

# **COUNTY OFFICES**

## COUNTY OFFICES

Tax Equalization Board

Election and Registration

Recorder of Deeds

Treasurer

Medical Examiner

# COUNTY OFFICES

Budget By Division	Actual	Budget	Budget
	FY00	FY01	FY02
330 Tax Equalization Board	15,840	16,900	16,900
333 Recorder of Deeds	1,480,582	1,601,171	1,836,920
334 Election and Registration	1,431,193	2,594,520	1,690,324
335 Medical Examiner	1,786,261	1,370,232	1,416,450
340 Treasurer	595,187	636,109	644,981
<b>Total General Fund</b>	<b>\$5,309,063</b>	<b>\$6,218,932</b>	<b>\$5,605,575</b>
Grant and Other Funds	\$272,295	\$100,000	\$125,000
Convention and Sports Facility Trust Fund	\$4,900,000	\$4,650,000	\$5,000,000
Rams Practice Facility Fund	\$739,945	\$2,941,882	\$0
<b>Total Department All Funds</b>	<b>\$11,221,303</b>	<b>\$13,910,814</b>	<b>\$10,730,575</b>

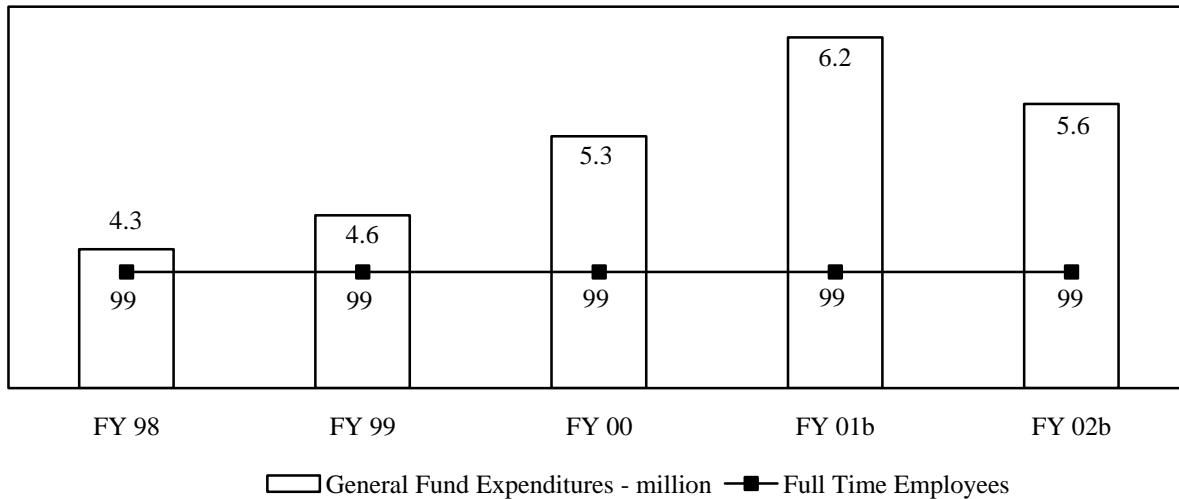
Personnel By Division	Actual	Budget	Budget
	FY00	FY01	FY02
330 Tax Equalization Board	0.0	0.0	0.0
333 Recorder of Deeds	44.0	44.0	44.0
334 Election and Registration	32.0	32.0	32.0
335 Medical Examiner	11.0	11.0	12.0
340 Treasurer	12.0	12.0	11.0
<b>Total General Fund</b>	<b>99.0</b>	<b>99.0</b>	<b>99.0</b>
Grant and Other Funds	0.0	0.0	0.0
<b>Total Department All Funds</b>	<b>99.0</b>	<b>99.0</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

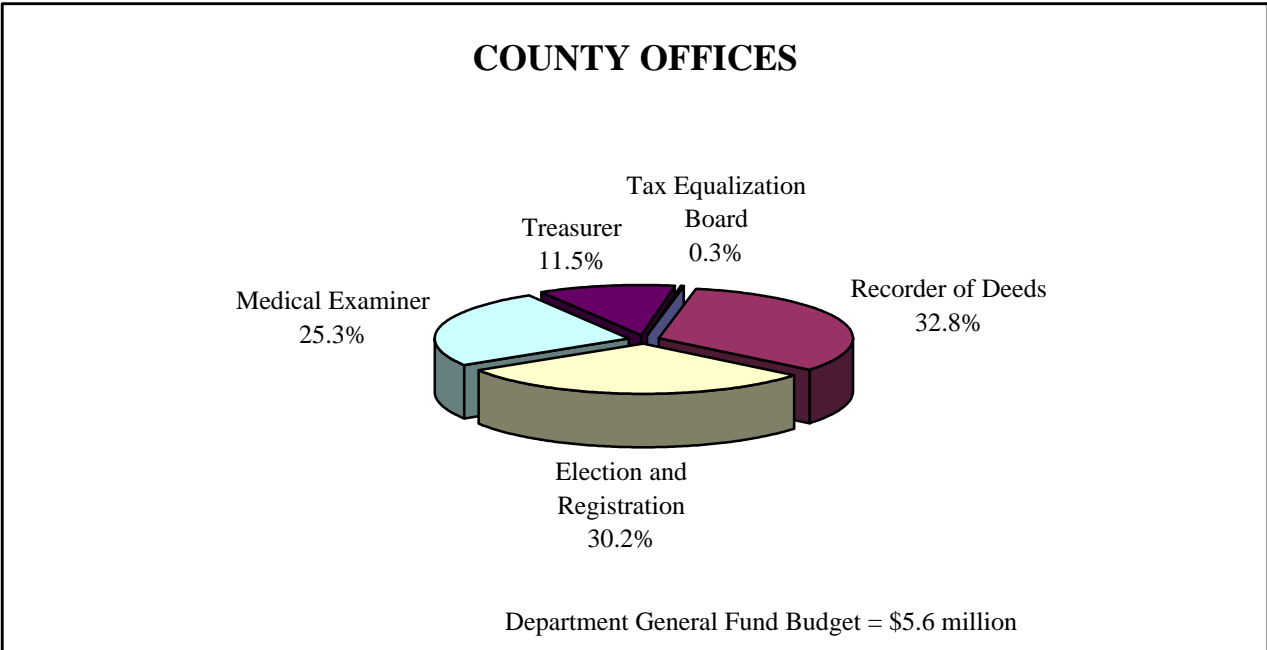
## COUNTY OFFICES



### Major Goals and Highlights

- o Implement initiative to provide internet access to records in the Recorder of Deeds office
- o Continue conversion of land and marriage records from microfilm to computer images
- o Redistrict and map wards, precincts and state and federal legislative districts as a result of 2000 census

# COUNTY OFFICES



- o Bolster investigative efforts of Medical Examiners office

Department: County Offices  
 Division: 330 Tax Equalization Board

**Division Budget**

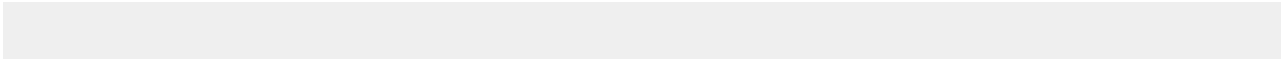
**Services Provided & FY02 Highlights**

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 FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</b>
Personal Services	15,840	16,500	16,500
Supplies	0	0	0
Materials	0	0	0
Equipment	0	0	0
Contractual Services	0	400	400
Fixed and Miscellaneous Charges	0	0	0
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<b>Total General Fund</b>	<b>\$15,840</b>	<b>\$16,900</b>	<b>\$16,900</b>
Grant and Other Funds	\$0	\$0	\$0
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<b>Total Budget All Funds</b>	<b>\$15,840</b>	<b>\$16,900</b>	<b>\$16,900</b>

**Number of Full Time Positions**

General Fund	0.0	0.0	0.0
Other	0.0	0.0	0.0
	<hr/>	<hr/>	<hr/>
Total	0.0	0.0	0.0



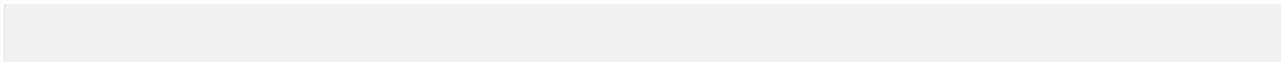
Department: County Offices  
 Division: 331 License Collector - Convention & Sports Facility Trust Funds

**Division Budget**

**Services Provided & FY02 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. This debt was retired in FY01.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</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
<b>Total General Fund</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Convention & Sports Facility Fund	\$4,900,000	\$4,650,000	\$5,000,000
Rams Practice Facility Fund	\$739,945	\$2,941,882	\$0
<b>Total Budget All Funds</b>	<b>\$5,639,945</b>	<b>\$7,591,882</b>	<b>\$5,000,000</b>



Department: County Offices  
 Division: 333 Recorder of Deeds

**Division Budget**

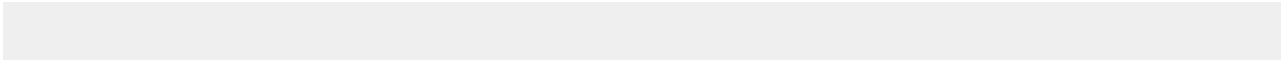
**Services Provided & FY02 Highlights**

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 FY01, the Recorder's Office installed a file manager system to track all recording fees and funds and converted five years of records from microfilm into a computer image format. In FY02, the office will continue this file conversion effort. The Recorder will also be contracting with Southwestern Bell to provide internet access to office records.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</b>
Personal Services	1,344,183	1,447,671	1,643,620
Supplies	28,511	28,000	29,000
Materials	0	0	0
Equipment	199	6,500	18,000
Contractual Services	106,127	117,000	144,400
Fixed and Miscellaneous Charges	1,562	2,000	1,900
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<b>Total General Fund</b>	<b>\$1,480,582</b>	<b>\$1,601,171</b>	<b>\$1,836,920</b>
Grant and Other Funds	\$249,384	\$0	\$0
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<b>Total Budget All Funds</b>	<b>\$1,729,966</b>	<b>\$1,601,171</b>	<b>\$1,836,920</b>

**Number of Full Time Positions**

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



Department: County Offices  
 Division: 334 Board of Election Commissioners

**Division Budget**

**Services Provided & FY02 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. The budget for the Board of Elections is cyclical following election year cycles. As there are no regularly scheduled primary or general elections in FY02, the budget for items such as election judges and related supplies and support is reduced. In FY02, the board will be involved in redistricting and mapping efforts as a result of the 2000 census.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</b>
Personal Services	1,033,610	1,910,793	1,287,924
Supplies	17,940	33,500	30,000
Materials	0	5,000	5,000
Equipment	6,198	14,500	12,000
Contractual Services	372,388	626,527	351,200
Fixed and Miscellaneous Charges	1,057	4,200	4,200
<b>Total General Fund</b>	<b>\$1,431,193</b>	<b>\$2,594,520</b>	<b>\$1,690,324</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$1,431,193</b>	<b>\$2,594,520</b>	<b>\$1,690,324</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 & FY02 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 fiscal year, the Medical Examiner investigated 2,594 cases, representing an increase of more than 200 cases over last fiscal year. In FY02, the Medical Examiner will convert a per performance employee to a full-time investigator in an effort to bolster investigative capabilities. Efforts will also continue to archive and code the old Coroner records as well as the current and past records of the Medical Examiner's office.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</b>
Personal Services	463,107	510,248	553,188
Supplies	11,582	19,500	20,500
Materials	0	0	0
Equipment	529	7,900	6,900
Contractual Services	765,013	27,220	27,720
Fixed and Miscellaneous Charges	546,030	805,364	808,142
<b>Total General Fund</b>	<b>\$1,786,261</b>	<b>\$1,370,232</b>	<b>\$1,416,450</b>
Grant and Other Funds	\$22,911	\$100,000	\$125,000
<b>Total Budget All Funds</b>	<b>\$1,809,172</b>	<b>\$1,470,232</b>	<b>\$1,541,450</b>

**Number of Full Time Positions**

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

<b>Service Description</b>	<b>Actual FY00</b>	<b>Estimated FY01</b>	<b>Estimated FY02</b>
o Conduct medical examinations	503	700	700
o Histology services	3,600	3,600	3,600
o Livery and funeral home service contracts	555	745	745
o Provide for city burials	23	24	24
o Provide indigent cemetery plots	23	24	24

Department: County Offices  
 Division: 340 Treasurer

**Division Budget**

**Services Provided & FY02 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.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</b>
Personal Services	564,653	597,049	609,681
Supplies	4,838	6,000	8,300
Materials	0	0	0
Equipment	4,408	0	0
Contractual Services	15,962	28,000	21,700
Fixed and Miscellaneous Charges	5,326	5,060	5,300
<b>Total General Fund</b>	<b>\$595,187</b>	<b>\$636,109</b>	<b>\$644,981</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$595,187</b>	<b>\$636,109</b>	<b>\$644,981</b>

**Number of Full Time Positions**

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