



Transparency Report

March 2015

EXECUTIVE SUMMARY TRANSPARENCY REPORT

In theory, the Missouri Sunshine Law represents a strong, statewide commitment to openness and transparency. Missouri Revised Statute 610 states that “each public governmental body shall make available for inspection and copying by the public of that body’s public records.”

The intent of the law is noble. Yet its implementation is deeply flawed. Local governments do their citizens a significant disservice by refusing to comply fully with the Sunshine Law. This translates to a lack of transparency, and it translates to citizens having to struggle to obtain information from the very governments designed to serve them.

Over the 14 months that we have been conducting our studies, Better Together has found that some municipalities fall far short of the openness and transparency required by the Missouri Sunshine Law. Rather than acting on behalf of citizens by readily providing public information, many local governments behave as though sharing information is a large inconvenience. To state what is, perhaps, obvious: It is impossible to review the performance of a government (and to hold officials accountable) if you lack information about the government.

Better Together’s work depends greatly on the gathering of publicly available data. This is the data that drives our discussions; these are the facts that show us what is working in our region and what is not. Because our work is data-driven, the Missouri Sunshine Law is essential. However, the acquisition of information comes at a great cost of both money and time.

To date, our collection of this publicly available data has cost \$15,909.30. Compounding that high price is the hundreds of hours of staff time expended in order to obtain this information.

These costs are symptomatic of many local governments’ lack of transparency. These governments fail to honor the intent of the Sunshine Law. While the law’s requirements are straightforward, its application is inconsistent. Better Together’s requests for information were met with many obstacles. For example, one municipality requested \$2,000 for the same type of information that was provided free-of-charge by other municipalities. Several municipalities failed to recognize the Sunshine Request over the course of an entire year and have not, to this date, submitted requested information – despite multiple letters, emails, faxes, calls and appeals to the Attorney General for assistance.

In many cases, both the amount charged to produce documents and the amount of time taken to fulfill the Sunshine Request seemed to defy both the letter and the spirit of the Missouri Sunshine Law. For example:

- On November 4, 2014, Better Together sent a Sunshine Request to 58 municipal police departments. The average amount of time to fulfill the request is 62 days.
- More than 130 days after that initial request for municipal police department records, some departments *have yet to fulfill it*. These include Berkeley, Beverly Hills, Clayton, Country Club Hills, Hazelwood, Hillside, Kinloch, Lakeshire, Manchester, Pine Lawn,

St. Ann, University City, and Vinita Park.

- Bellefontaine Neighbors took 85 days to fulfill the request, at a price of \$770.90. Des Peres took 65 days and charged Better Together \$738.50. Pacific took 63 days and charged \$1,082.64. Manchester has yet to fulfill the request but has charged \$800 to date.

It should be noted that not all police departments were slow to respond, nor did all departments charge exorbitant fees for public records. For example, both Bel-Ridge and Breckenridge Hills fulfilled the request in five days, free of charge. Normandy and Shrewsbury fulfilled the request in less than two weeks and did not charge for the records. St. Louis City completed the request in ten days, free of charge; St. Louis County provided records free-of-charge within six days.

These responsive departments are the exception, however, and not the rule. Clearly, there is a problem with transparency in our region. Better Together makes all of the collected information available on our website, for free use by all members of the public – but no mechanism exists to make this data available to citizens on a consistent, ongoing basis. On average, a citizen in the St. Louis region would have to pay \$113.64 for the privilege of learning how his or her tax dollars are being utilized at a municipal level.

Other regions offer “best practices” that could be models for reform. Indianapolis and the State of Indiana as a whole provides a benchmark for transparency and government accountability via the Indiana Gateway for Government Units. The Gateway is designed to provide citizens and researchers with comprehensive information on local governments, including annual financial reports, audits, budget data, tax rates, and economic development. This information is current, immediately available to the public, and free.

Closer to home, the City of Ballwin exhibits a best practice that other local governments could employ. Ballwin operates a “Document Center” on its website that provides current and thorough financial information for the city and further breaks down this information for the larger departments it employs. This site also provides straightforward access to formal requests and forms for permits and inspections.

By their lack of transparency, many local governments are failing to truly serve their citizens. The cost and time required to obtain public information is prohibitive to the average citizen. This is contrary to the very principle of open and transparent government.

I. Introduction

Over the course of the past year, Better Together has conducted studies focusing on how St. Louis City, St. Louis County, and St. Louis County's 90 municipalities and 23 fire districts provide municipal services. These studies have produced reports on how the 115 governments charged with providing municipal services in St. Louis City and St. Louis County administer public finance, economic development, public health, and municipal courts. In the coming months, reports will be issued on police, fire protection, parks and infrastructure, as well as general administration.

Each of Better Together's reports follows a simple format based upon four key questions:

- How is the municipal service delivered today?
- What are considered to be best practices in this area?
- How does St. Louis' performance compare to best practices?
- What are scenarios for going forward that could improve effectiveness and/or cost?

The four questions are addressed through a combination of insight from content-area experts, feedback from the community, and information obtained from each of the 115 governments that provide municipal services to the St. Louis City and St. Louis County region. Information gathered directly from the governments was obtained under Missouri's Sunshine Law, which has the plain purpose of preserving transparency in all levels of government across the state.

Missouri's Sunshine Law has been invaluable to Better Together's studies. However, this information has come at a great cost of money and time. This publicly available data for use in our reports has cost \$15,909.30 to obtain, in addition to months of staff time.

The Attorney General's Office states that "Missouri's Sunshine Law is the embodiment of Missouri's commitment to openness in government." This commitment must be strengthened, because while the intent of the law is noble, it is impractical and flawed in practice.

Better Together has made all of the publicly collected information available on our website for free and public use. However, there is no mechanism for making this data available to citizens on a consistent and ongoing basis. On average, it would cost a citizen in the St. Louis region \$113.64 to obtain basic information on how his or her tax dollars are being utilized at a municipal level. The cost and time required for this information is prohibitive to an average citizen and contrary to the principal of open and transparent government.

II. What Do We Do Now?

Missouri's Sunshine Law, embodied in Missouri Revised Statute 610, states that "each public governmental body shall make available for inspection and copying by the public of that body's public records." ¹ Additionally, the statute states that "each request for access to a public record shall be acted upon as soon as possible, but in no event later than the end of the third business

¹ Section 610.023.1, RSMo available at <http://www.moga.mo.gov/mostatutes/stathtml/6100000231.html>

day following the date the request is received.”² Production of the documents themselves can exceed three days if there is reasonable cause. Such a delay requires the custodian of records to provide a detailed explanation of the cause for further delay, as well as the earliest time the records will be available.³ The governmental body may also request payment for the production of records requested. Per the Attorney General’s Office, Section 610.026.1(1), RSMo, allows a public governmental body to charge up to 10 cents per page for standard paper copies, the average hourly rate of pay for clerical staff to duplicate documents, and the actual cost of the research time for fulfilling the request. This provision also requires that the public governmental body use the lowest salaried employees capable of searching, researching, and copying the records.⁴

While the application of the Sunshine Law appears straightforward, its application in many local governments fails to honor its intent of making government transparent and accountable. Throughout Better Together’s requests for information, obstacles to obtaining public information have included exorbitant costs, such as the \$2,000 requested by one municipality for fulfillment of a request for information that was provided free of charge from other municipalities. Several municipalities failed to recognize the Sunshine Request over the course of an entire year and have yet to submit requested information, despite multiple letters, calls, faxes, and emails.

Over the 14 months that Better Together has conducted its studies, it has issued two Sunshine Requests. The first request was issued at the start of Better Together’s studies, in December of 2013. The second request was issued only to St. Louis City, St. Louis County, and the other 58 municipalities operating police departments. In order to highlight the practical challenges that arose from both requests, what follows is a brief summary of the process undertaken, the responses received, as well as the cost and time required to obtain publicly available information in the St. Louis region.

The December 2013 request was sent to all 90 municipalities and the 23 fire districts in St. Louis County, as well as to St. Louis City and St. Louis County. For the current study on policing, a request was sent to the 58 municipal police departments as well as the St. Louis County Police Department and the St. Louis Metropolitan Police Department (St. Louis City). Responses to the requests varied greatly in both the time required to fulfill them and the costs required to produce the appropriate records. Some entities were able to produce documents in response to our requests the same day they received. Others took upwards of 120 days, and still others remain unfulfilled. Costs also varied greatly from government to government with many municipalities and fire districts charging nothing and others charging up to \$1,082.64. To date, Better Together has spent \$15,909.30 with a median response time of 7 days (average of 27.0). The average cost to produce records across the requests was \$113.64.

The initial Sunshine Request for information was sent via U.S. mail on Friday, December 6, 2013 to St. Louis City, St. Louis County, and the 90 municipalities and 23 fire districts in St. Louis County. Better Together began receiving responses from municipalities and fire districts as

² Section 610.023.3, RSMo available at <http://www.moga.mo.gov/mostatutes/stathtml/61000000231.html>

³ Section 610.023.3, RSMo available at <http://www.moga.mo.gov/mostatutes/stathtml/61000000231.html>

⁴ Missouri Attorney General Website, visited 2/26/015 available at <http://ago.mo.gov/missouri-law/sunshine-law/sunshine-law-faqs>

early as Monday, December 9. The median amount of time for an initial response to the request was 10 days for a municipality and 4 days for fire districts (averages of 15.4 days and 8.8 days, respectively). The average cost to produce the records was \$36.64 for municipalities and \$5.05 for fire districts. Once a response had been received, the median amount of time for a city or fire district to fulfill the request was 9 days and 7 days, respectively. The total cost for producing records in response to the initial sunshine request was \$2,638.03. A copy of the initial letter is provided as Exhibit 1 in the appendix. On Tuesday, December 17, 2013, Better Together sent a follow-up letter to each city or fire district that had not yet responded.

In January 2014, Better Together staff began working with officials in the St. Louis County government and the Missouri State Auditor's office to get basic financial documents and information from any entities that still had not responded to requests for information. Beginning January 10, 2014, over a month after the initial request, Better Together staff also began calling municipalities and fire districts who had not yet responded or fulfilled the request. Subsequent letters went out to municipalities and fire districts as a further follow-up to conversations with government officials. In total, 22 municipalities and 4 fire districts either did not respond to the request or never submitted documents after their initial response. Tables 1 and 2 in the appendix detail the cost and number of days to fulfill requests for municipalities and fire districts, respectively.

On Monday, October 27, 2014, Better Together staff called the 58 municipal police departments in St. Louis County requesting the name and address of the Custodian of Records in preparation for an upcoming request for records under the Missouri Sunshine Law. These calls were also an attempt to inform these municipalities that a comprehensive request for records was forthcoming and to determine if a formal request would be required. On Tuesday, November 4, 2014, Better Together sent a request for records under the Missouri Sunshine Law via U.S. mail. Within a month, 44 municipal police departments had responded to Better Together, acknowledging receipt of this request. Nearly every municipality that responded stated the request would take longer than 72 hours to fulfill, which was understandable given the extensive nature of the request. However, the median amount of time to produce records from the initial response date is 14 days with an average of 62.0 days. These statistics exclude the 13 police departments that have yet to fulfill the request for information over 4 months later. The total cost for producing records to day is at \$13,175.27 with an average cost of \$286.42.

Better Together sent a second request (with the initial request attached) on Tuesday, December 9, 2014 to the 14 municipalities that had yet to respond. On December 11 and 12, Better Together called each of these municipalities to verify receipt of the second request. Eleven municipalities acknowledged receipt of the second request, either on the telephone or through a written email or letter response. On Tuesday, December 16, 2014, Better Together staff spoke with representatives of the three municipalities that had yet to acknowledge receipt of the two previous requests and asked each for their preferred method of delivery for a third request. After speaking with representatives from each, Better Together sent a third request that day (two via email, one via fax) to the three municipalities (Lakeshire, Vinita Park, Wellston) that were non-responsive to the first and second request. On Monday, January 12, 2015, Better Together filed a formal complaint with the Missouri Attorney General against the two municipalities (Lakeshire, Wellston) that had not acknowledged receipt of three requests. Lakeshire responded with partial

information on Friday, February 6, 2015 and full compliance pending. Detailed information about the costs and times required to produce records are in Table 3 in the appendix. Additionally, a copy of the initial information request is available in the appendix as Exhibit 2.

III. What Are Best Practices?

Best practices are a component of each of Better Together's reports. Often these best practices can be found in other regions, but there are also some local governments in the St. Louis region that utilizes practices that are examples of best practices in certain fields. Such is the case when examining best practices for openness and transparency in government.

Throughout Better Together's work, we have examined best practices exercised in other regions. This process required to gather information and data from those regions. As a result, we were able to study how other states and regions provide transparency in government. It was often easier to study these outside regions than it was St. Louis, both because of the multitude of governments in the region and the time and money required to obtain the information.

Indianapolis and the State of Indiana as a whole provides a benchmark for transparency and government accountability via the Indiana Gateway for Government Units.⁵ The Gateway is designed to provide citizens and researchers with comprehensive information on local governments, including annual financial reports, audits, budget data, tax rates, and economic development. This information is searchable and the site even allows for individuals to build their own reports and compare statistical data. Furthermore, this information is current, immediately available, and free. It is truly available to the public.

While the Indiana Gateway for Government Units provides an ideal model for transparency and accountability, there are also best practices that individual political subdivisions can employ. An example of transparency at the municipal level can be found in Ballwin, MO. Ballwin operates a "Document Center" on its website that provides current and thorough financial information for the city and further breaks down this information for the larger departments it employs. This site also provides straightforward access to formal requests and forms for permits and inspections.

POSSIBLE REFORM

The best practices previously discussed suggest two potential pathways to increased transparency and government accountability. First, the State of Missouri could construct a gateway similar to that implemented in Indiana and require that each political subdivision provide a set of data each year that would be made available via the state database.

Another possible solution would be to require a political subdivision to operate a website containing basic information including, but not limited to:

- Most recent financial report for the county or municipality
- Ordinances/codes/regulations for the county or municipality
- Most recent adopted budget

⁵ https://gateway.ifionline.org/report_builder/Default2.aspx?rptType=budget&rptVer=a

- An archive that provides access to the agendas and minutes for municipal or county meeting minutes
- Information on elected officials and governmental staff, which includes:
 - Name, title, contact information
 - The term for each elected official
 - A specifically identified Custodian of Records with name, title, and official contact information
- Hours of operation for city hall or county offices
- If operating a court, the courts hours of operation, judge, city attorney, prosecutor
- Time and location of next board or council meeting
- Contact information for police and fire departments

The site would only be required to be updated monthly and would provide free and ready access to citizens and remove obstacles to important information that directly impacts their communities.



Transparency Report – Appendix

March 2015

MUNICIPALITY	INITIAL SUNSHINE REQUEST COST	# OF DAYS FOR INITIAL RESPONSE TO REQUEST	# OF DAYS FROM INITIAL RESPONSE TO FULFILLMENT	TOTAL # OF DAYS TO FULFILLMENT
Ballwin	\$0.00	3	9	12
Bel-Nor	N/A	15	Information Not Received	Information Not Received
Bel-Ridge	N/A	39	Information Not Received	Information Not Received
Bella Villa	\$0.00	14	25	39
Bellefontaine Neighbor	\$50.00	17	1	18
Bellerive	N/A	1	Information Not Received	Information Not Received
Berkeley	\$76.10	35	43	78
Beverly Hills	N/A	35	Information Not Received	Information Not Received
Black Jack	\$129.45	21	8	29
Breckenridge Hills	N/A	No Response Recorded	No Response Recorded	No Response Recorded
Brentwood	\$260.45	3	14	17
Bridgeton	\$0.00	36	1	36
Calverton Park	\$48.47	1	Information Not Received	Information Not Received
Champ	\$0.00	21	11	32
Charlack	\$0.00	10	8	18
Chesterfield	\$102.88	1	9	9
Clarkson Valley	\$15.07	4	32	36
Clayton	\$260.79	4	8	12
Cool Valley	N/A	No Response Recorded	No Response Recorded	No Response Recorded
Country Club Hills	\$0.00	36	3	39
Country Life Acres	\$0.00	8	1	8
Crestwood	\$0.00	2	10	12
Creve Coeur	\$50.00	2	10	12
Crystal Lake Park	\$56.04	8	17	25
Dellwood	\$0.00	56	3	59
Des Peres	\$0.00	10	8	18
Edmundson	\$150.00	7	25	32
Ellisville	N/A	14	No Response Recorded	No Response Recorded
Eureka	\$50.00	17	27	44
Fenton	\$30.00	3	11	14
Ferguson	\$55.20	15	24	39
Flordell Hills		10	22	32
Florissant	\$3.20	4	8	12
Frontenac	\$100.00	8	24	32
Glen Echo Park	N/A	15	Information Not Received	Information Not Received
Glendale	\$0.00	2	23	25
Grantwood Village	\$0.00	2	4	6
Green Park	\$0.00	1	2	2
Greendale	\$51.00	2	16	18
Hanley Hills	\$25.00	10	Information Not Received	Information Not Received
Hazelwood	\$0.00	12	3	15

MUNICIPALITY	INITIAL SUNSHINE REQUEST COST	# OF DAYS FOR INITIAL RESPONSE TO REQUEST	# OF DAYS FROM INITIAL RESPONSE TO FULFILLMENT	TOTAL # OF DAYS TO FULFILLMENT
Hillsdale	N/A	No Response Recorded	No Response Recorded	No Response Recorded
Huntleigh	\$0.00	10	1	10
Jennings	N/A	10	7	17
Kinloch	N/A	No Response Recorded	No Response Recorded	No Response Recorded
Kirkwood	\$106.10	9	3	12
Ladue	\$0.00	9	3	12
Lakeshire	\$28.20	32	4	36
Mackenzie	\$0.00	No Response Recorded	No Response Recorded	No Response Recorded
Manchester	\$238.35	29	16	45
Maplewood	N/A	No Response Recorded	No Response Recorded	No Response Recorded
Marlborough	\$4.80	15	6	21
Maryland Heights	\$38.97	1	6	7
Moline Acres	\$25.00	10	43	53
Normandy	N/A	36	Information Not Received	Information Not Received
Northwoods	N/A	4	Information Not Received	Information Not Received
Norwood Court	\$0.00	22	1	22
Oakland	\$0.00	11	7	18
Olivette	\$60.45	9	9	18
Overland	\$82.34	22	10	32
Pacific	\$0.00	1	1	1
Pagedale	\$50.00	4	Information Not Received	Information Not Received
Pasadena Hills	\$0.00	17	22	39
Pasadena Park	\$0.00	17	5	22
Pine Lawn	\$0.00	7	36	43
Richmond Heights	\$0.00	10	7	17
Riverview	\$0.00	36	13	49
Rock Hill	\$26.02	1	11	12
Shrewsbury	\$57.70	8	4	12
St. Ann	\$22.00	11	1	12
St. John	\$111.21	8	35	43
St. Louis City	\$0.00	32	2	34
St. Louis County	\$0.00	32	2	34
Sunset Hills	\$0.00	2	15	17
Sycamore Hills	\$0.00	22	10	32
Town & Country	\$0.00	12	3	15
Twin Oaks	\$56.84	17	13	30
University City	\$0.00	2	10	12
Uplands Park	N/A	171	Information Not Received	Information Not Received
Valley Park	N/A	3	Information Not Received	Information Not Received
Velda City	N/A	No Response Recorded	Information Not Received	No Response Recorded
Velda Village Hills	N/A	36	Information Not Received	Information Not Received

MUNICIPALITY	INITIAL SUNSHINE REQUEST COST	# OF DAYS FOR INITIAL RESPONSE TO REQUEST	# OF DAYS FROM INITIAL RESPONSE TO FULFILLMENT	TOTAL # OF DAYS TO FULFILLMENT
Vinita Park	\$0.00	11	35	46
Vinita Terrace	\$0.00	39	19	58
Warson Woods	\$7.20	14	22	36
Webster Groves	\$37.50	7	11	18
Wellston	N/A	39	Information Not Received	Information Not Received
Westwood	\$0.00	1	1	1
Wilbur Park	\$0.00	1	3	3
Wildwood	\$0.00	1	16	17
Winchester	\$71.70	2	1	2
Woodson Terrace	\$100.00	11	Information Not Received	Information Not Received
TOTAL	\$2,638.03	N/A	N/A	N/A
AVERAGE	\$36.64	15.4	11.9	24.5
MEDIAN	\$1.60	10	9	18

FIRE PROTECTION DISTRICT	INITIAL SUNSHINE REQUEST COST	# OF DAYS TO INITIAL RESPONSE TO REQUEST	# OF DAYS FROM INITIAL RESPONSE TO FULFILLMENT	TOTAL # OF DAYS TO FULFILLMENT
Affton	\$0.00	3	25	28
Black Jack Communit	\$0.00	2	9	11
Community	N/A	No Response Recorde	No Response Recorde	0
Creve Coeur	\$50.00	1	7	8
Eureka	\$0.00	43	8	51
Fenton	\$0.00	3	1	4
Florissant Valley	\$0.00	1	2	3
Kinloch	N/A	No Response Recorde	No Response Recorde	0
Lemay	N/A	No Response Recorde	No Response Recorde	0
Maryland Heights	\$0.00	29	1	30
Mehlville	\$46.00	2	30	32
Metro West	\$0.00	4	1	5
Mid County	\$0.00	9	43	52
Monarch	\$0.00	4	1	5
Northeast	\$0.00	4	30	34
Pattonville	\$0.00	9	22	31
Riverview	\$0.00	3	1	4
Robertson	\$0.00	7	55	62
Spanish Lake	\$0.00	4	25	29
St. Louis City FD	\$0.00	3	2	5
Valley Park	\$0.00	36	1	37
West County EMS	\$0.00	1	1	2
West Overland	N/A	No Response Recorde	No Response Recorde	0
TOTAL	\$96.00	N/A	N/A	N/A
AVERAGE	\$5.05	8.8	13.9	18.8
MEDIAN	\$0.00	4	7	8

TABLE 3 – Police Request (Nov 2014)

POLICE DEPARTMENT	POLICE DEPT. SUNSHINE REQUEST COST TO DATE	# OF DAYS TO INITIAL RESPONSE TO REQUEST	# OF DAYS FROM INITIAL RESPONSE TO FULFILLMENT	TOTAL # OF DAYS TO FULFILLMENT
Ballwin	\$429.91	2	33	35
Bel-Nor	\$178.00	8	25	33
Bel-Ridge	\$0	2	3	5
Bella Villa	\$100.00	48	27	75
Bellefontaine Neighbor	\$770.90	5	80	85
<i>Berkeley</i>	\$25.00	40	91	131
<i>Beverly Hills</i>	<i>N/A</i>	32	99	131
Breckenridge Hills	\$0	1	4	5
Brentwood	\$143.00	36	28	64
Bridgeton	\$262.00	2	19	21
Calverton Park	\$398.48	2	90	92
Charlack	\$679.79	8	71	79
Chesterfield	\$0	5	42	47
<i>Clayton</i>	\$100.00	5	126	131
<i>Country Club Hills</i>	<i>N/A</i>	36	95	131
Crestwood	\$91.08	34	17	51
Creve Coeur	\$410.85	1	32	33
Des Peres	\$738.50	2	63	65
Edmundson	\$403.63	5	44	49
Ellisville	\$255.92	1	75	76
Eureka	\$196.00	1	14	15
Ferguson	\$100.00	12	28	40
Florissant	\$217.28	2	68	70
Frontenac	\$219.48	9	21	30
Glendale	\$238.41	2	45	47
<i>Hazelwood</i>	<i>N/A</i>	34	97	131
<i>Hillsdale</i>	<i>N/A</i>	40	91	131
<i>Kinloch</i>	<i>N/A</i>	44	87	131
Kirkwood	\$219.48	5	11	16
Ladue	\$0	1	1	2
<i>Lakeshire</i>	<i>N/A</i>	90	41	131
<i>Manchester</i>	\$800.00	41	90	131
Maplewood	\$769.11	1	54	55
Maryland Heights	\$128.30	1	8	9
Moline Acres	\$18.00	1	34	35
Normandy	\$0	1	12	13
Northwoods	\$225.00	2	125	127
Olivette	\$389.45	5	43	48
Overland	\$706.40	1	71	72

TABLE 3 – Police Request (Nov 2014)

POLICE DEPARTMENT	POLICE DEPT. SUNSHINE REQUEST COST TO DATE	# OF DAYS TO INITIAL RESPONSE TO REQUEST	# OF DAYS FROM INITIAL RESPONSE TO FULFILLMENT	TOTAL # OF DAYS TO FULFILLMENT
Pacific	\$1,082.64	29	34	63
Pagedale	\$159.50	1	47	48
<i>Pine Lawn</i>	<i>N/A</i>	9	122	131
Richmond Heights	\$151.26	5	8	13
Riverview	\$142.75	35	5	40
Rock Hill	\$50.00	1	14	15
Shrewsbury	\$0	2	14	16
<i>St. Ann</i>	\$309.04	36	95	131
St. John	\$450.00	1	33	34
St. Louis City	\$0.00	3	7	10
St. Louis County	\$0.00	1	5	6
Sunset Hills	\$480.00	2	75	77
Town & Country	\$240.00	1	14	15
<i>University City</i>	<i>N/A</i>	5	126	131
Velda City	\$500.00	2	12	14
<i>Vinita Park</i>	<i>N/A</i>	41	90	131
Warson Woods	\$242.00	2	13	15
Webster Groves	\$154.11	5	37	42
<i>Wellston</i>	<i>No Response Recorded</i>	<i>No Response Recorded</i>	<i>No Response Recorded</i>	<i>No Response Recorded</i>
Woodson Terrace	\$0.00	2	91	93
TOTAL	\$13,175.27	N/A	N/A	N/A
AVERAGE	\$268.88	12.9	49.1	62.0
MEDIAN	\$217.28	4	14	49

*****ITALICIZED BOLD DEPARTMENTS INDICATE THAT THE FULFILLMENT OF THE REQUEST IS STILL PENDING AT TIME OF PUBLICATION*****

TABLE 4 – Sunshine Requests Summary

	TOTAL COST TO PRODUCE RECORDS	AVERAGE COST TO PRODUCE RECORDS	MEDIAN COST TO PRODUCE RECORDS	AVERAGE # OF DAYS FOR INITIAL RESPONSE TO REQUEST	MEDIAN # OF DAYS FOR INITIAL RESPONSE	AVERAGE # OF DAYS TO FULFILLMENT FROM INITIAL RESPONSE	MEDIAN # OF DAYS TO FULFILLMENT FROM INITIAL RESPONSE	AVERAGE TOTAL # OF DAYS TO FULFILLMENT	MEDIAN TOTAL # OF DAYS TO FULFILLMENT
Municipalities (Dec 2013 Request	\$2,638.03	\$36.64	\$1.60	15.4	10	11.9	9	24.5	18
Fire Districts (Dec 2013 Request	\$96.00	\$5.05	\$0.00	8.8	4	13.9	7	18.8	8
Police Department (Nov 2014 Request	\$13,175.27	\$268.88	\$217.28	12.9	4	49.1	14	62.0	49
Grand Total	\$15,909.30	\$113.64	\$25.00	13.7	7	27.0	14	38.1	30

December 6, 2013

Name of Custodian of Records

Title

Name of Agency/Political Subdivision

Street Address

City/State/Zip Code

[Name of Custodian]:

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri, on behalf of Better Together, a project of the Missouri Council for a Better Economy. Over the next 16 months, Better Together will be conducting studies that will, in part, compile a variety of data on the delivery of municipal services to residents of St. Louis City and St. Louis County. The information requested will be made readily available to the public.

As such, I request that you make available to me all records that relate to:

- *A line item budget for the current or most recent fiscal year*
- *A table of organization including salaries of all paid employees and their job titles/functions*
- *Complete and accurate list of all current municipal assets and equipment owned*
- *Complete and accurate list of all noncurrent liabilities*
- *Copies of all professional service agreements for your municipality*

I request that the records responsive to my request be delivered in electronic form to dave@bettertogetherstl.com or in the alternative that physical copies be sent to me at the address listed below as soon as possible, but in no event later than the third business day following the date you receive this request as mandated by Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. If copies are not provided immediately, please provide me a detailed explanation of the cause for the delay and the place and earliest time and date the records will be available as mandated by Section 610.023.3 of the Sunshine Law. If you deny all or any part of this request, please give me a written statement of the grounds for such denial within three business days of your receipt of this request and please include a citation to the specific provision(s) of law under which access is denied as mandated by Section 610.023.4 of the Sunshine Law.

As the information requested will be made readily available to the public and will be utilized to serve the public interest, I request that all fees for locating and copying the records be waived. If you intend to charge for these records, please contact me with the amounts to be charged before any are incurred.

If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records together with the written statement (as discussed above) of the grounds for closing portions of the records. Thank you for your time and assistance.

Sincerely,

Dave Leipholtz
Director of Community Based Studies
Better Together
P.O. Box 361
St. Louis, MO 63108
dave@bettertogetherstl.com

November 4, 2014

Name of Custodian of Records

Title

Name of Agency/Political Subdivision

Street Address

City/State/Zip Code

[Name of Custodian]:

Better Together, a project of the Missouri Council for a Better Economy, is compiling a variety of data on the delivery of municipal services to residents of St. Louis City and St. Louis County. Currently, we are reaching out to police and fire departments in the region to request documents as part of a regional study of public safety. This letter is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.

As such, I respectfully request that you make available to me the following records or records that relate to:

- *Department accreditations or certification earned by your department in the past 3 years*
- *A detailed line-item budget for your police department*
- *General orders or standard operating procedures for your department*
- *General orders or documents describing the governance and oversight structure for your police department*
- *Professional contracts for services exceeding \$5,000 in the past year with parties outside of your police department*
- *Contracted mutual aid agreements with other police departments*
- *Insurance policies and coverage for your department and officers*
- *General orders or guidelines on uniforms and appearance, or documentation of standard issue gear and equipment provided to officers in your department*
- *An inventory or list of equipment owned by your department and valued over \$1,000*
- *The most current organizational chart for your police department*
- *The current staffing for your department including the number of officers and civilian personnel, their rank, licensure, and status as part-time, full-time, volunteer, or reserve*
- *Current salary or pay rate information for all employees of your police department by position including full-time, part-time, and reserve officers, as well as civilian personnel*
- *Demographic data for uniformed personnel including part-time, full-time, volunteer, and reserve officers*
- *The most recent unified crime report data for your department. If unified crime report data is not kept, please provide alternative crime reporting statistics maintained by the department*
- *Minimum hiring requirements for full-time, reserve, and part-time officers including class of licensure required*
- *General orders or procedures pertaining to background checks, examinations, drug screening, and other investigations undertaken prior to hiring an officer*
- *Policies or procedures for recruitment of minority officers*
- *Guidelines for tracking incidences of use of force, pursuits, and citizen complaints*
- *Statistics or other information on the number of complaints filed and investigated in 2013*
- *General orders or standard procedures for termination of an officer*
- *General orders or standard procedures for performance evaluation of an officer*
- *General orders, standards, or requirements for continued employment as a fulltime, reserve, or part-time officer in your police department*
- *General orders or procedures for documenting, investigating, reviewing, and resolving reported police misconduct including your department's formal complaint system*
- *Records indicating that police officers making traffic stops have completed the POST required training for racial profiling and understanding racial and cultural differences*

- *General orders or guidelines for the handling of evidence*
- *General orders or guidelines on pursuit*
- *General orders or guidelines for use of deadly force and less lethal force such as tasers*
- *The dispatch utilized by your police department*
- *General orders or guidelines for jailing or the transportation of prisoners*
- *Fine and fee schedules utilized by your police department*

We acknowledge that this request is extensive and sincerely appreciate your cooperation. In the event that this request will take longer than three days to complete, it would be appreciated if you could contact me via email to acknowledge receipt of the request and discuss a timeframe for completion. Also, if any clarification is needed or would be helpful in reducing the amount of time required to complete this request, please do not hesitate to contact me.

Where possible I request that the records responsive to my request be delivered in electronic form to dave@bettertogetherstl.com. In the alternative, physical copies may be sent to me at the address listed below. If you intend to charge for these records, I would ask that you please contact me with the amounts to be charged before any are incurred, so that I may promptly issue payment. Thank you for your time and assistance.

Sincerely,

Dave Leipholtz
Director of Community Based Studies
Better Together
4579 Laclede Ave. #337
St. Louis, MO 63108
dave@bettertogetherstl.com