

# **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 FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</b>
330 Tax Equalization Board	16,325	16,000	16,900
333 Recorder of Deeds	1,419,425	1,537,082	1,601,171
334 Election and Registration	2,041,674	1,624,789	2,594,520
335 Medical Examiner	539,800	1,321,738	1,370,232
340 Treasurer	568,139	607,186	636,109
<b>Total General Fund</b>	<b>\$4,585,363</b>	<b>\$5,106,795</b>	<b>\$6,218,932</b>
Grant and Other Funds	\$261,642	\$100,000	\$100,000
Convention and Sports Facility Trust Fund	\$5,250,000	\$4,900,000	\$4,650,000
Rams Practice Facility Fund	\$738,713	\$749,994	\$2,941,882
<b>Total Department All Funds</b>	<b>\$10,835,718</b>	<b>\$10,856,789</b>	<b>\$13,910,814</b>

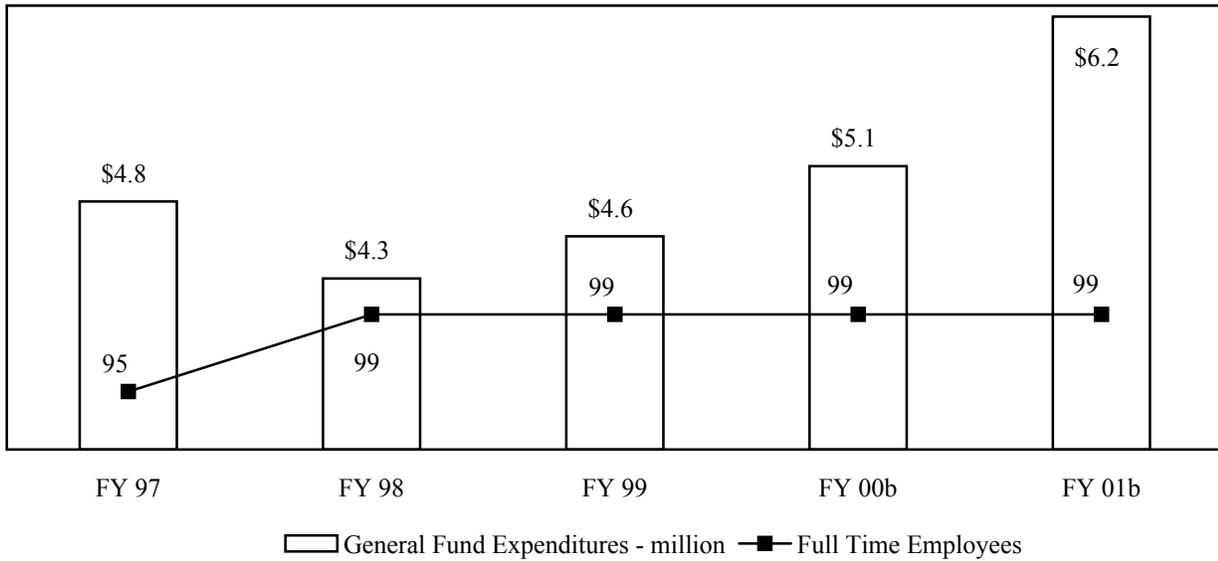
<b>Personnel By Division</b>	<b>Actual FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</b>
330 Tax Equalization Board	0.0	0.0	0.0
333 Recorder of Deeds	44.0	44.0	44.0
334 Election and Registration	32.0	32.0	32.0
335 Medical Examiner	11.0	11.0	11.0
340 Treasurer	12.0	12.0	12.0
<b>Total General Fund</b>	<b>99.0</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

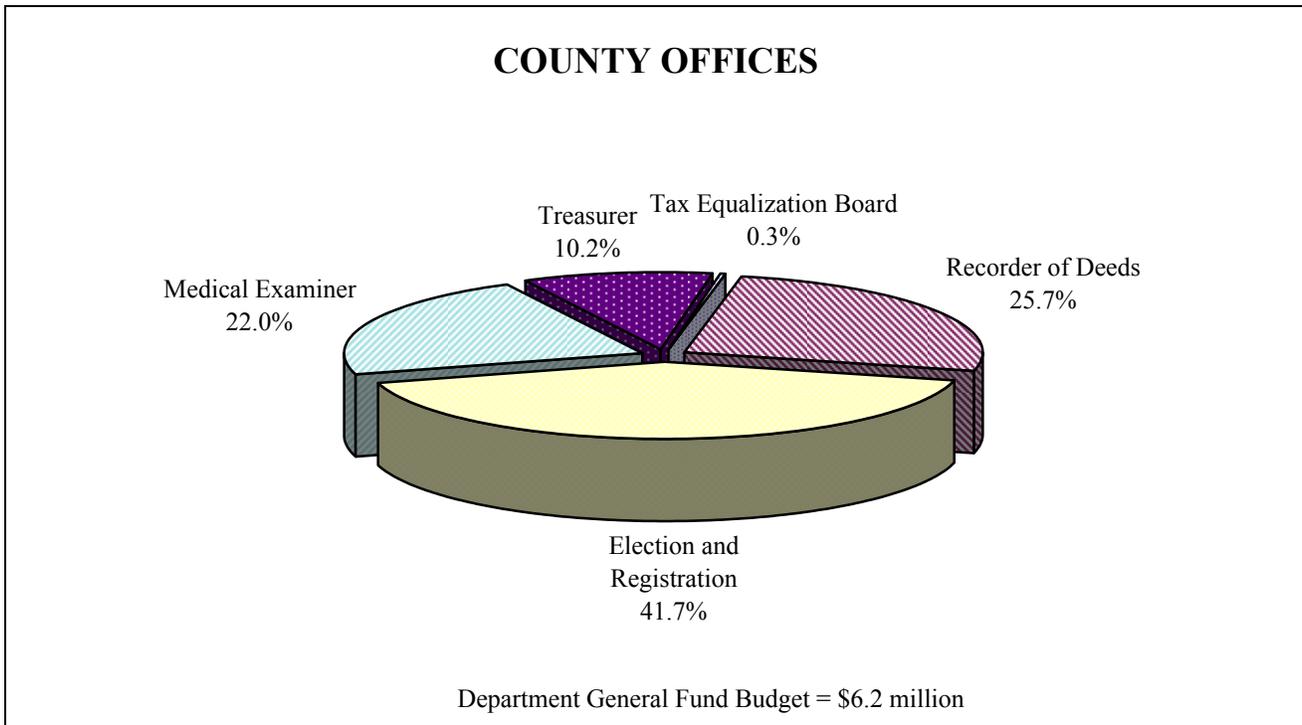
## COUNTY OFFICES



### Major Goals and Highlights

- o Conduct one state primary, one state general, one municipal primary and one municipal general election
- o Conduct two statutorily mandated citywide voter canvasses
- o Conduct 700 medical examinations through office of Medical Examiner
- o Provide for retirement of debt on Rams practice facility

# COUNTY OFFICES



- o Complete land records conversion to new user friendly program in Recorder of Deeds Office

Department: County Offices  
 Division: 330 Tax Equalization Board

**Division Budget**

**Services Provided & FY01 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 FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</b>
Personal Services	16,325	15,000	16,500
Supplies	0	0	0
Materials	0	0	0
Equipment	0	0	0
Contractual Services	0	1,000	400
Fixed and Miscellaneous Charges	0	0	0
	<hr/>	<hr/>	<hr/>
<b>Total General Fund</b>	<b>\$16,325</b>	<b>\$16,000</b>	<b>\$16,900</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$16,325</b>	<b>\$16,000</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/>
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>



Department: County Offices

**Division Budget**

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

**Services Provided & FY01 Highlights**

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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. The FY01 budget proposes to pay off the remaining principal of the practice facility debt using the existing facility fund balance and other sources. Once the debt is retired, on-going revenue from the 5% gross receipts tax estimated at \$1.2 million per year will flow directly into the City's general fund.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</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	\$5,250,000	\$4,900,000	\$4,650,000
Rams Practice Facility Fund	\$738,713	\$749,994	\$2,941,882
	<hr/>	<hr/>	<hr/>
<b>Total Budget All Funds</b>	<b>\$5,988,713</b>	<b>\$5,649,994</b>	<b>\$7,591,882</b>

Department: County Offices  
 Division: 333 Recorder of Deeds

**Division Budget**

**Services Provided & FY01 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 FY00, the Recorder's office utilized a state established records preservation fund to scan and microfilm both land records and marriage records and establish a Fee Manager program that replaced the old cash register and manual accounting system. In FY01, the office will be completing the land records conversion to a user friendly program. This new program when complete will allow for remote access and disk or imaged copies of records.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</b>
Personal Services	1,311,714	1,380,782	1,447,671
Supplies	24,162	26,000	28,000
Materials	0	0	0
Equipment	12,501	6,500	6,500
Contractual Services	68,775	121,900	117,000
Fixed and Miscellaneous Charges	2,273	1,900	2,000
<b>Total General Fund</b>	<b>\$1,419,425</b>	<b>\$1,537,082</b>	<b>\$1,601,171</b>
Grant and Other Funds	\$208,449	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$1,627,874</b>	<b>\$1,537,082</b>	<b>\$1,601,171</b>

**Number of Full Time Positions**

General Fund	44.0	44.0	44.0
Other	0.0	0.0	0.0
<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 & FY01 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 FY01 there are four elections scheduled, one state primary and one general election in the fall of 2000 and one municipal primary and one municipal general election in the spring of 2001. The budget for FY01 includes amounts to pay for election judges, postage, property rental and other support items necessary for conducting these elections.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</b>
Personal Services	1,548,145	1,162,989	1,910,793
Supplies	27,259	23,100	33,500
Materials	4,589	3,000	5,000
Equipment	25,155	14,500	14,500
Contractual Services	432,311	418,200	626,527
Fixed and Miscellaneous Charges	4,215	3,000	4,200
<b>Total General Fund</b>	<b>\$2,041,674</b>	<b>\$1,624,789</b>	<b>\$2,594,520</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$2,041,674</b>	<b>\$1,624,789</b>	<b>\$2,594,520</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 & FY01 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's handled 2,350 cases and projections for FY01 indicate an increase of 200 cases. This office is also responsible for preservation of evidence associated with decedents as well as providing expert assistance and testimony in legal proceedings. Efforts will continue to archiving and codifying of 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 FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</b>
Personal Services	429,610	483,426	510,248
Supplies	13,511	19,500	19,500
Materials	0	0	0
Equipment	1,612	7,400	7,900
Contractual Services	86,771	26,720	27,220
Fixed and Miscellaneous Charges	8,296	784,692	805,364
<b>Total General Fund</b>	<b>\$539,800</b>	<b>\$1,321,738</b>	<b>\$1,370,232</b>
Grant and Other Funds	\$53,193	\$100,000	\$100,000
<b>Total Budget All Funds</b>	<b>\$592,993</b>	<b>\$1,421,738</b>	<b>\$1,470,232</b>

**Number of Full Time Positions**

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

<b>Service Description</b>	<b>Actual FY99</b>	<b>Estimated FY00</b>	<b>Estimated FY01</b>
o Conduct medical examinations	502	550	600
o Histology services	3600	3600	3600
o Livery and funeral home service contracts	541	550	485
o Provide for city burials	17	24	18
o Provide indigent cemetery plots	17	24	18
o Perform exhumations	0	1	1

Department: County Offices  
 Division: 340 Treasurer

**Division Budget**

**Services Provided & FY01 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 FY99</b>	<b>Budget FY00</b>	<b>Budget FY01</b>
Personal Services	519,338	557,926	597,049
Supplies	5,544	5,500	6,000
Materials	0	0	0
Equipment	15,840	2,000	0
Contractual Services	22,381	36,700	28,000
Fixed and Miscellaneous Charges	5,036	5,060	5,060
<b>Total General Fund</b>	<b>\$568,139</b>	<b>\$607,186</b>	<b>\$636,109</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$568,139</b>	<b>\$607,186</b>	<b>\$636,109</b>

**Number of Full Time Positions**

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