



City Treasurer ..... Dana Strayer

## Service Statement

The Treasurer's Office serves as the main collection point for monies owed the City of Midland and other taxing entities within the jurisdiction of the City of Midland. The department is also responsible for investment of City funds; collection of current and delinquent property taxes; distribution of tax collections to taxing entities; tax bill revisions; administration of the police and fire retirement system; and administration of parking enforcement. Additional services provided in the 2006-07 fiscal year included online payment of utility bills and parking tickets, the Auto-Pay program for utility bills and property tax bills, and tax billing information available online.

## Functions

### Treasurer's Office

- Collects monies owed to City
- Collects current and delinquent property taxes
- Distributes tax collections to taxing entities
- Makes tax bill revisions
- Invests City funds
- Reconciles City bank accounts
- Responsible for printing and distribution of checks issued by the City
- Handles State reporting for Tax Increment Financing and Industrial Facilities Taxes
- Provides alternate payment options
- Provides tax billing information to customers

### Parking

- Oversees parking enforcement in downtown area
- Processes and collects payments for all parking tickets issued in the city
- Collects delinquent parking fines
- Collects metered parking fees
- Leases parking spaces in downtown area

### Police and Fire Retirement System

- Maintains records for system
- Issues monthly pension checks to retired police and fire members
- Prepares 1099R tax forms
- Ensures compliance with Public Act 345, Fire Fighters and Police Officers Retirement Act

**Department at a Glance - Treasurer's Office**

<b>Funding Level Summary</b>	<b>2006-07 Actual</b>	<b>2007-08 Actual</b>	<b>Adjusted 2008-09 Budget</b>	<b>Estimated 2008-09 Budget</b>	<b>Adopted 2009-10 Budget</b>	<b>% of Change</b>
Treasurer's Office	\$ 303,103	\$ 352,011	\$ 487,062	\$ 495,146	\$ 389,549	-21.3%
<b>Total Department</b>	<b>\$ 303,103</b>	<b>\$ 352,011</b>	<b>\$ 487,062</b>	<b>\$ 495,146</b>	<b>\$ 389,549</b>	<b>-21.3%</b>
Personal Services	\$ 249,998	\$ 295,161	\$ 443,595	\$ 432,556	\$ 319,973	-26.0%
Supplies	6,041	8,716	7,362	7,356	7,665	4.2%
Other Services/Charges	14,771	33,951	36,105	55,234	61,911	12.1%
Capital Outlay	32,293	14,183	-	-	-	0.0%
<b>Total Department</b>	<b>\$ 303,103</b>	<b>\$ 352,011</b>	<b>\$ 487,062</b>	<b>\$ 495,146</b>	<b>\$ 389,549</b>	<b>-21.3%</b>

**Personnel Summary**

Full-Time	6	6	6	6	4
Regular Part-Time	-	-	-	-	1
<b>Total Department</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>5</b>

One staff member provided support to Clerk's Office and one staff member provided support to Downtown Parking Enforcement in fiscal years 2007-08 and 2008-09.

**Department at a Glance - Police & Fire Pension Adm**

<b>Funding Level Summary</b>	<b>2006-07 Actual</b>	<b>2007-08 Actual</b>	<b>Adjusted 2008-09 Budget</b>	<b>Estimated 2008-09 Budget</b>	<b>Adopted 2009-10 Budget</b>	<b>% of Change</b>
Police & Fire Pension Adm	\$ 36,401	\$ 37,466	\$ 57,020	\$ 56,212	\$ 48,238	-14.2%
<b>Total Department</b>	<b>\$ 36,401</b>	<b>\$ 37,466</b>	<b>\$ 57,020</b>	<b>\$ 56,212</b>	<b>\$ 48,238</b>	<b>-14.2%</b>
Personal Services	\$ 12,836	\$ 12,226	\$ 21,328	\$ 18,290	\$ 21,942	20.0%
Supplies	298	208	350	350	300	-14.3%
Other Services/Charges	23,267	25,032	35,342	37,572	25,996	-30.8%
Capital Outlay	-	-	-	-	-	0.0%
<b>Total Department</b>	<b>\$ 36,401</b>	<b>\$ 37,466</b>	<b>\$ 57,020</b>	<b>\$ 56,212</b>	<b>\$ 48,238</b>	<b>-14.2%</b>

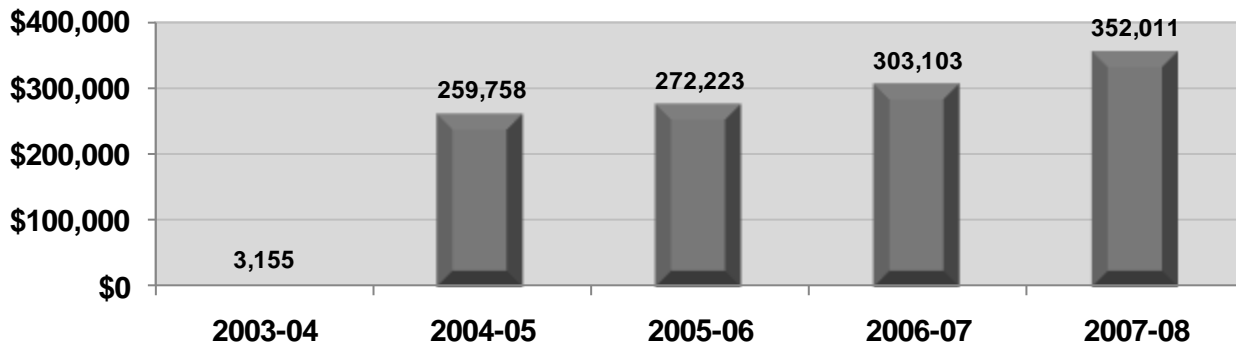
**Summary of Budget Changes**

**Significant Notes – 2009-10 Budget Compared to 2008-09 Budget**

The overall decreases in Treasurer’s Office Personal Services are attributed to an Account Clerk III vacancy that was not filled in fiscal year 2009-10 and the Parking Violations Clerk position that was reduced to part time; those wages are charged entirely to the parking fund in 2009-10. The increases in Police and Fire Pension Administration Personal Services are attributed to increases in the number of hours the Treasurer spends working on pension administration.

The fees associated with acceptance of credit card payments are major factors in the Treasurer’s Office Other Services/Charges increases for the 2009-10 budgets over previous years. The decrease in Police and Fire Pension Administration Other Services is attributed to reduced actuarial costs and legal costs.

**5-Year Operating Budget History – Treasurer’s Office**



Note: For years 2003-04 the Treasurer’s Office budget was combined with the Clerk’s Office budget.

**5-Year Operating Budget History – Police & Fire Pension Administration**

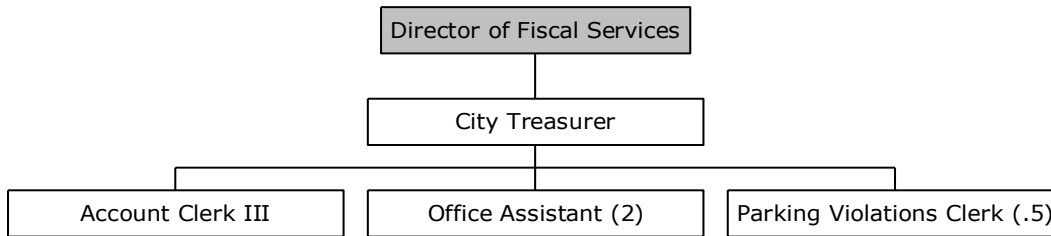


**Performance Objectives**

<b>Performance Indicators (OUTPUT)</b>	<b>2006-07 Actual</b>	<b>2007-08 Actual</b>	<b>% Change</b>
Number of Payments Processed			
o Tax Payments	33,598	33,571	-0.1%
o Utilities	68,570	67,918	-1.0%
o Miscellaneous	32,664	34,570	5.8%
o AutoPay – Utilities	1,995	4,282	114.6%
Total Dollars Processed			
o Tax Payments	\$113,039,085	\$114,812,172	1.6%
o Utilities	\$13,033,383	\$13,653,153	4.8%
o Miscellaneous	\$34,040,110	\$61,847,256	81.7%
o AutoPay – Utilities	\$199,908	\$495,329	147.8%
Customers Enrolled in Tax AutoPay Option available beginning March 2007 First payments processed September 2007	110	247	124.5%
Water Payments Processed Online Option available beginning May 22, 2007			
o Credit card & debit card	145	4,620	3086.2%
o Electronic check	30	1,097	3556.7%
Parking Ticket Payments Processed Online Option available beginning May 22, 2007			
o Credit card & debit card	15	341	2173.3%
<b><u>Parking Enforcement</u></b>			
Parking Tickets Issued in Downtown Area	2,247	2,198	-2.2%
Parking Tickets Issued by Police Department	2,192	3,346	52.6%
Parking Tickets Paid	3,359	4,840	44.1%

<b>Performance Indicators (EFFICIENCY)</b>	<b>2006-07 Actual</b>	<b>2007-08 Actual</b>	<b>% Change</b>
Collected July 1 – February 28			
• % of Real Property Tax Levy Collected	98.3%	98.4%	0.1%
• % of Personal Property Tax Levy Collected	99.5%	99.6%	0.1%
• % of Industrial Facilities Tax Levy Collected	100.0%	100.0%	0.0%

**Organizational Chart**



Shaded boxes indicate a reporting structure to a department head that is funded outside of this budget.

One full-time Account Clerk III staff member provided support to Clerk’s Office.

<b>Staff Summary</b>	<b>Approved 2007-08</b>	<b>Approved 2008-09</b>	<b>Adopted 2009-10</b>
<u>Full-Time</u>			
City Treasurer	1	1	1
Account Clerk III	2	2	1
Office Assistant	2	2	2
Parking Violations Clerk	1	1	0
<b>Total Full-Time</b>	<b>6</b>	<b>6</b>	<b>4</b>
<u>Regular Part-Time</u>			
Parking Violations Clerk	0	0	1
<b>Total Regular Part-Time</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Department Total</b>	<b>6</b>	<b>6</b>	<b>5</b>