



MEMO

TO: City Council and Mayor
FROM: Brittni Nix, City Administrator
Amy White, Chief Marshal
Jack Wilson, City Attorney
DATE: September 25, 2024
SUBJECT: Ordinance Amendment City Code Section 3-4

Dear Mayor and Members of the City Council:

City staff recommends approval of the attached ordinance to facilitate service of process for notices and citations in Municipal Court. The current ordinance requires personal service or certified mail. USPS has become less reliable for timely delivery and return of proof of service. The amendment would provide for personal service or service by overnight mail through a commercial overnight delivery carrier (such as UPS or Fed Ex). This method of delivery and service is consistent with State law. The Marshals and administrative staff recommend approval of the ordinance amendment to provide options for timely delivery of notices and more efficient operations.

If you have any questions, please do not hesitate to contact us.

