



City Treasurer ..... Dana C. 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 downtown parking enforcement. Additional services provided include online payment of utility bills and parking tickets, the Auto-Pay program for utility and property tax bills, and online tax billing information.

## 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>2008-09 Actual</b>	<b>2009-10 Actual</b>	<b>Adjusted 2010-11 Budget</b>	<b>Estimated 2010-11 Budget</b>	<b>Adopted 2011-12 Budget</b>	<b>% of Change</b>
Treasurer's Office	\$ 501,179	\$ 401,024	\$ 406,600	\$ 423,569	\$ 415,666	-1.9%
<b>Total Department</b>	<b>\$ 501,179</b>	<b>\$ 401,024</b>	<b>\$ 406,600</b>	<b>\$ 423,569</b>	<b>\$ 415,666</b>	<b>-1.9%</b>
Personal Services	\$ 448,893	\$ 339,787	\$ 338,958	\$ 353,794	\$ 346,086	-2.2%
Supplies	4,340	4,414	7,128	6,700	6,510	-2.8%
Other Services/Charges	47,946	56,823	60,514	63,075	63,070	0.0%
<b>Total Department</b>	<b>\$ 501,179</b>	<b>\$ 401,024</b>	<b>\$ 406,600</b>	<b>\$ 423,569</b>	<b>\$ 415,666</b>	<b>-1.9%</b>

**Personnel Summary**

Full-Time	6	4	4	4	4
Regular Part-Time	-	1	1	1	1
<b>Total Department</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>5</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 year 2008-09.

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

<b>Funding Level Summary</b>	<b>2008-09 Actual</b>	<b>2009-10 Actual</b>	<b>Adjusted 2010-11 Budget</b>	<b>Estimated 2010-11 Budget</b>	<b>Adopted 2011-12 Budget</b>	<b>% of Change</b>
Police & Fire Pension Adm	\$ 42,950	\$ 24,159	\$ 48,226	\$ 34,635	\$ 40,487	16.9%
<b>Total Department</b>	<b>\$ 42,950</b>	<b>\$ 24,159</b>	<b>\$ 48,226</b>	<b>\$ 34,635</b>	<b>\$ 40,487</b>	<b>16.9%</b>
Personal Services	\$ 16,375	\$ 2,862	\$ 22,471	\$ 9,925	\$ 15,929	60.5%
Supplies	471	(17)	275	175	200	14.3%
Other Services/Charges	26,104	21,314	25,480	24,535	24,358	-0.7%
<b>Total Department</b>	<b>\$ 42,950</b>	<b>\$ 24,159</b>	<b>\$ 48,226</b>	<b>\$ 34,635</b>	<b>\$ 40,487</b>	<b>16.9%</b>

**Summary of Budget Changes**

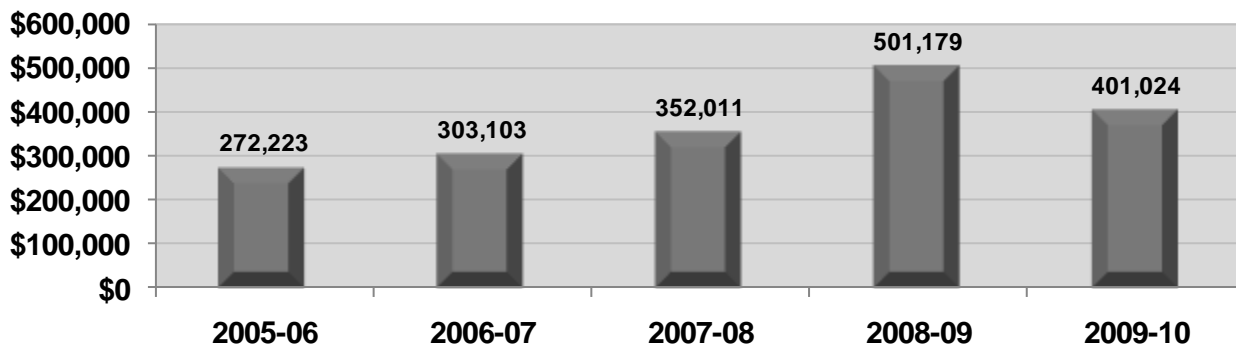
**Significant Notes – 2011-12 Budget Compared to 2010-11 Budget**

The Treasurer’s Office will be implementing new cash receipt and tax software during the Spring of 2011. This will most likely result in some staff overtime and increased counter coverage assistance from the Parking Violations Clerk.

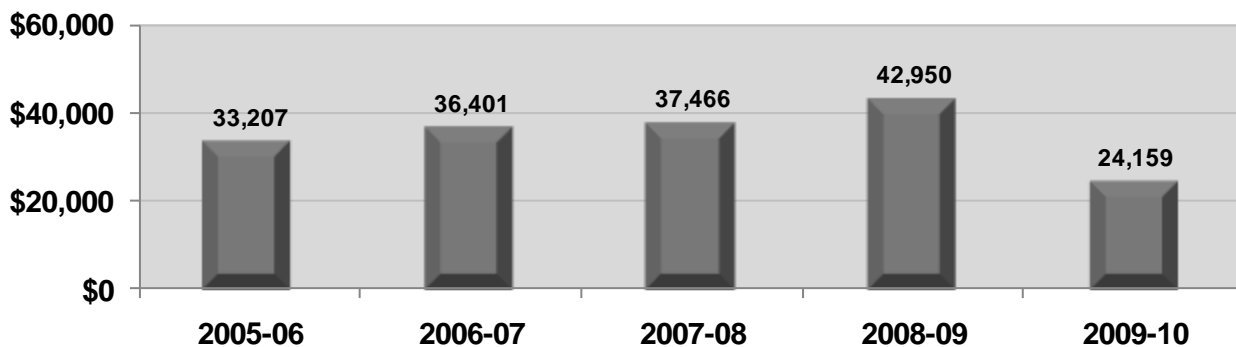
The increase in Police and Fire Pension Administration Personal Services for fiscal year 2011-12 is attributed to an increase in the number of hours the Account Clerk III will spend working on pension administrative tasks.

The fees associated with acceptance of credit card payments are major factors in the Treasurer’s Office Other Services/Charges line item budget.

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



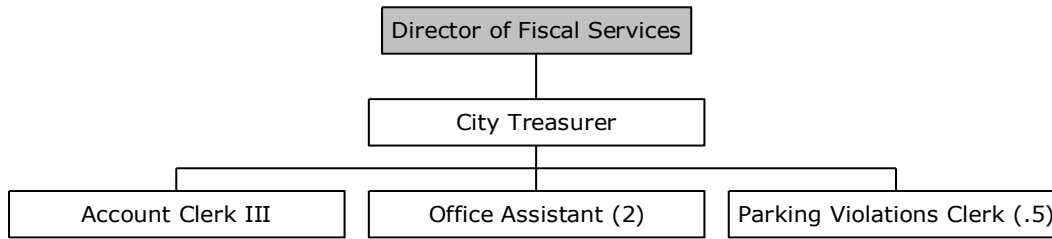
**5-Year Operating Budget History – Police & Fire Pension Administration**



**Performance Objectives**

<b>Performance Indicators (OUTPUT)</b>	<b>2008-09 Actual</b>	<b>2009-10 Actual</b>	<b>% Change</b>
Number of Payments Processed			
o Tax Payments	33,701	33,513	-0.6%
o Utilities	69,018	66,551	-3.6%
o Miscellaneous	34,720	36,198	4.3%
o AutoPay – Utilities	4,751	4,567	-3.9%
Total Dollars Processed			
o Tax Payments	\$86,418,717	\$91,543,935	5.9%
o Utilities	\$13,792,941	\$13,906,430	0.8%
o Miscellaneous	\$26,275,726	\$28,314,159	7.8%
o AutoPay – Utilities	\$557,064	\$554,520	-0.5%
Customers Enrolled in Tax AutoPay	323	355	9.9%
Option available beginning March 2007			
First payments processed September 2007			
Water Payments Processed Online			
Option available beginning May 22, 2007			
o Credit card & debit card	7,063	8,442	19.5%
o Electronic check	1,802	2,349	30.4%
Parking Ticket Payments Processed Online			
Option available beginning May 22, 2007			
o Credit card & debit card	473	477	0.8%
<b><u>Parking Enforcement</u></b>			
Parking Tickets Issued in Downtown Area	1,799	1,068	-40.6%
Parking Tickets Issued by Police Department	3,204	1,673	-47.8%
Parking Tickets Paid	5,021	2,741	-45.4%
<b>Performance Indicators (EFFICIENCY)</b>	<b>2008-09 Actual</b>	<b>2009-10 Actual</b>	<b>% Change</b>
Collected July 1 – February 28			
• % of Real Property Tax Levy Collected	97.9%	97.7%	-0.2%
• % of Personal Property Tax Levy Collected	99.4%	99.7%	0.3%
• % 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.

<b>Staff Summary</b>	<b>Approved 2009-10</b>	<b>Approved 2010-11</b>	<b>Adopted 2011-12</b>
<u>Full-Time</u>			
City Treasurer	1	1	1
Account Clerk III	1	1	1
Office Assistant	2	2	2
<b>Total Full-Time</b>	<b>4</b>	<b>4</b>	<b>4</b>
<u>Regular Part-Time</u>			
Parking Violations Clerk	1	1	1
<b>Total Regular Part-Time</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Department Total</b>	<b>5</b>	<b>5</b>	<b>5</b>

