



WASHOE COUNTY

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CM/ACM _____
Finance LC/MS
DA KM
Risk Mgt. NA
HR NA
Grant Mgt. GE

STAFF REPORT

BOARD MEETING DATE: October 27, 2015

DATE: October 6, 2015
TO: Board of County Commissioners
FROM: Jerry Baldridge, Captain, Special Operations Division
(775) 321-4912, jbaldridge@washoecounty.us

THROUGH: Chuck Allen, Sheriff QA 397

SUBJECT: Recommendation to approve acceptance of [up to \$17,548.00, no County match required] in overtime reimbursement for deputies assigned full time to the Federal Bureau of Investigation (FBI) Joint Terrorism Task Force (JTTF). Washoe County will be reimbursed for overtime and benefit costs directly related to activities in conjunction with the FBI JTTF. Funds are available retroactively from Federal Fiscal Year 10/1/15-9/30/16. If approved, direct Comptroller's Office to make necessary budget adjustments. (All Commission Districts).

SUMMARY

The FBI has approved for the Washoe County Sheriff's Office to be reimbursed for overtime worked by deputies assigned to work full time on the FBI JTTF on activities that are directly associated with the task force. This amount is not to exceed \$17,548.00, which represents the Federal FY 15/16 maximum overtime allowance for one fulltime employee. Retroactive submission based on Federal Fiscal Year allocations.

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

PREVIOUS ACTION

None.

BACKGROUND

The Washoe County Sheriff's strives to establish collaborations with various local, state, and federal agencies. The FBI recognizes the cooperation received from our agency and has authorized reimbursement for the overtime expenses incurred by deputies assigned full time to their task force while working on FBI task force activities.

AGENDA ITEM # 554

GRANT AWARD SUMMARY

Project/Program Name: Federal Bureau of Investigation (FBI) – Joint Terrorism Task Force

Scope of the Project: Various law enforcement activities associated with the FBI task forces.

Benefit to Washoe County Residents: Reimbursement of overtime costs associated with the FBI Task Force.

On-Going Program Support: N/A

Award Amount: \$17,548.00

Grant Period: 10/1/15 - 9/30/16

Funding Source: Federal Bureau of Investigation

Pass through From: N/A

CFDA Number: N/A

Grant ID Number: 319X-HQ-A1487710-LV-JTTF-B

Match Amount and Type: none

Indirect Cost Rate (applicable to the award):

Grant's recoverable indirect cost rate:

- Indirect costs are fully recoverable
- Sponsor does not allow for indirect cost recovery
- Sponsor has limited indirect cost recovery at ___ %
- Sponsor requires indirect Cost Rate Approved by Cognizant Agency

Special Terms & Conditions: Our agency will be reimbursed only for overtime hours associated with activities associated with the FBI task force. The Cost Reimbursement Agreements (CRA) remain in effect as long as WCSO participates on the task force.

Sub-Awards and Contracts: N/A

FISCAL IMPACT

Should the board accept this reimbursement award and approve these amendments, the adopted budget will be increased by \$17,548.00 in both revenues and expenditures in the following accounts. No match required.

Increase Revenues	
11280 – 485129 – (2016 FBI JTTF – Federal Grants)	\$17,548.00
Increase Expenditures:	
11280 – 701300 - (2016 FBI JTTF - Overtime)	\$17,548.00

This is reimbursement based funding. No match required.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve acceptance of [up to \$17,548.00, no County match required] in overtime reimbursement for deputies assigned full time to the Federal Bureau of Investigation (FBI) Joint Terrorism Task Force (JTTF). Washoe County will be reimbursed for overtime and benefit costs directly related to activities in conjunction with the FBI JTTF. Funds are available retroactively from Federal Fiscal Year 10/1/15-9/30/16. If approved, direct Comptroller’s Office to make necessary budget adjustments.

POSSIBLE MOTION

Should the Board agree with staff’s recommendation, a possible motion would be: Move to approve acceptance of [up to \$17,548.00, no County match required] in overtime reimbursement for deputies assigned full time to the Federal Bureau of Investigation (FBI) Joint Terrorism Task Force (JTTF). Washoe County will be reimbursed for overtime and benefit costs directly related to activities in conjunction with the FBI JTTF. Funds are available retroactively from Federal Fiscal Year 10/1/15-9/30/16. If approved, direct Comptroller’s Office to make necessary budget adjustments.

COST REIMBURSEMENT AGREEMENT
BETWEEN
THE FEDERAL BUREAU OF INVESTIGATION (FBI)
AND

WASHOE COUNTY SHERIFF'S OFFICE

TASK FORCE FILE: 319X-HQ-A1487710-LV-JTTF-B

Pursuant to Congressional appropriations, the FBI receives authority to pay overtime for police officers assigned to the formalized Joint Terrorism Task Force 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 Washoe County Sheriff's Office, located at 911 Parr Boulevard, Reno, NV, Taxpayer Identification Number: 88-6000138, Phone Number: (775) 328-3001, that:

1. Commencing upon execution of this agreement, the FBI will, subject to availability of required funding, reimburse the agency for overtime payments made to 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 a 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. *done*

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:

[Signature]
Washoe County Sheriff's Office _____ Date

FOR THE FBI:

[Signature] *2/25/13*
Special Agent in Charge _____ Date
Las Vegas Division

[Signature]
Contracting Officer
FBI Headquarters

2/19/13
Date
Maury V. Taylor
Contracting Officer
Federal Bureau of Investigation