



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** February 24, 2025

SUBJECT: Consider Ordinance No. 3898, Amending Article I, Chapter 2, to Create a New Section 2-3, "Miscellaneous fees," and Amending Appendix A, "Fee Schedule," of the Code of Ordinance, City of North Richland Hills, Texas, to establish fees for notary services.

PRESENTER: Jay Patel, Director of Finance

SUMMARY:

Staff requests that City Council consider Ordinance No. 3898. This ordinance would create a new Section 2-3, "Miscellaneous fees," and amend Appendix A, "Fee Schedule," of the Code of Ordinances, City of North Richland Hills, Texas, to add notary fees for services provided by employees of the City of North Richland Hills. The changes would be effective immediately upon approval.

GENERAL DESCRIPTION:

Employees of the City of North Richland Hills provides notary services to the public when the opportunity arises.

The proposed fees for notary services are to be the fees established by Section 406.024 of the Texas Government Code, which sets the maximum fees a notary public may charge. The fee would be set to mirror the fee adopted in the Government Code:

Service	Fee
Notary Services	The fee for notary services offered by employees of the City of North Richland Hills shall be the fee established by Section 406.024, Texas Government Code, as amended.

These fees are consistent with the fees allowed by state law and are designed to offset the costs associated with providing the service while remaining accessible to the public.

RECOMMENDATION:

Approve Ordinance No. 3898.