



SHORELINE
CITY COUNCIL

Shari Winstead
Mayor

Chris Eggen
Deputy Mayor

Will Hall

Doris McConnell

Keith A. McGlashan

Chris Roberts

Jesse Salomon

August 14, 2015

U.S. Secret Service
Asset Forfeiture Division
ATTN: SAIC Chris Henderson
1111 18th Street NW, Suite 200
Washington DC 20223

Dear SAIC Henderson,

As you are aware, the City of Shoreline (City) and Shoreline Police Department (SPD) have assigned Detective Will Marik to the Seattle Secret Service Group for the past five years. During that time he has worked cooperatively with various detectives/agents and as a result of his efforts the City of Shoreline has received approximately \$1.9 million in seized monies. The first share of these monies was received on August 19, 2011.

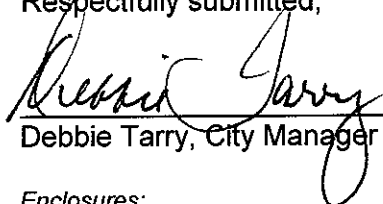
In August 2013, the City of Shoreline submitted a business plan justifying a request for an extension of time from the federal government for the use of these monies. That request was granted as exhibited in the letter attached as Attachment A. The response from the Executive Office for Asset Forfeiture also included a request that the City provide two progress reports; one when the site plan has been delivered and a second when construction on the police station commences. The City intends to honor that request.

Also attached to this letter as Attachment B is an updated a business plan, which serves as the justification to request another extension of time from the federal government for the use of these monies. The City and SPD have developed the enclosed document, titled State and Federal Asset Forfeiture Funds Business Plan (Plan) for your review. This Plan documents the joint interest in continuing to retain these monies to fund the impending acquisition/development costs of a state-of-the-art police station.

The Shoreline Police Department, comprised of 53 employees, is currently housed in a building with approximately 5,500 square feet. The City is currently planning for the remodeling / construction of a new facility at City Hall. The previous business plan reflected the funding of this *Police Station Site Analysis* project in 2013. The updated business plan reflects the anticipated acquisition of a site contiguous to City Hall along with the design and construction timing.

The City respectfully requests an extension to hold the funds in its account as progress is made on the *Police Station* project through 2017.

Respectfully submitted,


Debbie Tarry, City Manager


Shawn Ledford, Chief of Police

Enclosures:

Attachment A: Letter from U.S. Department of the Treasury Executive Office for Asset Forfeiture, dated December 26, 2013

Attachment B: City of Shoreline and Shoreline Police Department State and Federal Asset Forfeiture Funds Business Plan, Fiscal Years 2015 - 2017



DEPARTMENT OF THE TREASURY
UNDER SECRETARY FOR TERRORISM AND FINANCIAL INTELLIGENCE

EXECUTIVE OFFICE FOR ASSET FORFEITURE
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DEC 26 2013

City of Shoreline and Shoreline
Police Department
17500 Midvale Avenue North
Shoreline, Washington 98133-4905

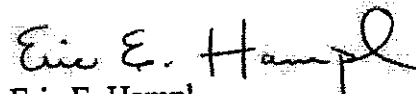
Dear Chief Ledford and Ms. Underwood:

This letter is in response to your correspondence dated August 13, 2013 (received October 17, 2013) regarding a request for an extension to hold previously shared Department of the Treasury equitable shared funds beyond the general two years to allow for the completion of a Police Station Site Analysis and the construction of a new police station.

Based on the information provided, I hereby grant the request of the City and the Police Department to extend the time to retain the equitable shared funds account beyond the general two years. We believe it is a creditable effort to utilize asset sharing funds to provide for the long term needs of the police department. Since the construction of the facility is anticipated in 2015 or beyond, I ask that you provide this office with two progress reports; one when the site plan has been delivered and a second when construction on the police station commences.

Thank you for your continued support of joint investigative efforts. If you have any further questions, you may contact Ms. Jackie A. Jackson of my staff at (202) 622-2755.

Sincerely,


Eric E. Hampl
Director

**City of Shoreline and Shoreline Police Department
Federal Criminal Forfeiture Program (Fund 116)
Fiscal Years 2010 – 2016 Budgets**

We are pleased to present the 2015 edition of the Business Plan (the Plan) for the City of Shoreline's asset forfeiture funds, as follows: Public Safety State Seizure Fund (Fund 108); Federal Drug Enforcement Forfeiture Fund (Fund 112); and, Federal Criminal Forfeiture Fund (Fund 116). These Funds are the receipt accounts for the deposit of asset forfeitures¹ and provide money for the Shoreline Police Department (SPD) to accomplish specific objectives.

Introduction:

The development of this second edition of the Business Plan brought together staff from the City's Administrative Services Department (ASD) and SPD to ensure that policy and financial planning for each asset forfeiture fund is: (a) consistent with the needs of the SPD throughout a two-year planning horizon, and (b) compliant with the guidelines specific to each fund as delineated either in state or federal law. The Plan reflects five years of history covering 2010 through 2014, and the current fiscal year's appropriations in the City of Shoreline's budget for 2015 and the following fiscal year that will reflect the ongoing nature of certain expenditures and propose one-time expenditures. Noteworthy items for the current fiscal year through the following fiscal year will be highlighted in this document. Going forward, staff will meet during the City's annual budget process to update the Plan as necessary.

Uses of Monies:

Historically, the SPD has spent monies as they were received in the Public Safety State Seizure Fund (Fund 108) and Federal Drug Enforcement Forfeiture Fund (Fund 112) for travel, training and equipment for its officers in its Street Crimes Investigations (Special Emphasis Team) unit. The guidelines for these funds do not specify a timeframe within which the monies must be spent. Under this Plan, monies received in the Public Safety State Seizure Fund (Fund 108) will generally be used for annual travel and training and monies received in the Federal Drug Enforcement Forfeiture Fund (Fund 112) will generally be used to purchase equipment.

In addition to the types of expenditures discussed above, federal guidelines allow monies received in the Federal Criminal Forfeiture Fund (Fund 116) to fund facility construction; updating or remodeling of facilities; or, the purchase of furniture, telecommunications equipment, etc. The guidelines state that these monies, "...may be retained in a holding account for a reasonable period of time, generally no longer than two years..."² In August 2013, the City of Shoreline submitted a business plan justifying a request for an extension of time from the federal government for the use of these monies. That request was granted by the Executive Office for Asset Forfeiture in

¹ *Asset Forfeiture*: Forfeiture is a legal mechanism by which property derived from or used in the furtherance of unlawful activity can be seized and forfeited to the government, with the owner losing all rights to the property without compensation.

² U.S. Department of the Treasury, *Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies*. April 2004. Page 20.

**City of Shoreline and Shoreline Police Department
Federal Criminal Forfeiture Program (Fund 116)
Fiscal Years 2010 – 2016 Budgets**

December 2013³. Under this updated Plan, the City and SPD are documenting their continued interest in retaining a majority of these monies to fund the impending acquisition/development costs of a state-of-the art police station.

Primary Purpose of the Plan:

While the Public Safety State Seizure Fund (Fund 108) and Federal Drug Enforcement Forfeiture Fund (Fund 112) have been established for several years, the City received its first share of seizure revenue from the U.S. Secret Service, approximately \$63,000, to be deposited in the Federal Criminal Forfeiture Fund (Fund 116) on August 19, 2011. At the end of 2014 the City will have an ending fund balance of approximately \$1,766,235 in the Federal Criminal Forfeiture Fund (Fund 116). The two-year timeframe imposed by the federal guidelines for the Federal Criminal Forfeiture Fund (Fund 116) necessitated the update of this Plan, which will serve as the justification to request approval from the federal government for another extension of time for the use of these monies.

2015 – 2016 Business Plan Highlights:

In addition to the ongoing expenditures for training, travel, and equipment, the Business Plan for 2015 proposes the following uses of the asset forfeiture funds:

- In 2013 an analysis was conducted on potential sites for a new Police Station to replace the existing facility that has reached the end of its lifecycle and does not meet current space needs or any future growth needs. The recommendation is to locate a new police station in the existing City Hall. The Plan reflects the transfer of funds from the Federal Criminal Forfeiture Fund (Fund 116) to the General Capital Fund in 2015 and 2016 for the *Police Station* project⁴. The City awarded a contract to David A. Clark Architects for design work on the police station on June 1, 2015. The design work has commenced and is scheduled to be complete in the second quarter of 2016. The City has initiated property acquisition of property needed for part of the police station expansion. Construction is scheduled to begin by third quarter 2016 with completion and move-in occurring during the fourth quarter of 2017.

³ Letter from Department of the Treasury Executive Office for Asset Forfeiture, dated December 26, 2013.

⁴ Refer to the *Police Station* project description on page 322 of the City of Shoreline's 2015 Proposed Budget document.