



TENTATIVE AGENDA  
BOARD OF ALDERMEN WORK SESSION  
ST. PETERS JUSTICE CENTER, 1020 GRAND TETON DRIVE  
ST. PETERS, MO 63376  
JULY 23, 2020 AT 4:00 P.M.

- A. Legislative Update by Nikki Strong and Representative John Wiemann in Justice Center Training Room from 4:00 – 5:00 p.m.
- B. Communications from Board Members/Aldermanic Representatives
- C. BOA Items for Discussion
- No items scheduled for discussion
- D. Mayor/City Administrator Item
- Unfinished Business Items: None
- New Business Items:
1. [CRG Services, LLC-Project Smile Development Agreement](#) – Benesek
  2. [Readopt Biennial Personal Financial Disclosure Statement Ordinance/State Requirement](#) – Smith
  3. [Chapter 600 Alcoholic Beverages Code Amendment](#) – Smith
  4. [Secretary of State/Records Retention Schedule](#) – Smith
  5. Miscellaneous Updates – Batzel
  6. Board Meeting Agenda Item Revisions – Batzel
  7. 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: July 17, 2020  
By: P. Smith, City Clerk

Next Work Session: August 13, 2020

**RBA FORM (OFFICE USE)**  
MEETING DATE: July 23, 2020  
Regular ( ) Work Session (X)  
ATTACHMENT: YES ( ) NO (X)  
Contract ( ) Ordinance (X) Other ( )

**Request for Board Action  
By Staff**

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

**Brief Description:** An ordinance to authorize the City Administrator to execute and agreement with CRG Services, LLC for conveyance of City property located within the boundaries of Lot 6 of Premier 370 Business Park Plat 2 and for transportation improvements related to development on Lot 6 in Premier 370 Business Park.

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

**Summary/Explanation:** The proposed agreement with CRG Services, LLC addresses the conveyance of a City owned parcel, the closure of a City water well, and the extension of Spencer Road to allow for planned development. On July 15, City staff presented an economic development project application to the St. Charles County Road Board for funding consideration. If the project is approved, an economic development funding agreement will be considered by the St. Charles County Council on August 10, with final approval expected August 31. If approved by the County Council, the City will be eligible to receive a total of approximately \$2.4 million for the construction of approximately 2,955 lineal feet of the extension of Spencer Road north of Salt River Road. The roadway extension is needed to support a planned build to suit single tenant development in Premier 370 Business Park.

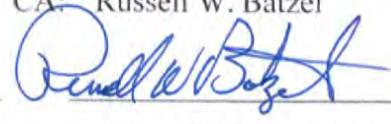
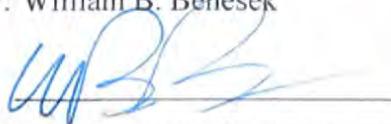
**Budget Impact:** (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)  
No budget impact for the City. The Developer will pay all costs associated with closing the existing water well and the cost of constructing the road. The City agrees to seek assistance funding from the St. Charles County Road Board. Contingent upon St. Charles County Road Board recommendation, County Council approval and execution of a development agreement with CRG Services, LLC, the St. Charles County transportation funding agreement will allow the City of St. Peters to be eligible to receive reimbursement funding for the extension of Spencer Road in the Premier 370 Business Park to serve the proposed development as follows:

Spencer Road Extension

County:	\$1,200,000	50%
Developer:	\$1,200,000	50%
Total:	\$2,400,000	

RBA requested by: William B. Benesek

CA: Russell W. Batzel



**RBA FORM (OFFICE USE)**

MEETING DATE: July 23, 2020

Regular ( ) Work Session (X)

ATTACHMENT: YES (X) NO ( )

Contract ( ) Ordinance (X) Other ( )

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**Request for Board Action  
By Staff**

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

**Brief Description:** Readopt Biennial Financial Disclosure Statement Ordinance/State Requirement

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

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**Summary/Explanation:**

The attached draft ordinance for review is to fulfill the Missouri Ethics Commission requirement in accordance with RSMo. 105.485.4, for Personal Financial Disclosure. This ordinance must be readopted every two years.

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

NONE

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RBA requested by: P. Smith, City Clerk

CA: Russell W. Batzel



BILL NO.

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF ST. PETERS, MISSOURI, ESTABLISHING A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST FOR CERTAIN MUNICIPAL OFFICIALS

WHEREAS, Section 105.485.4, RSMo., provides, in pertinent part, that “Each official, officer or employee or candidate of any political subdivision described in subdivision (11) of section 105.483 shall be required to file a financial interest statement as required by subsection 2 of [section 105.485, RSMo.], unless the political subdivision biennially adopts an ordinance [...] at an open meeting by September fifteenth of the preceding year, which establishes and makes public its own method of disclosing potential conflicts of interest and substantial interests and therefore excludes the political subdivision or district and its officers and employees from the requirements of subsection 2 of [section 105.485, RSMo.]; and

WHEREAS, the St. Peters Board of Aldermen passed Ordinance Nos. 1791, 3697, 4103, 4597, 4837, 5238, 5314, 5780, 6188, 6577 and 6984 establishing a code of ethics for elected and appointed officials and establishing a procedure to disclose potential conflicts of interest for certain municipal officials; and

WHEREAS, consistent with the authority set forth in Section 105.485.4, RSMo., the Board of Aldermen desires to adopt an ordinance establishing procedures for the disclosure of potential conflicts of interest.

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

**SECTION 1.** Each elected official, the Chief Administrative Officer and the Chief Purchasing Officer, each City employee who has been authorized to purchase goods or services for or on behalf of the City, each member of the Planning and Zoning Commission, Board of Adjustment and any other individual who is empowered to adopt a rule or regulation, other than rules and regulations governing the internal affairs of the City, or who is empowered to fix any rate, adopt zoning or land use planning regulations or plans, or who participates in or votes on the adoption of any such rule, regulation, rate or plan, shall disclose in writing the following information by May first (1st) of each year if any such transactions were engaged in during the previous calendar year:

A. For such person and all persons within the first degree of consanguinity or affinity of such person, the date and identities of the parties to each transaction with a total value in excess of five hundred dollars (\$500.00), if any, that such person had with the City of St. Peters, other than compensation received as an employee or payment of any tax, fee or penalty due to the City of St. Peters and other than transfers for no consideration to the City of St. Peters.

B. The date and identities of the parties to each transaction known with a total value in excess of five hundred dollars (\$500.00), if any, that any business entity in which such person had a substantial interest had with the City of St. Peters, other than payment of any tax, fee reimbursement for expenditures made on behalf of the City of St. Peters or penalty due to the City of St. Peters or transactions involving payment for providing utility service to the City of St. Peters, and other transfers

No.

for no consideration to the City of St. Peters.

C. The Chief Administrative Officer and the Chief Purchasing Officer also shall disclose in writing by May first (1st) of each year for the previous calendar year the following information:

(1) The name and address of each of the employers of such person from whom income of one thousand dollars (\$1,000.00) or more was received during the year covered by the statement;

(2) The name and address of each sole proprietorship that he or she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he or she was a partner or participant; the name and address of each partner or co-participant for each partnership, joint venture or trust unless such names and addresses are filed by the partnership, joint venture or trust with the Secretary of State; the name, address and general nature of the business conducted of any closely held corporation, limited liability company, general or limited partnership, or trust in which the person owned or has a beneficial interest in ten percent (10%) or more of any class of the outstanding stock, or member or partnership units, both general and limited, in the aggregate, or corpus or income interest of a trust; and the name of any publicly traded corporation or partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent (2%) or more of any class of outstanding stock, membership or partnership units or other equity interests; and

(3) The name and address of business entity for which such person served in the capacity of a director, officer, manager, general partner or receiver.

D. Filing of Statements. The statements, in substantially the format which is on file in the office of the City Clerk, shall be filed with the City Clerk and the Missouri Ethics Commission in compliance with Sections 105.483 to 105.496, RSMo., as amended. The financial interest statements shall be filed at the following times, but no person is required to file more than one (1) financial interest statement in any calendar year:

(1) Each person appointed to office shall file the statement within thirty (30) days of such appointment or employment;

(2) Each such person shall thereafter file the statement annually not later than May first (1st), and the statement shall cover the calendar year ending the immediately preceding December thirty-first (31st); provided that any member of the Board of Aldermen shall supplement the financial interest statement to report additional interests acquired after December thirty-first (31st) of the covered year until the date of filing of the financial interest statement; and

(3) Each candidate for elective office who is required to file a personal financial disclosure statement shall file a financial interest statement no later than fourteen (14) days after the close of filing at which the candidate seeks nomination or election and the statement shall be for the twelve (12) months prior to the closing date, except that in the event an individual does not become a candidate until after the date of certification for candidates, the statement shall be filed within fourteen (14) days of the individual becoming a candidate. The City Clerk shall provide to the candidate at the time of filing for election written notice of the candidate's obligation to file a financial statement and the candidate shall sign a statement acknowledging

No.

receipt of such notice.

E. Penalties.

(1) Any person required to file a financial interest statement pursuant to this Ordinance who fails to file such statement by the times required shall, if such person receives any compensation or other remuneration from public funds for the person's services, not be paid such compensation or receive such remuneration until the person has filed a statement as required by this Ordinance. Any person required to file a statement who fails to file such statement by the time required and continues to fail to file the required statement for thirty or more days after receiving notice from the Missouri Ethics Commission shall be subject to suspension from office in the manner otherwise provided by law or the constitution. The attorney general or circuit attorney, at the request of the Missouri Ethics Commission, may take appropriate legal action to enforce the provisions of this Ordinance.

(2) If a candidate for office does not file a statement by the close of business on the twenty-first day after the last day for filing for election for which the person is a candidate, the Missouri Ethics Commission shall notify the official who accepted such candidate's declaration of candidacy that the candidate is disqualified. Such election official shall remove the candidate's name from the ballot.

(3) Failure of any elected official or judge to file a financial interest statement thirty days after notice from the appropriate filing officer shall be grounds for removal from office as may be otherwise provided by law or the Constitution.

**SECTION 2.** For purposes of this ordinance, certain terms and words used herein shall have the same meaning as defined in Section 125.110 of the St. Peters City Code.

**SECTION 3.** The City Clerk is hereby directed to send a certified copy of this ordinance to the Missouri Ethics Commission within ten (10) days of its adoption and approval.

**SECTION 4.** Effective Date: This ordinance shall take effect and be in force from and after its passage by the Board of Aldermen and its approval by the Mayor of the City of St. Peters, Missouri.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE FOLLOWS.]

No.

Read two (2) times, passed and approved this      day of      , 2020.

\_\_\_\_\_  
Len Pagano, As Presiding Officer and as Mayor

Attest: \_\_\_\_\_  
Patricia E. Smith, City Clerk

DRAFT

No.

**RBA FORM (OFFICE USE)**

MEETING DATE: 7-23-20

Regular ( ) Work Session (X)

ATTACHMENT: YES (X) NO ( )

Contract ( ) Ordinance (X) Other ( )

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**Request for Board Action  
By Staff**

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

**Brief Description:** Chapter 600 Alcoholic Beverages Code Amendment

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

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**Summary/Explanation:**

Please see the attached Interoffice Memo and draft ordinance proposing an Amendment to Sec. 600.710 Point System Evaluation.

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

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RBA requested by: Patty Smith

  
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CA: Russell W. Batzel

  
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CITY OF ST. PETERS, MO

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INTEROFFICE MEMORANDUM

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TO: RUSSELL W. BATZEL, CITY ADMINISTRATOR  
FROM: PATTY SMITH, CITY CLERK *PS*  
SUBJECT: CHAPTER 600 CODE AMENDMENT REQUEST  
DATE: JULY 1, 2020  
CC: RITA WESTERSON, LT. JAY HULTZ

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Russ,

At the last Administrative Liquor Commission meeting on June 9<sup>th</sup>, the Commission discussed whether it was necessary to propose a future Chapter 600 code amendment to include under liquor *Violations* of City Code, Sec. 600.710. Point System Evaluation, the State of Missouri's Title 11 – Rules of Department of Public Safety, Division 70 – Division of Alcohol and Tobacco Control, Chapter 2 – Rules and Regulations (11 CSR 70-2).

With your permission, I would like to contact John Young to discuss whether a proposed amendment is necessary. We want to confirm that the Commission's actions follow proper regulations to assess points when it comes to State violations of Title 11 – Code of State Regulations; otherwise, we would like to propose a minor code amendment to the City's Point System Evaluation. I would like your approval to move forward with contacting John, and if necessary, a legal request.

*OK  
Russell  
7-1-2020*



the order of suspension issued by the supervisor of Alcohol and Tobacco Control in a conspicuous place on the premises so that all persons visiting the premises may readily see the order of suspension.

(2) No person holding a license for the retail sale of malt liquor by the drink may knowingly sell, give away, or serve upon the premises described in the license any glass, ice, water, soda water, phosphates, or any other kind of liquids to be used for the purpose of mixing intoxicating drinks and commonly referred to as set-ups; nor may any licensee allow any person while in or upon the premises covered by the license to possess or consume any intoxicating liquor other than malt liquor, or to pour into, mix with or add intoxicating liquor other than malt liquor, to water, soda water, ginger ale, seltzer, or other liquid.

(3) The holder of a license authorizing the retail sale of intoxicating liquor by the drink may sell liquor in any quantity, not for resale, but may not possess any spirituous liquor in any container having a capacity of more than one (1) gallon or any wine in any container having a capacity of more than fifteen and one-half (15 1/2) gallons.

(4) No person holding a license authorizing the retail sale of intoxicating liquor may sell or deliver any liquor to any person with knowledge or with reasonable cause to believe, that the person to whom the liquor is sold or delivered has acquired the liquor for the purpose of peddling or reselling it.

(5) No licensee may sell, give away, or possess any spirituous liquor from or in any container when the intoxicating liquor is not that set out on the manufacturer's label on the container or does not have alcoholic content shown on the manufacturer's label.

(6) No retail licensee may bottle any intoxicating liquor from any barrel or other container nor may s/he refill any bottle or add to the contents of the bottle from any barrel or other container.

(7) A licensee selling intoxicating liquor by the drink, when requested to serve a particular brand or type of spirituous liquor or beer, may not substitute another brand or type of spirituous liquor or beer.

(8) No retail licensee may allow or cause any sign or advertisement pertaining to intoxicating liquor or malt beverages to be carried or transported upon any sidewalk or street of

any municipality or upon any highway of the state. This provision is inapplicable to any legal sign or advertisement placed on a vehicle being used to deliver intoxicating liquor or malt beverages.

(9) Whenever hours of time are set forth in the Liquor Control Act, they are to be interpreted to mean clock time which shall be either Central Standard Time or Central Daylight Time, whichever one is then being observed.

(10) No person holding a license authorizing the retail sale of intoxicating liquor may possess any intoxicating liquor which has not been purchased from, by, or through duly licensed wholesalers.

(11) No holder of a license to sell intoxicating liquor by the drink may give to, sell, or permit to be given to or sold to any on duty employee of the establishment operated by the licensee any intoxicating liquor, in any quantity, nor may s/he permit any patron of the establishment operated by him/her to give to any on duty employee any intoxicating liquor, in any quantity, or to purchase it for or drink it with any on duty employee, in the establishment or on premises of the licensee. This provision is inapplicable when the establishment is closed to the public, so long as the licensee is allowed to be open at that time pursuant to section 311.290, RSMo, or any other provisions of Chapter 311 relating to opening and closing.

#### (12) Improper Acts.

(A) At no time, under any circumstances, may any licensee or his/her employees immediately fail to prevent or suppress any violent quarrel, disorder, brawl, fight, or other improper or unlawful conduct of any person upon the licensed premises, nor may any licensee or his/her employees allow any indecent, profane, or obscene literature or advertising material upon the licensed premises.

(B) In the event that a licensee or his/her employee knows or should have known, that an illegal or violent act has been committed on or about the licensed premises, they are obligated to immediately report the occurrence to law enforcement authorities and cooperate with law enforcement authorities and agents of the Division of Alcohol and Tobacco Control during the course of any investigation into an occurrence.

(13) Lewdness. No retail licensee or his/her employee may permit in or upon his/her licensed premises—

(A) The performance of acts, or simulated

acts of sexual intercourse, masturbation, sodomy, bestiality, oral copulation, flagellation, or any sexual acts which are prohibited by law;

(B) The displaying of any portion of the areola of the female breast;

(C) The actual or simulated touching, caressing, or fondling of the breast, buttocks, anus, or genitals;

(D) The actual or simulated displaying of the pubic hair, anus, vulva, or genitals;

(E) The permitting by a licensee of any person to remain in or upon the licensed premises who exposes to public view any portion of his/her genitals or anus; and

(F) The displaying of films, video programs, or pictures depicting acts, the live performances of which are prohibited by this regulation or by any other law.

(14) In the event the premises of any licensee is declared to be off-limits by the military authorities, the licensee may not permit any member of the armed forces to be in or upon the premises covered by his/her license. Provided, this is only effective after the licensee is notified of the order by the supervisor of Alcohol and Tobacco Control. Members of the Military Police or Shore Patrol are exempt from this provision.

*AUTHORITY: section 311.660, RSMo 2016.\* This version of rule filed Feb. 8, 1973, effective Feb. 18, 1973. Amended: Filed Aug. 23, 1974, effective Sept. 2, 1974. Amended: Filed May 16, 1977, effective Aug. 11, 1977. Amended: Filed Aug. 20, 1979, effective Dec. 13, 1979. Amended: Filed April 23, 1981, effective Aug. 13, 1981. Amended: Filed April 7, 1983, effective July 11, 1983. Amended: Filed May 25, 1983, effective Sept. 11, 1983. Amended: Filed Aug. 5, 1991, effective Jan. 13, 1992. Amended: Filed Feb. 27, 1998, effective Aug. 30, 1998. Amended: Filed Oct. 10, 2018, effective May 30, 2019.*

*\*Original authority: 311.660, RSMo 1939, amended 1989.*

*Chilton v. Wright, 480 SW2d 1 (1972). Two agents testifying that they removed 44 bottles of liquor from licensee's premises suspected to be refills in violation of rules and regulations because some appeared to be overfilled and some had worn strip stamps on their necks, along with testimony of expert chemist, was competent substantial evidence that the licensee possessed refilled bottles in violation of rules and regulations 13(c) (now covered by 11 CSR 70-2.130(6)). But evidence of "several different brands of liquor—the bulk of it was in half-pints and pints" and the geographical location of the retail outlet and its*

BILL NO. \_\_\_\_

ORDINANCE NO. \_\_\_\_

AN ORDINANCE OF THE CITY OF ST. PETERS, MISSOURI, AMENDING SECTION 600.710(B)(1)(b) OF THE CITY CODE BY DELETING IT IN ITS ENTIRETY; ENACTING, IN LIEU THEREOF, A NEW SECTION 600.710(B)(1)(b); AND PROVIDING A PROCEDURE FOR THE ENFORCEMENT OF CITY LIQUOR LICENSE REGULATIONS AND PENALTIES FOR VIOLATIONS THEREOF

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

SECTION NO. 1. That Section 600.710(B)(1)(b) of the of the St. Peters City Code be and is hereby amended by deleting 600.710(B)(1)(b) in its entirety, and enacting, in lieu thereof, a new Section 600.710(B)(1)(b), to read as follows:

- b. Liquor violations: except as otherwise provided in this subsection (B)(1), any action or conduct which violates any provision of law with respect to the manufacture, sale, distribution, solicitation, or use of alcoholic beverages, including violations of Chapter 311, RSMo., 11 CSR 70-2.010, et seq., and Chapter 600 of the City Code, as amended.

SECTION NO. 2. Effective Date. This Ordinance shall be in full force and take effect from and after the date of its final passage and approval.

SECTION NO. 3. Savings. Except as expressly set forth herein, nothing contained in this Ordinance shall in any manner be deemed or construed to alter, modify, supersede, supplant or otherwise nullify any other Ordinance of the City or the requirements thereof whether or not relating to or in manner connected with the subject matter hereof.

SECTION NO. 4. Severability. If any term, condition, or provision of this Ordinance shall, to any extent, be held to be invalid or unenforceable, the remainder hereof shall be valid in all other respects and continue to be effective and each and every remaining provision hereof shall be valid and shall be enforced to the fullest extent permitted by law, it being the intent of the Board of Aldermen that it would have enacted this Ordinance without the invalid or unenforceable provisions. In the event of a subsequent change in applicable law so that the provision which had been held invalid is no longer invalid, said provision shall thereupon return to full force and effect without further action by the City and shall thereafter be binding.

Read two times, passed, and approved this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Len Pagano, As Presiding Officer and as Mayor

Attest:

\_\_\_\_\_  
City Clerk

DRAFT

**RBA FORM (OFFICE USE)**

MEETING DATE: July 23, 2020

Regular ( ) Work Session (X)

ATTACHMENT: YES (X) NO ( )

Contract ( ) Ordinance ( ) Other (X)

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**Request for Board Action  
By Staff**

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

**Brief Description:** Secretary of State/Records Retention Schedules

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

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**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.

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

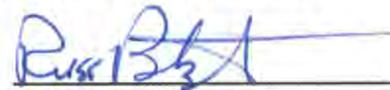
None

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RBA requested by: Patty Smith



C.A. Russell W. Batzel





City of St. Peters - Records Management  
**RECORDS DESTRUCTION FORM**

Department Name: <b>TDS/Streets Department</b>		Total # of Boxes: <b>4</b>
Department Records Coordinator: <b>Jo Ann Morris</b>		
Date: <b>06/18/20</b>	Office Address: <b>One St. Peters Centre Blvd; St. Peters, MO 63376</b>	Telephone: <b>636-477-6600</b>

**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>Jo Ann Morris / Jo Ann Morris</i>	Date: <i>6/22/20</i>	Date of Records Destruction: <i>7-6-2020</i>
Group Manager: <i>[Signature]</i>	Date: <i>6/23/20</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>[Signature]</i>	Date: <i>6/20/20</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 Loan 2010 working files	2010	3 years past 5yr length of loan	P
CDBG	GS 040	CDBG Home Improvement Apps 2010 CDBG Property Maintenance Apps 2010 CDBG Emergency Repair Apps 2010	2010	3 years past 5y length of loan	P

