



TENTATIVE AGENDA
BOARD OF ALDERMEN WORK SESSION
ST. PETERS JUSTICE CENTER, 1020 GRAND TETON DRIVE
ST. PETERS, MO 63376
MAY 26, 2016 AT 5:00 P.M.

- A. Communications from Board Members/Aldermanic Representatives
- B. BOA Items for Discussion
 - 1. Discussion/ "Welcome Home Vietnam Veterans Day in St. Peters" – Shea
 - 2. Discussion/Consider Combat Wounded Veteran Parking Spaces – Violet/Bateman/Barclay/Thomas
- C. Mayor/City Administrator Item
 - 1. Purchase Recommendation of Replacement Aerial Lift Truck – Kuppler
 - 2. Storm Water Project P-5 Channel Improvements – Batzel
 - 3. Cave Springs Traffic Signal Replacement Bid – Batzel
 - 4. Amendment to Engineering Agreement for the Sun River / McClay Meadows Stormwater Improvement Project P-21 – Batzel
 - 5. 2016 Concrete Ready Mix Supply Purchase Order – Batzel
 - 6. Resolution/G.O. Bonds for Stormwater Projects – Pratt
 - 7. Secretary of State/Records Retention Schedule – Smith
 - 8. Miscellaneous Updates – Charnisky
 - 9. Board Meeting Agenda Item Revisions – Charnisky
 - 10. Executive Session re: Litigation, Real Estate and Personnel, pursuant to Section 610.021(1)(2)(3)(9)(12)(13)(14) & 610.022 (1-6)
- D. Adjournment

AGENDA Posted at City Hall: May 23, 2016
By: P. Smith, City Clerk

Next Work Session: June 23, 2016

RBA FORM (OFFICE USE)

MEETING DATE: 5-26-16

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By Alderman**

Ward 1 () 2 () 3 () 4 () All Wards (X)

Brief Description: Discussion/Draft Resolution "Welcome Home Vietnam Veterans Day in St. Peters"

Staff: Recommended () Not recommended () No Position ()

Summary/Explanation:

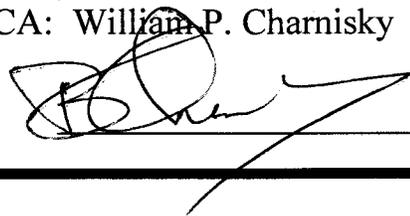
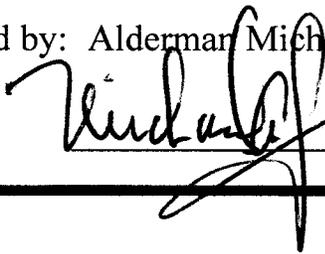
Discussion is desired to designate March 30th of each year beginning 2017 through 2025 as "Welcome Home Vietnam Veterans Day in St. Peters", which will coincide with honors held at the Missouri State Capitol and in locations across the United States. A draft Resolution is attached.

Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

None

RBA requested by: Alderman Michael Shea

CA: William P. Charnisky



RESOLUTION NO.

A RESOLUTION DESIGNATING MARCH 30TH OF EACH YEAR BEGINNING 2017 THROUGH 2025 AS "WELCOME HOME VIETNAM VETERANS DAY IN ST. PETERS"

WHEREAS, Vietnam Veterans Day commemorates the sacrifices of Vietnam Veterans and their families and is part of a national effort to recognize the men and women who were denied a proper welcome upon returning home more than 40 years ago; and

WHEREAS, most states celebrate "Welcome Home Vietnam Veterans Day" on March 29 or 30 of each year; and

WHEREAS, in 2012, Governor Nixon signed House Bill 1128, which designates March 30th of each year as Vietnam Veterans Day.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF ST. PETERS, MISSOURI, AS FOLLOWS:

SECTION 1. That March 30th will be designated "Welcome Home Vietnam Veterans Day in St. Peters", beginning the year 2017 and continue through the year 2025, hence marking the 50th Anniversary of the Vietnam War.

Read and adopted this ____ day of _____, 2016.

As Presiding Officer and as Mayor
Len Pagano, Mayor

Attest: _____
Patricia E. Smith, City Clerk

RBA FORM (OFFICE USE)

MEETING DATE: 5-26-16

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By Aldermen**

Ward 1 () 2 () 3 () 4 () All Wards (X)

Brief Description: Discussion/Consider Combat Wounded Veteran Parking Spaces

Staff: Recommended () Not recommended () No Position ()

Summary/Explanation:

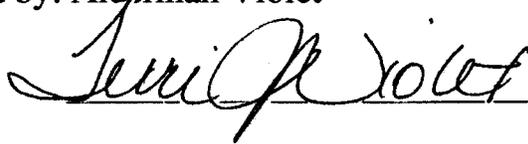
Discussion is desired to consider implementing this parking privilege program for Combat Wounded Veterans at City Hall, Rec-Plex and perhaps other City facilities and park locations. (Please see attached article.)

Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

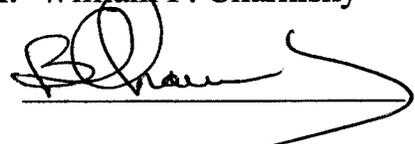
Signs could be donated through Wounded Warriors Family Support; however shipping per sign would be paid by the City. Paint supplied by the City, and City staff would paint the spaces and erect signs.

RBA requested by: Alderman Violet

CA: William P. Charnisky



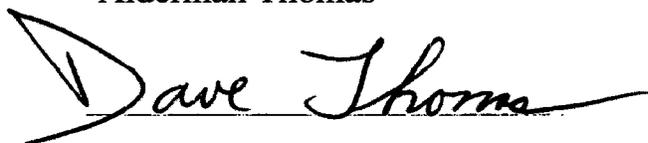
Alderman Bateman



Alderman Barclay



Alderman Thomas





VALLEY PARK, MO (KTVI) - A first of its kind parking spot for St. Louis: a purple parking spot. It's purple for a reason and the reason is the story.

Carol House Furniture has offered discounts for veterans for a long time. Owner, Brook Dubman, wants to do more. He hopes one small thing turns into something big.

There may truly not be enough time in the day to thank those who make our way of life and businesses like Dubman's possible. But there are certainly enough parking spots.

"I think most of us have a really, really, big heart for warriors who've gotten wounded in combat trying to protect us and our country. That's what this is for," Dubman said of the new purple spot outside the Valley Park store. "This is a wounded warrior's parking spot."

An Army and Marine veteran who work for Carol House just turned the best of the 120 spots outside the store purple; reserving it solely for customers wounded while serving in the U.S. Armed Forces.

One of the painters was still a little purple under the nails Wednesday, but proudly so. "It was kind of bittersweet myself and Randy getting to paint the spot because we're both veterans," said Marine veteran, Don Hessler. "I thought it was a good idea, Brook coming up with it...hopefully somebody else does it and it catches on." "I think the veterans really appreciate that, once they realize it's for them," said Army veteran, Randy Heddy, who painted the parking spot with Hessler.

A sign from the Wounded Warriors Family Support organization marks the spot, which the honored customers should have no trouble finding.

Dubman knows it's hardly enough but it's a first step: a big purple one. "Our other store (in Maryland Heights) will have one probably today or tomorrow," he said. The color comes from the Purple Heart medal awarded to wounded veterans. The idea came from Warren, Ohio, where leaders are designating a purple parking spot in front of every city building.

Wounded Warrior Signs:
<http://www.wwfs.org/mobility-is-freedom/combat-wounded-parking-signs>



RBA FORM (OFFICE USE)

MEETING DATE: 5-26-16

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance (X) Other ()

**Request for Board Action
By Staff**

Ward 1 () 2 () 3 () 4 () All Wards (X)

Brief Description: Request to Purchase Replacement Aerial Lift Truck #335.

Staff: Recommended (X) Not recommended () No Position ()

Summary/Explanation:

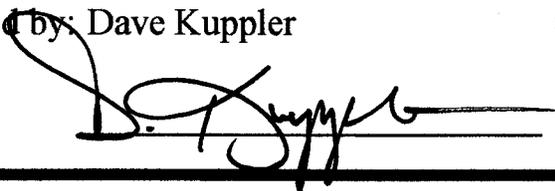
As part of the FY16 budget process and vehicle replacement plan we would like to replace the Aerial Lift Truck #335 through the MoDOT contract.

Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

For FY16 \$110,000 was budgeted to purchase a new truck to replace the 2008 Aerial Lift Truck #335 TDS maintenance vehicle. The truck is used for access to traffic control equipment and street lights. We have reviewed both the Statewide and MoDOT contracts and there are four options from three vendors for the purchase of this truck on the MoDOT contract and nothing on the Statewide contract. Altec has also agreed to provide a Ford F-550 for the chassis for the same price as the Dodge 5500. We are recommending the City purchase the truck from Altec Industries who is lowest bidder. The price of the truck from Altec Industries is \$103,218.00 and is \$6,782.00 under budget.

RBA requested by: Dave Kuppler

CA: William P. Charnisky





Missouri Department of Transportation
 Bid Tabulation of Request 3-141210TV Aerials/Digger Derricks
 1st Renewal Pricing
 Multiple Award

Item #1 Pricing Pages

37', 40' and 45' TRUCK MOUNTED AERIAL PLATFORM with UTILITY BODY
 Truck and Aerial Priced Separately

	Equipment Technology, LLC	Drake Scruggs Equipment Inc.	Altec Industries, Inc	
TRUCK MAKE AND MODEL	2017 Pricing Not Yet Available	2017 Ram 5500	Dodge Ram 5500	Dodge Ram 5500
TRUCK PRICE		\$ 41,488.00	\$ 42,007.00	\$ 42,007.00

* See Spec. exceptions in Vendor Supplemental Info.

INSULATED AERIAL (without truck chassis):

40' AERIAL MAKE/MODEL	ETI ETC40IH	Versalift VST-40-I	Altec AT40M	Altec AT40G
40' AERIAL PRICE	\$ 55,769.82	\$ 65,504.00	\$ 73,901.00	\$ 55,984.00

ITEM #1 AERIAL OPTIONS:

Option 5	4-Way Platform Controller	\$ 1,339.00	\$ 656.00	\$ 361.00	Included
Option 6	RUNNING BOARDS		\$ 298.00	\$ 900.00	\$ 900.00
Option 10	Pure Sine wave inverter or equivalent.	\$ 2,597.00	\$ 2,105.00	\$ 2,446.00	\$ 2,446.00
Option 13	Torsion bar stability in lieu of provided outriggers.	\$ (3,015.00)	\$ (2,306.00)	N/A	\$ (805.00)
Option 17	Insulated Aerial - Dielectric isolating control system	Ins. Aerial Incl.	\$ 893.00	Incl. on AT40M	Incl. AT37G/AT40G
Option 18	Insulated Aerial - Dielectric guard for boom	Ins. Aerial Incl	\$ 719.00	\$1,015.00 -AT40M	\$ 72.00

VENDOR ADDED AERIAL OPTIONS:

Option A	Add LED Compartment Lights			\$ 1,004.00	\$ 1,004.00
	% discount off MSRP	0%	0%	0%	0%
	# of Days for Delivery	150-180	180-210	270-300	270-300
	Districts Bid	ALL DISTRICTS	STL, NE, CD, SE	ALL DISTRICTS	ALL DISTRICTS
	Standard Warranty	12 Mo. Parts/Labor	See Suppl. Info.	1 Yr. Parts& Labor	1 Yr. Parts& Labor
	Extended Warranty	24 Mo. P&L - \$790.00	See Suppl. Info.	Various selections depending on length & coverage.	Various selections depending on length & coverage.
TOTAL		Cab & Chassis Not Available	\$113,969.00	\$121,634.00	

NOTE: ALTEC Will Supply Ford F550 @ same price as the Dodge 5500

RBA FORM (OFFICE USE)

MEETING DATE: May 26, 2016

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By Staff**

Ward 1 (X) 2 () 3 (X) 4 () All Wards ()

Brief Description: An ordinance to authorize the City Administrator to execute a contract for the construction of the Mid Rivers Estates Stream Channel Improvement Project P-5.

Staff: Recommended (X) Not recommended () No Position ()

Summary/Explanation:

The bid opening for this project will be on Monday, May 23, 2016. After review of the bids, a bid recommendation memo will be distributed to the Board of Alderman on May 24, 2016.

Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)
Funding for this project is budgeted in the Local Parks & Stormwater Bond Fund.

RBA requested by: Russ Batzel



CA: William P. Charnisky



RBA FORM (OFFICE USE)

MEETING DATE: May 26, 2016

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By Staff**

Ward 1 () 2 () 3 (X) 4 () All Wards ()

Brief Description: An ordinance to authorize the City Administrator to execute a contract for the design and construction of the Mexico Road – Cave Springs Boulevard Traffic Signal Replacement project.

Staff: Recommended (X) Not recommended () No Position ()

Summary/Explanation:

Please refer to the attached memo dated May 17, 2016.

Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

The FY 2016 Transportation Trust Fund budget for the Mexico Road – Cave Springs Boulevard Traffic Signal Replacement project is \$210,000. The additional \$22,167.00 required is recommended to come from a reallocation of project savings from various FY 2016 Transportation Trust Fund accounts.

RBA requested by: Russ Batzel



CA: William P. Charnisky





INTEROFFICE MEMORANDUM

TO: WILLIAM P. CHARNISKY, CITY ADMINSTRATOR
FROM: RUSS BATZEL, MANAGER/TDS *RUB*
SUBJECT: MEXICO ROAD – CAVE SPRINGS BLVD. TRAFFIC SIGNAL
REPLACEMENT BID RECOMMENDATION
DATE: MAY 17, 2016
CC: WILLIAM BENESEK, DIRECTOR OF TRANSPORTATION

Recommendation: I recommend the Mexico Road – Cave Springs Boulevard Traffic Signal Replacement Project, including the base bid and alternate bid items, be awarded to the low, responsive and responsible bidder, Gerstner Electric of Fenton, MO. Approval of this recommendation will authorize the award of a contract in the initial amount of \$232,167.00.

The FY 2016 Transportation Trust Fund budget for this project is \$210,000. The additional \$22,167.00 required is recommended to come from a reallocation of project savings from various FY 2016 Transportation Trust Fund accounts.

Background: On May 16, 2016, two (2) bids were received and opened for the Mexico Road – Cave Springs Boulevard Traffic Signal Replacement Project. Gerstner Electric of Fenton, MO submitted the lowest, responsive and responsible bid of \$232,167.00. Gerstner Electric's bid is 11% lower than the second low bid received from Meyer Electric Company of Jefferson City, MO.

Gerstner Electric Inc.	\$232,167.00
Meyer Electric Co. Inc.	\$257,043.00

Gerstner Electric, Incorporated has been providing general electric contracting services since 1906, with the majority of the past 50 years focused on transportation related electrical and intelligent transportation systems. The company successfully completed a variety of traffic signal and street lighting projects for St. Peters, both as a prime contractor and sub-contractor. The company's most recent projects include: Mexico Road – St. Peters Centre Traffic Signal Replacement and all of the traffic signal replacement and related upgrades associated with the FY 2015 Mid Rivers Mall Drive Resurfacing, Mexico Road Resurfacing, Salt Lick Road Resurfacing and Willott Road Improvement projects. Gerstner Electric has sufficient staff and resources to complete this project as specified.

The Mexico Road – Cave Springs Boulevard Traffic Signal Replacement Project will remove and replace the existing traffic signal, provide intersection geometric and ADA accessibility improvements.

RBA FORM (OFFICE USE)

MEETING DATE: May 26, 2016

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By Staff**

Ward 1 (X) 2 () 3 () 4 (X) All Wards ()

Brief Description: An ordinance to authorize the City Administrator to execute a contract amendment with Barr Engineering for Phase II professional design services for the Sun River / McClay Meadows Stormwater Improvement Project P-21.

Staff: Recommended (X) Not recommended () No Position ()

Summary/Explanation:

City staff is recommend amending the professional services agreement with Barr Engineering to complete Phase II design services to prepare bid documents for the Sun River / McClay Meadows Stormwater Improvement Project P-21.

See attached memo.

Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

Execution of this amendment will obligate \$256,100 for the Phase II design services to prepare bid documents for the Sun River / McClay Meadows Stormwater Improvement Project P-21.

Funds for these projects will come from the Local Parks and Stormwater Fund budget.

RBA requested by: Russ Batzel

Russ Batzel

CA: *[Signature]*

[Signature]



CITY OF ST. PETERS, MO

INTEROFFICE MEMORANDUM

TO: BILL CHARNISKY, CITY ADMINSTRATOR
FROM: RUSS BATZEL, MANAGER/PWS
SUBJECT: ENGINEERING SERVICES AGREEMENT AMMENDMENT – BARR
ENGINEERING
DATE: MAY 16, 2016
CC:

Recommendation: I recommend proceeding with Phase II engineering services with Barr Engineering for the Sun River / McClay Meadows Stormwater Improvement Project P-21 in the amount of \$256,100 to complete the design and prepare bid documents.

Background:

On August 13, 2015 the City approved Ordinance 6387 to retain Barr Engineering to perform Phase I engineering services to develop conceptual designs for the Sun River / McClay Meadows Stormwater Improvement Project P-21.

The consultant team developed conceptual drawings of improvements that will address water quality improvements and flooding issues and better convey the stormwater runoff from the area. Improvements will include detention basin and channel improvements on the Sun River and Ferber Properties and basin improvements in McClay Meadows. Therefore, it is recommended that the projects proceed forward based on the concepts that were developed and presented in the Phase I Conceptual Design Report. Barr Engineering prepared a proposal to complete this design work and prepare construction bid documents for the Sun River / McClay Meadows Improvement Project P-21 with final design services estimated at \$256,100.

RBA FORM (OFFICE USE)

MEETING DATE: May 26, 2016

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By Staff**

Ward 1 () 2 () 3 () 4 () All

Wards (X)

Brief Description: Proposed ordinance authorizing the City Administrator to execute a blanket purchase order for the supply of various concrete ready mix and related materials.

Staff: Recommended (X) Not recommended () No Position ()

Summary/Explanation:

Per refer to the attached recommendation memo dated May 16, 2016.

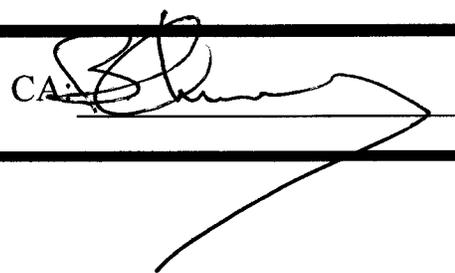
Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

The City's blanket purchase order agreement with Schreiter Ready Mix includes an optional renewal clause that permits a three (3%) percent unit cost increase. Execution of this ordinance will authorize a one year renewal of this blanket purchase order, with three (3%) percent unit cost increase, for the supply of various concrete ready-mix and related materials, in the maximum amount of \$200,000. Funds for the use of this blanket purchase order are incorporated within the various project and department budgets utilizing said concrete ready-mix materials.

RBA requested by: Russ Batzel



CA:





INTEROFFICE MEMORANDUM

TO: RUSS BATZEL, MANAGER/TDS
FROM: WILLIAM BENESEK, DIRECTOR OF TRANSPORTATION
SUBJECT: CONCRETE READY MIX BLANKET PURCHASE ORDER
RECOMMENDATION TO RENEW WITH A 3% UNIT COST
INCREASE
DATE: MAY 16, 2016
CC:

Recommendation: I request approval to utilize a renewal clause in the City's existing blanket purchase order agreement with Schreiter Ready Mix for the supply of various types of concrete ready mix and additives. This existing purchase order agreement will expire on July 1, 2016, and includes an optional renewal clause that permits a three (3%) unit cost increase. Approval of this recommendation will renew the purchase order for an additional twelve (12) month period and authorize the expenditure of up to \$200,000, beginning on July 2, 2016. This blanket purchase order is used by Street Maintenance, Utilities and Parks departments to perform repair and maintenance operations. Funds for the use of this blanket purchase order are incorporated in the various project budgets for which the ready mix materials are used.

Background: On June 3, 2015 the City of St. Peters received five (5) bids for the supply and delivery of various types of concrete ready mix and concrete additives. Bids were solicited for unit costs only. Bids were evaluated using typical annual usage, which is mainly 6 sack concrete mix, 1% calcium additive and high early additive (HE 122). Staff also considered rates charged for short load orders (orders below the minimum order quantity or lot load) and charges for truck wait time. Using typical annual quantities of concrete products purchased through this purchase order, including estimated short load orders, and applying the unit cost bids, Schreiter Ready Mix was the low responsive bidder.

Schreiter Ready Mix has successfully held the City's concrete ready mix blanket purchase order since 2009. During that time, the company has consistently provided good service and quality concrete products.

Incorporated within the 2015 Concrete Ready Mix blanket purchase order agreement is an option for up to three, twelve month renewals with specified unit cost increases. Schreiter Ready Mix has agreed to renew the purchase order with a three (3%) percent increase for the 2016-17 season.

RBA FORM (OFFICE USE)

MEETING DATE: May 26, 2016

Regular (X) Work Session (X)

ATTACHMENT: YES () NO (X)

Contract () Ordinance () Other (X)

**Request for Board Action
By Staff**

Ward 1 () 2 () 3 () 4 () All
Wards (X)

Brief Description: Resolution Authorizing Sale of General Obligation Bonds for the principal amount of \$8,000,000 for Stormwater projects.

Staff: Recommended (X) Not recommended () No Position ()

Summary/Explanation: On August 3, 2010, voters authorized the City to issue up to \$40 million in bonds for the purpose of stormwater improvement projects. The City has issued \$17,465,000 in bonds to date with this issue bringing the total to \$25,465,000.

Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

Although the revenues of the Parks and Stormwater Sales Tax are not pledged to the payment of the Bonds, the City intends to budget such revenues to make debt service payments on the Bonds.

RBA requested by:

Cathy Pratt

CA:

B. Chaney

RBA FORM (OFFICE USE)

MEETING DATE: May 26, 2016

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By Staff**

Ward 1 () 2 () 3 () 4 () All Wards (N/A)

Brief Description: Secretary of State/Records Retention Schedules

Staff: Recommended (X) Not recommended () No Position ()

Summary/Explanation:

The destruction of records schedule is set by the Secretary of State, which states the following: the disposition of records should be recorded in a document such as the minutes of the Board of Aldermen or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which the destruction was completed.

Please view the attached destruction of records forms to be entered and made a part of the minutes.

Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

None

RBA requested by: Patty Smith, City Clerk

CA: William P. Charnisky







City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 3

Department Name: Human Resources		Total # of Boxes: <i>23 boxes + 3 file drawers</i>
Department Records Coordinator: Amy E. Heckart		
Date: 12/14/15	Office Address: 1 St. Peters Centre Blvd., St. Peters, MO 63376	Telephone: 636-477-6600 x-1204

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: <i>Amy Heckart</i>	Date: <i>1-15-16</i>	Date of Records Destruction: <i>see attached dates</i>
Group Manager: <i>Tim Wilkinson</i>	Date: <i>1/19/16</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes:		

Request for Department Destruction

- I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Missouri Secretary of State Records Retention Schedule and that all audit and administrative requirements have been satisfied.
- I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and that all administrative requirements have been satisfied.

Required Approval Signature	
City Clerk: <i>Peterson E. Smith</i>	Date: <i>1/20/16</i>

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
T-1320	GS 062	Posting Folders 12-1137 through 12-1185	2012	3 Years	P
T-1500-30 thru T-1500-34	GS 062	Applications 12-1138, 12-1140, 12-1141, 12-1142, 12-1144, 12-1146, 12-1147, 12-1148, 12-1154, 12-1155, 12-1137, 12-1143, 12-1149, 12-1152, 12-1156, 12-1157, 12-1162, 12-1163, 12-1164, 12-1165, 12-1172, 2012 GSR's A-Z, 2012 Misc, 2012 Resident Youth	2012	3 Years	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Department Name: Human Resources		Total # of Boxes:
Department Records Coordinator: Amy E. Heckart		
Date: 12/14/15	Office Address: 1 St. Peters Centre Blvd., St. Peters MO 63376	Telephone: 636-477-6600 x-1204

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
T-1500-35 thru T-1500-38	GS 062	Applications 12-1165, 12-1167, 12-1168, 12-1171, 12-1175, 12-1177, 12-1173, 12-1174, 12-1181, 12-1185, 12-1180, 12-1182, 12-1183	2012	3 Years	P
T-0024-7	GS 033	W-2	2010	5 Years	P
T-2010-A thru T-2010-D	GS68 & GS28	FY10 Payroll Verification T-2010-D Includes Safety Award Information Year (7/30/10-9/24/10) and Safety Awards (7/1/07-6/30/10)	10/09/09 to 09/24/10	5 Years	P
T-2010-F	GS68	Net transmittal, Mo Tax, Qtr/Monthly MO Tax, Federal, FICA, Medicare, Tuition Deduction, Rec-Plex withholding, United Way withholdings	Oct 2009 - Sept 2010	5 Years	P
T-2010-G	GS68	400 Hour Report, PT 2080 Report, Resident Youth, Vacation Edit, GSR Life Hours, PT/FT 12 Month Advancement, PT/FT Payroll Change Memos	Oct 2009 - Sept 2010	5 Years	P
T-2010-H	GS68 & GS28	Payroll Verification / Ice Timesheets	10/9/09-4/23/10	5 Years	P
T-2010-E	GS68 & GS28	Benefit Bank, Bi-Weekly Overtime, Direct Deposit, Check Register	Oct 2009 - Sept 2010	5 Years	P
T-2010-I	GS68 & GS28	Payroll Verification / Ice Timesheets	05/07/10-09/24/10	5 Years	P
File Drawer	GS 043	Random Drug & Alcohol Results (Negative)	Jan - Dec 2013	1 Year	P
File Drawer	GS 031	I-9 Immigration and Naturalization Service Forms (Former Employee forms eligible for shredding by Federal formula & State Retention guidelines)	Through 2014	3Yrs after DOH or 1Yr after term whichever is >	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 2

Department Name: SSS/ Human Resources		Total # of Boxes: 5
Department Records Coordinator: Amy Heckart		
Date: 01/25/16	Office Address: One St. Peters Centre Blvd., St. Peters, MO 63376	Telephone: 636-477-6600

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: <i>Amy Heckart</i>	Date: <i>1-27-16</i>	Date of Records Destruction: <i>3-16-16 + 3-18-16</i>
Group Manager: <i>Tom Wilkinson</i>	Date: <i>1/27/16</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes:		

Request for Department Destruction

- I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Missouri Secretary of State Records Retention Schedule and that all audit and administrative requirements have been satisfied.
- I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and that all administrative requirements have been satisfied.

Required Approval Signature	
City Clerk: <i>Peterson E. Smith</i>	Date: <i>2/1/16</i>

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
CDBG	GS 040	CDBG Home Help Loans 2007	2007	3 years past 5yr length of loan	P
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