

CLEARANCES	Initial	Date	Date Received in Council Office:	Agenda date	Assigned to:
Originator: Council Clerk		10/6		10/12/93	Council/Intro
Division Head:				11/9/93	Finance/Council
Dept. Head:					
Prosecutor:	DG	10/15			
Purchasing/Budget:					
Executive:					

SUBJECT:

Ordinance authorizing the Clerk of the Council to require advance full payment for performance of certain services for which a fee may be charged

ATTACHMENTS:

Ordinance

SUMMARY STATEMENT:

Please complete sections of box as appropriate & explain the item below.

Related County contract #:	Should Clerk schedule a hearing? NO / YES <input checked="" type="checkbox"/> Requested date:
Amount budgeted for this item/project: \$	Is it (or will it be) within budget? YES / / NO / / (Please explain below)
Budget line item number(s):	

Council Office is having difficulty collecting fees for services rendered at the request of individuals. Currently about \$6,000 in fees remain outstanding. After consulting with the Civil Deputy Prosecutor Dan Gibson, the Clerk is recommending that a deposit in the full estimated amount for services be paid in advance of the performance of those services. This ordinance would authorize the Clerk to require this of any person or organization requesting a service for which a fee may be charged. Treasurer Barb Cory was consulted regarding this ordinance. She suggested that the deposit be placed in a revenue account, and that full payment be required prior to delivery of the product.

ORIGINATOR'S RECOMMENDED ACTION:

The Clerk recommends adoption of the ordinance.

COMMITTEE ACTION TAKEN:

COUNCIL ACTION TAKEN:

11/9/93: Council adopted the ordinance. 7-0.

ORDINANCE NO. 93-072

AUTHORIZING THE CLERK OF THE COUNCIL TO REQUIRE ADVANCE
FULL PAYMENT FOR PERFORMANCE OF
CERTAIN SERVICES FOR WHICH A FEE MAY BE CHARGED

WHEREAS, State law allows for the recovery of reasonable costs for copying, research, and other services provided by the Council Office; and

WHEREAS, the Council adopted Ordinance 92-050 to set a schedule of fees for copying, research, and other services provided by the Clerk of the Council and her staff to the public; and

WHEREAS, the Council has found that it is in the public's best interest to charge for those services used by only a small portion of the public, rather than having those services continually subsidized by the general tax-paying public; and

WHEREAS, the Council Office staff has traditionally performed said services prior to receiving any payment for them; and

WHEREAS, it has been difficult to collect fees for services rendered, causing a drain on the Council Office budget; and

WHEREAS, it would be useful to require that a deposit be paid by petitioners in court cases who require a complete transcript and record of Council proceedings, and any person or organization requesting a service for which a fee may be charged; and

WHEREAS, the Council finds that it is desirable and reasonable to grant authority to the Clerk to require a deposit and immediate payment for said services;

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that the Clerk of the Council is granted the authority to require a deposit from any person or organization requesting a service for which a fee may be charged, said deposit to be for the full estimated cost of the bill for services, with any balance of the bill due prior to receipt of the end product of those services by the person or persons requesting them; and

BE IT FURTHER ORDAINED that upon receipt of a deposit, the Clerk shall place said deposit with the Treasurer's Office in the appropriate revenue fund(s); and

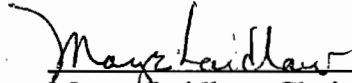
1 BE IT FURTHER ORDAINED that the Clerk shall post notice of her authority
2 in this matter, along with the Council Office fee schedule, as required by State law.
3

4 ADOPTED this 9th day of November 1993.
5

6
7 ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

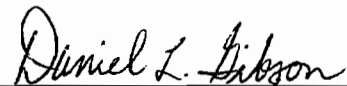
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10 
11 _____
12 Ramona Reeves, Council Clerk

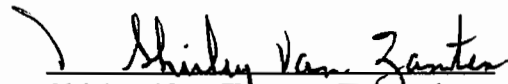


Marge Laidlaw, Chair

13 APPROVED as to form & content:

() Approved () Denied

14
15 
16 _____
17 Civil Deputy Prosecutor



Shirley Van Zanten, Executive

Date: 11-10-93