



MEDINA, WASHINGTON

AGENDA BILL

Monday October 13th, 2025

Subject: Business License Ordinance

Category: Public Hearing

Staff Contact(s): Ryan Wagner, Finance & HR Director, Jennifer Robertson, City Attorney

Summary

The public hearing gives the community a space to provide comments and feedback on the draft ordinance. The changes that have been made at the request of the Council are listed below.

1. Modifying the definition of “public official” in 5.02.030(P) to change out “mayor” for “city manager”; and
2. Modifying the language in 5.02.190(B)(3) regarding “dishonesty”.

The Finance Director and the City Attorney will be available to answer any questions.

Background

- During the first July meeting of 2024, Eric Jones from the Department of Revenue gave a presentation and answered questions on Business Licenses and their potential benefit to the city. At the second July meeting, Finance Director Ryan Wagner led a preliminary discussion with Council and was directed to bring back refined templates for discussion.
- During the September 23rd meeting of last year, the Council voted to go forward with implementing Business Licenses.
- On March 10th, the Council delegated the preparation of the Business License requirements to the Finance Committee.
- On May 27th, Council and staff engaged in a study session to work through the remaining action items, and to provide feedback for the drafting of the ordinance.
- On June 23rd, the draft ordinance was brought to the Council for discussion and feedback.
- On July 28th, the updated draft ordinance was brought back to Council for discussion.
- In August, the draft ordinance was sent to the Department of Commerce for comment.
- On September 8th, Medina held a public hearing to receive feedback on the draft ordinance.

Attachments:

- 1) Business License Discussion Information
- 2) Drafted Business License Ordinance No 1046

Budget/Fiscal Impact: Budget Discussion, Staff Time Only for Business Licenses

Recommendation: Adopt Ordinance No. 1046

City Manager Approval:

A handwritten signature in black ink, appearing to read "Jeff R. [unclear]", is written over the "City Manager Approval:" label.

Proposed Council Motions: "I move to adopt Ordinance No. 1046, adding a Business License program through the Department of Revenue."

Time Estimate: 15 Minutes