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The Audit approval will be presented at the meeting. No information included in packets.

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ACTION FORM

PROCEEDING Council Meeting	
DEPARTMENT OF ORIGIN City Hall	DATE SUBMITTED: 11/16/15
PREPARED BY: Terry Tieman	
SUBJECT: City Hall Cash Window	
REFERENCE: City of Harrington CIP Account	
RELATED PROJECT:	
REVIEWED BY:	
EXHIBITS:	
EXPENDITURE REQUIRED: \$6,500.00	AMOUNT BUDGETED: NA
FUNDING SOURCE (Dept./Page in CIP & Budget): CIP Reserve	
TIME TIMETABLE:	
RECOMMENDED ACTION: Approve expenditures from the CIP Account for security improvements to the City Hall Cash Window.	

BACKGROUND AND ANALYSIS

In light of recent current events, we believe it is necessary to take safety precautions regarding our employees. The safety of the city's staff while dealing with the public and accepting payments is of great concern.

Van Vorst Construction will furnish and install a Level 3 Bullet Proof Transaction Window with speaker and tray, and steel entry door. In addition they will remove a glass window and replace with drywall.

Drywall and paint wall, removing exist in glass windows.	
Install new transaction window and steel entry door.	\$3,620
Level 3 bulletproof transaction window with speaker and tray.	<u>\$2,880</u>
	<u>\$6,500</u>

