

Motion M2020-18 to accept an annual allocation in the amount of \$3,400 for fiscal year 2020 from the United States Secret Service - Department of Homeland Security on behalf of the Myrtle Beach Police Department to defray costs (training, travel, equipment or overtime) associated with the department's involvement in the South Carolina Electronic Crimes Task Force; and to authorize the City Manager or his designee to record the appropriation of such grant funds, and to execute and deliver the agreement.

This funding is designated to reimburse the Police Department's expenses associated with training, travel, equipment or overtime while working with the South Carolina Electronic Crimes Task Force. No local match is required.

From: JEFFREY WINDISH (CSC) [<mailto:jeffrey.windish@usss.dhs.gov>]

Sent: Monday, January 6, 2020 2:38 PM

To: Orion Cozene <OCozene@cityofmyrtlebeach.com>; Andrew Curry <acurry@cityofmyrtlebeach.com>

Cc: FRANKLIN KELLEY JR (CSC) <fkelly@usss.dhs.gov>; JEFFREY WINDISH (CSC) <jeffrey.windish@usss.dhs.gov>

Subject: SCECTF FY 2020 Allocation - Myrtle Beach Police Department

The SCECTF has allocated **\$3,400.00** to your agency for FY 2020, covering the period of October 1st, 2019 - September 30th 2020. This is reimbursable funding for task force expenses incurred in the area of training, travel, equipment or overtime. The SCECTF will reimburse you for expenses that fall into these categories and are related to SCETF Investigations.

To be reimbursed, complete the attached Joint Ops Invoice monthly and include all expenses incurred during that month only. You must attach receipts and you must attach overtime sheets showing OT hours worked related to SCECTF investigations. The attached Joint Ops invoice and any payroll/overtime sheets must be signed by your supervisor. For officers receiving reimbursement for overtime, you must provide the officers' regular hourly rate and overtime rate on department letterhead at the beginning of each budget year. **Please CC ATSAIC Kelley (fkelly@usss.dhs.gov) on all reimbursement submissions.**

Please submit all reimbursement requests by the 5th of each month following the month the expense is incurred. **They may be scanned and emailed to me.** Once received, I will send you a reimbursement request confirmation showing the pending reimbursement to your agency and your remaining balance. Recognizing that the first quarter of FY 2020 is already over, I request that you start submitting reimbursement requests ASAP in hopes of expensing 50% of your allocated funds by March 30th. If for any reason you cannot expense all of your funds, please notify me by the end of August so that the funds can be reissued to another task force member. It is in the best interest of the SCECTF that all funds be expensed.

I have attached Directive 18, from the Department of the Treasury which governs this program for your review.

Thanks for your participation in and contribution to the SCECTF!

Jeffrey Windish
Senior Special Agent
Columbia Field Office