

# **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 FY02</b>	<b>Budget FY03</b>	<b>Budget FY04</b>
330 Tax Equalization Board	8,571	16,900	15,400
333 Recorder of Deeds	1,834,895	2,171,381	2,227,019
334 Election and Registration	1,561,278	3,049,924	2,041,003
335 Medical Examiner	1,403,049	1,512,409	1,542,190
340 Treasurer	659,685	651,590	637,063
<b>Total General Fund</b>	<b>\$5,467,478</b>	<b>\$7,402,204</b>	<b>\$6,462,675</b>
Grant and Other Funds	\$20,973	\$125,000	\$125,000
Convention and Sports Facility Trust Fund	\$5,000,000	\$5,500,000	\$6,050,000
Rams Practice Facility Fund	\$0	\$0	\$0
<b>Total Department All Funds</b>	<b>\$10,488,451</b>	<b>\$13,027,204</b>	<b>\$12,637,675</b>

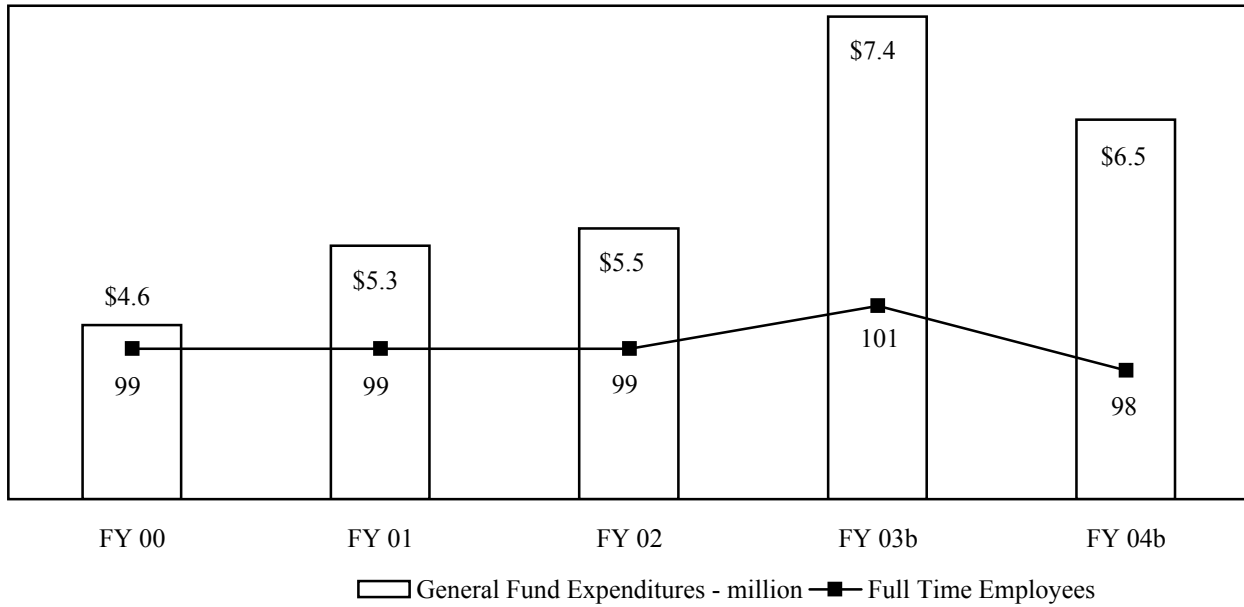
<b>Personnel By Division</b>	<b>Actual FY02</b>	<b>Budget FY03</b>	<b>Budget FY04</b>
330 Tax Equalization Board	0.0	0.0	0.0
333 Recorder of Deeds	44.0	46.0	45.0
334 Election and Registration	32.0	32.0	31.0
335 Medical Examiner	12.0	12.0	12.0
340 Treasurer	11.0	11.0	10.0
<b>Total General Fund</b>	<b>99.0</b>	<b>101.0</b>	<b>98.0</b>
Grant and Other Funds	0.0	0.0	0.0
<b>Total Department All Funds</b>	<b>99.0</b>	<b>101.0</b>	<b>98.0</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 \$6.3 million and \$1.4 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

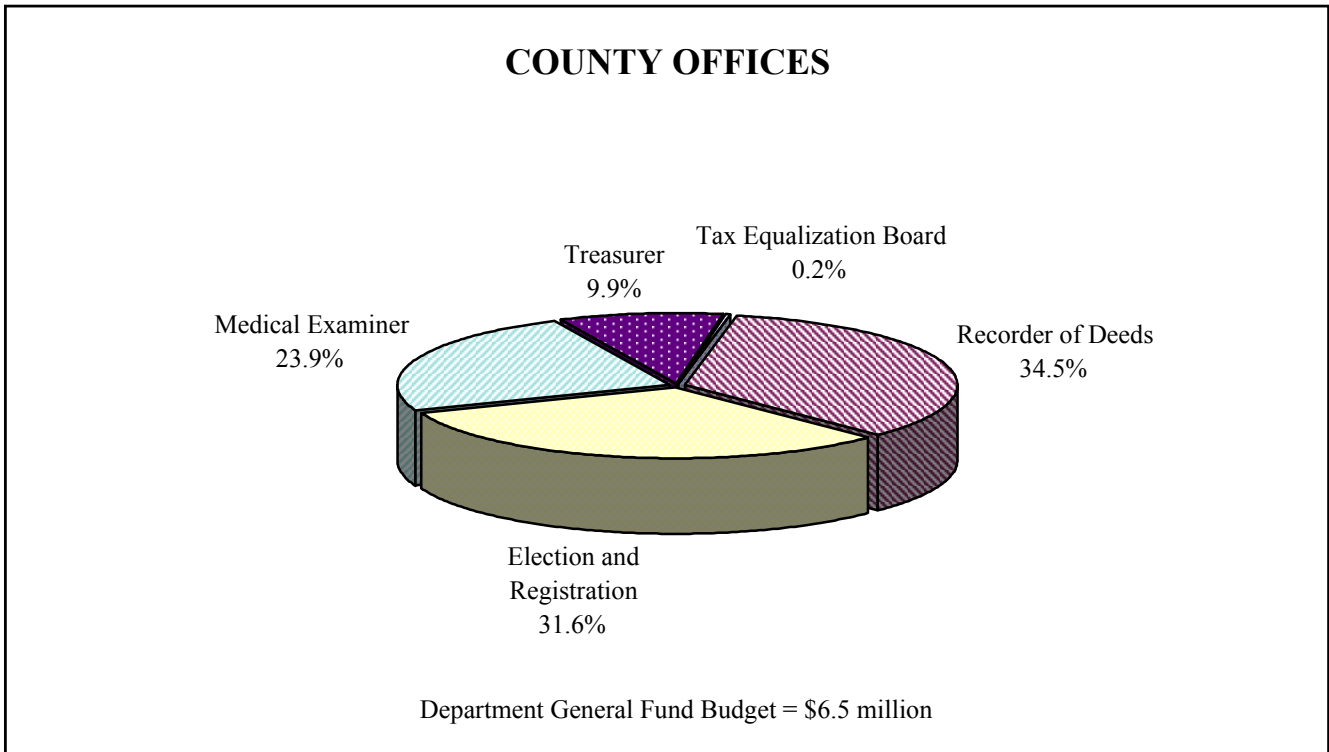


### Major Goals and Highlights

- o Microfilm and image recording books that pre-date 1920

- o Conduct presidential primary city-wide election scheduled for FY04

# COUNTY OFFICES



- o Conduct approximately 700 post mortem examinations through the Medical Examiner's office

Department: County Offices  
 Division: 330 Tax Equalization Board

**Division Budget**

**Services Provided & FY04 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 FY02</b>	<b>Budget FY03</b>	<b>Budget FY04</b>
Personal Services	8,525	16,500	15,000
Materials and Supplies	0	0	0
Equipment, Lease & Assets	0	0	0
Contractual and Other Services	46	400	400
Debt Service and Special Charges	0	0	0
<b>Total General Fund</b>	<b>\$8,571</b>	<b>\$16,900</b>	<b>\$15,400</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$8,571</b>	<b>\$16,900</b>	<b>\$15,400</b>
<b>Number of Full Time Positions</b>			
General Fund	0.0	0.0	0.0
Other	0.0	0.0	0.0
<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 & FY04 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.

General Fund Budget By Expenditure Category	Actual FY02	Budget FY03	Budget FY04
Personal Services	0	0	0
Materials and Supplies	0	0	0
Equipment, Lease & Assets	0	0	0
Contractual and Other Services	0	0	0
Debt Service and Special Charges	0	0	0
<b>Total General Fund</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Convention & Sports Facility Fund	\$5,000,000	\$5,500,000	\$6,050,000
<b>Total Budget All Funds</b>	<b>\$5,000,000</b>	<b>\$5,500,000</b>	<b>\$6,050,000</b>



Department: County Offices  
 Division: 333 Recorder of Deeds

**Division Budget**

**Services Provided & FY04 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. As of July 1, 2002, the Recorder of Deeds office assumed the office of Vital Records and is now providing birth and death certificates at a cost savings to the City. The Recorder has attained internet access to land records, increasing both service and revenue as well as benefitting the work of other City agencies. In FY04, the office will continue to convert land and marriage microfilmed records into tiff formatted images and will pursue microfilm and image recording books that predate 1920.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY02</b>	<b>Budget FY03</b>	<b>Budget FY04</b>
Personal Services	1,659,117	1,834,531	1,868,019
Materials and Supplies	38,366	46,400	41,800
Equipment, Lease & Assets	0	59,000	79,700
Contractual and Other Services	137,412	231,450	237,500
Debt Service and Special Charges	0	0	0
<b>Total General Fund</b>	<b>\$1,834,895</b>	<b>\$2,171,381</b>	<b>\$2,227,019</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$1,834,895</b>	<b>\$2,171,381</b>	<b>\$2,227,019</b>

**Number of Full Time Positions**

General Fund	44.0	46.0	45.0
Other	0.0	0.0	0.0
<b>Total</b>	<b>44.0</b>	<b>46.0</b>	<b>45.0</b>



Department: County Offices  
 Division: 334 Board of Election Commissioners

**Division Budget**

**Services Provided & FY04 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. In FY04 the Board of Election Commissioners has scheduled only one city-wide election in the presidential primary to be held in early 2004. The FY04 budget contains sufficient funds for this election as well as providing for required mailings and registration activity over the next fiscal year.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY02</b>	<b>Budget FY03</b>	<b>Budget FY04</b>
Personal Services	1,191,965	2,031,091	1,498,563
Materials and Supplies	83,412	342,879	153,040
Equipment, Lease & Assets	164,759	312,610	214,000
Contractual and Other Services	121,142	363,344	175,400
Debt Service and Special Charges	0	0	0
<b>Total General Fund</b>	<b>\$1,561,278</b>	<b>\$3,049,924</b>	<b>\$2,041,003</b>
Grant and Other Funds	\$291,747	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$1,853,025</b>	<b>\$3,049,924</b>	<b>\$2,041,003</b>

**Number of Full Time Positions**

General Fund	32.0	32.0	31.0
Other	0.0	0.0	0.0
<b>Total</b>	<b>32.0</b>	<b>32.0</b>	<b>31.0</b>



Department: County Offices  
 Division: 335 Medical Examiner

**Division Budget**

**Services Provided & FY04 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.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY02</b>	<b>Budget FY03</b>	<b>Budget FY04</b>
Personal Services	533,343	593,651	604,686
Materials and Supplies	21,967	20,500	20,500
Equipment, Lease & Assets	11,960	8,100	8,100
Contractual and Other Services	835,779	890,158	908,904
Debt Service and Special Charges	0	0	0
<b>Total General Fund</b>	<b>\$1,403,049</b>	<b>\$1,512,409</b>	<b>\$1,542,190</b>
Grant and Other Funds	\$20,973	\$125,000	\$125,000
<b>Total Budget All Funds</b>	<b>\$1,424,022</b>	<b>\$1,637,409</b>	<b>\$1,667,190</b>
<b>Number of Full Time Positions</b>			
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>

<b>Service Description</b>	<b>Actual FY02</b>	<b>Estimated FY03</b>	<b>Estimated FY04</b>
o Conduct medical examinations	700	700	700
o Histology services	3,600	3,600	3,600
o Livery and funeral home service contracts	745	745	720
o Provide for city burials	24	24	12
o Provide indigent cemetery plots	14	24	12

Department: County Offices  
 Division: 340 Treasurer

**Division Budget**

**Services Provided & FY04 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 FY02</b>	<b>Budget FY03</b>	<b>Budget FY04</b>
Personal Services	636,651	631,790	612,073
Materials and Supplies	5,815	4,600	4,450
Equipment, Lease & Assets	1,899	2,000	2,000
Contractual and Other Services	15,320	13,200	18,540
Debt Service and Special Charges	0	0	0
<b>Total General Fund</b>	<b>\$659,685</b>	<b>\$651,590</b>	<b>\$637,063</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$659,685</b>	<b>\$651,590</b>	<b>\$637,063</b>

**Number of Full Time Positions**

General Fund	11.0	11.0	10.0
Other	0.0	0.0	0.0
<b>Total</b>	<b>11.0</b>	<b>11.0</b>	<b>10.0</b>

