

Resolution No. 2026-3498

A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2025 and ending September 30, 2026; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.

Whereas, the Commission of the City of Sanford, Florida has adopted an annual operating budget for the fiscal year beginning October 1, 2024 and terminating on September 30, 2025 specifying certain projected revenues and expenditures for the operations of Sanford municipal government; and

Whereas, the City's budget presumes that each department generally will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the City's fiscal year; and

Whereas, from time-to-time circumstances and events may require that the original City budget may need revision; and

Whereas, the City Commission, in its judgment and discretion, has the authority to adjust the budget to more closely coincide with actual and expected events.

Now, therefore, be it adopted and resolved by the City Commission of the City of Sanford, Florida as follows:

Section 1. Adoption of Budget Amendment.

The annual operating budget of the City of Sanford for the fiscal year beginning October 1, 2025 and terminating on September 30, 2026 is hereby revised and amended by Attachment "A". The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2025 and

terminating on September 30, 2026 shall remain in full force and effect.

Section 2. Implementing administrative actions.

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate.

Section 3. Savings.

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities are hereby ratified and affirmed.

Section 4. Conflicts.

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

Section 5. Severability.

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

Section 6. Effective Date.

This Resolution shall become effective immediately upon enactment.

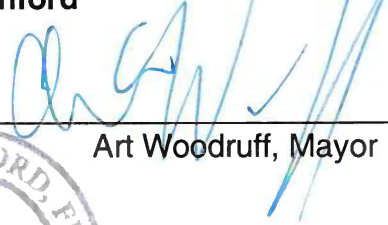
Passed and adopted this 27th day of July, 2026.

Attest:

**City Commission of the City of
Sanford**



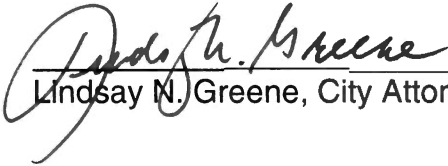
Traci Houchin, MMC, FCRM
City Clerk



Art Woodruff, Mayor

For use and reliance of the Sanford
City Commission only.
Approved as to form and legality.





Lindsay N. Greene, City Attorney

**SEMINOLE COUNTY SHERIFF'S OFFICE
SUBRECIPIENT AGREEMENT FOR THE
HIGH INTENSITY DRUG TRAFFICKING AREAS PROGRAM
(HIDTA)**

THIS AGREEMENT made and entered into the _____ day of _____, 2026 by and between Dennis M. Lemma, as Sheriff of Seminole County on behalf of the Seminole County Sheriff's Office whose address is 100 Eslinger Way, Sanford, Florida 32773, a Constitutional Officer of the political subdivision of Seminole County, State of Florida, holding tax exempt status, hereinafter referred to as "SCSO" and the Sanford Police Department whose principal and local address is 815 Historic Goldsboro Blvd., Sanford, FL 32771 hereinafter referred to as "SUBRECIPIENT." SCSO and SUBRECIPIENT are collectively referred to herein as the Parties.

WITNESSETH:

WHEREAS, on July 03, 2026, the Executive Office of the President, Office of National Drug Control Policy awarded a grant to SCSO for the High Intensity Drug Trafficking Areas (HIDTA) Program (Grant #HID0326G0677-00) for a period of two (2) years beginning on January 1, 2026 which is attached as Exhibit C, Grant Agreement; and

WHEREAS, SUBRECIPIENT as a member of Central Florida HIDTA acknowledges the obligations of participation in the program; and

WHEREAS, SCSO, as a fiduciary of Central Florida HIDTA desires to reimburse SUBRECIPIENT for its performance to support the activities, programs and projects of Central Florida HIDTA upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed by and between the Parties hereto as follows:

SECTION 1: GENERAL PROVISIONS.

(a). The term "SUBRECIPIENT" as used in this Agreement is hereby defined herein as that person or entity, including employees, servants, partners, principals, agents and assignees participating in activities of Central Florida HIDTA under this Agreement.

(b). The recitals herein are true and correct and form and constitute a material part of this Agreement upon which the parties have relied.

(c). Each party hereto represents to the other that it has undertaken all necessary actions to execute this Agreement, and that it has the legal authority to enter into this Agreement and to undertake all obligations imposed on it. The person(s) executing this Agreement for SUBRECIPIENT certify they are authorized to bind SUBRECIPIENT fully to the terms of this Agreement.

(d). Time is of the essence of the lawful performance of the duties and obligations contained in this Agreement .

(e). When the term "law" is used herein, said phrase shall include statutes, codes, rules and regulations of whatsoever type or nature enacted or adopted by a governmental entity of competent jurisdiction.

(f). It is agreed that nothing herein contained is intended or should be construed as in any manner creating or establishing a relationship of co-partners between the parties, or as constituting SUBRECIPIENT (including, but not limited to, its officers, employees, and agents) the agent, representative, or employee of SCSO for any purpose, or in any manner, whatsoever.

(g). Persons employed by SUBRECIPIENT to participate in the functions of Central Florida HIDTA pursuant to this Agreement shall have no claim to pension, workers' compensation, unemployment compensation, civil service or other employee rights or privileges granted to SCSO's officers and employees either by operation of law or by SCSO.

(h). No claim for reimbursement by SUBRECIPIENT not specifically provided for herein shall be honored by SCSO.

SECTION 2: SUBRECIPIENT RESPONSIBILITIES.

(a). SUBRECIPIENT acknowledges that funding for HIDTA operations is in the form of a federal grant and agrees to abide by all requirements set forth in the Grant Agreement in Exhibit C and the HIDTA Program Policy and Budget Guidance Manual located on the National HIDTA Assistance Center (NHAC) website at http://www.nhac.org/hidta_guidance/Program_Policy_and_Budget_Guidelines2017.pdf .

(b). SUBRECIPIENT shall be responsible for submittal of reimbursement requests in a format acceptable to SCSO as detailed in Section 7 of this Agreement.

(c). Neither SCSO's review, approval or acceptance of, nor payment of any reimbursement invoice, shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement. SUBRECIPIENT shall be and remain liable to SCSO in accordance with applicable law for all damages to SCSO caused by SUBRECIPIENT's negligent or improper reimbursement requests. SCSO is responsible to validate such damages or loss to SUBRECIPIENT.

(d). The rights and remedies of SCSO, provided for under this Agreement, are in addition to any other rights and remedies provided by law.

(e). SUBRECIPIENT shall disclose any potential conflicts of interest to this Agreement to SCSO prior to execution of the Agreement or if discovered after execution, as soon as SUBRECIPIENT is aware of the potential conflict of interest.

SECTION 3: SCSO RIGHTS AND RESPONSIBILITIES.

(a). SCSO shall reasonably cooperate with SUBRECIPIENT in a timely fashion as set forth in this Section.

(b). SCSO shall furnish a SCSO Representative, as appointed by the Designated Representative to administer, review and coordinate the payment of all reimbursement requests.

(c). SCSO shall make SCSO personnel available where, in SCSO's opinion, they are required and necessary to assist SUBRECIPIENT. The availability and necessity of said personnel to assist SUBRECIPIENT shall be determined solely at the discretion of SCSO.

(d). SCSO shall examine all of SUBRECIPIENT's reimbursement requests and indicate SCSO's approval or disapproval within a reasonable time so as not to materially delay the reimbursement of SUBRECIPIENT.

(e). SCSO shall transmit instructions, relevant information, and provide interpretation and definition of SCSO policies and decisions with respect to matters pertinent to the reimbursements covered by this Agreement.

(f). SCSO shall give written notice to SUBRECIPIENT whenever SCSO's Designated Representative knows of a development that affects the performance of this Agreement.

SECTION 4: REIMBURSEMENT.

Reimbursement requests, and all financial matters, shall be as set forth in Exhibit A, Reimbursement Procedures.

SECTION 5: INVOICE PROCESS.

(a). Invoices shall be submitted in the format in Exhibit D. Invoices shall be submitted on a quarterly basis to the appropriate HIDTA Group Supervisor for approval no later than fifteen (15) days following the end of the prior quarter. For this agreement, the end of each quarter is the months of December, March, June and September.

Invoices without disputable items will be processed for payment within thirty (30) days of receipt of an approved invoice by SCSO.

(b). SUBRECIPIENT will be notified of any disputable items contained in invoices submitted by SUBRECIPIENT within fifteen (15) days of receipt by SCSO with an explanation of the deficiencies.

(c). SCSO and SUBRECIPIENT will make every effort to resolve all disputable items contained in SUBRECIPIENT invoices.

SECTION 6: TERM/LENGTH OF AGREEMENT.

(a). This Agreement shall commence January 1, 2026 and shall terminate on December 31, 2026 or until terminated pursuant to the terms of this Agreement.

SECTION 7: DESIGNATED REPRESENTATIVES.

(a). SCSO designates SCSO's Procurement and Agreements Manager or his/her designated representative, to represent SCSO in all matters pertaining to and arising from this Agreement.

(b). SCSO's Procurement and Agreements Manager, or his/her designated representative, shall have the following responsibilities:

(1). Transmission of instructions, receipt of information, and interpretation and definition of SCSO's policies and decisions with respect to this Agreement.

(2). Giving prompt notice to SUBRECIPIENT whenever SCSO's designated representative knows of a change necessary in the project.

(c). Until further notice from SCSO, the designated representative for this Agreement is:

**Barbara Taylor, CPPO
Procurement and Agreements Manager
Seminole County Sheriff's Office
100 Eslinger Way
Sanford, Florida 32773**

(d). SUBRECIPIENT's designated representative is:

**Dawn Chambers
Administrative Services Manager
Sanford Police Department
815 Historic Goldsboro Blvd Sanford, FL 32771**

SECTION 8: EMPLOYEES

(a). SUBRECIPIENT may engage employees at its discretion and is responsible for all such employees.

(b). SUBRECIPIENT shall comply with the requirements of the *Americans with Disabilities Act* (ADA), and any and all related Federal or State laws which prohibits discrimination by public and private entities on the basis of disability.

(c). SCSO will not intentionally award publicly-funded contracts to any SUBRECIPIENT who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) Section 274A(e) of the *Immigration and Nationality Act (INA)*]. SCSO shall consider the employment by SUBRECIPIENT of unauthorized aliens, a violation of Section 274A (e) of the *INA*. Such violation by SUBRECIPIENT of the employment provisions contained in Section 274A (e) of the *INA* shall be grounds for termination of this Agreement.

(d). If applicable, in accordance with Section 216.347, *Florida Statutes*, SUBRECIPIENT shall not use funds provided by this Agreement for the purpose of lobbying the Legislature, the judicial branch or State agency.

(e). SUBRECIPIENT shall advise SCSO in writing if it has been placed on a discriminatory vendor list, may not submit a bid on a contract to provide goods or services to a public entity, or may not transact business with any public entity.

(f). SUBRECIPIENT shall not knowingly engage in any action that would create a conflict of interest in the performance of that actions of any SCSO employee or other person during the course of performance of, or otherwise related to, this Agreement or which would violate or cause others to violate the provisions of Part III, Chapter 112, *Florida Statutes*, relating to ethics in government.

SECTION 9: ACCESS TO RECORDS/AUDIT /PUBLIC RECORDS.

(a). SUBRECIPIENT shall maintain books, records, documents, time and costs accounts and other evidence directly related to this Agreement. All time records and cost data shall be maintained in accordance with generally accepted accounting principles.

(b). SUBRECIPIENT shall maintain and allow access to the records required under this Section for a minimum period of five (5) years after the completion of this Agreement and date of final payment, or date of termination of this Agreement.

(c). SCSO may perform, or cause to have performed, an audit of the records of SUBRECIPIENT regarding payments issued hereunder. This audit shall be performed at a time mutually agreeable to SUBRECIPIENT and SCSO subsequent to the close of the final fiscal period of the agreement. Total compensation to SUBRECIPIENT may be determined subsequent to an audit as provided for in this Section, and the total compensation so determined shall be used to calculate final payment to SUBRECIPIENT. If such audit confirms that SUBRECIPIENT was underpaid, SUBRECIPIENT shall submit an invoice to SCSO within fifteen (15) days of notice of underpayment for the balance owed. Conduct of this audit shall not delay payments as required by this Section. SUBRECIPIENT shall have no obligation to pay any costs incurred in any audit performed by SCSO or at SCSO's direction and such costs shall be the sole obligation of SCSO.

(d). In addition to the above, if Federal, State, County, or other entity funds are used for services under this Agreement, the Comptroller General of the United States or the Chief Financial Officer of the State of Florida, or Seminole County, or any representatives, shall have access to any books, documents, papers, and records of SUBRECIPIENT which are directly pertinent to this Agreement for purposes of making audit, examination, excerpts, and transcriptions.

(e). In the event of any audit or inspection conducted reveals any overpayment by SCSO under the terms of the Agreement, SUBRECIPIENT shall refund such overpayment to SCSO within thirty (30) days of notice by SCSO of the request for the refund.

(f). SUBRECIPIENT agrees that if any litigation, claim, or audit is started before the expiration of the record retention period established above, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

SECTION 10: DEBARMENT AND SUSPENSION

Federally awarded contracts must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM). By executing this Agreement, SUBRECIPIENT is certifying SUBRECIPIENT is not currently on this list and will immediately notify SCSO if SUBRECIPIENT is placed on the list.

SECTION 11. ANTI-LOBBYING AMENDMENT

By executing this Agreement, SUBRECIPIENT is certifying that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award.

SECTION 12: CONTROLLING LAWS/VENUE/INTERPRETATION.

(a). This Agreement is to be governed by the laws of the State of Florida.

(b). Venue for any legal proceeding related to this Agreement shall be in the Eighteenth Judicial Circuit Court in and for Seminole County, Florida.

SECTION 13: *FORCE MAJEURE*.

Neither party shall be considered in default in performance of its obligations hereunder to the extent that performance of such obligations, or any of them, is delayed or prevented by *Force Majeure*. *Force Majeure* shall include, but not be limited to, hostility, terrorism, revolution, civil commotion, strike, epidemic, pandemic, fire, flood, wind, earthquake, explosion, any law, proclamation, regulation, or ordinance or other act of government, or any act of God or any cause whether of the same or different nature, existing or future; provided that the cause whether or not enumerated in this Section is beyond the control and without the fault or negligence of the party seeking relief under this Section.

SECTION 14: EXTENT OF AGREEMENT/INTEGRATION/AMENDMENT.

(a). This Agreement, together with the exhibits, if any, constitutes the entire integrated Agreement between SCSO and SUBRECIPIENT and supersedes all prior written or oral understandings in connection therewith. This Agreement, and all the terms and provisions contained herein, including without limitation the Exhibits hereto, constitute the full and complete agreement between the parties hereto to the date hereof, and supersedes and controls over any and all prior agreements, understandings, representations, correspondence and statements whether written or oral.

(b). This Agreement may only be amended, supplemented, terminated or modified by a formal written amendment.

(c). Any alterations, amendments, deletions, termination or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties.

SECTION 15: NOTICES.

(a). Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended, at the place last specified, and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section.

(b). For the present, the parties designate the following as the representative places for giving of notice, to-wit:

(1). For SCSO:

**Barbara Taylor, CPPO
Procurement and Agreements Manager
Seminole County Sheriff's Office
100 Eslinger Way
Sanford, Florida 32773**

(2). For SUBRECIPIENT:

**Dawn Chambers
Administrative Services Manager
Sanford Police Department
815 Historic Goldsboro Boulevard Sanford, FL 32771**

(c). Written notice requirements of this Agreement shall be strictly construed and such requirements are a condition precedent to pursuing any rights or remedies hereunder. SUBRECIPIENT agrees not to claim any waiver by SCSO of such notice requirements based upon SCSO having actual knowledge, implied, verbal or constructive notice, lack of prejudice or any other grounds as a substitute for the failure of SUBRECIPIENT to comply with the express written notice requirements herein. Computer notification (e-mails and message boards) shall not constitute proper written notice under the terms of the Agreement.

SECTION 16: WAIVER.

The failure of SCSO to insist in any instance upon the strict performance of any provision of this Agreement or to exercise any right or privilege granted to SCSO hereunder shall not constitute or be construed as a waiver of any such provision or right and the same shall continue in force. The failure of SUBRECIPIENT to insist in any instance upon the strict performance of any provision of this Agreement or to exercise any right of privilege granted to SCSO hereunder shall not constitute or be construed as a waiver of any such provision or right and the same shall continue in force.

SECTION 17: CAPTIONS.

The Section headings and captions of this Agreement are for convenience and reference only and in no way define, limit, describe the scope or intent of this Agreement or any part thereof, or in any way affect this Agreement or construe any provision of this Agreement.

SECTION 18: SEVERABILITY/CONSTRUCTION.

(a). If any term, provision or condition contained in this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such term, provision or condition to persons or circumstances other than

those in respect of which it is invalid or unenforceable, shall not be affected thereby, and each term, provision and condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law when consistent with equity and the public interest.

(b). All provisions of this Agreement shall be read and applied in *pari materia* with all other provisions hereof.

SECTION 19: COUNTERPARTS.

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same document.

SECTION 20: GRANT INFORMATION

See Exhibit B, Required Grant Information for information required for all subawards to this Federal Grant.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: SCSO and SUBRECIPIENT signing by and through its duly authorized corporate officer having the full and complete authority to execute same.

Sanford Police Department



Witness

Authorized Agent for SUBRECIPIENT

Date: _____

Seminole County Sheriff's Office

Witness

Lisa Spriggs
Chief of Administrative Services

Date: _____



July 09, 2026

Cecil E. Smith, Chief
Sanford Police Department
815 Historic Goldsboro Blvd.
Sanford, FL 32771

Dear Chief Smith:

The Office of National Drug Control Policy (ONDCP) has awarded the Seminole County Sheriff's Office grant funding in support of the Central Florida High Intensity Drug Trafficking Areas Program. As a member of Central Florida HIDTA, your agency is a subrecipient of the grant funds awarded to the Sheriff's Office. In order for the Sheriff's Office to reimburse your agency for expenses incurred as part of Central Florida HIDTA activities, please sign and return the included subrecipient agreement as soon as possible. The Sheriff's Office will not be able to reimburse any expenses until a signed subrecipient agreement is completed. An email copy of the signed agreement is acceptable in lieu of an original.

Please ensure the following sections of the subrecipient agreement are completed:

- Section 7 – Designated Representatives
- Section 15 – Notices
- Exhibit B – Subrecipient's Unique Entity Identifier (EIN)

If you have any questions, please contact me at btaylor@seminolesheriff.org.

Sincerely,

Barbara A. Taylor

Barbara A. Taylor, CPPO
Procurement and Agreements Manager

Attachment: Seminole County Sheriff's Office HIDTA Subrecipient Agreement

EXHIBIT A REIMBURSEMENT PROCEDURES

SUBRECIPIENT shall provide reimbursement documentation to SCSO for agents participating in HIDTA sponsored task forces as outlined below.

Availability of funds for reimbursement is determined by the Central Florida HIDTA Executive Board. Not all categories listed are eligible for all agencies.

Requests for reimbursement shall be submitted on a quarterly basis to the HIDTA Group Supervisor in accordance with Section 5 of this Agreement.

Overtime Reimbursement

Maximum overtime reimbursement for each agent will be determined by the Group Supervisor of each HIDTA Task Force. Overtime reimbursements paid to each agent will not exceed the annual amount authorized by the Central Florida HIDTA Executive Committee. SUBRECIPIENT will compensate their agent(s) for overtime pay in accordance with SUBRECIPIENT's compensation policy. SUBRECIPIENT shall submit the reimbursement request with accompanying documentation confirming the overtime payment to the HIDTA Group Supervisor for approval. Overtime shall be reimbursed on actual overtime paid to the agent as documented on the agent's pay check.

At a minimum, overtime documentation shall include the following:

- (a). Log of HIDTA hours worked
- (b). Copy of payroll detail for each agent showing hours paid and hourly rate
- (c). Copy of check stub showing overtime payment for HIDTA hours worked
- (d). If overtime is paid on a different pay cycle than the pay period, an explanation of how overtime hours are calculated.

It will be the SUBRECIPIENT's responsibility to ensure that each agent does not exceed the Federal Overtime cap for each calendar year of the grant.

Fuel Reimbursement

Fuel reimbursement requests shall be submitted to the HIDTA Group Supervisor with accompanying documentation confirming the fuel purchases.

At a minimum, fuel reimbursement documentation shall include the following:

- (a). Copy of each fuel receipt showing the date of purchase, amount of fuel purchased and total cost of each purchase.
- (b). Proof of payment by the SUBRECIPIENT for the fuel purchase, i.e., copy of check, credit card statement, etc.
- (c). If fuel payments are through a fuel card vendor such as WEX, reimbursement will

be for the amount paid to the fuel card vendor, not the amount on the receipt. The statement from the fuel card vendor will need to be submitted to document the actual amount paid.

Vehicle Lease Reimbursement

HIDTA may pay a vehicle allowance to agencies that provide a vehicle on a full-time basis for agents participating in a HIDTA initiative. By requesting payment of a vehicle allowance, SUBRECIPIENT is attesting that the vehicle assigned to the agent is used exclusively for HIDTA initiative related activities.

Vehicle allowance requests shall be submitted to the HIDTA Group Supervisor with the quarterly invoice. Vehicle allowance requests shall not exceed six hundred twenty dollars (\$620) per month.

EXHIBIT B
REQUIRED GRANT INFORMATION

Required Information	
Subrecipient Name	Sanford Police Department
Subrecipient's Unique Entity Identifier	WRRLUMMR2K85
Federal Award Identification Number	HID0326G0677-00
Federal Award Date	July 03, 2026
Subaward Period of Performance	01/01/26-12/31/27
Amount of Federal Funds obligated by this Agreement	Reimbursement basis only
Total Amount of Federal Funds Obligated to Subrecipient including this obligation	Reimbursement basis only
Total Amount of Federal Award Committed to Subrecipient	Reimbursement basis only
Federal Award Project Description	High Intensity Drug Trafficking Areas Program
Name of Federal Awarding Agency	Office of National Drug Control Policy
Name of Pass Through Entity	Seminole County Sheriff's Office
Pass Through Entity Awarding Official Contact Information	Barbara Taylor, Procurement and Agreements Manager btaylor@seminolesheriff.org
CFDA Number and Name	95.001 – High Intensity Drug Trafficking Areas Program
Is award for Research and Development?	No
Indirect Cost Rate	N/A

EXHIBIT C
GRANT AGREEMENT

EXHIBIT D
INVOICE TEMPLATE

**Central Florida HIDTA
Quarterly Agency Invoice**

Agency Name: _____

Invoice Date: _____

Agency Address: _____

Quarter Ending: _____

Agent Name: _____

Email Address: _____

Description

Amount

Overtime Reimbursement

Fuel Reimbursement

Vehicle Allowance

Total

Required Documentation

Overtime

Log of HIDTA hours worked
Copy of payroll detail showing hours paid and hourly rate
Copy of check stub showing overtime payment of HIDTA hours
Documentation of overtime cycle if different than pay period

Fuel

Copy of each fuel receipt
Proof of payment (check or credit card statement)

Vehicle Allowance

Maximum of \$620 per month

Please submit this invoice and all backup documentation to the Task Force Supervisor by the 15th day of the month following the end of the quarter.

Task Force Supervisor Approval

Date



CITY OF
SANFORD
FLORIDA



APPROVED

WS __ RM X__

Item No. _9.E__

CITY COMMISSION MEMORANDUM 26-157
JULY 27, 2026 AGENDA

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Cecil E. Smith, Chief of Police
SUBMITTED BY: Norton N. Bonaparte, Jr., ICMA-CM, City Manager
SUBJECT: High Intensity Drug Trafficking Areas (HIDTA) Program Fiscal Year (FY) 2026 Grant; Subrecipient Agreement with the Seminole County Sheriff's Office.

SYNOPSIS:

Requesting to approve the acceptance and implementation of the High Intensity Drug Trafficking Areas (HIDTA) Program Fiscal Year (FY) 2026 Grant; Subrecipient Agreement with the Seminole County Sheriff's Office.

FISCAL/STAFFING STATEMENT:

Per sections 4 and 5 of the Subrecipient Agreement with the Seminole County Sheriff's Office, the fiscal details are:

SECTION 4: REIMBURSEMENT.

Reimbursement requests, and all financial matters, shall be as set forth in Exhibit A, Reimbursement Procedures.

SECTION 5: INVOICE PROCESS.

(a). Invoices shall be submitted in the format in Exhibit D. Invoices shall be submitted on a quarterly basis to the appropriate HIDTA Group Supervisor for approval no later than fifteen (15) days following the end of the prior quarter. For this agreement, the end of each quarter is the months of December, March, June and September. Invoices without disputable items will be processed for payment within thirty (30) days of receipt of an approved invoice by SCSO.

(b). SUBRECIPIENT will be notified of any disputable items contained in invoices submitted by SUBRECIPIENT within fifteen (15) days of receipt by SCSO with an explanation of the deficiencies.

(c). SCSO and SUBRECIPIENT will make every effort to resolve all disputable items contained in SUBRECIPIENT invoices.

BACKGROUND:

The City's Police Department focuses funds received on activities occurring, or potentially occurring, within the municipal limits of the City although it collaborates and cooperates with other agencies in the Central Florida Area which agencies reciprocally provide assistance and aid to the City in its efforts against the trafficking of illegal drugs. The City and the Central Florida

Area law enforcement agencies have benefited from a collaborative and creative working relationship between the diverse array of agencies with regard to many programs, projects and activities directed against the trafficking of illegal drugs. A significant component of community policing, a practice which the City's Police Department is committed, is the development of collaborative partnerships between law enforcement agencies and the individuals they serve, which collaboration helps increase public trust of law enforcement and provides the space to solve problems impacting communities.

The City desires to continue to receive funding from the HIDTA grant program and to enter and to execute periodic memorandums of agreement from time-to-time and engage in implementing procurement activities pertaining to funds received from the HIDTA grant program.

LEGAL REVIEW:

The City Attorney has reviewed and assisted in this matter, prepared Resolution No. 2026-3498 and has no legal objections to the actions proposed.

RECOMMENDATION:

City staff recommends that the City Commission approve the acceptance and implementation of the High Intensity Drug Trafficking Areas (HIDTA) Program Fiscal Year (FY) 2026 Grant; Subrecipient Agreement with the Seminole County Sheriff's Office.

SUGGESTED MOTION:

"I move to approve the acceptance and implementation of the High Intensity Drug Trafficking Areas (HIDTA) Program Fiscal Year (FY) 2026 Grant; Subrecipient Agreement with the Seminole County Sheriff's Office."

Attachments:

- (1). Resolution No.2026-3498
- (2). Current year MOA.
- (3). Award letter with instructions
- (4). Notice of Award dated 05/23/2025
- (5). Quarterly Invoice Template