

DIVISION 5. COLLECTOR

Sec. 2-215. Appointed; duties.

There shall be appointed by the mayor, with the approval of the city council, a city collector. The city collector shall have the following duties:

- (1) Collect all water and sewer charges and all charges and all license fees for any and all licenses issued under the ordinances of the city, together with all permits fees and other moneys due the city, for collections which are not by law or ordinance provided to be made by some other officer of the city.
- (2) Collect all special assessments, special taxes on special assessments, and special tax warrants which may come into the city collector's hands, and shall collect and turn over such moneys and return such warrants as provided by law.
- (3) Make return of all special assessments and other warrants and make report in writing of all delinquent lists of assessments and special taxes to such officer as may be designated by statute. The return and report shall be made in the manner provided by law.

(Code 1983, § 2-82; Code 2002, § 2-201)

State law reference(s)—Appointment of city collector, 65 ILCS 5/3.1-30-5(a)(2).

Sec. 2-216. Term of office.

The term of office of the city collector shall be for one year.

(Code 1983, § 2-83; Code 2002, § 2-202)

Sec. 2-217. Compensation.

The city collector shall receive such compensation as shall be determined by the council from time to time.

(Code 1983, § 2-84; Code 2002, § 2-203)

Sec. 2-218. Office hours.

- (a) The business hours of the office of the city collector shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour off for lunch, and 8:00 a.m. to 11:30 a.m. on Saturday of each week, or such other and different hours as shall be determined by the council from time to time.
- (b) If a city clerk is appointed to be the city collector, then the lunch hour taken by the city collector under subsection (a) of this section must coincide with the lunch hour taken by the city clerk, so that the same person acting as the city clerk and city collector does not take a double lunch hour for a period in excess of 60 minutes. The city collector shall be required to punch in and punch out on the city time clock in city hall.

(Code 2002, § 2-204; Ord. No. 97-13, §§ 3, 4, 4-28-1997)

Secs. 2-219—2-244. Reserved.