

CITY OF NEWTON, ILLINOIS

ORDINANCE NO. 18-01

AN ORDINANCE TO AMEND
DIVISION X – CITY COLLECTOR
OF THE NEWTON CITY CODE OF
THE CITY OF NEWTON, JASPER COUNTY, ILLINOIS

ADOPTED BY THE CITY COUNCIL
OF THE CITY OF NEWTON, ILLINOIS
THIS 6th DAY OF MARCH, 2018

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF
THE CITY COUNCIL OF THE CITY OF NEWTON,
JASPER COUNTY, ILLINOIS
THIS 6th DAY OF MARCH, 2018

CERTIFICATE OF PUBLICATION

I, ROSETTA YORK, the duly qualified City Clerk of the City of Newton, Illinois, and the official custodian of records of said City do hereby certify that this Ordinance was published in pamphlet form by authority of the City Council on the 6th day of March, 2018.



ROSETTA YORK, City Clerk

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THE CITY OF NEWTON, JASPER COUNTY, ILLINOIS

BE IT ORDAINED by the City Council of the City of Newton, Illinois, that Division X – City Collector of the Newton City Code is hereby repealed and in substitution therefore the following Division X – City Collector is hereby adopted, to-wit:

DIVISION X – CITY COLLECTOR

1-2-104 GENERAL. The City Collector shall be a full-time administrative position. This position is appointed by the Mayor with the advice and consent of the City Council and reports to the Mayor and City Council and is subject to change, discipline or termination by the Mayor and City council. Any person filling this position should have a good working knowledge of computers and the programs necessary to complete the billing and collection of the City utilities bills and other utility funds. The person filling this position should have a high school diploma or equivalent, the ability to work well with co-workers and the public, good working knowledge of computers and the programs necessary, background in business, accounting, and record keeping with a minimum of four (4) years' experience and must be able to be bonded. Additionally, the person filling this position shall have good written and verbal communication skills in dealing with the public and experience with GIS mapping or willingness to learn.

A City Collector's salary shall be the Department Head's salary as set forth in 12-1-37 or as established by the City Council. The salary for this position shall be paid by the City's Electric utility fund. The City Collector shall be responsible for the billing of and the collection of all City utility bills and other utility funds. The City Collector shall preserve all warrants returned to the City Collector and the City Collector shall keep books and accounts in the manner that the City Council may prescribe. All of the City Collector's warrants, books and vouchers and all papers pertaining to the City Collector's office, may be examined at any time by the Mayor or any member or committee of the Council. Weekly and more often if required by the Council, the City Collector shall pay over to the City Treasurer all money collected by the City Collector from all utility funds whatsoever, taking the City Treasurer's receipt therefore. All moneys collected by the City Collector shall be deposited into a clearing account at an approved local bank by the City Treasurer.

The position of Deputy City Collector shall report to the City Collector.

1-2-105 REPORT; ANNUAL STATEMENT. The City Collector shall make a monthly written report to the Council or to any other officer designated by the Council, of all utility funds collected by the City Collector, the account whereon collected, or of any other official matter. Between the fifteenth (15th) and the thirtieth (30th) of May of each year, the City Collector shall file a statement of (1) all utility funds collected by the City Collector during the year, (2) the particular warrant, special assessment, or account on which collected, (3) the balance of money uncollected on all warrants in the City Collector's possession, and (4) the balance remaining uncollected at the time of return on all warrants which the City Collector returned to the City Collector's office during the preceding fiscal year. The City Treasurer shall publish the statement at least once, within six (6) months, in one (1) or more newspapers published in, or with a general circulation in the City. (Ord. No. 04-9; 10-05-04)

1-2-106 DETENTION OF PUBLIC MONEY. The City Collector is prohibited from keeping the City's money in the City Collector's possession, or in the possession of any other person beyond the time prescribed for its payment to the City Treasurer. Any violation of this provision shall subject the City collector to immediate removal from office (Ord. No. 04-9; 10-05-04)

1-2-107 OTHER DUTIES. In addition to the foregoing duties, the City Collector shall perform all such other duties pertaining to his office as are or may be imposed upon him by law or resolution or ordinance of the City Council, including but not limited to the following:

(A) Responsibilities.

- (1) Enforce the city ordinances concerning the timely billing, collection and reporting of city utility charges, reporting to the council as required or requested.
- (2) Supervise Department employees, monitor hours worked, schedule vacation and benefit hours off and sign timesheets.
- (3) Monitor daily activities of the Billing/Collecting Department including maintaining files concerning billing of utilities and collecting of payments and maintaining a working computer accounting system.
- (4) Maintain office equipment.
- (5) Assist Finance Committee Chairman and City Treasurer in preparing the yearly budget for the Department.
- (6) Assist with efforts for the successful completion of housing or any other grants. This may include city-wide surveys, local interviews of customers, mass mailings, etc.
- (7) Approve bills for the department.
- (8) Prepare utility bills utilizing meter readings, after reviewing consumption reports.
- (9) Accept utility and other payments received in this office.
- (10) Conduct a credit check for new accounts and set up and close customer accounts as required. Initiate paperwork for rectifying deposits for closed accounts.
- (11) Communicate with customers concerning water leaks, faulty or misread meters, and utility shut-off and turn-on as requested by customers. Make corrections in the billing program as needed.
- (12) Prepare and mail delinquent notices.
- (13) Calculate the PCA multiplier and confirm with the City Collector.
- (14) Print end-of-month reports and distribute or file as required.
- (15) Keep records of utility account changes and utility deposits.
- (16) Provide information to the City Council or auditors as requested.
- (17) Participate in the updating and distributing of information for the GIS mapping.
- (18) Complete clerical duties as needed.
- (19) Provide information to Image Squared Marketing.
- (20) Temporarily perform duties of the Deputy City Collector or Clerk in their absence.
- (21) May be appointed Deputy City Clerk and be obligated to perform the City Clerk's duties in the Clerk's absence.
- (22) May be appointed FOIA Officer.

- (B) Other Duties.** Perform other duties including but not limited to: answering the phone and radio, distributing JULIE reports, faxing and copying reports, maintaining contact with the electric, water and sewer departments, problem resolution with customers and the public, and performing other duties as needed for the professional, efficient operation of the city's office.

1-2-108 DEPUTY CITY COLLECTOR. Creation of office. There is hereby created the office of Deputy City Collector. The Deputy City Collector shall be appointed by the Mayor by and with the advice and consent of the City Council. Any person filling this position must have a high school diploma or equivalent, good working knowledge of computers and programs necessary to complete the billing and collection of the City utilities and other office related matters, good working background in business, accounting and record keeping with a minimum of four years' experience, experience with GIS mapping or willingness to learn, professional written and verbal communication skills, the ability to work well with co-workers and the public in a cooperative, diplomatic and professional manner, and must be able to be bonded.

(A) Responsibilities:

- (1) Temporarily perform duties of the City Collector or City Clerk in their absence.
- (2) Accept and process utility income including utility payments, tapping fees, deposits, reconnect fees, bulk water sales and material sale payments for the water, wastewater and electric departments.
- (3) Fulfill obligation of utility non-payment disconnections and reconNECTIONS as required by city ordinance.
- (4) Maintain utility counts for customers for budget billing, ACH, ERBA and charity assistance.
- (5) Transfer all funds to the Treasurer's office with proper documentation as required by the City Ordinance.
- (6) Generate monthly reports for the Treasurer's office to maintain accurate information between the offices.
- (7) Correspond with the State's Attorney, collection agency and file liens on property as needed.
- (8) Maintain the cash register and petty cash account.
- (9) Coordinate efforts for the successful completion of housing or any other grants. This may include city-wide surveys, local interviews of customers, mass mailings, etc.
- (10) Process mail coming into the office.
- (11) Make courtesy phone calls to businesses when an emergency water or electric interruption is necessary.
- (12) Provide information to Image Squared Marketing.
- (13) Perform secretarial duties for the Mayor and City Council as needed.
- (14) May be appointed Deputy City Clerk and be obligated to perform the City Clerk's duties in the Clerk's absence.
- (15) May be appointed FOIA Officer.

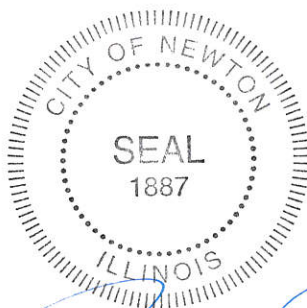
- (B) Other Duties.** Perform other duties including but not limited to: answering the phone and radio, distributing JULIE reports, faxing and copying reports, maintaining contact with the electric, water and sewer departments, problem resolution with customers and the public, and performing other duties as needed for the professional, efficient operation of the city's office.

Upon roll call vote the following Alderpersons voted yea: Robert Reisner, Eric Blake, Steve Rubsam and David Brown

Upon roll call vote the following Alderperson voted nay: None

Absent: Larry Brooks and Scott Bloomberg

Passed, approved and published in pamphlet form this 6th day of March, 2018.




MARK BOLANDER, MAYOR

ATTEST:


ROSETTA M. YORK, City Clerk