the name, account number and ABA routing number of the financial institution where the City of Burien Police Department wants the Electronic Funds Transfer (EFT) payment deposited for the reimbursement of overtime salary costs. Failure to provide this information within the prescribed period of time will nullify this MOU agreement.

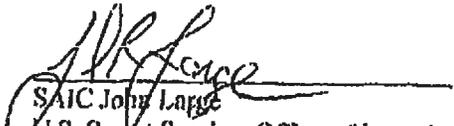
#### IV. REVISIONS

The terms of this MOU may be amended upon the written approval of both the City of Burien and the U.S. Secret Service. Such amendment is effective upon the date of approval.

U.S. Secret Service  
Seattle Field Office

  
SAIC David Lucovelli

Date: 10/1/09

  
SAIC John Large  
U.S. Secret Service, Office of Investigations  
Criminal Investigative Division

Date: 10/22/09

City of Burien Police Department  
Chief K. Scott Kimmerer

by: 

Date: 10/06/09

**TEOAF**  
**TASK FORCE INFORMATION SHEET**

Police Department: Burien Police Department  
Complete Address: 400 SW 152 Suite 300  
Street: Burien, WA 98146  
NCIC / ORI Code: WA0174100

Full                      Part-Time

Total Officers/Detectives \_\_\_\_\_

Contact Person Handling Payments: Gary Coleman

Contact Person's e-mail: garyc@burienwa.gov

Contact Person's Telephone Number: 206-248-5505

Law Enforcement Agency's Tax ID#: 91-1576144

Depositor Account Name: City of Burien

Type of Account (check, save, etc.): checking

Bank Name: Key Bank

Bank Telephone#: 1-800-778-2846

Bank Address: P.O. Box 11500 MS-WA-31-05-0265  
Tacoma, WA 98411

Bank ACH Coordinator: Anthony Carpenter

Bank ABA (routing) #: 125000574

Bank Account #: 0036254969