

ORDINANCE NO. 5-21

AN ORDINANCE ESTABLISHING A FEE SCHEDULE FOR THE SERVICE AND RETURN OF WRITS AND ORDERS BY THE PORT CLINTON POLICE DEPARTMENT IN THE OTTAWA COUNTY MUNICIPAL COURT

WHEREAS, writs and process in a municipal court shall be served, returned, and publication made in a manner provided for service, return, and publication of summons, writs, and process in the court of common pleas; and

WHEREAS, all warrants, executions, subpoenas, writs, and processes in all criminal and quasi-criminal cases may be issued a police officer of the appropriate municipal corporation; and

WHEREAS, for the purpose of providing revenue with which to meet the needs of the City for general operating expenses, the Port Clinton City Council may establish a schedule of fees for the service and return of writs and orders to be taxed as costs in civil, criminal, or traffic action or proceeding in a municipal court for the performance by officers or other employees of the municipal corporation's police department; and

WHEREAS, it is common practice for municipal corporations to establish a schedule of fees through their legislative authority for the service and return of writs and orders by officers or other employees of the municipal corporation's police department; and

WHEREAS, this Council finds and determines that it is in the City's best interest to establish a schedule of fees for the service and return of writs and orders to be taxed as costs in any civil, criminal or traffic action or proceeding in the Ottawa County Municipal Court for the performance by officers or other employees of the Port Clinton Police Department.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Port Clinton, County of Ottawa and State of Ohio:

**Section 1.** The City of Port Clinton Police Department shall charge the following fees for the service and return of the following writs and orders, which the court or its clerk shall tax in the bill of costs against the judgment debtor or those legally liable therefore for the judgment:

(1) Warrant to arrest, for each person named in the writ, twenty dollars; and

(2) Subpoena, for each person named in the writ, in either a civil or criminal case, ten dollars.

**Section 2.** The designated account for the service and return of writs and orders will be the Writs and Orders Fund.

**Section 3.** This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council or committees, and that all deliberations of this Council, and any of its committees, that resulted in those actions were in meetings open to the public, in compliance with the law.

**Section 4.** This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed: \_\_\_\_\_, 2021

\_\_\_\_\_  
President of Council

Attest: \_\_\_\_\_  
Clerk of Council

Approved \_\_\_\_\_, 2021

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Mayor