



Transparency Report – Appendix

March 2015

TABLE 1–Municipal & Fire Request (Dec 2013)

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

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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

TABLE 2–Municipal & Fire Request (Dec 2013)

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
Aftton	\$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
Berkeley	\$25.00	40	91	131
Beverly Hills	N/A	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
Clayton	\$100.00	5	126	131
Country Club Hills	N/A	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
Hazelwood	N/A	34	97	131
Hillsdale	N/A	40	91	131
Kinloch	N/A	44	87	131
Kirkwood	\$219.48	5	11	16
Ladue	\$0	1	1	2
Lakeshire	N/A	90	41	131
Manchester	\$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>	<i>9</i>	<i>122</i>	<i>131</i>
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>	<i>\$309.04</i>	<i>36</i>	<i>95</i>	<i>131</i>
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>	<i>5</i>	<i>126</i>	<i>131</i>
Velda City	\$500.00	2	12	14
<i>Vinita Park</i>	<i>N/A</i>	<i>41</i>	<i>90</i>	<i>131</i>
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