

**Summary**  
**Board Bill Number 6**  
**Introduced by Alderman John Collins-Muhammad**  
**April 29, 2022**

An ordinance repealing Section 2 of **Ordinance 59513** relating to the Board of Aldermen's officers and employees and their removal, and replacing it with a new Section 2 regarding the same; and repealing **Sections 3.06.100 and 3.06.120 of the Revised Code of the City of St. Louis** relating to the Clerk and Assistant Clerk and their duties, and replacing it with new Sections 3.06.100 and 3.06.120 regarding the, same and creating the new positions of Associate Clerk; and repealing **Ordinance 57660**, codified in Sections 3.06.260 and 3.06.270 of the Revised Code of the City of St. Louis, regarding the Office of Legislative Research; and repealing **Section 3.06.250 of the Revised Code of the City of St. Louis** relating to the position of Sergeant-at-Arms and replacing it with new Sections 3.06.250 regarding the same; and repealing Section 4 of **Ordinance 59577**, codified in sections 3.06.280 and 3.06.290 of the Revised Code of the City of City Louis, relating to the Office of Legal Counsel to the Board and implementing new sections 3.06.280 and 3.06.290 regarding the same and creating the position of Legal Secretary; and creating an Office of Financial Analysis and the position of Financial Analyst; Receptionist/Typist; Custodian; Legislative Researcher and creating the positions of Public Information Officer, Office Administrator, Recorder and Archivist, and Information Technology Specialist; Administrative Secretary to the Clerk and creating the positions of Aldermen Special Assistant and Administrative Assistant, Legal Secretary; and providing for secretarial support for Aldermen.

**BOARD BILL NUMBER 6 INTRODUCED BY ALDERMAN JOHN COLLINS-MUHAMMAD**

1 An ordinance repealing Section 2 of **Ordinance 59513** relating to the Board of Aldermen’s  
2 officers and employees and their removal, and replacing it with a new Section 2 regarding the  
3 same; and repealing **Sections 3.06.100 and 3.06.120 of the Revised Code of the City of St. Louis**  
4 relating to the Clerk and Assistant Clerk and their duties, and replacing it with new Sections  
5 3.06.100 and 3.06.120 regarding the, same and creating the new positions of Associate Clerk; and  
6 repealing **Ordinance 57660**, codified in Sections 3.06.260 and 3.06.270 of the Revised Code of  
7 the City of St. Louis, regarding the Office of Legislative Research; and repealing **Section 3.06.250**  
8 **of the Revised Code of the City of St. Louis** relating to the position of Sergeant-at-Arms and  
9 replacing it with new Sections 3.06.250 regarding the same; and repealing Section 4 of **Ordinance**  
10 **59577**, codified in sections 3.06.280 and 3.06.290 of the Revised Code of the City of City Louis,  
11 relating to the Office of Legal Counsel to the Board and implementing new sections 3.06.280 and  
12 3.06.290 regarding the same and creating the position of Legal Secretary; and creating an Office  
13 of Financial Analysis and the position of Financial Analyst; Receptionist/Typist; Custodian;  
14 Legislative Researcher and creating the positions of Public Information Officer, Office  
15 Administrator, Recorder and Archivist, and Information Technology Specialist; Administrative  
16 Secretary to the Clerk and creating the positions of Aldermen Special Assistant and Administrative  
17 Assistant, Legal Secretary; and providing for secretarial support for Aldermen.

18 **BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

1       **SECTION ONE.**       Section 2 of **Ordinance 59513**, approved July 23, 1985, and codified in  
2       sections 3.06.100 and 3.06.120 of the Revised Code of the City of City Louis, 2019, Annotated, is  
3       hereby repealed, and in lieu thereof shall be the following:

4                   **3.06.100 Board of Aldermen Officers.**

5               The officers of the Board of Aldermen shall be a President who shall be elected  
6               by the qualified voters of the City of St. Louis, a non-salaried Vice-President,  
7               the Chief Clerk, and Legal Counsel.

8                   **3.06.120 Removal of Salaried Officers.**

9               The Board of Aldermen may by a majority vote of its members remove any of  
10              its salaried officers and employees except the President of the Board of  
11              Aldermen, and the President’s Secretary, Administrative Assistant, and  
12              Administrative Aide who are appointed by and serve at the pleasure of the  
13              President.

14       **SECTION TWO.**       Sections **3.06.180** and **3.06.190 of the Revised Code of the City of St.**  
15       **Louis, 2019, Annotated**, are hereby repealed, and in lieu thereof shall be the following:

16                   **3.06.180 Chief Clerk of the Board of Aldermen.**

17              The Chief Clerk shall be the chief administrator for the Board of Aldermen and  
18              shall be responsible for managing the official business of the Board of  
19              Aldermen, the day-to-day operations of the Board’s offices, policy development  
20              and implementation and, except for the Board of Aldermen President’s

1 Secretary, Administrative Assistant and Administrative Aide, and Aldermen  
2 Special Assistants and Aldermen Administrative Assistants, the Chief Clerk  
3 shall be responsible for the management and oversight of all Board of Aldermen  
4 administrative employees, the Recorder and Archivist, Public Information  
5 Officer, Information Technology Specialist, and Financial Analyst.

6 It shall be the duty of the Chief Clerk to:

- 7 1. Keep a full and accurate record of the proceedings of the Board of Aldermen;  
8 and
- 9 2. Prepare an abstract of the Board of Aldermen's proceedings, revised by the  
10 presiding officer of the Board of Aldermen, and provide said abstract to the  
11 newspaper doing the City's printing for publication; and
- 12 3. File and preserve all papers and documents belonging to the Board of  
13 Aldermen, and upon them the Chief Clerk shall endorse a succinct history of all  
14 proceedings thereon; and
- 15 4. Prepare copies of all resolution and submit them to the persons therein  
16 designated; and
- 17 5. Keep in tabular form a synopsis of the proceedings of each meeting showing  
18 the terms, the number of each petition, resolution and bill presented, their titles  
19 and the name of the primary sponsor; the date on which each resolution and bill  
20 was introduced, and their second and third readings, and their adoption or

1 rejection; the date of enrollment of each bill and of their approval or veto by the  
2 Mayor; the registered number of each bill; the reference of all documents, to  
3 whom they are referred and when reported together with such other of the  
4 proceedings, if any, which may be deemed necessary to preserve a brief history  
5 and furnish an index thereto. Said synopsis shall be printed at the expiration of  
6 each term for the use of the members of the Board of Aldermen and City  
7 Officers; and

8 6. Make requisitions, as described by ordinance for requisitions for such articles  
9 as are required in the department under his charge, shall make out the payrolls  
10 of members and officers of the Board of Aldermen and the employees under the  
11 Board, and shall certify in proper form all vouchers drawn on the respective  
12 funds; and

13 7. Perform other duties appertaining to the Chief Clerk's office as may be  
14 required or as may be necessary to systematize the business and promote the  
15 efficiency thereof.

16 **3.06.190 Assistant and Associate Clerks.**

17 There shall be an Assistant Clerk who shall be a full-time employee of the Board  
18 of Aldermen and shall perform such duties as may be directed the Chief Clerk  
19 of the Board of Aldermen and shall act in the Chief Clerk's absence, disability,  
20 or failure to act. There shall be two Associate Clerks who shall be full-time

1 employees of the Board of Aldermen shall perform such duties as may be  
2 directed by the Chief Clerk and Assistant Clerk.

3 **SECTION THREE. Ordinance 57660**, approved July 13, 1978, and codified in sections  
4 3.06.260 and 3.06.270 of the Revised Code of the City of St. Louis, 2019, Annotated, is hereby  
5 repealed.

6 **SECTION FOUR. Section 3.06.250 of the Revised Code of the City of St. Louis, 2019,**  
7 **Annotated**, is hereby repealed, and in lieu thereof shall be the following:

8 **3.06.250. Sergeant-at-arms**

9 Pursuant to Article XI Section 2 of the City of St. Louis Charter, the City of St.  
10 Louis Division of Police shall assign a City Marshall to the Board of Aldermen  
11 to act as the Sergeant-at-Arms for the Board of Aldermen on a full-time basis.  
12 It shall be the duty of the Sergeant-at-Arms to provide protective services for the  
13 Board of Aldermen, to attend all Board of Aldermen meetings, to manage the  
14 Board of Aldermen Chamber and meeting rooms during meetings and perform  
15 such other duties as may be directed by the President of the Board of Aldermen  
16 or Chief Clerk. If, at any time, the City Marshall assigned to the Board of  
17 Aldermen is or will be absent or unable to perform their duties the Division of  
18 Police shall, upon learning of such absence or inability, assign a City Marshall  
19 or if a City Marshall is not available a Division of Police Officer to temporarily  
20 act as the Sergeant-at-Arms.

1       **SECTION FIVE.**   Section 4 of **Ordinance 59577**, approved October 30, 1985, and codified in  
2       Sections 3.06.280 and 3.06.290 of the Revised Code of the City of City Louis, 2019, Annotated,  
3       is hereby repealed, and in lieu thereof shall be the following:

4               **3.06.280 Office of Legal Counsel.**

5               There is hereby established, within the Table of Organization of the Board of  
6               Aldermen, the Office of Legal Counsel to the Board of Aldermen, which shall  
7               be engaged by an attorney who shall have graduated from an ABA accredited  
8               law school located within the United States of America and is a member in good  
9               standing of the Missouri Bar Association.

10              There shall be a Legal Secretary who shall provide administrative and clerical  
11              support for the Legal Counsel. The Legal Secretary’s duties shall include  
12              transcribing, formatting, and proof-reading documents, maintaining files,  
13              updating forms and templates, initiating, and managing routine processes under  
14              the supervision of the Legal Counsel and related duties as requested by the Legal  
15              Counsel. The Legal Secretary shall be a full-time employee of the Board of  
16              Aldermen subject to established Board of Aldermen rules and policies for  
17              employees. The Legal Secretary shall be appointed by the Board of Aldermen  
18              with input from the Legal Counsel.

19              **3.06.290 Legal Counsel – Duties**

1 The Legal Counsel to the Board of Aldermen shall provide legal counsel to the  
2 Board of Aldermen its committees and members and the Chief Clerk in relation  
3 to their official duties and activities, including meeting compliance obligations,  
4 policy development, drafting official documents and legislation, responding to  
5 legal inquiries, representing the Board and its members in legal proceedings and  
6 such other special duties as may be authorized by the Personnel Committee.

7 **SECTION SIX.** Office of Financial Analysis

8 There is hereby established within the Table of Organization of the Board of Aldermen, the Office  
9 of Financial Analysis for the Board of Aldermen. There shall be a Financial Analyst to the Board  
10 of Aldermen who shall be a full-time employee and serve at the pleasure of the Board of Aldermen.  
11 The Office of Financial Analysis shall produce baseline projections of legislative spending, formal  
12 cost estimates for bills approved by committees, and such other duties as may be assigned by the  
13 Chief Clerk or the Personnel Committee.

14 **SECTION SEVEN.** Public Information Officer.

15 There shall be a Public Information Officer for the Board of Aldermen who shall be a full-time  
16 employee and serve at the pleasure of the Board of Aldermen. The Public Information Officer  
17 shall be responsible for message positioning and branding, website and print content development  
18 and management, graphic and interactive website development, event and architectural  
19 photography, event support, email marketing, and such other duties as may be assigned by the  
20 Chief Clerk or the Personnel Committee.

21 **SECTION EIGHT.** Aldermen Secretaries.

1 There shall be seven Executive Secretaries, the Aldermen Executive Secretaries, for the members  
2 of the Board of Aldermen, who shall be full-time employees of the Board of Aldermen and serve  
3 at the pleasure of the Board. Each Aldermen Executive Secretary shall be responsible for  
4 providing administrative clerical support for members of the Board of Aldermen.

5 **SECTION NINE. Aldermen Special and Administrative Assistants.**

6 There shall be fourteen Aldermen Special Assistants and fourteen Aldermen Administrative  
7 Assistants, one of each for each Aldermen. Each Aldermen will appoint their Aldermen Special  
8 Assistant and Aldermen Administrative Assistants and they shall serve at the pleasure of their  
9 assigned Aldermen. Aldermen Special and Administrative Assistants shall perform such duties as  
10 may be incident to their position.

11 **SECTION TEN. Office Administrator.**

12 There shall be an Office Administrator who shall be a full-time employee and serve at the pleasure  
13 of the Board of Aldermen. The Office Administrator shall provide and administrative support to  
14 the Chief Clerk and shall be responsible for supervising the activities of the Aldermen Secretaries,  
15 except for the Legal Secretary and the Board of Aldermen President's Secretary, Administrative  
16 Assistant and Administrative Aide, and shall perform such other and additional duties under the  
17 direction of the Chief Clerk as deemed necessary and appropriate by the Chief Clerk.

18 **SECTION ELEVEN. Recorder and Archivist.**

19 There shall be a Recorder and Archivist for the Board of Aldermen who shall be a full-time  
20 employee and serve at the pleasure of the Board of Aldermen. The Recorder and Archivist shall  
21 be responsible for building and maintaining the historical records of the Board of Aldermen and

1 shall perform such other and additional duties under the direction of the Chief Clerk as deemed  
2 necessary and appropriate by the Chief Clerk.

3 **SECTION TWELVE. Information Technology Specialist.**

4 There shall be an Information Technology Specialist who shall be a full-time employee of the  
5 Board of Aldermen and serve at the pleasure of the Board of Aldermen. The Information  
6 Technology Specialist shall perform such duties as may be assigned by and under the direction of  
7 the Chief Clerk as deemed necessary and appropriate by the Chief Clerk.

8 **SECTION THIRTEEN. Administrative Secretary to the Clerk.**

9 There shall be an Administrative Secretary to the Clerk who shall be a full-time employee and  
10 serve at the pleasure of the Board of Aldermen. The Administrative Secretary to the Clerk shall  
11 provide and clerical support to the Chief Clerk and Assistant Clerk and shall perform such other  
12 and additional duties under the direction of the Chief Clerk as deemed necessary and appropriate  
13 by the Chief Clerk.

14 **SECTION FOURTEEN. Receptionist/Typist.**

15 There shall be a Receptionist/Typist who shall be a full-time employee and serve at the pleasure  
16 of the Board of Aldermen. The Receptionist/Typist shall answer the office mainline phones, greet  
17 guests, file office documents, distribute messages and mail and shall perform such other and  
18 additional duties under the direction of the Chief Clerk as deemed necessary and appropriate by  
19 the Chief Clerk.

20 **SECTION FIFTEEN. Custodian.**

1 There shall be a Custodian who shall be a full-time employee and serve at the pleasure of the Board  
2 of Aldermen. The Custodian shall keep the building and grounds clean and neat in safe manner  
3 that meets Board of Aldermen standards and shall perform such other and additional duties under  
4 the direction of the Chief Clerk as deemed necessary and appropriate by the Chief Clerk.

5 **SECTION SIXTEEN. Legislative Researcher.**

6 There shall be a Legislative Reacher who shall be a full-time employee and serve at the pleasure  
7 of the Board of Aldermen. The Legislative Reacher shall research and analysis new legislation  
8 and summaries the impact and shall perform such other and additional duties under the direction  
9 of the Chief Clerk as deemed necessary and appropriate by the Chief Clerk.

**Ordinance 59513**  
Committee Substitute  
**BOARD BILL 87**  
As amended

An Ordinance repealing Ordinance 58707 relating to the employees of the Board of Alderman and enacting in lieu thereof a new ordinance relating to the same subject matter, and by authorizing a contingency fund for necessary legal expenses of its Counsel, the office of which is hereby established and containing an emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS, AS FOLLOWS:**

**Section 1.** Ordinance 58707 is hereby repealed.

**Section 2.** Enacted in lieu of the above repealed ordinances and Code Sections shall be the following, listing for purposes of clarity only, in individual parentheses where relevant, existing Code Sections being hereby amended or replaced:

(306.100) The Officers of the Board of Aldermen shall be a President who shall be elected by the qualified voters of the city on the first Tuesday of April every four years after the year 1915; a non-salaried vice-president; a clerk; an assistant clerk; an administrative assistant ; a sergeant-at-arms; a legislative research director, two secretaries; a receptionist/typist; a custodian and a counsel to the Board of Aldermen each of whom, except the President, shall be appointed by the Board of Aldermen.

(306.120) The Board of Aldermen may, by a vote of a majority of its members remove any of its salaried officers and employees except the President, his Secretary, and the Administrative Assistant and Administrative Aide appointed by him to serve at his pleasure.

**Section 3.** There is hereby established, within the Table of Organization of the Board of Aldermen, the Office of Counsel to the Board of Aldermen, which shall be engaged by an attorney, licensed to practice before the highest court in this State, and

shall have graduated from an accredited law school located within the United States of America.

**Section 4.** The Counsel to the Board of Aldermen shall handle the legal matters of the Board, such special projects as requested, which duties shall include but are limited to representing the Board and its members in litigation and such other special duties and assignments as shall be authorized. The Personnel Committee of the Board shall review the areas of endeavor requested of its Counsel.

**Section 5.** Contingency Fund. There is hereby authorizing a legal contingency fund in the sum of Twenty-Five Thousand Dollars (\$25,000.00), which said fund is assigned to the and will be under the control of the Counsel for the Board of Aldermen. The Personnel Committee of the Board of Aldermen having supervision and responsibility for discharge of Aldermanic Staff duties, shall establish a review and monitoring procedure concerning the use and expenditures of any funds drawn against the Contingency Fund by the Counsel for the Board of Aldermen.

**Section 6.** The Contingency Fund hereby established shall be used to sustain the cost of litigations authorized to be filed on behalf of the Board of Aldermen and to sustain expenses directly necessary and incidental to the duties of the Counsel for the Board of Aldermen.

**Section 7.** The salaries of the employees of the Board of Aldermen shall be equivalent to the matching salary range as defined in the Civil Service Pay Ordinance. Salaries shall be paid bi-weekly and the employees shall be placed on the step authorized by the Personnel Committee of the Board of Aldermen which range and step authorizations shall continue in force until changed, if so, by said Committee.

Salary grades shall be as follows:

Director of Legislative Research	53M
Counsel of the Board of Aldermen	68M
Clerk, Board of Aldermen	50M
Asst. Clerk	44M
Administrative Asst.	44M
Secretary	34G
Receptionist/Typist	26G
Custodian	24G
Sergeant-at-Arms	24G

**Section 8.** This ordinance shall be in effect beginning with the bi-weekly pay period May 1, 1985.

**Section 9.** This being an Ordinance providing for Public Work and Improvement, it is hereby declared to be an emergency measure as defined in Article IV, Section 20 of the City Charter and shall become effective immediately upon its approval by the Mayor of the City of St. Louis.

**Approved:** July 23, 1985

**Ordinance 57660**  
**(B.B. No. 102)**

An ordinance authorizing the Board of Aldermen to continue the establishment of its Office of Legislative Research with a Director and Secretary; fixing salaries therefor and containing an emergency clause.

Be it ordained by the City of St. Louis, as follows:

WHEREAS, the Board of Aldermen by Resolution, established an Office of Legislative Research in November, 1957, with duties defined, and

WHEREAS, said office has been continued by annual resolution and has functioned satisfactorily since its establishment performing its prescribed duties as well as assisting individual aldermen and the various Standing Board Committees from time to time as requested.

**Section One.** There shall be an Office of Legislative Research for

the Board of Aldermen with a Director to serve at the pleasure of said Board.

**Section Two.** The Director of the Office of Legislative Research shall appoint a Secretary with the approval of the said Board, to serve at the pleasure of the said Director.

**Section Three.** The salaries of the Director and Secretary of the Office of Legislative Research shall be those as stated in Section 46.010 of the Revised Code of the City of St. Louis.

**Section Four. Emergency Clause.**  
—The passage of this ordinance being deemed necessary for the preservation of public peace and safety, it is hereby declared to be an emergency measure within the meaning of the Charter of the City of St. Louis, and shall become effective immediately upon its passage and approval by the Mayor.

**Approved: July 13, 1978.**

**Ordinance 59577**  
**BOARD BILL NO. 262**

An Ordinance repealing Ordinance 59513 relating to the employees of the Board of Aldermen and enacting in lieu thereof a new ordinance relating to the same subject matter, and by authorizing a contingency fund for necessary legal expenses of its Counsel, the office of which is hereby established and containing an emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS, AS FOLLOWS:**

**Section 1.** Ordinance 59513 is hereby repealed.

**Section 2.** Enacted in lieu of the above repealed ordinances and Code Sections shall be the following, listing for purposes of clarity only, in individual parentheses where relevant, existing Code Sections being hereby amended or replaced:

(306.100) The Officers of the Board of Aldermen shall be a President who shall be elected by the qualified voters of the city on the first Tuesday of April every four years after the year 1915; a non-salaried vice-president; a clerk; an assistant clerk; an administrative assistant; a sergeant-at-arms; three secretaries; a receptionist/typist; a custodian and a counsel to the Board of Aldermen each of whom, except the President, shall be appointed by the Board of Aldermen.

(306.120) The Board of Aldermen may, by a vote of a majority of its members remove any of its salaried officers and employees except the President, his Secretary, and the Administrative Assistant and Administrative Aide appointed by him to serve at his pleasure.

**Section 3.** There is hereby established, within the Table of Organization of the Board of Aldermen, the Office of Counsel to the Board of Aldermen, which shall be engaged by an attorney, licensed to practice before the highest court in this State, an shall

have graduated from an accredited law school located within the United States of America.

**Section 4.** The Counsel to the Board of Aldermen shall handle the legal matters of the Board, such special projects as requested, which duties shall include but are limited to representing the Board and its members in litigation and such other special duties and assignments as shall be authorized. The Personnel Committee of the Board shall review the areas of endeavor requested of its Counsel.

**Section 5.** Contingency Fund. There is hereby authorized a legal contingency fund in the sum of Twenty-Five Thousand Dollars (\$25,000), which said fund is assigned to the and will be under the control of the Counsel for the Board of Aldermen. The Personnel Committee of the Board of Aldermen having supervision and responsibility for discharge of Aldermanic Staff duties, shall establish a review and monitoring procedure concerning the use and expenditures of any funds drawn against the Contingency Fund by the Counsel for the Board of Aldermen.

**Section 6.** The Contingency Fund hereby established shall be used to sustain the cost of litigations authorized to be filed on behalf of the Board of Aldermen and to sustain expenses directly necessary and incidental to the duties of the Counsel for the Board of Aldermen.

**Section 7.** The salaries of the employees of the Board of Aldermen shall be equivalent to the matching salary range as defined in the Civil Service Pay Ordinance. Salaries shall be paid bi-weekly and the employees shall be placed on the step authorized by the Personnel Committee of the Board of Aldermen which range and step authorizations shall continue in force until changed, if so, by said Committee. Salary grades shall be as follows:

Counsel of the	
Board of Aldermen	68M
Clerk, Board of Aldermen	50M
Asst. Clerk	44M
Administrative Asst.	44M
Secretary	34G
Receptionist/Typist	26G
Custodian	24G
Sergeant-at-Arms	24G

**Section 9.** This being an Ordinance providing for Public Work and Improvement, it is hereby declared to be an emergency measure as defined in Article IV, Section 20 of the City Charter and shall become effective immediately upon its approval by the Mayor of the City of St. Louis

**Approved:** October 30, 1985