

**2011
Treasurer's Office
Annual Report**

Based on prior year end reports, the tax collection rates for the year were relatively average by year end. The City was made whole upon the return of taxes to Albany County.

Taxes/Utility Billing Re-levied to Albany County

<u>Tax/Utility</u>	<u>Warrant Amount</u>	<u>Relevied To County</u>	<u>% of Warrant UnCollected</u>
City 2011	\$ 6,801,880.80	\$ 424,182.24	6%
County 2011	\$ 2,299,766.49	\$ 68,938.17	3%
School 2010/2011	\$ 13,056,499.00	\$ 363,206.89	3%
2010 Water	\$ 215,725.09	\$ 47,521.21	22%
2010 Sewer	\$ 217,589.67	\$ 47,949.10	22%
TOTAL	\$ 22,591,461.05	\$ 951,797.61	

The School District turned their 2010/2011 taxes over to the City for collection for May 2011 – October 2011. The unpaid amount given to us for collection was \$525,395.91. The following table represents what was collected during that time period. The Penalty portion is 5% which is kept by the City. The remaining balance of \$363,206.89 was sent to Albany County for collection.

<u>Month</u>	<u>Principal</u>	<u>Interest</u>	<u>Penalty</u>	<u>Total</u>
May 2011	\$37,022.34	\$4,072.50	\$1,851.12	\$42,945.96
June 2011	\$47,091.90	\$5,493.86	\$2,232.86	\$54,818.62
July 2011	\$33,181.00	\$4,200.71	\$1,658.66	\$39,040.37
August 2011	\$10,620.58	\$1,470.49	\$531.03	\$12,622.10
September 2011	\$16,141.10	\$2,398.59	\$807.05	\$19,346.74
October 2011	\$18,132.10	\$2,164.36	\$906.60	\$21,203.06
TOTAL	\$162,189.02	\$19,800.51	\$7,987.32	\$189,976.85

Utility Billing Unpaid to Date

<u>Tax/Utility</u>	<u>Warrant Amount</u>	<u>Total Amount Uncollected</u>	<u>% of Warrant Uncollected</u>
March 2011			
Water/Sewer	\$717,961.45		
Flat Fee	\$139,005.00		
June 2011			
Water/Sewer	\$621,428.17		
Flat Fee	\$138,975.00		
September 2011			
Water/Sewer	\$743,632.68		
Flat Fee	\$138,900.00		
December 2011			
Water/Sewer	\$668,220.70		
Flat Fee	<u>\$138,900.00</u>		
Total 2011	<u>\$3,307,023.00</u>	<u>\$433,314.76</u>	<u>13%</u>

The Water/Sewer collection periods for 2011 were March, June, September and December.

The Water/Sewer rate is \$3.50 per thousand. The following is the flat fee schedule for Water and Sewer:

Residential < 1" Line \$15.00 Water / \$15.00 Sewer
 Commercial 1" to 3" Line \$30.00 Water / \$30.00 Sewer
 Industrial > 3" Line \$45.00 Water / \$45.00 Sewer

There were a total of three complaints filed in 2011. One complaint was a carryover from 2010 and pertained to the wording of the flat fee. The wording was explained to the homeowner and resolved to their satisfaction.

The second complaint pertained to dropping the sewer charges on a water/sewer bill for 3 George Street. The property was involved in a theft of their copper piping and a significant amount of water was used. The homeowner was told we do not repeal the sewer charges and to try to seek reimbursement through their homeowners insurance or a criminal proceeding.

The third complaint involved the Cohoes City School District. The meter was read incorrectly at the High School due to the construction. In the end, a reimbursement was made to the Cohoes City School District for \$10,805.90 and authorized by the Common Council.

Water/Sewer Closing Readings generated the following revenue:

2009	\$8,387.82
2010	\$6,140.00
2011	\$5,154.00

Water/Sewer Meter Sales generated the following revenue:

2009	\$6,737.78
2010	\$1,302.88
2011	\$4,139.00

Online Payments

Online Collection Statistics have increased over the years. The greatest increase is seen in Water/Sewer payments as many homeowners have their taxes escrowed.

NUMBER OF ONLINE PAYMENTS

	<u>Property</u>	<u>Water/Sewer</u>	<u>Total</u>
2006	146	257	403
2007	284	980	1,264
2008	485	1,543	2,028
2009	388	1,784	2,172
2010	463	2,012	2,475
2011	568	2,168	2,736

Online information is the best way to be available to the public 24/7 and allow payment or conduction of searches from a home or work computer.

In 2009 we implemented a fee increase from \$15.00 to \$30.00 for Non-Sufficient funds for checks and online payments.

2009	\$540.00
2010	\$690.00
2011	\$270.00

Credit Card Payments

We began accepting credit card payments in February 2009 via Muncipay ie. Nationwide Payments Solutions. Customers using this service pay a convenience fee to Muncipay of 2.45% (\$1.50 minimum) or a Flat Fee of \$3.95 for Visa Debit Payments. Credit Card payments are accepted in the Treasurer and City Clerk offices or via phone in these offices.

The following represents a history of payments from inception:

	<u>Treasurer's Office</u>	<u>Clerk's Office</u>	<u>TOTAL</u>
2009	\$29,150.29	\$ 452.50	\$29,602.79
2010	\$57,425.34	\$ 927.00	\$58,352.34
2011	\$56,972.40	\$ 1,054.50	\$58,026.90

2011 CREDIT CARD PAYMENTS

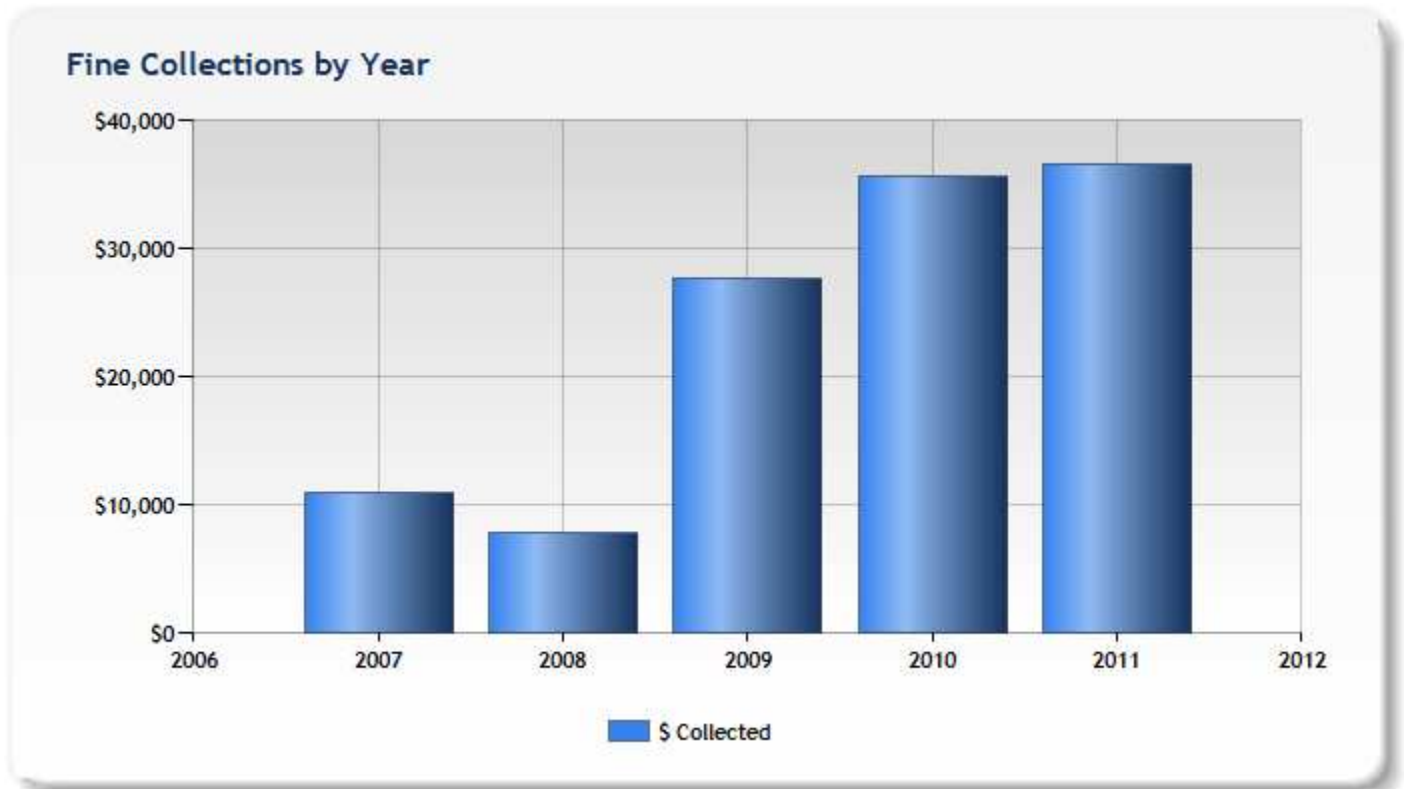
<u>MONTH</u>	<u>TREASURER'S OFFICE</u>	<u>CLERK'S OFFICE</u>	<u>TOTAL</u>
January	\$ 3,028.68	\$ 22.50	\$ 3,051.18
February	\$ 3,017.82	\$ 0.00	\$ 3,017.82
March	\$ 2,443.42	\$ 0.00	\$ 2,443.42
April	\$ 2,474.38	\$ 287.00	\$ 2,761.38
May	\$ 9,600.57	\$ 20.00	\$ 9,620.57
June	\$ 4,539.86	\$ 12.50	\$ 4,552.36
July	\$ 6,956.80	\$ 68.00	\$ 7,024.80
August	\$ 10,474.47	\$ 173.00	\$ 10,647.47
September	\$ 4,511.98	\$ 90.00	\$ 4,601.98
October	\$ 4,291.94	\$ 131.00	\$ 4,422.94
November	\$ 2,005.84	\$ 124.50	\$ 2,130.34
December	\$ 3,626.64	\$ 126.00	\$ 3,752.64
TOTAL	<u>\$ 56,972.40</u>	<u>\$ 1,054.50</u>	<u>\$ 58,026.90</u>

Parking Tickets

The Treasurer's Office has made significant improvements to the Parking Violations Bureau. We entered into an agreement with FBS Justice Solutions in September 2009. FBS collects 30% of fines after the penalty phase of 30 days goes into effect. If a ticket is paid within 30 days, no payment is due to FBS. FBS handles all mailings including postage and handling. They update daily with the Department of Motor Vehicles and the United Postal Service to have the most up-to-date information.

Parking Ticket Revenue

The following graph depicts a comparison of Monthly Collection Amounts from January 2007 through December 2011. In October 2009, we had an amnesty program resulting in the great fluctuation in revenue.



This spreadsheet represents the number of cases closed and the amount collected from January 2007 to December 2011.

The actual revenue generated after the 30% commission to FBS was:

2009 \$21,821.90
 2010 \$28,053.50
 2011 \$28,866.00

In 2010 we began our immobilization (booting) and towing program. Individuals with three or more tickets or in excess of \$150.00 are eligible for the "boot".

2010 - 11 Vehicles were booted.

2011 - 10 Vehicles were booted – Revenue from this was \$3,420.00

There is a significant amount of lost revenue if the immobilization program is not consistently implemented. This requires cooperation from the Treasurer's office, Police Department and Animal Control officer.

January 1, 2007 through December 31, 2011

	2007		2008		2009		2010		2011		Total	
Month	Case	Amount	Case	Amount	Case	Amount	Case	Amount	Case	Amount	Case	Amount
January	42	\$1,810.00	34	\$1,320.00	31	\$1,220.00	83	\$2,780.00	50	\$2,740.00	240	\$9,870.00
February	43	\$1,695.00	14	\$525.00	31	\$1,145.00	73	\$3,345.00	63	\$3,860.00	224	\$10,570.00
March	32	\$1,155.00	18	\$555.00	17	\$655.00	100	\$3,795.00	76	\$4,710.00	243	\$10,870.00
April	12	\$345.00	10	\$355.00	7	\$230.00	69	\$2,530.00	61	\$4,585.00	159	\$8,045.00
May	10	\$300.00	20	\$620.00	23	\$815.00	51	\$1,870.00	46	\$2,880.00	150	\$6,485.00
June	28	\$945.00	18	\$605.00	15	\$430.00	52	\$2,420.00	57	\$3,580.00	170	\$7,980.00
July	26	\$880.00	26	\$720.00	46	\$1,325.00	101	\$5,480.00	45	\$2,920.00	244	\$11,325.00
August	39	\$1,185.00	26	\$815.00	33	\$930.00	80	\$4,125.00	43	\$3,260.00	221	\$10,315.00
September	21	\$695.00	24	\$805.00	11	\$350.00	43	\$2,525.00	24	\$1,570.00	123	\$5,945.00
October	31	\$890.00	19	\$590.00	395	\$13,338.00	31	\$2,070.00	37	\$2,565.00	513	\$19,453.00
November	14	\$395.00	18	\$605.00	119	\$4,284.00	46	\$3,470.00	37	\$2,025.00	234	\$10,779.00
December	17	\$665.00	10	\$370.00	66	\$2,907.00	24	\$1,325.00	28	\$1,860.00	145	\$7,127.00
TOTAL	315	\$10,960.00	237	\$7,885.00	794	\$27,629.00	753	\$35,735.00	567	\$36,555.00	2,666	\$118,764.00

Lastly, we revised the parking fine structure to double and triple after 30 and 60 days and have increased most base fines from \$25.00 to \$50.00 per ticket. The average amount collected per ticket in 2011 was \$64.47 compared to \$47.46 in 2010 and \$34.80 in 2009.

Library Revenue

In August 2008, The Treasurer's office and the Comptroller's office conducted a random audit of the cash register and accountability of incoming cash at the Library. Based on our audit, we implemented several changes and have increased revenue significantly. 2009, 2010, and 2011 income is now consistent.

2008 LIBRARY INCOME

<u>MONTH / YEAR</u>	<u>FINES</u> <u>L2082</u>	<u>SALES</u> <u>L2670</u>	<u>GIFTS</u> <u>L2705</u>	<u>LOSS</u> <u>L2690</u>	<u>COPIES &</u> <u>COMMISSIONS</u> <u>L2450</u>	<u>TOTAL</u>
Jan-08	\$134.05	\$132.45	\$15.00	\$32.00	\$90.50	\$404.00
Feb-08	\$229.36	\$120.95	\$0.30	\$1.00	\$87.30	\$438.91
Mar-08	\$216.25	\$126.25	\$3.25	\$5.00		\$350.75
Apr-08	\$216.80	\$106.10	\$6.85	\$35.95	\$64.50	\$430.20
May-08	\$187.70	\$89.30	\$9.40	\$22.35	\$61.50	\$370.25
Jun-08	\$223.90	\$120.65	\$11.30	\$5.50	\$52.00	\$413.35
Jul-08	\$211.25	\$139.55	\$5.10	\$31.00	\$56.50	\$443.40
Aug-08	\$480.36	\$244.55	\$4.00	\$5.00	\$61.50	\$795.41
Sep-08	\$445.70	\$289.25	\$6.75	\$30.35	\$153.00	\$925.05
Oct-08	\$399.60	\$258.85	\$1.85	\$49.00	\$110.00	\$819.30
Nov-08	\$365.95	\$201.45	\$63.35	\$30.90	\$230.50	\$892.15
Dec-08	\$400.65	\$166.55	\$12.30	\$32.25	\$324.00	\$935.75
TOTAL	\$3,511.57	\$1,995.90	\$139.45	\$280.30	\$1,291.30	\$7,218.52

Red Highlighted Months Indicate Beginning of New Monitoring.

2009 LIBRARY INCOME

<u>MONTH / YEAR</u>	<u>FINES/LOSS</u> <u>L2082</u>	<u>SALES</u> <u>L2670</u>	<u>GIFTS</u> <u>L2705</u>	<u>COPIES &</u> <u>COMMISSIONS</u> <u>L2450</u>	<u>TOTAL</u>	<u>%</u> <u>INCREASE</u> <u>FROM 2008</u>
Jan-09	\$355.35	\$116.30	\$9.48	\$244.57	\$725.70	80%
Feb-09	\$1,028.84	\$26.50	\$4.75	\$462.15	\$1,522.24	247%
Mar-09	\$392.28	\$150.45	\$5.16	\$248.70	\$796.59	127%
Apr-09	\$629.07	\$190.26	\$18.60	\$427.68	\$1,265.61	194%
May-09	\$513.05	\$146.25	\$4.36	\$218.95	\$882.61	138%
Jun-09	\$537.20	\$189.70	\$7.10	\$312.75	\$1,046.75	153%
Jul-09	\$657.30	\$289.00	\$12.15	\$413.73	\$1,372.18	209%
Aug-09	\$636.41	\$242.01	\$8.45	\$276.99	\$1,163.86	46%
Sep-09	\$774.55	\$184.10	\$5.60	\$260.50	\$1,224.75	32%
Oct-09	\$653.10	\$113.85	\$6.24	\$249.79	\$1,022.98	25%
Nov-09	\$561.30	\$104.05	\$5.76	\$251.89	\$923.00	3%
Dec-09	\$699.14	\$142.10	\$44.45	\$277.95	\$1,163.64	24%
TOTAL	\$7,437.59	\$1,894.57	\$132.10	\$3,645.65	\$13,109.91	

SPECIAL NOTES: 1/9/09-1/15/09 Break-In on 1/12/09 \$70.00 Stolen
Robbery discovered on 4/23/09 \$45.00 was taken. Amount is added into April figure.

2010 LIBRARY INCOME

<u>MONTH / YEAR</u>	<u>FINES/LOSS</u> <u>L2082</u>	<u>SALES</u> <u>L2670</u>	<u>GIFTS</u> <u>L2705</u>	<u>COPIES &</u> <u>COMMISSIONS</u> <u>L2450</u>	<u>TOTAL</u>	<u>%</u> <u>INCREASE</u> <u>FROM 2009</u>
Jan-10	\$589.40	\$142.80	\$13.04	\$362.74	\$1,107.98	53%
Feb-10	\$662.41	\$100.25	\$9.55	\$334.80	\$1,107.01	-27%
Mar-10	\$675.10	\$82.05	\$8.35	\$420.25	\$1,185.75	49%
Apr-10	\$662.64	\$159.25	\$14.50	\$464.00	\$1,300.39	3%
May-10	\$754.45	\$149.65	\$5.85	\$330.45	\$1,240.40	41%
Jun-10	\$694.45	\$400.85	\$18.49	\$308.85	\$1,422.64	36%
Jul-10	\$592.70	\$145.00	\$4.45	\$257.25	\$999.40	-27%
Aug-10	\$524.85	\$191.85	\$4.85	\$336.40	\$1,057.95	-9%
Sep-10	\$598.70	\$329.60	\$10.15	\$465.55	\$1,404.00	15%
Oct-10	\$570.14	\$209.25	\$2.00	\$268.85	\$1,050.24	3%
Nov-10	\$438.99	\$293.65	\$1.05	\$296.05	\$1,029.74	12%
Dec-10	\$572.70	\$162.05	\$4.95	\$241.95	\$981.65	-16%
TOTAL	<u>\$7,336.53</u>	<u>\$2,366.25</u>	<u>\$97.23</u>	<u>\$4,087.14</u>	<u>\$13,887.15</u>	

Updated 12/31/2010

2011 LIBRARY INCOME

<u>MONTH / YEAR</u>	<u>FINES/LOSS</u> <u>L2082</u>	<u>SALES</u> <u>L2670</u>	<u>GIFTS</u> <u>L2705</u>	<u>COPIES &</u> <u>COMMISSIONS</u> <u>L2450</u>	<u>TOTAL</u>	<u>%</u> <u>INCREASE</u> <u>FROM 2010</u>
Jan-11	\$542.43	\$118.80	\$6.30	\$301.60	\$969.13	-13%
Feb-11	\$437.70	\$78.35	\$2.40	\$265.55	\$784.00	-29%
Mar-11	\$764.47	\$189.60	\$9.20	\$387.20	\$1,350.47	14%
Apr-11	\$474.86	\$156.90	\$3.10	\$335.20	\$970.06	-25%
May-11	\$468.87	\$137.75	\$3.15	\$312.15	\$921.92	-26%
Jun-11	\$497.55	\$377.04	\$2.85	\$358.30	\$1,235.74	-13%
Jul-11	\$553.40	\$293.50	\$17.90	\$286.30	\$1,151.10	15%
Aug-11	\$793.85	\$486.50	\$8.10	\$386.55	\$1,675.00	58%
Sep-11	\$448.30	\$356.05	\$6.70	\$253.60	\$1,064.65	-24%
Oct-11	\$560.89	\$281.85	\$3.60	\$286.70	\$1,133.04	8%
Nov-11	\$631.45	\$311.00	\$3.70	\$228.60	\$1,174.75	14%
Dec-11	\$378.65	\$244.40	\$4.10	\$285.85	\$913.00	-7%
TOTAL	<u>\$6,552.42</u>	<u>\$3,031.74</u>	<u>\$71.10</u>	<u>\$3,687.60</u>	<u>\$13,342.86</u>	

Updated 12/31/2011

Purchasing

The following bids were processed for 2011:

- Tree Removal – Reservoir
- Watermain Replacement – Continental Avenue, Gansvoort Avenue, and Park Avenue
- Pump Station Screen and Bypass
- Rescue Pumper Fire Department
- Senior Center Roof
- Rearloading Refuse Truck
- Two Compartment Recycling Truck
- Clearview Court
- Deerfield Drive
- Demolitions @ 33 Lark Street and 48 Main Street