

CITY OF NEWTON, ILLINOIS

ORDINANCE NO. 19-09

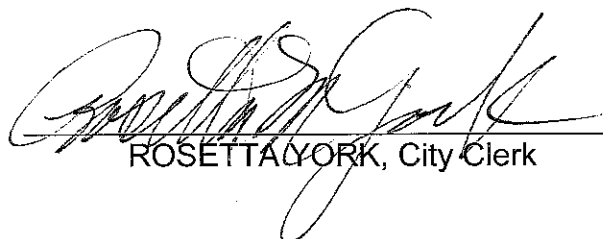
A CITY OF NEWTON ORDINANCE
TO AMEND DIVISION X - CITY COLLECTOR
OF THE NEWTON CITY CODE OF
THE CITY OF NEWTON, JASPER COUNTY, ILLINOIS

ADOPTED BY THE CITY COUNCIL
OF THE CITY OF NEWTON, ILLINOIS
THIS 16TH DAY OF JULY, 2019

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF
THE CITY COUNCIL OF THE CITY OF NEWTON
JASPER COUNTY, ILLINOIS
THIS 16TH DAY OF JULY, 2019

CERTIFICATE OF PUBLICATION

I, ROSETTA YORK, the duty 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 16th day of July, 2019.


ROSETTA YORK, City Clerk

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A CITY OF NEWTON ORDINANCE
TO AMEND DIVISION X - CITY COLLECTOR
OF THE NEWTON CITY CODE OF
THE CITY OF NEWTON, JASPER COUNTY, ILLINOIS

BE IT ORDAINED by the City Council of the City of Newton, Jasper County, Illinois that Division X, 1-2-107 is amended in its entirety and is hereby revised to the City Code of the City of Newton, Illinois, as follows:

DIVISION X- CITY COLLECTOR

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 billing and collection of city utility charges and deposit requirements.
- (2) Supervise Department employees to insure the accurate, timely billing, collecting and reporting of city utility charges. Monitor hours worked by Department employees, schedule vacation and benefit hours off and sign timesheets.
- (3) Monitor daily activities of the Billing/Collections Department including maintaining files concerning billing of utilities and collecting of payments and maintaining a working computer accounting system with a back-up tape stored in a fire-proof box in the city's vault.
- (4) Maintain office equipment.
- (5) Perform credit checks for new customers in the absence of the Billing Clerk.
- (6) Report and have available any information requested by the City Council related to city utility billing and receipts.
- (7) Accept and process utility payments in the office and from each bank on an as-needed basis.
- (8) Prepare and mail material sale bills for all departments.
- (9) Receive and process income from tapping fees, material sales, deposits, reconnect fees and bulk water sales.
- (10) Generate a monthly non-payment shut-off list and work with the electric and water departments for disconnection and reconnection of utilities.
- (11) Calculate a budget amount for customers requesting a monthly-average billing.
- (12) Review customer accounts and perform computer functions as needed: posting payments, balancing accounts, etc.

- (13) Transfer all funds received to the Treasurer's office with proper documentation as required by the City Ordinance.
- (14) Generate monthly reports for the Treasurer's office to maintain accurate information between the offices.
- (15) Correspond with the State's Attorney concerning returned checks.
- (16) Send a list of delinquent accounts to the collection agency as needed.
- (17) File a lien on property for utility charges as needed.
- (18) Maintain the cash register and petty cash account.
- (19) Complete ACH transactions monthly via the internet.
- (20) Process payments made with credit cards.
- (21) Calculate the PCA multiplier and amount received each month.
- (22) Maintain an invoice report, PCA report, deposit report, monies collected and accounts receivable report and shut-off report each month.
- (23) Maintain records of bulk water sold.
- (24) Communicate with ERBA and other charities concerning customer accounts. Calculate and post ERBA payments to customers' accounts and maintain credit availability information.
- (25) Correspond with customers and/or landlords as needed concerning returned checks, ERBA or charity payments, utility shut-off or turn-on due to non-payment, non-payment of final bills, deposit requirements, budget accounts, automatic withdrawal (ACH) customers, etc.
- (26) Generate mass mailings to ACH and budget customers as needed.
- (27) Sign checks requiring **three (3) signatures** as requested by the City Treasurer.

(B) **Other Duties.**

- (1) Assist Finance Committee Chairman and City Treasurer in preparing the yearly budget for the Department.
- (2) Approve bills for the department.
- (3) Collect money from Parks Department Head received in the park vending machines.
- (4) Maintain emergency management information from the County, available on a disc or a printed copy.
- (5) Update and maintain the city's web page.
- (6) Fulfill the duties of an FOIA officer including registering with the Illinois Attorney General's office and taking on line training.
- (7) Fulfill the duties of a Notary Public.
- (8) Complete questionnaires related to city business.
- (9) Send and receive correspondence as needed for the Mayor and City Council.
- (10) Temporarily perform duties of the City Clerk in the Clerk's absence.
- (11) Update and distribute information for the GIS mapping.
- (12) Maintain the emergency alert system.

- (13) Maintain various files related to this office.
- (14) 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.
- (15) Act as ERBA Vendor: Receiving low income energy assistance funds from ERBA to pay on customers' accounts.
- (16) Process mail coming into this Department.
- (17) Perform other duties including: 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' utilities and performing other duties as needed for the professional, efficient operation of the city's office.

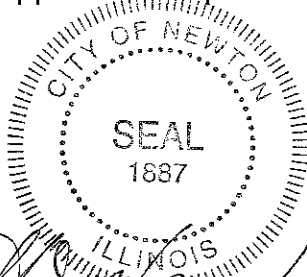
This Ordinance shall be in full force and effect from and after 16th day of July, 2019.

Upon roll call vote the following Alderperson voted yea: Gayle Glumac, David Brown, Larry Brooks, Robert Reisner and Marlene Harris

Upon roll call vote the following Alderperson voted nay: None

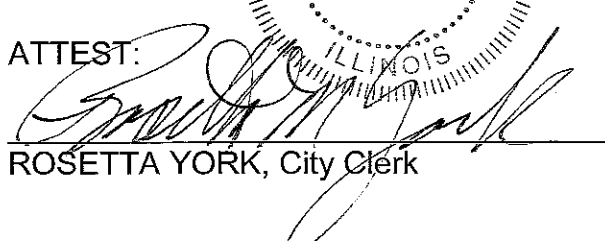
Upon roll call vote the following Alderperson absent: Eric Blake

Passed, approved and published in pamphlet form this 16th day of July, 2019.




MARK BOLANDER, Mayor

ATTEST:


ROSETTA YORK, City Clerk