

Tax Department

165 Church Street
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Division Head:

Maurine Villani

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203-946-8051

Additional Point Person:

Michelle Carfora, Deputy

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Positions:	GF- 8	SF- 0
General Fund Budget	\$583,647	
Capital Fund Budget:	\$0	
Special fund Budget:	\$0	

Legal Authority: Connecticut General Statutes & Code of Ordinances & City Charter

In accordance with [CGS 12-166](#), the Collector of Taxes of a municipality shall, within a reasonable period, after each unpaid tax, or the first installment has become due and payable, proceed to collect such tax as it has been increased by interest, penalties, fees and charges. When collection has been made, pay same to the Treasurer of the municipality.

City Ordinance [Sec. 2-191 to Sec. 2-200](#) Pursuant to Conn. General Statutes section 12-130 and the city charter as they are amended from time to time, there shall be a tax collector in the City of New Haven, who shall have full powers and duties as state and local laws and regulations impose on him/her. This official shall be bonded.

City of New Haven Charter, Article VII – Department of Finance [Section 31](#) - Duty to enforce taxes, assessments; reports of abatement to collector

It shall be the duty of the collector to proceed forthwith to enforce payment of all taxes and assessments. In the event legal proceedings are necessary to enforce payment of said taxes or assessments and to protect liens of the same, the collector shall notify the corporation counsel to proceed to take such legal steps as may be necessary in relation thereto. Whenever any tax due the said city is abated, the authority making the abatement shall cause notice thereof to be given forthwith to the collector

Mission/Overview:

To collect City property taxes as levied through the annual budget process In accordance with CGS 12-166. Per State Statute, the Collector of Taxes of a municipality shall, within a reasonable period, after each unpaid tax, or the first installment has become due and payable, proceed to collect such tax as it has been increased by interest, penalties, fees and charges. When collection has been made, pay same to the Treasurer of the municipality.

Attention Required by March 31st:

BOA approved FY 13-14 budget and mill rate on June 3, 2013

Taxes billed semi-annually

First installment due July payable by August 1

Second installment due January 1 payable by February 1

Bills for second installment sent out on or about December 1

Mayor

Controller
Mike O'Neil

Tax Collector
Maurine Villani

Budget Summary:

Total Budget = \$583,647

Personnel - 8

#430 Tax Collector Local 3144 R11-7 \$86,474
#440 Deputy Tax Collector Local 3144 R9-4 \$61,461
#460 Management Analyst I Local 3144 R
#480 Project Coordinator Local 3144 \$11-1 \$64,213
#570 Collection Clerk Supv Local 3144 R6-4 \$46,303
#600 Collections Services Rep. Local 884 R8-7 \$42,818
#2160 Back Tax Investigator Local 3144 R6-5 \$48,607
#2170 Collection Services Rep Local 884 R8-1 \$37,140

Non-Personnel

53350 - \$350 membership fee for Ct Tax Collector Association

55520 – \$875 Office Supplies

56610 –\$10,000 Advertising - Mandatory legal advertising costs for tax offices. The tax office advertises programs such as the boot program, foreclosures, and other services related with tax office. The tax office advertises in publications and online newspapers such as: Hispanic Communication, Journal Register, New Haven Independent

56615 - \$30,000 Printing of tax bills

56623 - \$200 – Maintenance & repairs to tax office equipment

56694 – Other Contractual - Mailing services \$75,000, service fee to CT State DMV \$30,000, Alarm system for office \$1,000, subscriptions \$3,000, equipment & fees for boot/tow program \$2,000, other contractual services \$9,000

Summary of Open Items:

Ongoing collection of 2012 GL as well as any prior delinquencies

Major Functions/Projects:

Main function for FY 13-14 is to continue aggressive collections to maintain 98% collection rate. The current tax bills are broken down as follows

85% Real estate
10% personal Property
5% Motor Vehicles

In FY 12-13 the collection rate was 97.92%. The collection rate in each category is listed below

98.38% = Real estate
96.85% = personal property
94.14 % = Motor Vehicles

Most tax payers pay their bills on time or enter into real estate payment agreements. In those instances where tax payers don't pay on time legal action will follow. This may include

Real Estate Foreclosure – Attorneys who have responded to the Request for Proposal (RFP) process act on the City's behalf in legal proceedings.

Personal Property – Engaging a State Marshall from a list arrived at from a Request for proposal (RFP) process to make personal service on business owner to facilitate collection.

Motor Vehicles – Outside contracted vendor selected through request for proposal (RFP) process to operate booting/towing program.

Key Systems/Processes:

Include one sentence description of each.

- HTE (Sungard) system for posting of all tax transactions on City's financial system to ensure ability to track collections versus levy and budget.
- Daily balancing of cashiers to ensure proper credits and cash handling integrity.
- Daily deposit to bank and report to Treasurer's office as required by State Statute.
- Interfacing with Assessor's office to update assessment corrections resulting in changed to tax status. May require issuance of new tax bill to taxpayer.

The Foreclosure Attorney's and State Marshall RFP process resulted in a one year contract (FY 13-14) with a one year option in (FY 14-15).

The booting /towing program (Crown Auto Center) is a FY 13-14 contract with options to renew in each of the next three years.

System Deficiencies/Attention Required:

Processing taxpayer's payments, either in person or via mail, is currently a manual process. Exploring more efficient programs (i.e. bar coding / scanning of bills) needs to be performed

Key Contacts:

Foreclosure Attorneys

CT Tax Collector's Association

Boot Program Contact (Crown)