

The seal of the Missouri State Auditor is circular and features a central figure holding a scale and a sword. The text around the seal reads "SEAL OF THE STATE AUDITOR" at the top, "JUSTICE WE STAND DIVIDED" in the middle, and "1820 MISSOURI 1892" at the bottom.

Nicole Galloway, CPA

Missouri State Auditor

City of St. Louis

Board of Aldermen

Report No. 2019-127

December 2019

auditor.mo.gov



Nicole Galloway, CPA
Missouri State Auditor

CITIZENS SUMMARY

Findings in the audit of the City of St. Louis - Board of Aldermen

Payroll Controls and Procedures

The Board of Aldermen has not adopted a written personnel manual documenting the civil service rules it uses or its policies and procedures that differ from the civil service rules. The Board does not require salaried employees to submit time records or other documentation of hours worked to support compensatory time earned. Procedures are not in place to ensure leave request forms are properly reviewed, approved, and submitted for processing.

Sunshine Law

The Board of Aldermen did not adequately prepare or retain meeting minutes for the Personnel and Administration committee meetings in accordance with the Sunshine Law.

In the areas audited, the overall performance of this entity was **Good**.*

*The rating(s) cover only audited areas and do not reflect an opinion on the overall operation of the entity. Within that context, the rating scale indicates the following:

- Excellent:** The audit results indicate this entity is very well managed. The report contains no findings. In addition, if applicable, prior recommendations have been implemented.
- Good:** The audit results indicate this entity is well managed. The report contains few findings, and the entity has indicated most or all recommendations have already been, or will be, implemented. In addition, if applicable, many of the prior recommendations have been implemented.
- Fair:** The audit results indicate this entity needs to improve operations in several areas. The report contains several findings, or one or more findings that require management's immediate attention, and/or the entity has indicated several recommendations will not be implemented. In addition, if applicable, several prior recommendations have not been implemented.
- Poor:** The audit results indicate this entity needs to significantly improve operations. The report contains numerous findings that require management's immediate attention, and/or the entity has indicated most recommendations will not be implemented. In addition, if applicable, most prior recommendations have not been implemented.

City of St. Louis - Board of Aldermen

Table of Contents

State Auditor's Report	2
------------------------	---

Management Advisory Report - State Auditor's Findings	1. Payroll Controls and Procedures4 2. Sunshine Law5
---	---

Organization and Statistical Information	7
---	---

Appendix	Board of Aldermen's Responses.....9
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NICOLE GALLOWAY, CPA

Missouri State Auditor

To the Board of Aldermen
City of St. Louis, Missouri

We have audited certain operations of the City of St. Louis Board of Aldermen in fulfillment of our duties under Section 29.200.3, RSMo. The State Auditor initiated audits of the City of St. Louis in response to a formal request from the Board of Aldermen. The city has engaged KPMG LLP, Certified Public Accountants (CPAs), to audit the city's financial statements for the year ended June 30, 2019. To minimize duplication of effort, we reviewed the CPA firm's report for the year ended June 30, 2018, audit since the year ended June 30, 2019, audit had not been completed. The scope of our audit included, but was not limited to the year ended June 30, 2019. The objectives of our audit were to:

1. Evaluate the Board's internal controls over significant management and financial functions.
2. Evaluate the Board's compliance with certain legal provisions.
3. Evaluate the economy and efficiency of certain management practices and procedures, including certain financial transactions.

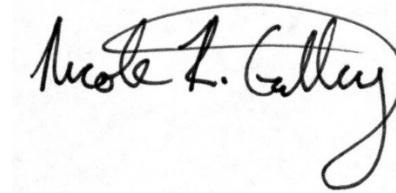
Our methodology included reviewing minutes of meetings, written policies and procedures, financial records, and other pertinent documents; interviewing various personnel of the Board, as well as certain external parties; and testing selected transactions. We obtained an understanding of internal controls that are significant within the context of the audit objectives and assessed whether such controls have been properly designed and placed in operation. We tested certain of those controls to obtain evidence regarding the effectiveness of their design and operation. We also obtained an understanding of legal provisions that are significant within the context of the audit objectives, and we assessed the risk that illegal acts, including fraud, and violations of applicable contract, grant agreement, or other legal provisions could occur. Based on that risk assessment, we designed and performed procedures to provide reasonable assurance of detecting instances of noncompliance significant to those provisions.

We conducted our audit in accordance with the standards applicable to performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform our audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides such a basis.

The accompanying Organization and Statistical Information is presented for informational purposes. This information was obtained from the Board's management and was not subjected to the procedures applied in our audit of the Board.

For the areas audited, we identified (1) deficiencies in internal controls, (2) noncompliance with legal provisions, and (3) the need for improvement in management practices and procedures. The accompanying Management Advisory Report presents our findings arising from our audit of the City of St. Louis Board of Aldermen.

Additional audits of various officials and departments of the City of St. Louis are in process, and any additional findings and recommendations will be included in subsequent reports.

A handwritten signature in black ink that reads "Nicole R. Galloway". The signature is written in a cursive style with a large, looping flourish at the end of the name.

Nicole R. Galloway, CPA
State Auditor

The following auditors participated in the preparation of this report:

Director of Audits:	Kelly Davis, M.Acct., CPA, CFE
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City of St. Louis - Board of Aldermen

Management Advisory Report

State Auditor's Findings

1. Payroll Controls and Procedures

The Board of Aldermen has not adopted comprehensive written personnel policies and procedures, and payroll controls and procedures need improvement.

1.1 Personnel manual

The Board has not adopted a written personnel manual documenting the civil service rules it uses or its policies and procedures that differ from the civil service rules. According to Article XVIII of the City Charter, all officers and employees of the Board are considered unclassified employees and are not subject to civil service rules regarding working hours, overtime, holidays, vacation, and medical leave.

Board personnel indicated the Board follows many of the civil service rules. However, the Board also follows procedures that differ from civil service rules. For example, Board employees are paid for their meal periods and also earn compensatory time for working during their meal periods unlike most other city employees. Additionally, vacation leave benefits provided to Board employees are more generous than those provided to most other city employees. Board employees earn 5 hours of vacation leave per pay period for their first 5 years of service. After 5 years, employees accrue 1 additional hour per pay period for every 5 years of additional service up to 9 hours per pay period for employees with 20 or more years of service. Most other city employees accrue 3 hours of vacation leave per pay period during the first 5 years of service, increasing to 5 hours per pay period after 5 years of service. One additional hour is accrued per pay period for each additional 5 years of service up to 8 hours per pay period for employees with 20 or more years of service.

A comprehensive personnel manual that details policies and procedures can benefit both the office and employees by providing an understanding between the Board and employees regarding rights and responsibilities. A personnel manual can also provide guidance and control for the effective and consistent management of the office and to help avoid misunderstandings and ensure management's policies are fairly and consistently applied to all employees.

1.2 Compensatory time

The Board does not require salaried employees to submit time records or other documentation of hours worked to support compensatory time earned. Employees are only required to notify their supervisors of the number of hours of compensatory time earned. Salaried employees are allowed to earn compensatory time for time worked during their meal period and for hours worked in excess of 40 hours per week.

Adequately detailed records of actual time worked are necessary to ensure compensatory time claimed as earned and/or used is appropriate. In addition, detailed records of time worked substantiate payroll disbursements and provide a method to monitor individual attendance.



City of St. Louis - Board of Aldermen
Management Advisory Report - State Auditor's Findings

1.3 Leave requests

Procedures are not in place to ensure leave request forms are properly reviewed, approved, and submitted for processing. Each employee is required to complete leave request forms to be reviewed and approved by the employee's supervisor and an approving authority (generally the payroll clerk) and submitted to the payroll clerk for processing.

We reviewed leave request forms submitted to the payroll clerk for the pay period ending June 22, 2019, and noted 6 of the 14 leave request forms reviewed (43 percent) were not approved by a supervisor. Additionally, 5 of the 14 (36 percent) were not signed by the approving authority. We also noted 1 employee did not submit a leave request until after taking 56 hours of vacation leave and the leave request was not approved by the approving authority. Board procedures require vacation leave requests of more than 16 hours be submitted for approval at least 1 week prior to the beginning of the request period.

Without accurate approval, Board officials cannot ensure hours worked and leave earned and taken by employees are properly documented. To ensure the accuracy of leave taken, leave requests should be signed by the employees and reviewed and approved by the supervisor and approving authority.

Recommendations

The Board of Aldermen:

- 1.1 Develop a comprehensive written personnel manual.
- 1.2 Require salaried employees to submit time records or other documentation of hours worked to support compensatory time earned and taken.
- 1.3 Ensure employee leave requests are prepared, properly signed, approved, and retained for all employees.

Auditee's Response

The Board of Aldermen provided written responses. See Appendix.

2. Sunshine Law

The Board did not adequately prepare or retain meeting minutes for committee meetings in accordance with the Sunshine Law. In addition, the Board discussed some topics in closed meetings that are not allowable by state law.

The Personnel and Administration Committee of the Board held 14 meetings from January 2018 to July 2019. According to posted meeting notices, each of these meetings was closed under Section 610.021(3), RSMo, to discuss matters related to the hiring, firing, disciplining or promoting of employees or Section 610.021(1), RSMo, to discuss legal matters. However, meeting minutes were not prepared for 2 of the 14 meetings and the minutes for 2 other meetings were insufficient. The insufficient meeting minutes only



City of St. Louis - Board of Aldermen
Management Advisory Report - State Auditor's Findings

included votes to go in and out of closed session and did not include documentation of topics discussed. Additionally, according to minutes of closed meetings, the Board discussed some topics in closed meetings that were not allowable including proposed policy changes, the upcoming budget for the Board, the decision to post open positions, and approved protocols for Board meetings.

Without sufficient minutes of all meetings, there is no record of the discussions held or support for the decisions made, and there is less assurance to the public that various statutory provisions are followed including restricting closed session discussions to only allowable topics.

Section 610.020.7, RSMo, requires meeting minutes be maintained as a record of business conducted and to provide an official record of actions and decisions. Section 610.022, RSMo, mandates that the discussion topics and actions in closed meetings must be limited to only those specifically allowed by law as announced in the justification for closing the meeting.

Recommendation

The Board of Aldermen ensure complete and accurate meeting minutes are maintained for all meetings and meeting minutes include all the information required by the Sunshine Law. In addition, the Board should ensure closed meeting minutes include sufficient detail necessary to provide a complete record of matters discussed and actions taken, and ensure items discussed in closed meetings are allowable topics under state law.

Auditee's Response

The Board of Aldermen provided written responses. See Appendix.

City of St. Louis - Board of Aldermen

Organization and Statistical Information

The Board of Aldermen is the law making body of the City of St. Louis. The Board consists of 28 aldermen, elected by the voters of their respective wards, and a President, who is elected by a citywide vote. The members are elected for 4-year terms.

Board of Aldermen

Lewis E. Reed currently serves as the President of the Board of Aldermen for the City of St. Louis. He has served in that capacity since April 2007.

The members of the Board of Aldermen, at June 30, 2019, are identified below. The Aldermen each receive a salary of \$37,310 annually and the President of the Board of Aldermen receives a salary of \$90,766 annually. In addition to their salaries, each Alderman, Alderwoman, and the President receives \$4,200 per year¹ for expenses.

Lewis E. Reed	Board President
Sharon Tyus	Ward 1 Alderwoman
Lisa Middlebrook	Ward 2 Alderwoman
Brandon Frazier-Bosley	Ward 3 Alderman
Samuel L. Moore	Ward 4 Alderman
Tammika Hubbard	Ward 5 Alderwoman
Christine Ingrassia	Ward 6 Alderwoman
Jack Coatar	Ward 7 Alderman
Annie Rice	Ward 8 Alderwoman
Dan Guenther	Ward 9 Alderman
Joseph Vollmer	Ward 10 Alderman
Sara Martin	Ward 11 Alderwoman
Larry Arnowitz	Ward 12 Alderman
Beth Murphy	Ward 13 Alderwoman
Carol Howard	Ward 14 Alderwoman
Megan E. Green	Ward 15 Alderwoman
Tom Oldenburg	Ward 16 Alderman
Joseph D. Roddy	Ward 17 Alderman
Jesse Todd	Ward 18 Alderman
Marlene E. Davis	Ward 19 Alderwoman
Cara Spencer	Ward 20 Alderwoman
John Collins-Muhammad	Ward 21 Alderman
Jeffrey L. Boyd	Ward 22 Alderman
Joseph Vaccaro	Ward 23 Alderman
Bret Narayan	Ward 24 Alderman
Shane Cohn	Ward 25 Alderman
Shameem Clark Hubbard	Ward 26 Alderman
Pam Boyd	Ward 27 Alderwoman
Heather Navarro	Ward 28 Alderwoman

¹ Five aldermen elected to receive reimbursements for expenses rather than the \$4,200 stipend.



City of St. Louis - Board of Aldermen
Organization and Statistical Information

Other Significant Employees Terry Kennedy has served as the Clerk to the Board of Aldermen since April 2019. Louis Galli serves as Counsel to the Board of Aldermen. Tom Shepard serves as the Chief of Staff to the President of the Board of Aldermen. The Board of Aldermen had 14 employees on June 30, 2019.

Ward Capital Improvement Accounts In 1993, city voters approved a 1/2-cent sales tax for the purpose of funding capital improvements. In accordance with the ballot and ordinance number 62885, 50 percent of the sales tax proceeds are allocated equally between the city's 28 wards and credited to individual ward capital improvement sub-accounts. In accordance with the annual appropriation bill, these capital improvement monies can only be transferred and credited to another ward capital improvement sub-account for use by another ward upon the recommendation of the aldermen involved and the recommendation and approval of the Board of Estimate and Apportionment.

During the fiscal year ended June 30, 2019, each ward received approximately \$328,500 for capital improvement projects. City offices or aldermen present potential projects to be funded by ward capital improvement funds. Projects selected are approved by the respective ward alderman. At June 30, 2019, monies held in ward capital improvement accounts that had not been assigned to an ongoing or future project totaled approximately \$6.6 million, an average of approximately \$235,700 per ward account.



Appendix
City of St. Louis - Board of Aldermen
Board of Aldermen's Responses

Memo

To: Ms. Nicole Galloway, CPA
Missouri State Auditor
From: Clerk
St. Louis Board of Aldermen
Subject: Response to 2019 Audit Report of the St. Louis Board of Aldermen
Date: November 26, 2019

Overview

The following is the Clerk's reply to the 2019 Audit Report from the Missouri State Auditor.

Acknowledgments

We would like to thank the staff of the Missouri Auditors Office for their review of the St. Louis Board of Aldermen. We found those assigned to the Board of Aldermen professional, sensitive and accommodating. This was greatly appreciated. Their findings and recommendations are in line with where the Board is headed and affirms the new direction the Board is taking.

Background and Authority

The St. Louis Board of Aldermen is the legislative branch of city government. Its job is to make the laws that the administrative branch, the Mayor's office, is to implement. The Mayor's office is to see to the daily operations of the city and the administration of city services. The departments heads are selected and directed by the Mayor and sit on the Mayor's cabinet. They are not selected or approved by the Board of Aldermen.

The Board of Aldermen also provides checks and balances to the administrative branch of government. It has the power to investigate matters and legislate laws that direct city activities. However, the Board is not empowered to see to the implementation of laws. According to its own rules Board members or its committees cannot assume executive functions. The Board of Aldermen is to the city what Congress is to the Federal Government.

Structure and Charter of 1914

The present City Charter of 1914 created the Board of Aldermen. Before this, the city had a bicameral government. It had a Municipal Assembly composed of a House of Delegates and a Council. These two bodies made up the legislative branch of the municipal government.

The Charter of 1914, which is the present charter, created a single body called the Board of Aldermen. The present Charter created the Aldermanic job a part time position. In the early days most members worked other jobs while being Alderman.

This Charter created only three elected municipal positions as full time. This would be the Mayor, the Comptroller and the President of the Board of Aldermen. All three of these positions are elected City-wide. Two of the three positions are administrative positions with the Mayor being the Chief Executive/Administrative officer of the city. The President of the Board presides over Board meetings. The Comptroller handles City financial affairs.

Because the 1914 Charter envisioned the Board of Aldermen as a part time body of individuals its staff represented this vision. The Board did not have an extensive staff which has continued until today. Though ordinances have become more numerous and complicated than in 1914 the number staff members has not kept up with the changing times. In the past Board members could work a full time job and periodically attend a few Board committee meetings during the day and one full Board meeting a week. Today, there is an increased



Appendix
City of St. Louis - Board of Aldermen
Board of Aldermen's Responses

number of committees, far more committee meetings, numerous meetings in the day and an increasing number of meetings held in the evening.

There is about one secretary for every five to six Aldermen; two, and at times three members, share a single office. Though the Board's primary function is the writing and passage of laws there is only one attorney for the 29 members. There are no assistants or aides for Board members. There are other staff members related to the processing of bills and resolutions. Between Board Bills and Resolutions, the Board processes about 600-700 pieces of legislation a session.

Legislative Sessions and Fiscal Years

The Board of Aldermen primarily operates by Legislative Sessions. These sessions are outlined by the City Charter. A Legislative Session begins the third Tuesday of April of each year and ends the third Monday of April of each year. Other city departments primarily operate by the City's Fiscal Year. The City's Fiscal Year Begins the July 1 and ends June 30th of each year.

The city's Fiscal Year and the Board's Legislative Session overlap. The State Auditors told Board staff that they were looking at fiscal years, though the Board measures its activities by Legislative Session.

The City's Fiscal Year ends a little more than two months into the beginning of a Board of Aldermen's Legislative Session. This is significant because some improvements made by the Board at the beginning of its Legislative Session, when the Board reconvene often times with newly elected members, were only counted by the Auditor's as an improvement in the last quarter of the Fiscal Year.

Combining the Clerk and the Legal Counsel

In 2003, due to a projected shortfall in the city budget, all city departments looked for ways to reduce their budgets. The Board of Aldermen, which was already short staffed, responded by combining the Clerk's position with the Board's Legal Counsel. Though needing additional staff to keep up with an increased workload, the Board also placed a temporary freeze on hiring new staff and filling vacancies.

Unlike other departments of the city the Board of Aldermen is an office composed of 29 elected officials. This includes 28 Aldermen and a President. Each position addresses a plethora of constituent needs but with little staff to help.

Until recently the Board did not have a financial advisor to help with drafting and review of Board Bills and fiscal notes. There is no legal research team. Each Aldermen shared a secretary with four or five others. Board members have no assistant, aide or community liaison officer as do other city elected officials. Though the volume and complexity of the work of Aldermen has increased over the years its staff did not reflect those needs or changes. This means the Board was already understaffed when tightening the budget became a necessity in 2003.

Effects of Combining the Clerk and Legal Counsel

The Clerk is the chief administrative officer of the Board. This position oversees all operations and manages all staff. The Clerk is the keeper of the archives and sees to the organization and administration of all meetings.

The Legal Counsel writes Board Bills, advises Board members on all legal matters and represents the Board related to litigation. Alone, each position is demanding and has voluminous and extremely important duties. Combined, the duties were more than challenging.

Though, combining the positions answered the short-term financial concerns, in the long run, it proved to cripple the operations of the Board. Those hired for the combined position were licensed attorney's in the State



Appendix
City of St. Louis - Board of Aldermen
Board of Aldermen's Responses

of Missouri. Their tendency, and understandably so, was to concentrate on the law aspects of the combined position. This meant that many of Clerking duties fell to the way side.

Still further, as many of these Clerks left the Board for new job opportunities, there were significant periods of time when the duties of the Clerk became divided among staff members. This meant they had to perform their regular duties as well as the additional tasks. At other times there was only an acting Clerk. This ongoing lack of a Clerk disrupted the continuity of work and knowledge of Board administrative affairs.

The combined position lasted from April 2003 until April of 2019. In April of 2019 the positions were once again divided as envisioned and designed by the City Charter.

New Beginnings

Board of Aldermen Operational Development Plan

In April of 2019, at the beginning of the present Legislative Session, the Board brought on a new Clerk dedicated to just that position. In April the new Clerk provided the Board President with a Board of Aldermen Operational Development Plan. This plan outlined what steps would be taken to improve the operations and compliances of the Board. It also covered advances never before seen by the Board.

This plan was reviewed by the Personnel Committee of the Board and was shared with the Auditors when they began their review. The first step of the plan was a complete review of all Board of Aldermen policies, procedures, systems, processes, equipment, facilities, supplies and staffing. The plan called for glaring items to be addressed immediately in order to bring the Board complainant with its rules and applicable laws.

New Minutes and Agendas

In April 2019, which was the beginning of the present Board of Aldermen Legislative Session but was the last quarter of the City's Fiscal Year, the new Clerk implemented minutes and agendas for all committee meetings. This was completely new for the Board. Though the Board made and kept detailed rolls calls of all committee votes never in its history had it had or kept detailed minutes and agendas for all committee meetings. Minutes and agendas were only made for the meeting of the entire Board.

Other Changes and Updates

The new Clerk implemented changes in the staff sign in process, vacation requests and comp. time forms and requirements. A six-month report on this plan was issued to the Personnel Committee in October 2019. Numerous items were either addressed, improved and/or brought into compliance. Many of the items mentioned in the Auditor's report were addressed or were being addressed before the audit began. A step by step development plan was new for the Board and had just began in mid -April of 2019. The Audit of the Board began in May.

Audit Review

The first meeting with Board staff and the State Auditors took place in May 2019. The new Clerk had in place less than a month. The Assistant Clerk had only been in their position for about seven months.

The Auditors asked for and received information from the Fiscal Years of 2018, 2019 and 2020. 2020 is the present City Fiscal Year. These fiscal years overlap three Legislative Sessions. These are the 2017 – 2018, 2018 – 2019 and the present 2019- 2020 Legislative Session.



Appendix
City of St. Louis - Board of Aldermen
Board of Aldermen's Responses

Responses

Topic Item Number 1

Payroll Controls and Procedures

Item 1.1 Personnel Manual

With the installment of the new Clerk, the Board of Aldermen's first comprehensive Employee Manual was drafted and submitted to the President of the Board of Aldermen in April of 2019 and later the Personnel and Administrative Committee of the Board. This Aldermanic Committee oversees the operations of the Board. This is the first complete personnel manual that the Board has ever had for its staff. Previous to this new manual a few policies related to the staff were covered in the Board's Rules. This manual covers far more than the items outlined in the rules.

The new manual includes new policies related to vacation time, sick leave, sign in, compensatory time and many other protocols and policies. It covers items recommended in the Auditor's report and much more. Some of the policies outlined in the new employee manual are independent policies from the manual but are reviewed and referenced in the new manual. Each separate policy referenced in the Employee Manual has to be reviewed and adopted by the committee before the full Employee Manual can be passed by the committee. This takes time and detailed review.

This manual was drafted and presented before the Auditors met with the Board's staff. It has received preliminary review and endorsement by the committee. It was shared with the Auditors once their review of the Board began. It is anticipated that all portions of the new manual and the new manual itself will be adopted by early 2020.

Also submitted was the Board's first Record Retention Policy. This policy sets out requirements and procedures related to the staff's usage, retention and destruction of documents. Though it is a separate document it is one of the policies mentioned and referenced in the new Personnel Manual. This policy was adopted by the committee. It represents one of several portions of the new Employee Manual that has been adopted. In relations to this policy the staff took time over this past summer to completely reorganize, update and arrange its archives. Over 470 boxes of files were removed from the archive room and rearranged on the new shelving acquired for this update. These files had not been organized to this extent in decades.

Item 1.2 Compensation Time

The Board does not provide payment for overtime work. It does allow for compensation time when employees have to work beyond the normal work hours. A policy related to this was presented by the Clerk in June of 2019 to the Personnel Committee for review and adoption. The Board did not have a written policy on this matter. This new policy includes how compensation will be determined, recognized, implemented, lodged and verified. It also sets out guidelines on what happens if an employee has to temporarily but, on an extended basis, take on additional duties due to absence of an employee or due to a position being vacant. This too is a new, independent policy but is reviewed and referenced in the new Personnel Manual.

A new policy proposed by the Clerk has been presented and adopted by the Personnel Committee related to accruing vacation time. One of the vacation schedules outlined in the City's Civil Service manual related to vacations was adopted by the Personnel Committee in October of 2019. Also adopted was the policy of reviewing the vacation accrual schedule every time the city updates its Civil Service policies. This is to ensure that the Board stays up-to-date on personnel vacation accrual policies. The implementation of minutes of all committee meetings, which is new for the Board, will maintain an archive so that future Boards will know where things are.



Appendix
City of St. Louis - Board of Aldermen
Board of Aldermen's Responses

Item 1.3 Leave Time

Leave time policies are covered in the new Employee Manual. New processes have been already been implemented that ensures that all leave time forms are approved and signed by the proper supervisory staff. The new procedures ensure that all leave forms are approved and signed by the Clerk before the leave is taken.

**Topic Item Number 2
Sunshine Law**

Meeting Minutes

For the first time in the history of the Board of Aldermen comprehensive, written minutes and agendas are being created and kept for all Board of Aldermen committee meetings. This began in April of 2019 when the 2019-2020 Legislative Session. began This is also before the Auditor's met with staff. In the past the Board only kept tally sheets of committee meetings showing the votes. Committee meetings are also video recorded and streamed live.

The new minutes are a comprehensive review of committee meetings that not only show the vote count but also the proceedings of the meeting. The new minutes include a review of all of closed sessions as well as what was discussed in closed session. All closed sessions have been related to the hiring, firing, disciplining and/or promotion of employees. Some items had to be discussed in relations to these topics as well.

Very soon these minutes will be posted on the Board of Aldermen's web page. This will take a redesign of this page. A number of changes to this page are underway by the city's Information Technology Department that maintains this web page.

The 14 closed session meetings mentioned in the Auditor's report cover three fiscal years. The new minutes were implemented in April of 2019. The new minutes therefore only cover the last quarter of the last fiscal year reviewed by the Auditors.

The shape, form, look, style and scope of the minutes are still evolving. The minutes used today are somewhat different than how they started in April of 2019. Despite the staff shortage all committee meetings in the present Legislative Session have minutes and agendas without one meeting being missed.

Minutes of the Full Board meetings were also redesigned in April of 2019. This was done to better reflect the meetings and to provide more information for the public. In the past years Board minutes were not kept up-to-date. Though the Board meets every Friday, except when there is a holiday, minutes of meetings would not be produced for weeks at a time. Sometimes, minutes would be presented for approval months after the meeting. In April the new Clerk and staff began to ensure that all weekly full Board meeting minutes are prepared and sent to the members for approval in a timely manner. Minutes of the Friday full Board member meeting are ready for review and approval by Board members following Wednesday. They are also uploaded on the website at that time. This change also allows for the minutes to be timely published in the City Journal which is published weekly.

Summary

Though much needs to be done to bring the Board up to full compliance with its Rules and present needs, after almost two decades of being without a full-time Clerk, it has come a long way in very short period of time. It had addressed or was addressing many of the recommendations of the Auditors before they began their audit. The 2019-2020 Legislative Session marks a new beginning for the St. Louis Board of Aldermen.