



## TOWN SECRETARY

**To:** Mayor and Town Council

**From:** Michelle Lewis Sirianni, Town Secretary

**Through:** Mario Canizares, Town Manager  
Robyn Battle, Executive Director

**Re:** Amending Section 1.07.003 “Service and Receipt of Notice”

Town Council Meeting – December 9, 2025

**Strategic Visioning Priority: 4. Provide Excellent Municipal Services**

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**Agenda Item:**

Consider and act upon an Ordinance amending Chapter 1, Article 1.07 of the Town’s Code of Ordinances to update the address contained in Section 1.07.003, “Service and Receipt of Notice.”

**Description of Agenda Item:**

Due to a recent review, staff became aware of there being incorrect information within Section 1.07.003 “Service and Receipt of Notice.” This section mentions the location for anyone serving a claim to the Town Secretary to be made at 109 South Main Street, Prosper. The proposed ordinance would change the location from the listed address to 250 W. First Street, Prosper, Texas.

**Budget Impact:**

There is no budgetary impact affiliated with this item.

**Legal Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has reviewed and approved the attached documents as to form and legality.

**Attachments:**

1. Ordinance

**Town Staff Recommendation:**

Town Staff recommend the Town Council approve an Ordinance amending Chapter 1, Article 1.07 of the Town’s Code of Ordinances to update the address contained in Section 1.07.003, “Service and Receipt of Notice.”

**Proposed Motion:**

I move to approve an Ordinance amending Chapter 1, Article 1.07 of the Town’s Code of Ordinances to update the address contained in Section 1.07.003, “Service and Receipt of Notice.”