when so removed or suspended from office, as herein provided, forthwith to deliver to the City Register, all the money, books and papers that may be in his possession at the time of such removal or suspension, and in case of the suspension, removal, resignation or death of the City Collector, the City Register is hereby authorized and required to perform all the duties of City Collector, until he, the said Collector, is reinstated or his successor has been appointed, and shall have duly qualified, as the case may be

Sec 4 And be it enacted and ordained, that as soon as charges are preferred against said Collector by the Mayor or either branch of the City Council, which affect his official character, it shall be the duty of the Mayor immediately to suspend him from office, and at the same time furnish him with a copy of the charges against him, and the said Collector shall have the privilege of answering the same before the City Council in Convention, by attorney or otherwise

Sec 5 And be it enacted and ordained, that it shall be the duty of the Mayor in case of resignation, suspension from office or death of the Collector during a recess of the City Council, to convene said Council within three days, thereafter for the purpose of examining the charges preferred against him and of filling the vacancy in case of removal, resignation or death of said Collector

Sec 6 And be it enacted and ordained, that it shall be the duty of the City Collector to have prepared annually in the Month of December, all the books required for conducting the business of his office during the ensuing year, and to provide the necessary stationery from time to time

Sec 7 And be it enacted and ordained, that it shall be the duty of the Collector to enter in the books of his office, all accounts of taxes and money to be by him collected, and also to enter in said books, the names of all the owners of property taken from the assessment lists, with a particular description of the same, and all other taxable articles, with the rate and amount of taxes charged to each of said owners,