

## CHAPTER 3: ENFORCEMENT

### Article 1. INVESTIGATIONS

**Section 3101. Requests for Investigation.** A request for investigation of an alleged violation of this Code shall be made to the appropriate investigating authority by notifying that authority of the location and nature of the alleged violation. The investigating authority may require that requests be in writing. The appropriate investigating authority for alleged violations of this Code shall be as follows:

Chapter 4, Articles 3, 4, 5, 6, and 7; Chapter 5, Articles 2, 5, 6, and 7; Chapter 6:  
Superintendent.

Chapters 7 and 8: Building and Zoning Administrator

Chapter 4, Articles 1 and 2; Chapter 5, Articles 4, 9 and 10: Superintendent or Police  
Department, depending upon availability of resources.

All other alleged violations of this Code shall be investigated by the Police Department; provided, that the Police Department shall cooperate with the other investigating authorities in the investigation and enforcement of alleged violations under their respective jurisdictions.

**Section 3102. Duties of Investigating Authority.** Upon receipt of a request for investigation, the investigating authority may:

- a) investigate immediately, if in the judgment of the authority, a threat to public peace, health, or welfare exists; or
- b) require that the request be made in writing, specifying the details of the alleged violation; provided that no written requests shall be demanded of any elected or appointed official of the City requesting an investigation.

All alleged violations shall be investigated within ten (10) days of the request for investigation.

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### Article 2. PROSECUTION

**Section 3201. Complaint, Warrant, and Arrest.** If upon investigation it appears that probable cause exists to believe that a violation of this Code has occurred or is occurring, and such violation has not been designated a civil infraction, the investigating authority shall apply to the City Attorney for issuance of a complaint and warrant. All complaints shall be made on Supreme Court Form DC 225 (or a form substantially identical thereto), approved in writing by the investigator before the proper judicial officer. Upon filing the complaint with the proper court, the investigator shall deliver the warrant to the City Police for service upon the defendant. Upon receipt of the warrant, the City Police shall arrest the defendant in accordance with the procedure specified in MCL 764.1a, or at the officer's option, serve the warrant upon the defendant and issue an appearance ticket in accordance with Section 3202 of this Code.

**Section 3202. Violations Committed in the Presence of the City Police.** Notwithstanding Section 3201 of this Code, a person may be arrested without warrant for a violation of any section of this Code, not designated a civil infraction, committed in the presence of a police officer. This police officer may either:

- a) take the arrested person before the magistrate of the judicial district in which the offense is charged to have been committed, and present to the magistrate a complaint stating the charge against the person arrested; or
- b) issue and serve an appearance ticket upon the person arrested and release the person from custody.

A plea of guilty or not guilty may be accepted upon the appearance ticket without the necessity of a sworn complaint; if a plea of not guilty is entered, no further proceedings may be had until a sworn complaint is filed with the magistrate.

**Section 3203. Issuance of Appearance Tickets.** Notwithstanding Section 3201 of this Code, if the investigating authority has reasonable cause to believe that a person has violated a section of this Code which has not been designated a civil infraction, the investigating authority may issue and serve upon that person an appearance ticket alleging the violation. Except when there exists an immediate threat to the public health and safety, the investigating authority shall consult with the City Attorney prior to issuance of an appearance ticket. Further proceedings shall be governed by MCL 764.9d et seq.

**Section 3204. Civil Infractions.** If a violation of this code has been designated a municipal civil infraction, the investigating authority shall proceed under Chapter 3, Article 3, of the Code.

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### Article 3. MUNICIPAL CIVIL INFRACTIONS.

#### **Section 3301. Definitions.**

3301.1 "Municipal civil infraction" means an act or omission that is prohibited by this Code or any ordinance of the City, but which is not a civil infraction or a crime under this Code or other ordinance, and for which civil sanctions, including, without limitation, fines, damages, expenses and costs, may be ordered as authorized by MCL 600.8701 et seq., as amended. A municipal civil infraction is not a lesser included offense of a violation of this Code that is a criminal offense.

3301.2 "Municipal civil infraction action" means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.

3301.3 "Municipal civil infraction citation" means a written complaint or notice prepared by an authorized city official, directing a person to appear in court regarding the occurrence or existence of a municipal civil infraction violation by the person cited.

3301.4 "Municipal civil infraction violations notice" means a written notice prepared by an authorized city official, directing a person to appear at the City of Frankfort Municipal Ordinance Violations Bureau and pay the fines and costs, if any, prescribed for the violation by the schedule of fines adopted by the City as authorized by MCL 600.8396 and MCL 600.8707.

#### **Section 3302. Municipal Civil Infraction Action; Commencement.**

A municipal civil infraction action may be commenced upon the issuance by an authorized city official of:

(1) a municipal civil infraction citation directing the alleged violator to appear in court,

or

(2) a municipal civil infraction violation notice, directing the alleged violator to appear at the City of Frankfort Municipal Ordinance Violations Bureau.

#### **Section 3303. Municipal Civil Infraction Citations; Issuance and Service.**

3303.1 Municipal civil infraction citations shall be issued by an authorized city official as follows:

a) The time for appearance specified in a citation shall be within a reasonable time after the citation is issued.

b) The place for appearance specified in a citation shall be the 85th District Court sitting in Beulah, Michigan.

c) Each citation shall be numbered consecutively and shall be in a form approved by the state court administrator. The original citation shall be filed with the district or probate court. Copies of the citation shall be retained by the City and issued to the alleged violator as provided by MCL 600.8705.

d) A citation for a municipal civil infraction signed by an authorized city official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge and belief."

3303.2 If an authorized City official elects to proceed in District Court rather under Section 3305, that official shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a municipal civil infraction citation, if a municipal civil infraction is committed in the officer's presence; the official may issue a citation if, based on investigation, the official has reasonable cause to believe that a person is responsible for a municipal civil infraction.

3303.3 Municipal civil infraction citations shall be served by an authorized city official or his or her agent as follows:

- a) Except as provided by Section 3303.3(b), an authorized city official, or his or her agent, shall personally serve a copy of the citation upon the alleged violator.
- b) If the municipal civil infraction action involves the use or occupancy of land, a building or other structure, a copy of the citation need not be personally served upon the alleged violator, but may be served upon an owner or occupant of the land, building or structure by posting the copy on the land or attaching the copy to the building or structure. In addition, a copy of the citation shall be sent by first-class mail to the owner of the land, building, or structure at the owner's last known address.

**Section 3304. Municipal Civil Infraction Citations; Contents.** A municipal civil infraction citation shall contain the information required by MCL 600.8709.

**Section 3305. Municipal Ordinance Violations Bureau.**

3305.1 The City hereby establishes a Municipal Ordinance Violations Bureau ("Bureau") as authorized by MCL 600.8396 to accept admissions of responsibility for municipal civil infractions in response to municipal civil infraction violation notices issued and served by authorized city officials, and to collect and retain civil fines and costs as prescribed by this Code or any ordinance. The Bureau may also accept admissions of responsibility for civil infractions in parking violation cases and may collect and retain fines and costs as prescribed by this Code or any ordinance, pursuant to MCL 600.8395.

3305.2 The Bureau shall be located at Frankfort City Hall, and shall be under the supervision and control of the City Clerk. The Clerk, subject to the approval of the City Council, may adopt rules and regulations for the operation of the Bureau and appoint any necessary qualified city employees to administer the Bureau.

3305.3 The Bureau may dispose only of municipal civil infraction violations for which a fine has been scheduled and for which a municipal civil infraction violation notice (rather than a citation) has been issued. The fact that a fine has been scheduled for a particular violation shall not entitle any person to dispose of the violation at the Bureau. Nothing in this section shall prevent or restrict the City from issuing a municipal civil infraction citation for any violation or from prosecuting any violation in a court

of competent jurisdiction. No person shall be required to dispose of a municipal civil infraction violation at the Bureau, and the person may have the violation processed before a court of appropriate jurisdiction. The unwillingness of any person to dispose of any violation at the Bureau shall not prejudice the person or in any way diminish the person's rights, privileges and protection accorded by law.

3305.4 The scope of the Bureau's authority shall be limited to accepting admissions of responsibility for municipal civil infractions and collecting and retaining civil fines and costs as a result of those admissions. The Bureau shall not accept payment of a fine from any person who denies having committed the offense or who admits responsibility only with explanation, and in no event shall the Bureau determine, or attempt to determine, the truth or falsity of any fact or matter relating to an alleged violation.

3305.5 Municipal civil infraction violation notices may be issued and served by authorized city officials under the same circumstances and upon the same persons as provided for citations as provided in Sections 3303.2 and 3303.3 of this Chapter. In addition to any other information required by this Code or other ordinance, the notice of violation shall indicate the time by which the alleged violator must appear at the Bureau, the methods by which an appearance may be made, the address and telephone number of the Bureau, the hours during which the Bureau is open, the amount of the fine scheduled for the alleged violation, and the consequences for failure to appear and pay the required fine within the required time.

3305.6 An alleged violator receiving a municipal civil infraction violation notice shall appear at the Bureau and pay the specified fine and costs at or by the time specified for appearance in the municipal civil infraction violation notice. An appearance may be made by mail, in person, or by representation.

3305.7 If an authorized city official issues and serves a municipal ordinance violation notice and if an admission of responsibility is not made and the civil fines and costs, if any, prescribed by the schedule of fines for the violation are not paid at the Bureau, a municipal civil infraction citation may be filed with the District Court and a copy of the citation may be served by first-class mail upon the alleged violator at the alleged violator's last known address. The citation filed with the Court does not need to comply in all particulars with the requirements for citations as provided by MCL 600.8705 and 8709, but shall consist of a sworn complaint containing the allegations stated in the municipal ordinance violation notice and shall fairly inform the alleged violator how to respond to the citation.

3305.8 A schedule of civil fines (for other than parking violations) payable to the Bureau for admissions of responsibility by persons served with municipal ordinance violation notices is hereby established. The fines for violations listed below shall be as follows:

#### **SCHEDULE OF FINES**

<b><u>Offense</u></b>	<b><u>Fine</u></b>
First offense	\$50.00
First repeat offense (a second violation of the same provision within any six (6) month period; see Section 3504.3(b))	\$250.00
Second repeat offense (any subsequent violation of the same provision within six (6) months of the second; see Section 3504.3(b))	\$500.00

A copy of the schedule, as amended from time to time, shall be posted at the Bureau.

3305.9 A schedule of civil fines for parking violations payable to the Bureau for admissions of responsibility by persons served with civil infraction citations for parking infractions is hereby established. The fines for violations listed below shall be as follows:

**SCHEDULE OF PARKING VIOLATION FINES**

<u>Offense</u>	<u>MVC Section</u>	<u>UTC Section</u>	<u>Fine</u>
Parking too Far From Curb		801	\$20
Improper Parking on One-Way St.		802	\$20
Angle Parking Violation		803	\$20
 Prohibited Parking, Signs Unnecessary			
• On Sidewalk	674(1)(a)		\$20
• Blocking Driveway	674(1)(b)		\$20
• Within Intersection	674(1)(c)		\$20
• Within 15 Feet of Hydrant	674(1)(d)		\$25
• On Crosswalk	674(1)(e)		\$20
• Within 20 Feet of Crosswalk or 15 Feet of Corner Lot Lines	674(1)(f)		\$25
• Within 30 Feet of Street Side Traffic Signal or Sign	674(1)(g)		\$25
• In Vicinity of Street Excavation	674(1)(k)		\$25
• Double Parking	674(1)(l)		\$25
• Blocking Emergency Exit	674(1)(q)		\$25
• Within 500 feet of a Fire	674(1)(v)		\$25
• Between 2 a.m.-6a.m (temporary, seasonal regulation)		127	\$20
 In Prohibited Zone, Signs Required			
• Prohibited Parking	674(1)(n)		\$25
• Handicap Parking Space	674(1)(s)		\$100
• In Alley		812	\$20
• Tow Away Zone	674(1)(h)		\$20
• Fire Station Zone	674(1)(j)		\$25
• Overtime Parking, Sign Violation	674(1)(w)		\$20
 Other Violations			
• Failure to Set Brakes	676		\$20
• Parked On Grade, Wheels Not Turned to Curb	676		\$20
• Obstructing Traffic	801		\$250
• Parked Facing Traffic	801		\$20

Fines not paid within 72 hours after notice is issued (excluding Saturdays, Sundays and legal holidays when City Hall is closed) are increased by \$2.

A copy of the schedule, as amended from time to time, shall be posted at the Bureau.

**Section 3306. Municipal Civil Infractions; Authorized City Official.** The City official authorized to issue municipal civil infraction citations for alleged violations of this Code or other city ordinances which have been designated municipal civil infractions is as follows:

- a) Superintendent: Chapter 4, Articles 3, 4, 5, 6 and 7; Chapter 5, Articles 2, 5, 6, and 7; Chapter 6.
- b) Building and Zoning Administrator: Chapter 7 and 8.
- c) Superintendent or City police officers: Chapter 4, Articles 1 and 2; Chapter 5, Article 4, 9, and 10.
- d) City police officers: all other chapters and sections.

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### Article 4. SUPPLEMENTARY ENFORCEMENT PROCEDURES

**Section 3401. Immediate Abatement of Hazardous Violations.** In addition to, or in lieu of, any other remedies set forth in this Chapter, the City Superintendent or City Police may immediately, and without notice, eliminate, remove, or otherwise abate any violation of this Code which endangers the public health or safety; provided that an appearance ticket or complaint shall be served on the person responsible for such violation within a reasonable time after abatement of the violation.

**Section 3402. Injunctions.** In addition to, or in lieu of, any other remedies set forth in this Chapter, the City Superintendent, the City Police, or the City Council, may direct the City Attorney to commence a civil action to temporarily or permanently enjoin a nuisance. As used in this section, "nuisance" means anything defined by the laws of the State of Michigan as, or any violation of this Code expressly declared to be, a public nuisance or nuisance per se.

**Section 3403. Corrective Orders.** In addition to, or in lieu of, any other remedies set forth in this Chapter, the investigating authority may issue an order directing that a violation of this Code be corrected. The order shall specify the location and nature of the violation, the section or sections of the Code which are violated, a deadline for correction of the violation, and the penalties for failure to correct the condition by the stated deadline. The order shall be dated, signed by the investigating authority, and served as provided by Section 1201. A copy of the order, with proof of service thereof, shall be filed with the City Clerk.

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### Article 5. PENALTIES

**Section 3501. Aiding and Abetting.** Every person concerned in the commission of an act prohibited by this Code, whether he/she directly commits the act constituting the offense or procures, counsels, aids, or abets in its commission, may be prosecuted under the provisions of this Code, and, if convicted, shall be subject to the same penalties and sanctions as if he/she had directly committed such act.

**Section 3502. Interfering with or Obstructing Enforcement.** Any person who interferes or obstructs a City official or employee whose duty it is to enforce this Code, or any person who mutilates, conceals, or tears down any notice or order issued pursuant to this Code, shall be guilty of a separate misdemeanor violation of this Code.

**Section 3503. Crossing a Crime or Fire Scene Investigation Line.** Any person who crosses a crime or fire scene investigation line set up by police or fire officials and who fails to depart after being requested to do so by police or fire officials, shall be responsible for a municipal civil infraction.

### **Section 3504. General Penalties and Sanctions.**

3504.1 Unless a violation of this Code or any ordinance of the City is specifically designated in the Code or any ordinance as a civil infraction or a misdemeanor, the violation shall be deemed to be a municipal civil infraction.

3504.2 Every person convicted of a misdemeanor violation of any provision of this Code shall be punished by a fine of not more than Five Hundred Dollars (\$500.00), plus costs of prosecution, or by imprisonment of not more than ninety three (93) days or both, unless specific penalties are otherwise provided.

3504.3 The sanction for a violation which is a municipal civil infraction shall be a civil fine in the amount provided by this Code or any ordinance, plus any costs and other sanctions, as authorized under MCL 600.8701 et seq., as amended, and other applicable laws.

a) Unless specifically provided otherwise, the civil fine for a violation shall be not less than \$50.00, plus costs and other sanctions, for each infraction.

b) Increased civil fines may be imposed for a repeat offense. As used in this section, "repeat offense" means a second (or any subsequent) municipal civil infraction violation of the same requirement or provision (i) committed by a person within any six (6) month period (unless some other period is specifically provided) and (ii) for which the person admits responsibility or is determined to be responsible. Unless specifically provided otherwise, the increased fine for a repeat offense shall be as follows:

(1) The fine for any offense which is a first repeat offense shall be no less than \$250.00, plus costs and other sanctions.

- (2) The fine for any offense which is a second repeat offense or any subsequent repeat offense shall be no less than \$500.00, plus costs and other sanctions.

3504.4 A "violation" includes any act which is prohibited or declared to be unlawful by this Code or any ordinance, and any omission or failure to act where the act is required by this Code or any ordinance.

3504.5 Each day on which any violation of this Code or any ordinance continues constitutes a separate offense and shall be subject to penalties or sanctions as a separate offense.

**Section 3505. Procedure in Case of Amendment.** The procedures provided by this Chapter shall, unless another procedure is expressly provided, apply to any amendment of this Code whether or not such procedure is re-enacted in the amendatory ordinance.

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### **ARTICLE 6: DRUNK DRIVING/PHYSICAL ALTERCATION COST RECOVERY.**

**Section 3601. Purpose.** The City of Frankfort finds that a significant number of traffic arrests and traffic accidents in the City involve drivers operating a motor vehicle while impaired by or under the influence of alcoholic beverages and/or controlled substances. In addition, the City finds that in traffic accidents involving drivers operating a motor vehicle while impaired by or under the influence of alcoholic beverages and/or controlled substances there is a greater likelihood of personal injury and property damage. The City further finds that persons who are impaired by or under the influence of alcoholic beverages and/or controlled substances are more likely to engage in physical altercations causing personal injury and/or property damage. Consequently, greater operational and financial burdens are placed upon the City's police, public service, emergency medical, fire fighting and rescue services by persons who are operating a motor vehicle, or otherwise acting while impaired by or under the influence of alcoholic beverages and/or controlled substances. The City finds these increased emergency response costs should be recovered from the individuals who cause them.

**Section 3602. Definitions.** As used in this Article:

3602.1 "Emergency response" means:

- a) The providing, sending and/or utilizing of police, public service, fire fighting, emergency medical, first responder and/or rescue services by the City, or by a private individual or private entity operating at the request or direction of the City, to an accident involving a motor vehicle where one or more of the drivers were operating the motor vehicle while impaired by or under the influence of an alcoholic beverage and/or controlled substance; or
- b) A traffic stop and arrest by a police officer when a driver was operating the motor vehicle while impaired by or under the influence of an alcoholic beverage and/or controlled substance; or
- c) The dispatch of police, public service, fire fighting, emergency medical, first responder and/or rescue services by the City, or by a private individual or private entity operating at the request or direction of the City, when a person is involved in a physical altercation while impaired by or under the influence of an alcoholic beverage and/or controlled substance.

3602.2 "Expense of an emergency response" means the direct and reasonable costs incurred by the City, or by a private individual or private entity operating at the request or direction of the City, when making an emergency response. These costs include, but are not limited to, the costs of providing police, public service, fire fighting, emergency medical, first responder and/or rescue services; the salaries, wages, and fringe benefits of any personnel responding to the incident; the salaries, wages, and fringe benefits of any personnel engaged in investigating the incident and all costs of any related reports; all costs connected with the supervision of personnel responding to or investigating any incident; all costs connected with the administration and processing of chemical tests of the blood, breath, and/or urine of the person causing the incident; and all costs related to any prosecution of that person.

**Section 3603. Liability for Expense of an Emergency Response.**

3603.1 Person Responsible. A person is liable for the expense of an emergency response if, while impaired by or under the influence of an alcoholic beverage and/or controlled substance, that person's operation of a motor vehicle, or other behavior, proximately causes any incident resulting in an emergency response.

3603.2 Presumptions:

- a) For purposes of this Article, a person is impaired by or under the influence of an alcoholic beverage and/or controlled substance when his or her physical or mental abilities are impaired to a degree that he or she no longer has the ability to operate a motor vehicle, or otherwise act, with the caution characteristic of a sober person of ordinary prudence.
  
- b) A person is presumed to be impaired by or under the influence of an alcoholic beverage when chemical analysis of his or her blood, urine and/or breath indicates that the amount of alcohol in his or her blood was in excess of seven one hundredths of one percent (0.07%); except in the case of a person under the age of 21, in which case it will be presumed that the person was impaired by or under the influence of an alcoholic beverage if the chemical analysis of his or her blood, urine and/or breath indicates that the amount of alcohol in his or her blood was in excess of two one hundredths of one percent (0.02%).

3606.3 Charge Against Person. The expense of an emergency response shall be a charge against the person liable under this Article. The charge constitutes a debt of that person and is collectible by the City in the same manner as in the case of an obligation under a contract, express or implied.

3603.4 Cost Recovery Schedule. The City Council shall, by resolution, adopt a schedule of costs incurred in making an emergency response. It shall be presumed that the costs listed in this schedule are the true costs incurred by the City and represent the "expense of an emergency response." This schedule shall be available to the public from either the City Clerk or the Police Department.

3603.5 Billing. The City Clerk, or his or her designee, may submit a bill for the emergency response costs by first class mail or personal service to the person liable for the expenses. The bill(s) shall require full payment in thirty (30) days from the date of service. Service by mail shall be effective upon depositing the bill in a United States Postal Service receptacle. No bill shall be submitted more than one year after the date of the last expense incurred.

3603.6 Failure to Pay; Procedure to Recover Costs. Failure by the person liable for the expense of an emergency response to pay the bill within thirty (30) days of service shall be considered a default. In the event of a default, the City may commence civil suit to recover the expenses and any costs allowed by law.

**Section 3604. Relation of this Article to Other Provisions of This Code.**

The cost-recovery provisions of this Article are not exclusive and nothing in this Article shall be construed to preclude the City from recovering costs under other portions of this Code.

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### **ARTICLE 7: DISHONORED CHECK COST RECOVERY**

**Section 3701. Purpose.** The City of Frankfort finds that a significant number of checks are written and dishonored within its geographical boundaries. The City finds that this causes serious financial loss and hardship to its citizens and merchants which, in turn, seriously impacts the stream of commerce and the general public by causing increased costs for goods and services. The City further finds that a greater operational and financial burden is placed upon the City's police and legal services by persons who write dishonored checks and that these increased costs should be recovered from those individuals who cause them.

**Section 3702. Definitions.** As used in this Chapter:

3702.1 "Check" means any check, draft or order for the payment for money, to apply on account or otherwise, upon any bank or other depository.

3702.2 "Dishonored" means:

- a) Any check, draft or order drawn or written on any account, or otherwise, upon any bank or other depository, without sufficient funds for the payment of same when presented to the drawee.
- b) Any check, draft or order drawn or written on any account which has been closed with or by the bank or other depository upon which it is drawn.

3702.3 "Expense of Dishonored Check Response" means the direct and reasonable costs incurred by the City, or by a private individual or entity operating at the request or direction of the City, when responding to a reported dishonored check, including the cost of providing police, city attorney and/or administrative services. These costs include, but are not limited to, the salaries, wages, and fringe benefits of any personnel engaged in investigating a dishonored check and all costs of any related reports; all costs connected with the supervision of personnel investigating a dishonored check; all costs connected with administration and processing of the dishonored check; and all costs related to any prosecution of the person responsible for the dishonored check.

**Section 3703. Liability for the Expense of Dishonored Check Responses.**

3703.1 Person Responsible. A person is liable for the expense of a dishonored check response, if such person, with intent to defraud, makes, draws, utters, or delivers a dishonored check which proximately causes a dishonored check response.

3703.2 Presumption. For purposes of this Article, a person is presumed to have acted with intent to defraud if he or she failed to pay the drawer the amount due, together with all costs and protest fees and fees assessed under this Article, within five (5) business days after receiving notice by first class mail that such check, draft, or order has not been paid by the drawee.

3703.3 Charge Against Person. The expense of a dishonored check response shall be a charge against the person liable under this Article. The charge constitutes a debt of that person and is collectible by the City in the same manner as in the case of an obligation under a contract, express or implied.

3703.4 Cost Recovery Schedule. The City Council shall, by resolution, adopt a schedule of costs incurred in responding to a dishonored check. It shall be presumed that the costs listed in this schedule are the true costs incurred by the City and represent the “expense of a dishonored check response.” This schedule shall be available to the public from either the City Clerk or the Police Department.

3703.5 Billing. The City Clerk, or his or her designee, may submit a bill for the dishonored check response by first class mail or by personal service to the person liable for the expense. The bill(s) shall require full payment in thirty (30) days from the date of service. Service by mail shall be effective upon depositing the bill in a United States Postal Service receptacle. No bill shall be submitted more than one year after the date of the last expense incurred.

3703.6 Failure to Pay; Procedure to Recover Costs. Failure by the person liable for the expense of a dishonored check response to pay the bill within thirty (30) days of service shall be considered a default. In the event of a default, the City may commence civil suit to recover the expenses and any costs allowed by law.

**Section 3704. Relation of this Article to Other Provisions of this Code.** The cost-recovery provisions of this Article are not exclusive and nothing in this Article shall be construed to preclude the City from recovering costs under other portions of this Code.