

# **COUNTY OFFICES**

# COUNTY OFFICES

Tax Equalization Board

Election and Registration

Recorder of Deeds

Treasurer

Medical Examiner

# COUNTY OFFICES

<b>Budget By Division</b>	<b>Actual FY97</b>	<b>Budget FY98</b>	<b>Budget FY99</b>
330 Tax Equalization Board	11,717	16,000	16,000
333 Recorder of Deeds	1,216,542	1,307,737	1,447,287
334 Election and Registration	1,967,006	1,366,954	2,278,938
335 Medical Examiner	1,187,756	1,274,741	1,316,620
340 Treasurer	460,489	559,253	601,263
<b>Total General Fund</b>	<b>\$4,843,510</b>	<b>\$4,524,685</b>	<b>\$5,660,108</b>
Grant and Other Funds	\$16,278	\$65,000	\$100,000
Convention and Sports Facility Trust Fund	\$3,620,000	\$4,000,000	\$5,250,000
Rams Practice Facility Fund	\$1,096,299	\$750,238	\$748,712
<b>Total Department All Funds</b>	<b>\$9,576,087</b>	<b>\$9,339,923</b>	<b>\$11,758,820</b>

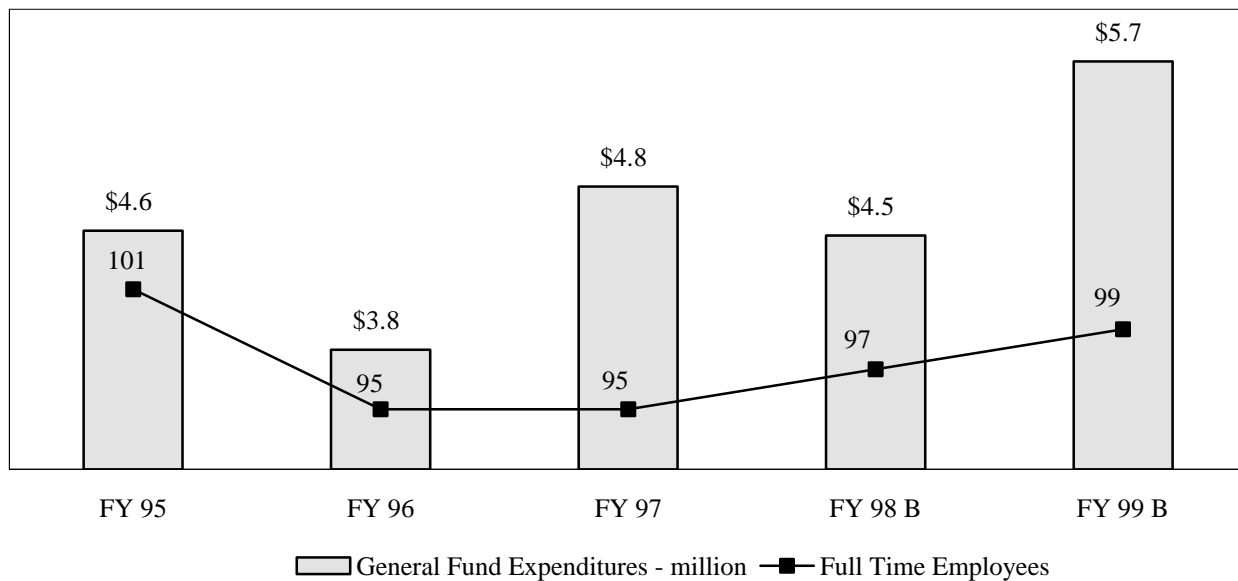
<b>Personnel By Division</b>	<b>Actual FY97</b>	<b>Budget FY98</b>	<b>Budget FY99</b>
330 Tax Equalization Board	0.0	0.0	0.0
333 Recorder of Deeds	42.0	42.0	44.0
334 Election and Registration	32.0	32.0	32.0
335 Medical Examiner	11.0	11.0	11.0
340 Treasurer	10.0	12.0	12.0
<b>Total General Fund</b>	<b>95.0</b>	<b>97.0</b>	<b>99.0</b>
Grant and Other Funds	1.0	0.0	0.0
<b>Total Department All Funds</b>	<b>96.0</b>	<b>97.0</b>	<b>99.0</b>

### **Additional County Offices**

In addition to the above, the City also maintains Offices of the Collector of Revenue and the License Collector. These offices are established by state law as fee offices, or offices that derive operating funds from commissions on the revenues they collect. The total operating budgets for these two offices are not subject to annual appropriation and total about \$4.4 million and \$1.0 million respectively. Typically, as commissions will exceed the cost of operations, unexpended "surplus commissions" are paid to the City's General Fund.

# COUNTY OFFICES

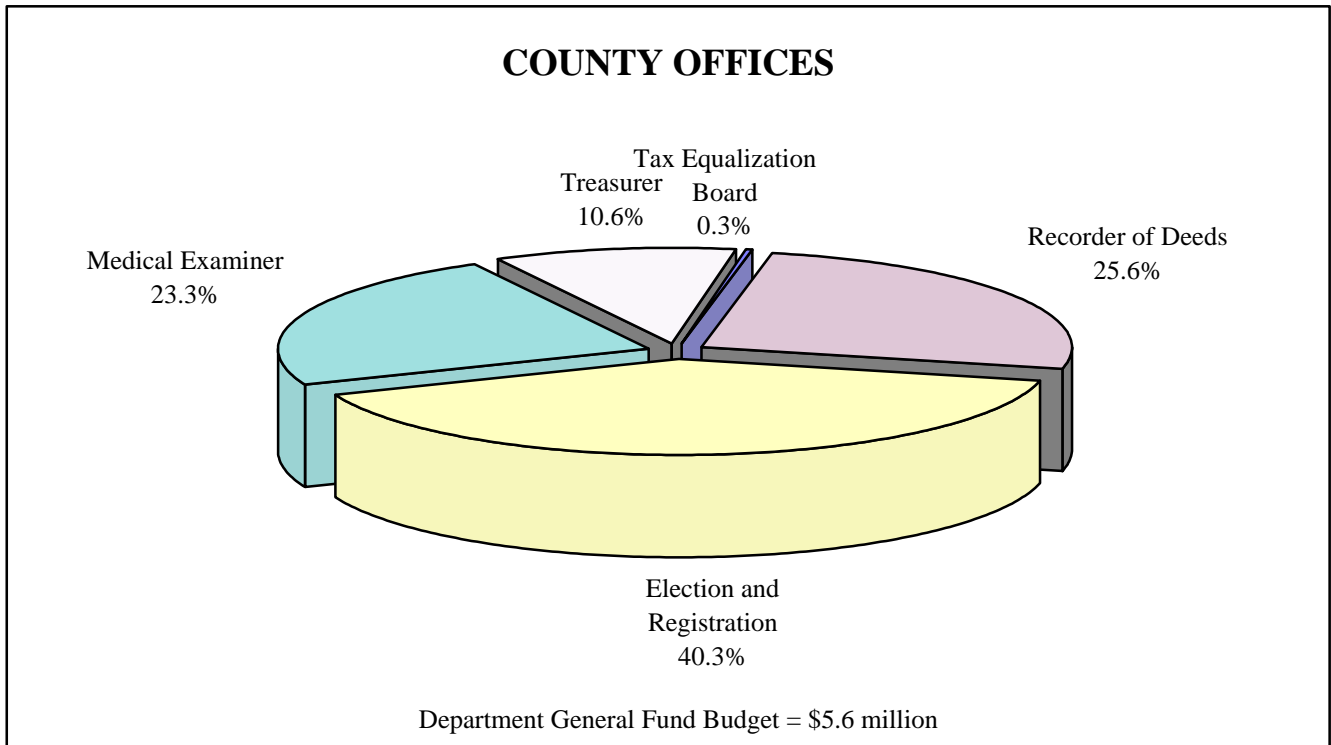
## COUNTY OFFICES



### Major Goals and Highlights

- o Conduct two primary and two general elections for state and city
- o Upgrade computers in Treasurer's office
- o Conduct a city-wide permanent identification card mailing to the City's 211,255 registered voters
- o Provide for third annual payment on Rams practice facility debt

# COUNTY OFFICES



- o Obtain computer imaging capabilities in the Recorder of Deeds Office

Department: County Offices  
 Division: 330 Tax Equalization Board

**Division Budget**

**Services Provided & FY99 Highlights**

The Tax Equalization Board serves as the review board for the purpose of equalizing the valuation of merchants and manufacturer's tax return statements. Appointed by the Mayor, the Board has the power to review, adjust and correct the license and license tax books, determine as far as possible whether all persons have been listed who are required to have a license or pay a license tax and whether all persons have made correct returns as required by law or City ordinances. The annual appropriation consists of compensation to members of the Board for days in session and for incidental costs related Board meetings.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY97</b>	<b>Budget FY98</b>	<b>Budget FY99</b>
Personal Services	11,717	15,500	15,000
Supplies	0	0	0
Materials	0	0	0
Equipment	0	0	0
Contractual Services	0	500	1,000
Fixed and Miscellaneous Charges	0	0	0
	-----	-----	-----
<b>Total General Fund</b>	<b>\$11,717</b>	<b>\$16,000</b>	<b>\$16,000</b>
Grant and Other Funds	\$0	\$0	\$0
	-----	-----	-----
<b>Total Budget All Funds</b>	<b>\$11,717</b>	<b>\$16,000</b>	<b>\$16,000</b>
 <b>Number of Full Time Positions</b>			
General Fund	0.0	0.0	0.0
Other	0.0	0.0	0.0
	-----	-----	-----
Total	0.0	0.0	0.0

Department: County Offices

Division Budget

Division: 331 License Collector - Convention & Sports Facility Trust Funds

**Services Provided & FY99 Highlights**

---

---

The City Convention and Sports Facility Trust Fund was authorized by state statute primarily to facilitate debt payments on the City's convention center. The source of revenue to the fund is the 3.5% tax on hotel room sales and is collected monthly by the License Collector. Proceeds from the tax are deposited in the trust fund before being transferred to the General Fund for purposes of retiring the convention center debt. Payments on the debt itself are contained in the 190 City-Wide Accounts. The Rams Practice Facility Fund was created in FY96 to pay the debt on the City's \$5.0 million obligation to help construct a practice facility for the St. Louis Rams. The source of revenue to this fund is the 5% gross receipts tax on admissions to Rams football games.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY97</b>	<b>Budget FY98</b>	<b>Budget FY99</b>
Personal Services	0	0	0
Supplies	0	0	0
Materials	0	0	0
Equipment	0	0	0
Contractual Services	0	0	0
Fixed and Miscellaneous Charges	0	0	0
	<hr/>	<hr/>	<hr/>
<b>Total General Fund</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Convention & Sports Facility Fund	\$3,620,000	\$4,000,000	\$5,250,000
Rams Practice Facility Fund	\$1,096,299	\$750,238	\$748,712
	<hr/>	<hr/>	<hr/>
<b>Total Budget All Funds</b>	<b>\$4,716,299</b>	<b>\$4,750,238</b>	<b>\$5,998,712</b>

Department: County Offices  
 Division: 333 Recorder of Deeds

**Division Budget**

**Services Provided & FY99 Highlights**

The Office of the Recorder of Deeds records and serves as a repository for legal documents which affect title to real estate. It also accepts filings which affect title to the personal property of a commercial interest; microfilms all recorded documents; and issues civil marriage licenses. In FY98, the Recorder completed the conversion of records from a mini-mainframe database to a network system that enhances the offices ability to provide customer service in a more timely way. Recent consolidation of Recorder offices has made it easier for customers to complete business at a single location as well as provided a central location for cashiers, thereby enhancing auditing capabilities. In FY99, the office will seek further service improvements and anticipates obtaining computer imaging equipment.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY97</b>	<b>Budget FY98</b>	<b>Budget FY99</b>
Personal Services	1,089,455	1,146,937	1,271,987
Supplies	21,916	27,000	30,000
Materials	0	0	0
Equipment	4,503	24,000	28,700
Contractual Services	99,768	106,800	113,400
Fixed and Miscellaneous Charges	900	3,000	3,200
<b>Total General Fund</b>	<b>\$1,216,542</b>	<b>\$1,307,737</b>	<b>\$1,447,287</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$1,216,542</b>	<b>\$1,307,737</b>	<b>\$1,447,287</b>

**Number of Full Time Positions**

General Fund	42.0	42.0	44.0
Other	0.0	0.0	0.0
<b>Total</b>	<b>42.0</b>	<b>42.0</b>	<b>44.0</b>

Department: County Offices  
 Division: 334 Board of Election Commissioners

**Division Budget**

**Services Provided & FY99 Highlights**

The Board of Election Commissioners for the City of St. Louis is a state agency mandated by state law for the purpose of conducting all public elections within the City. The Board of Election Commissioner's staff is responsible for the registration of voters and maintenance of the City's voter registration records. In FY99, there are four scheduled elections. The state primary and general election will be held in August and November, 1998 respectively. The City will be holding primary and general elections in March and April of 1999. The FY99 budget reflects the costs associated with this election activity which include the cost of election judges, advertisement and postage for election notices and rental costs of polling places.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY97</b>	<b>Budget FY98</b>	<b>Budget FY99</b>
Personal Services	1,521,474	1,057,754	1,733,688
Supplies	29,792	38,100	44,900
Materials	10,196	3,000	5,000
Equipment	6,894	56,900	27,200
Contractual Services	393,751	207,700	464,150
Fixed and Miscellaneous Charges	4,899	3,500	4,000
<b>Total General Fund</b>	<b>\$1,967,006</b>	<b>\$1,366,954</b>	<b>\$2,278,938</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$1,967,006</b>	<b>\$1,366,954</b>	<b>\$2,278,938</b>

**Number of Full Time Positions**

General Fund	32.0	32.0	32.0
Other	0.0	0.0	0.0
<b>Total</b>	<b>32.0</b>	<b>32.0</b>	<b>32.0</b>

Department: County Offices  
 Division: 335 Medical Examiner

**Division Budget**

**Services Provided & FY99 Highlights**

The Medical Examiner's primary responsibility is to investigate deaths in the City that occur as a result of unusual or suspicious circumstances as well as for certain deaths that by law fall under its jurisdiction. These death investigations may require a post-mortem examination which includes radiology, toxicology, histology, chemistry, microbiology and other special exams as needed. Special studies may require consultation with experts in a particular field of study. Coupled with these exams is a thorough investigation of the death by the office's Medicolegal Investigators. Last year the Medical Examiners' office handled 2,726 cases, examined 523 decedents and signed death certificates of approximately 400 additional decedents. The office also provides testimony in legal proceedings and is responsible for maintaining old Coroner records as well as current and past Medical Examiner records.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY97</b>	<b>Budget FY98</b>	<b>Budget FY99</b>
Personal Services	421,965	444,889	458,308
Supplies	9,871	24,000	22,000
Materials	0	0	0
Equipment	402	27,400	32,400
Contractual Services	38,819	17,420	33,220
Fixed and Miscellaneous Charges	716,699	761,032	770,692
<b>Total General Fund</b>	<b>\$1,187,756</b>	<b>\$1,274,741</b>	<b>\$1,316,620</b>
Grant and Other Funds	\$16,278	\$65,000	\$100,000
<b>Total Budget All Funds</b>	<b>\$1,204,034</b>	<b>\$1,339,741</b>	<b>\$1,416,620</b>

**Number of Full Time Positions**

General Fund	11.0	11.0	11.0
Other	1.0	0.0	0.0
<b>Total</b>	<b>12.0</b>	<b>11.0</b>	<b>11.0</b>

<b>Service Description</b>	<b>Actual FY97</b>	<b>Estimated FY98</b>	<b>Estimated FY99</b>
o Conduct medical examinations	523	700	700
o Histology services	2,509	3,600	3,600
o Livery and funeral home service contracts	580	745	745
o Provide for city burials	12	24	24
o Provide indigent cemetery plots	12	24	24
o Perform exhumations	0	1	1

Department: County Offices  
 Division: 340 Treasurer

**Division Budget**

**Services Provided & FY99 Highlights**

The Treasurer's Office controls and monitors all the bank accounts of the City. There are currently over 30 accounts under this office's control. Through daily contact with the Comptroller's Office and detailed reconciliation of these accounts, this office provides a check and balance for the Comptroller's office. In addition, this office is by ordinance the depository for all receipts of the City and provides a means for departments to make daily deposits. The Treasurer's Office issues all payroll checks, deposits funds for federal and state taxes, funds for savings bonds and other payroll deductions. The Treasurer is also responsible for making all investments for the City. This includes purchasing, selling and auditing the earnings on these investments as well as ensuring that City funds are safe and secure. In FY99, the Treasurer's office anticipates upgrading its computer system.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY97</b>	<b>Budget FY98</b>	<b>Budget FY99</b>
Personal Services	425,260	517,753	539,003
Supplies	4,580	5,500	5,500
Materials	0	0	0
Equipment	2,341	3,400	15,000
Contractual Services	28,308	32,600	36,700
Fixed and Miscellaneous Charges	0	0	5,060
<b>Total General Fund</b>	<b>\$460,489</b>	<b>\$559,253</b>	<b>\$601,263</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$460,489</b>	<b>\$559,253</b>	<b>\$601,263</b>

**Number of Full Time Positions**

General Fund	10.0	12.0	12.0
Other	0.0	0.0	0.0
<b>Total</b>	<b>10.0</b>	<b>12.0</b>	<b>12.0</b>