



TODD R. GARRISON
CHIEF OF POLICE

To: Juliana B. Bellia, Acting City Manager

From: Todd R. Garrison, Chief of Police

Date: May 29, 2025

Subject: *Waiver of Administrative Policy to Acquire K-9*

On the June 10, 2025, Regular Commission Agenda, the Police Department will be bring forth Item #25-2324 to approve the purchase agreement with H.K. Dog Training LLC in the amount of \$12,500 to purchase K-9 Nikon, a two year old male Dutch Shepard.

This acquisition is made entirely possible by the generous grant from the Harry Shapiro Charitable Foundation, and prevents the need for utilizing general fund resources.

Your consideration and approval are respectfully requested to waive the Administrative Policy requiring three quotes for this purchase. Staff conducted a thorough and diligent search to identify the most suitable K-9 partner for our department. Due to the unique nature of this procurement, obtaining three comparable quotes for the same K-9 was not feasible.

Sincerely,

Todd R. Garrison
Chief of Police
FBI NA #252, SMIP #89

cc: A. Jerome Fletcher II, ICMA-CM, MPA, City Manager
Jason Yarborough, ICMA-CM, Deputy City Manager
Irina Kukharensko, Assistant Finance Director
Alla Skipper, Purchasing Manager