



NORTH BAY VILLAGE
EST. 1945

ITEM NO. 13.A

North Bay Village Recommendation Memorandum

DATE: September 10, 2024

TO: Honorable Mayor, Vice Mayor and Members of the Village Commission

FROM: Alba L. Chang, Village Clerk

**SPONSORED
BY:**

SUBJECT: An Ordinance Amending Chapter 110 Relating to Business Tax Receipts
and Section 152.04 of Village Code

RECOMMENDATION

AN ORDINANCE OF THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AMENDING CHAPTER 110, "GENERAL LICENSING AND OTHER PROVISIONS" OF THE VILLAGE CODE OF ORDINANCES TO UPDATE ADMINISTRATIVE PROCESSES RELATING TO BUSINESS TAX RECEIPT ISSUANCES, SUSPENSIONS, AND REVOCATIONS; AMENDING SECTION 153.04, "SCHEDULE OF CIVIL PENALTIES," TO UPDATE PENALTIES FOR VIOLATIONS OF CHAPTER 110; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

On June 11, 2019, the North Bay Village Commission adopted Ordinance No. 2019-12 to update the procedures in the Village's Code of Ordinances regarding the issuance of Business Tax Receipts. The update aimed to make the process more expedient and efficient, facilitating easier compliance with licensing requirements for businesses. The Ordinance resulted in transferring the responsibilities for the administration of the Village's Business Tax Receipts (BTRs) from the Village Clerk to the Village Manager.

At the May 2024 Village Commission meeting, the Commission requested an amendment to Chapter 110 to return the administration and oversight of Business Tax Receipt (BTRs) to the Village Clerk.

The proposed Ordinance reflects the Commission's requested change and also updates various portions of Chapter 110 to provide consistency with state law, updated processes for

issuance, suspension, or revocation of BTRs, and updated fines for violations of Chapter 110.

BUDGETARY/FINANCIAL IMPACT (Finance Dept.)

Finance

PERSONNEL IMPACT

None

ATTACHMENTS

[Ordinance Amending Chapter 110 and 153.04 - BTR.DOCX](#)

[O-2019-012 Business Tax Receipt Issuance Process.pdf](#)

[Business Impact Estimate .pdf](#)

[Public Hearing Notice - Affidavit.pdf](#)