



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion or any necessary action regarding approval of Ordinance 2025-10 amending Chapter 10, Article I, Division 2, Section 10-8 of the Breckenridge Code of Ordinances to remove the requirement that notification be sent by certified mail.

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

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### **BACKGROUND INFORMATION:**

Currently our ordinance requires us to send notification of violation via certified mail. This is not a requirement of the state statute (Section 342.006 of the Texas Health and Safety Code 342.006). The average cost to send a certified letter in Texas is \$9.85 and the cost to send a Notice of Violation letter via standard mail is an average of \$.69 cents, with the uptick in code enforcement, this cost is adding up. Since the beginning of January 2025, over 300 property owners have been notified of code violations on properties in the city.

### **FINANCIAL IMPACT:**

The cost of sending certified mail notice letters with the current case count of just 300 is approximately \$3000.00, compared to the cost of \$207.00 sent via standard mail to the property owners address on Stephens County CAD.

### **STAFF RECOMMENDATION:**

Staff recommendation is to approve the amendment to the ordinance to allow for the Notice of Violation to be sent by standard USPS mail.