



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 23rd, 2025

Subject: Business License Program Update

Category: City Business

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

Summary

The purpose of this City Business Item is to provide the Council with an updated timeline for Business Licensing, followed by feedback and discussion on the provided draft ordinance with potential direction on the following item.

- 1) Rental units as business activity
 - a. Who needs a license
 - b. Should the City charge a license fee

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

Background

- During the first July meeting, 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, 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.

Attachments:

- 1) Business License Discussion Information
- 2) Drafted Business License Ordinance

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

Recommendation: Discussion and direction.

City Manager Approval:

A handwritten signature in black ink, appearing to be "Jeff R. [unclear]", written over a horizontal line.

Proposed Council Motions: N/A

Estimated Time: 30 minutes