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CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: August 26, 2026

SUBMITTED BY: Jeremy Giddens, Police

ITEM TYPE: Miscellaneous

AGENDA SECTION: CONSENT AGENDA

SUBJECT: Forfeiture Funds Expenditure KeyTrak System

SUGGESTED ACTION: Approval

Is this item Quasi-Judicial?

No

Does this item require a public hearing?

No

EXPLANATION:

As we prepare to move into the new Police Headquarters, we request approval to use forfeiture funds to purchase the KeyTrak Guardian Edge Electronic Key Management System for \$21,750.56. This system will securely automate key management for vehicles and restricted-access areas within the Department.

Replacing traditional key cabinets and manual sign-out procedures, employees will use authorized credentials to automatically track key usage, enhancing accountability and security for vehicles and sensitive locations like Property and Evidence, the Armory, and the Server Room. We obtained competitive quotes for an electronic key management system in accordance with procurement policy.

FINANCIAL IMPACT:

N/A; maintenance costs are optional and will be reviewed annually to determine suitability.

ATTORNEY REVIEW/RECOMMENDATION:

N/A

SUGGESTED MOTION:

Motion to approve the Forfeiture Funds Expenditure for KeyTrak System.

ATTACHMENTS: