

FINANCE AND INFORMATION TECHNOLOGY COMMITTEE AGENDA

May 22, 2024

5:00 PM

Sedro-Woolley Municipal Building

Council Chambers

325 Metcalf Street

- a. Call to Order**
- b. Roll Call**
- c. Unfinished Business**
- d. New Business**
 - 1. 2025-2026 Biennial Budget Calendar
 - 2. Business Licensing
 - 3. 23SLCGP Update
 - 4. Website & Social Media Metrics
- e. Adjournment**

Next Meeting(s) Finance and Information Technology Committee - September 25, 2024

The City of Sedro-Woolley complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, limited English proficiency, age, disability, or sex. The City of Sedro-Woolley doesn't exclude people or treat them differently because of race, color, national origin, limited English proficiency, age, disability, or sex.

The City of Sedro-Woolley also complies with applicable state laws and doesn't discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.



**Finance and Information Technology
Committee Agenda Item**

Agenda Item No.: d.1.

Date: May 22, 2024

From: Kelly Kohnken, Finance Director / City Clerk

Subject: 2025-2026 Biennial Budget Calendar

RECOMMENDED ACTION:

Information only, no recommended action.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

The city operates on a biennial budget. We are currently in the 2023-2024 biennium. City staff will begin preparing the 2025-2026 biennial budget in July 2024. Attached is the 2025-2026 Budget Calendar. The last page of the calendar also includes planned 2024 budget amendments dates as well.

Notable items in the 2025-2026 biennial calendar:

- The city will hold a minimum of three public hearings. The first public hearing is early in the budget process, after departments make their initial budget requests. This public hearing will focus on budgeted/projected revenues and will begin the process for property tax discussions.
- Along with a budget ordinance, City Council will also pass a property tax budgeted levy ordinance. The approved ordinance and other documents are due to Skagit County on or before November 30, 2024.
- The calendar includes preliminary dates for setting the 2025 utility rates for sewer, solid waste, and stormwater.
- The calendar builds in time for council members to discuss the budget with the Finance Director and City Administrator.

The first read of the 2024 Budget Amendment No. 2 is included on the council agenda for May 22, 2024. We will bring back for a second read on June 12, 2024.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. 2025-2026 Budget Calendar

2025-2026 Budget Calendar

red = public hearings; purple = budget or property tax ordinance; green = utility rates

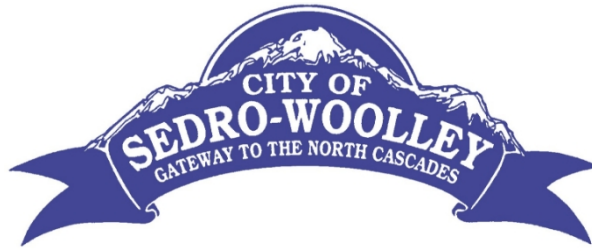
2025-2026 Budget Calendar	Target Date	RCW Requirements/Notes
Council review of goals & objectives		
Call letter issued to departments with budget priorities	Wednesday, July 31, 2024	By 2nd Monday in September RCW 35A.34.050
2024 year-to-date revenue and expenditure report distributed to departments	Wednesday, August 7, 2024	Actuals through July
Budget requests from departments due to Finance; Springbrook closed to input with subsequent edits completed by Finance	Friday, August 30, 2024	To be filed with City Clerk by 4th Monday in September RCW 35A.34.050
City Council: Presentation of 2025-2026 preliminary revenues and expenditures requests from departments (unbalanced) 1st public hearing: 2025-2026 budget-projected revenues	Wednesday, September 11, 2024	By 1st business day in October. Completes Projected Revenue Public Hearing for property taxes
City Administrator & Finance Director meetings with Council members to discuss budget and answer questions	September 12, 2024 - October 2, 2024	Meet individually or in groups of three or less
City management team budget discussions	September 12, 2024 - October 2, 2024	
Finance and IT Committee: Discuss 2024 YTD information and 2025-2026 preliminary budget	Wednesday, September 25, 2024	
City Council: Mayor's preliminary budget and budget message presented 2nd public hearing: 2025-2026 preliminary budget 1st read of property tax ordinance	Wednesday, October 9, 2024	Due by November 1st (no later than 60 days before ensuing fiscal year)
Public Works Committee: 2025 utility rates discussion	Wednesday, October 9, 2024	
1st read of budget ordinance 2nd read of property tax ordinance 3rd public hearing: final 2025-2026 biennial budget	Wednesday, October 23, 2024	
Council Study Session: 2025 utility rates Discuss 2025-2026 budget as necessary	Wednesday, November 6, 2024	
City Council: 2025 utility rates	Wednesday, November 13, 2024	

2nd read of budget ordinance and adoption If not yet adopted 3rd read of property tax ordinance 2025 utility rates as necessary	Tuesday, November 26, 2024	No later than last day of December
File property tax information with County	Before 11/30/2024	Due November 30, 2024
If not yet adopted 3rd read of budget ordinance	Wednesday, December 11, 2024	Last meeting of the year
Final budget transmitted to SAO and MRSC	December 2024	
Department budget narratives including 2024 accomplishments and 2025-2026 goals and objectives due to Finance Director	Friday, February 14, 2025	
2025 budget amendments	June 2025 December 2025	
Mid biennial adjustment to 2026 budget	November - December 2025	Must occur sometime between Sept 1 & Dec 31 of the first year of the biennium Chapter 35A.34 RCW
2026 budget amendments	June 2026 December 2026	

2025-2026 Budget Calendar by Council Meeting

red = public hearings; purple = budget or property tax ordinance; green = utility rates

Date	Regular Meeting	Committee	2024 Budget Amendments	2025-2026 Biennial Budget
5/1/2024	City Council Study Session			
5/8/2024	City Council	Planning and Business Development		
5/22/2024	City Council	Finance and Information Technology	Public hearing: 2024 budgmt amendment no. 2 1st read 2024 budgmt amendment no. 2	
6/12/2024	City Council		2nd read 2024 budgmt amendment no. 2	
6/26/2024	City Council	Public Safety		
7/10/2024	City Council	Public Works		
7/24/2024	City Council			
8/14/2024	City Council	Strategic Planning		
8/28/2024	City Council	Planning and Business Development		
9/4/2024	Joint City Council Study Session and Planning Commission			
9/11/2024	City Council	Public Safety		1st public hearing: 2025-2026 budget-projected revenues
9/25/2024	City Council	Finance and Information Technology	Finance and IT Committee: Discuss 2024 YTD information and 2025-2026 preliminary budget	
10/2/2024	City Council Study Session			
10/9/2024	City Council	Public Works		2nd public hearing: 2025-2026 preliminary budget 1st read of property tax ordinance Committee: 2025 utility rates
10/23/2024	City Council	Strategic Planning		1st read of budget ordinance 2nd read of property tax ordinance 3rd public hearing: final 2025-2026 biennial budget
11/6/2024	City Council Study Session			2025 utility rates
11/13/2024	City Council	Planning and Business Development	Public hearing: 2024 budgmt amendment no. 3 1st read 2024 budgmt amendment no. 3	2025 utility rates
Tuesday, November 26, 2024	City Council	Finance and Information Technology		2nd read of budget ordinance and adoption If not yet adopted 3rd read of property tax ordinance 2025 utility rates as necessary
12/4/2024	City Council Study Session			
12/11/2024	City Council	Public Safety	2nd read 2024 budgmt amendment no. 3	If not yet adopted 3rd read of budget ordinance



**Finance and Information Technology
Committee Agenda Item**

Agenda Item No.: d.2.

Date: May 22, 2024

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Business Licensing

RECOMMENDED ACTION:

Requesting feedback from City Council.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Chapter 5.04 of the Sedro-Woolley Municipal Code governs business licenses. The city plans to make revisions to the code to clarify requirements and definitions for both city staff and citizens.

Why does the city issue business licenses:

- Monitoring business activities operating within the city's jurisdiction,
- Regulating certain types of business activities to ensure public safety and code compliance,
- Cover a portion of costs incurred by the city for public safety and code compliance inspections, and
- Ensure correctly categorized with the state to appropriately capture sales tax revenue.

The city seeks to clarify the following:

- 5.01.010(B)(5): "A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities within the city..."
 - If the business isn't using a "common carrier", instead using their own company vehicle, are they required to get a business license? For example, Home Depot delivering a freezer.
 - Should the city include a distinction between delivery only and the capacity to sell their vehicle? For example, the city could clarify that a beverage delivery company simply delivering to a grocery store would not require a city business license unless the drivers also sells product?

- What qualifies as a mobile vendor? Current code 5.01.010(C) "'Mobile vending' or ' mobile vendors' means sales of services and/or merchandise including food that occurs at or in a mobile vehicle, cart, trailer, or similar vehicle that can be moved from location to location." Does the following qualify as mobile vendors?
 - Business with a vehicle that picks up, launders, and delivers work uniforms
 - Business that sells oxygen tanks for ambulances to the Fire Department out of mobile vehicle
 - Mobile dog grooming
 - Mobile mechanic
 - Mobile re-keying
 - Delivery businesses, such as Amazon, UPS, FedEx
- The below are NOT considered mobile vendors. Should this exception be removed from code?
 - Mobile vending that occurs during and as part of community events, which include Founders' Day, Blast from the Past, Loggerodeo, 4th of July, Thanksgiving, City of Lights Festival, and such other events as the city council may from time to time designate.
 - Mobile vending on private property when invited by the property owner for the limited purpose of serving the business and employees of the business on private property (for example, the mobile food vendor being invited to serve a manufacturing company's employees).
 - Mobile vending which occurs as part of a special event as defined by Chapter 12.44.
- 5.01.010(B)(6) outlines activities that are not considered engaging in business. Should the below be included?
 - Working from home as a remote employee.
 - Selling personal possessions, including running estate sales (estate sale by a professional company would be considered engaging in business).
- Currently "Vendors in a temporary bazaar or community fair, including mobile vendors, for which a master license has been given to the sponsor thereof." Should these vendors be required to obtain a city business license?

Please note, public safety and code enforcement inspections may be applicable, regardless of whether a business license is required. However, the city business license approval process is an effective way to ensure the appropriate department is aware of the business and evaluate the need for an inspection.

Below is the current business license fee schedule.

BUSINESS LICENSES AND REGULATIONS	
Description	Amount
Business License Fee - General Business	\$35 annually
Business License Fee - Serving Beer, Wine, Spirits or Authority of the Washington State Liquor and Cannabis Board	\$250 annually
Business License Fee- Pawnbroker	\$135 annually
Business License Fee- Mobile Vending	\$75 annually
Business License Fee - Taxicabs	\$135 annually
Business License Fee - Extension Vendors	\$200 annually per location
Business License Fee - Growing, Processing and Selling of Marijuana	\$250 annually

5.01.010(E) "'Extension vending' means sales of services and/or merchandise including food that occurs at or in a mobile vehicle, cart, trailer or similar vehicle that can be moved from location to location but

is licensed to vend in a single, fixed location that provides access for employees and customers to plumber restroom facilities and tables and chairs." Current fee is \$200 per location. Should this be revised to align with the mobile vending license?

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. SWMC Business Licensing

Chapter 5.04 BUSINESS LICENSES*

Sections:

- 5.04.010 Definitions.
- 5.04.020 Purposes.
- 5.04.030 License fees.
- 5.04.035 Fee exemption.
- 5.04.040 Procedure for obtaining license.
- 5.04.050 Examinations of business premises.
- 5.04.055 Fire inspection certificates.
- 5.04.060 Penalties.
- 5.04.070 Additional remedies.
- 5.04.080 License—Compliance—Revocation.
- 5.04.090 License—Needed for defense.
- 5.04.100 Home occupation business.
- 5.04.320 *Repealed.*
- 5.04.330 Unpaid license fee.
- 5.04.360 Exemptions.
- 5.04.380 Publishers.
- 5.04.420 Duties of the city clerk.

* Prior ordinance history: 373, 376, 391, 403, 509, 595, 598, 605, 865, 880, 948, 949, 950, 960, 966, 972 and 978.

5.04.010 Definitions.

The following terms when used in this chapter shall have the meanings designated below:

- A. "Person" means all individuals, partnerships, domestic and foreign corporations, associations, syndicates, joint ventures, and societies transacting and carrying on any business in the city of Sedro-Woolley, Washington.
- B. Engaging in Business.
1. The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
 2. This section sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (B)(1) of this section. If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.
 3. Without being all-inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf, constitutes engaging in business and requires a person to register and obtain a business license:
 - a. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.
 - b. Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the city.
 - c. Soliciting sales.
 - d. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

- e. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
- f. Installing, constructing, or supervising installation or construction of, real or tangible personal property.
- g. Soliciting, negotiating, or approving franchise, license, or other similar agreements.
- h. Collecting current or delinquent accounts.
- i. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
- j. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
- k. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.
- l. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
- m. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.
- n. Investigating, resolving, or otherwise assisting in resolving customer complaints.
- o. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.
- p. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

4. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license:
- a. Meeting with suppliers of goods and services as a customer.
 - b. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.
 - c. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.
 - d. Renting tangible or intangible property as a customer when the property is not used in the city.
 - e. Attending, but not participating in, a trade show or multiple vendor events. Persons participating at a trade show shall review the city's trade show or multiple vendor event ordinances.
 - f. Conducting advertising through the mail.
 - g. Soliciting sales by phone from a location outside the city.
5. A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the city. Such activities do not include those in subsection (B)(4) of this section.

The city expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the Constitutions of the United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

6. Engaging in business does not include:

- a. Vendors in a temporary bazaar or community fair, including mobile vendors, for which a master license has been given to the sponsor thereof.
- b. Rental or lease of real property by an owner; provided, that the owner of any structure on real property shall obtain a fire inspection certificate for each property from the Sedro-Woolley fire department if required by this chapter; and provided, that any business on the property shall, if otherwise required by Section [5.40.030](#), obtain a business license. Rentals with added services, including but not limited to hotels, motels, storage facilities, and bed and breakfasts, shall obtain a business license.
- c. Minors engaged in babysitting, newspaper delivery, lemonade stands, lawn mowing, and similar activities.
- d. Farmers selling their own produce.

C. "Mobile vending" or "mobile vendors" means sales of services and/or merchandise including food that occurs at or in a mobile vehicle, cart, trailer or similar vehicle that can be moved from location to location, but not including, however, the following:

1. Mobile vending that occurs during and as a part of community events, which include Founders' Day, Blast from the Past, Loggerodeo, 4th of July, Thanksgiving, City of Lights Festival, and such other events as the city council may from time to time designate.
2. Mobile vending on private property when invited by the property owner for the limited purpose of serving the business and employees of the business on private property (for example, the mobile food vendor being invited to serve a manufacturing company's employees).
3. Mobile vending on public streets provided the following conditions are met: (a) the vehicle must be legally parked and cannot use more than a single designated parking space; (b) the vehicle or cart may not obstruct any street or sidewalk for the passage of other vehicles or pedestrians or result in noncompliance with the Americans with Disabilities Act as Amended (ADAAA); (c) the vehicle must not operate in a single location for more than ten minutes at a time. For purposes of this section, one location is defined as one city block (for example, the ice cream truck selling ice cream and frozen novelties from block to block).

4. “Open air vending,” which means the sales of services and/or merchandise including food that occurs at a table or other temporary location that is an integral extension of an already existing permanently sheltered business. Open air vending does not include garage sales.

5. Mobile vending which occurs as part of a special event as defined in Chapter [12.44](#).

D. The agent or agents of a nonresident proprietor engaged in a business for which a license is required by this chapter shall be liable for the payment of the fee thereon as herein provided and for the penalties for failure to pay the same or to comply with the provisions of this chapter to the extent and with like effect as if such agent or agents were themselves proprietors.

E. “Extension vending” means sales of services and/or merchandise including food that occurs at or in a mobile vehicle, cart, trailer or similar vehicle that can be moved from location to location but is licensed to vend in a single, fixed location that provides access for employees and customers to plumbed restroom facilities and tables and chairs.

F. “Director” means the finance director of the city of Sedro-Woolley. (Ord. [1904-18](#) §§ 1, 2, 2018; Ord. [1882-17](#) § 1, 2017; Ord. [1726-11](#) § 1, 2011; Ord. [1721-11](#) § 1 (part), 2011; Ord. [1422-02](#) § 1, 2002; Ord. [1192](#) § 1 (part), 1993)

5.04.020 Purposes.

A. To provide revenue for municipal planning, policing, and regulatory purposes and to provide revenue to pay for the necessary expense required to issue the license for and to regulate the businesses licensed.

B. The license fees levied by this chapter shall be independent and separate from any permit fees now or hereafter required of any person to engage in any business by any ordinance of the city, regulating any business herein required to be licensed, and all such businesses shall remain subject to the regulatory provisions of any such ordinances or ordinances now or hereinafter in effect, and the persons engaged in all such businesses shall be liable for the payment of any license fees for which provision has been made herein.

C. The levy or collection of a license fee upon any business shall not be construed to be a license or permit of the city to the person engaged therein to engage therein, in the event such business shall be unlawful, illegal, or prohibited by the ordinances of the city or the laws of the state or the United States. (Ord. [1721-11](#) § 1 (part), 2011; Ord. [1192](#) § 1 (part), 1993)

5.04.030 License fees.

- A. No person shall engage in business in the city without first having applied for, paid for and obtained the license therefor for the current year, as provided herein, and without having first complied with any and all applicable provisions of this chapter.
- B. Regulatory Business License. Each person engaged in the following businesses in the city shall pay an annual basic license fee as indicated below:
1. Businesses, clubs or societies selling or serving beer, wine and/or spirits, operating under license or authority of the Washington State Liquor and Cannabis Board, an annual license fee as listed in the master fee schedule adopted by resolution of the city council.
 2. Pawnbrokers. An annual license fee as listed in the master fee schedule adopted by resolution of the city council and no person shall be issued a license to operate as a pawnbroker unless he or she possesses the following qualifications:
 - a. Is at least twenty-one years of age;
 - b. Is a resident of the state of Washington for at least six months prior to filing application;
 - c. Has not been convicted of any offense involving moral turpitude or intent to defraud or any property crime, within three years prior to the time of application.
 - i. When an application for a license to operate as a pawnbroker, duly signed and notarized, and accompanied by required information, has been received by the police chief, he shall investigate the statements contained therein and may obtain such other information concerning the applicant's character, integrity, personal habits, past conduct and general suitability to maintain a pawnshop within the city.
 - ii. Each application for a pawnbroker's license shall be accompanied by a complete set of fingerprints of the applicant, utilizing a fingerprint form provided by the city police department.

iii. All applications shall become null and void after sixty days from the date of filing if the application for any reason is denied or is not obtained by the applicant.

3. Mobile Vendors. An annual license fee as listed in the master fee schedule adopted by resolution of the city council and compliance with the following requirements:

a. Mobile vending is allowed on private property when invited by the property owner. If the mobile vendor serves food, it must not be located with one hundred feet of an existing restaurant without the restaurant owner's consent; and

b. Mobile vending is allowed on public streets provided the following conditions are met: (i) the vehicle must be legally parked and cannot use more than a single designated parking space; (ii) the vehicle or cart may not obstruct any street or sidewalk for the passage of other vehicles or pedestrians or result in noncompliance with the Americans with Disabilities Act, as amended (ADA); (iii) the vehicle must not operate in a single location for more than ten minutes at a time. For purposes of this section, one location is defined as one city block; and

c. Nothing in this section shall relieve any person who is operating as a mobile vendor from compliance with all other requirements of the Sedro-Woolley Municipal Code, including, but not limited to, for example, zoning, sewer, and mandatory solid waste service requirements.

4. Taxicabs.

a. An annual license fee as listed in the master fee schedule adopted by resolution of the city council and no taxicab license or driver's permit shall be issued to any person who:

i. Has been convicted of an offense of such a nature to indicate that he or she is unfit to hold a license or a permit;

ii. Is guilty of committing two or more offenses for which mandatory revocation of driver's license is provided by law;

iii. Has been convicted of manslaughter resulting from the operation of a motor vehicle or convicted of negligent homicide;

- C. **General Business License.** All persons engaged in business in the city not included in regulatory or nonprofit business license sections shall pay an annual basic license fee as listed in the master fee schedule adopted by resolution of the city council.
- D. **Nonprofit Business License.** Businesses and organizations which have IRS 501(c)(3) nonprofit tax status, for activities within the scope of their IRS 501(c)(3) purpose, are exempted from any fees in this chapter; however, they are not exempted from registering with the city of Sedro-Woolley; provided, that:
1. The organization shall provide proof of IRS 501(c)(3) status;
 2. The activity shall not include the sale of food, beverages, cigarettes or gambling; and
 3. The owner of property used for this exempt purpose shall obtain a fire inspection certificate if required by this chapter.
- E. The license required by this chapter shall have a term as established by the state of Washington BLS, in cooperation with the city.
- F. Each branch establishment or separate location of a business conducted by any person shall, for the purpose thereof, be a separate business and subject to the license therefor provided for herein.
- G. If any person be engaged in operating or carrying on in the city more than one business, then such person shall pay the license herein prescribed for as many of said businesses as are carried on by such person.
- H. A change of physical location of a business inside the city will require approval by the city before business may commence at the new location, and may require the filing of a new master business application. (Ord. [2023-22](#) § 1, 2022; Ord. [2013-22](#) § 10, 2022; Ord. [1904-18](#) § 4, 2018; Ord. [1882-17](#) § 2, 2017; Ord. [1721-11](#) § 1 (part), 2011; Ord. [1422-02](#) § 2, 2002; Ord. [1408-01](#) § 1, 2001; Ord. [1192](#) § 1 (part), 1993)

5.04.035 Fee exemption.

For purposes of the license by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than two thousand dollars and who does not maintain a place of business within the

city, shall submit a business license registration to the director or designee. The threshold does not apply to regulatory license requirements or activities that require a specialized permit. (Ord. [1904-18](#) § 3, 2018)

5.04.040 Procedure for obtaining license.

- A. All licenses shall be issued and renewed by the State of Washington Department of Revenue Business Licensing Service (BLS). Building and fire inspections and approvals must be issued before an initial business license is issued. All licenses and permits are subject to revocation at any time by the council for cause.
- B. Application for the business license shall be made by submitting a completed master business application, and any appropriate addenda forms to the BLS, in cooperation with the city. Said application shall be accompanied by payment of all respective license fees due for that application and the BLS application handling fee.
- C. No license issued to do business within the limits of the city shall be transferable. Only the individuals to whom the license is issued shall be eligible to operate on that license.
- D. All persons operating on or doing business under license issued by the Business Licensing Service shall, at all times, keep such license either on their person or properly displayed while so operating within the city limits.
- E. Issuance of a business license shall not relieve the applicant from the need to comply with all other applicable city ordinances. (Ord. [1721-11](#) § 1 (part), 2011; Ord. [1192](#) § 1 (part), 1993)

5.04.050 Examinations of business premises.

City officials shall have the authority to investigate and examine all places of business licensed or subject to license under this chapter at any reasonable time for the purpose of determining whether such place of business is complying with the provisions of this chapter. (Ord. [1721-11](#) § 1 (part), 2011; Ord. [1192](#) § 1 (part), 1993)

5.04.055 Fire inspection certificates.

- A. The owner of nonresidential, commercial, industrial, or multifamily residential structures on real property shall obtain a fire inspection certificate for each property from the Sedro-Woolley fire department.

B. For purposes of this chapter, multifamily residential rental property shall be defined as a building containing three or more dwelling units or a single dwelling unit in a building used primarily for nonresidential purposes. Hotel, motel, and “bed and breakfast” facilities shall be considered commercial facilities.

C. The owner of the real property shall be primarily responsible for obtaining the fire inspection certificate; however, the tenant or lessee may obtain the fire inspection certificate for the owner, as the owner’s agent. (Ord. [1721-11](#) § 1 (part), 2011; Ord. [1422-02](#) § 3, 2002)

5.04.060 Penalties.

A. Failure to renew the license on or before the expiration date established by the Business Licensing Service may result in the charge of a delinquent renewal penalty or the cancellation of the license. If a license is cancelled, filing of a new master business application, payment of all appropriate fees and reapproval by the city may be required in order to continue conducting business in the city.

B. Nothing herein contained shall be taken or construed as vesting any right in any license as a contract obligation on the part of the city as to the amount of the fee hereunder. Other or additional taxes or fees and the fees herein provided for may be increased or decreased and additional or other fees provided for and levied in any and all instances at any time by the city.

C. The conviction of any person for violation of any of the provisions of this chapter shall not operate to relieve such person from paying any fee or penalty thereupon for which such person shall be liable, nor shall the payment of any such fee be a bar to or prevent prosecution in the city court of any complaint for the violation of any of the provisions of this chapter.

D. All persons, firms and corporations who perform labor, services and construction within the city (as provided in Rule II, WAC [458-20-145](#)), shall report the city “Location Code Number 2908” on their sales/excise tax returns to the state of Washington Department of Revenue. On any violation hereof, the amount of local sales and use taxes due the city shall be paid to the city by the violator, together with a penalty of one hundred percent in addition to all other penalties, fines and remedies provided in this chapter. (Ord. [1721-11](#) § 1 (part), 2011; Ord. [1670-10](#) § 2, 2010; Ord. [1192](#) § 1 (part), 1993)

5.04.070 Additional remedies.

- A. In addition to the penalties provided in this chapter and as separate and distinct remedies, the city may sue in any court of competent jurisdiction to obtain a judgment and enforce collection thereof by execution for any license fee or tax due under this chapter.
- B. The city may seek an injunction prohibiting a person from engaging in any unlicensed business.
- C. In any action or suit authorized by this section, the city, if it prevails, shall recover a reasonable attorney's fee to be set by the court, in addition to its costs and disbursements. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.080 License—Compliance—Revocation.

Every license shall be taken and held subject to all of the ordinances and police regulations of the city existing at the time of the issuance thereof, and also subject to revocation by the city council at their discretion at any time upon refunding the price paid, proportionately for the unexpired term of such license; and upon conviction of any license for the violation of any ordinance regulating the licensed business, the city council shall have power to revoke the license without notice and without repayment of the unearned portion of the license fee, whereupon the license shall be forfeited. The conditions contained in this section shall constitute a part of each license issued by the city. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.090 License—Needed for defense.

Upon the trial of any action brought for the violation of any license ordinance of the city, the defendant shall be deemed not to have procured or have in force the required license unless he produces such license in court and proves that the same has been properly issued and the fee therefor paid, and in any such action the fact that the defendant has represented himself as engaging in any business or calling for which a license is required shall be conclusive evidence of the liability of the defendant to pay for such license and procure the issuance thereof. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.100 Home occupation business.

A business owner intending to conduct business from a residence located within the city must provide proof of residency within the city and obtain approval per Chapter [17.68](#). The proof of residency and home occupation permit application must be filed directly with the city separate from the master business application submitted to the Business Licensing Service, and must be received and approved by the city before the business license application can be approved. (Ord. [1721-11](#) § 1 (part), 2011)

5.04.320 Public utilities.

Repealed by Ord. [1721-11](#). (Ord. [1192](#) § 1 (part), 1993)

5.04.330 Unpaid license fee.

Any license fee or tax which shall become due and owing to the city, whether imposed by this chapter or any other license ordinance, shall constitute and remain an indebtedness due and owing to the city until paid and the same may be collected in any civil action. (Ord. [1192](#) § 1 (part), 1993)

5.04.360 Exemptions.

Any person paying a business and occupation tax to the city under the terms of Ordinance No. 382, or under the terms of future ordinances of the city shall be exempt from the payment of any license or tax under this chapter during the year or years covered by such other ordinances. (Ord. [1192](#) § 1 (part), 1993)

5.04.380 Publishers.

Publishers of newspapers, periodicals or any other publications, may, in lieu of procuring any license provided for in this chapter, pay to the city a sum of money equal in amount of the appropriate license fee set forth in Section [5.04.030](#), and upon payment thereof, shall be exempt from the requirements of this chapter, such exemption to apply for one calendar year, and to be renewable from year to year upon additional payment of the sum. (Ord. [1367-00](#) § 1, 2000; Ord. [1192](#) § 1 (part), 1993)

5.04.420 Duties of the city clerk.

The city clerk shall keep full and accurate records of all funds received under the provisions of this chapter. Upon receipt of any license fee or penalties collected under the provisions of this chapter, he shall deposit the same with the city treasurer to the credit of the current expense fund.

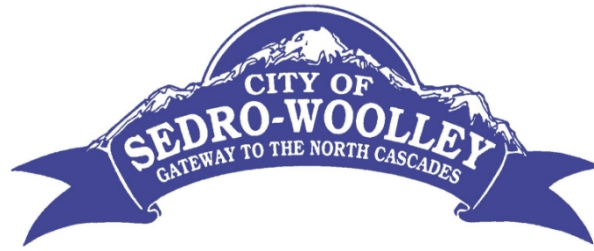
It shall be the duty of the city clerk to require all parties engaging in any business activity to procure such license, and should there be any license fee not paid by any person, it shall be the duty of the city clerk to enforce collection thereof in the manner provided in this chapter. (Ord. [1192](#) § 1 (part), 1993)

Disclaimer: The city clerk's office has the official version of the Sedro-Woolley Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.sedro-woolley.gov/>

City Telephone: (360) 855-1661

[Code Publishing Company](#)



**Finance and Information Technology
Committee Agenda Item**

Agenda Item No.: d.3.

Date: May 22, 2024

From: Woody Tovar Cano, IT Director

Subject: 23SLCGP Update

RECOMMENDED ACTION:

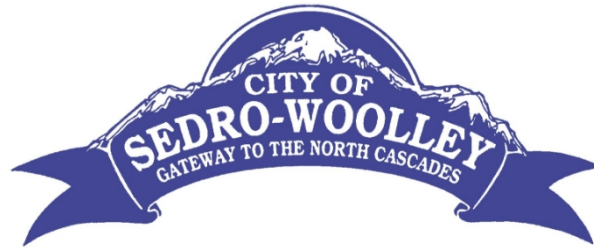
ISSUE:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

None



**Finance and Information Technology
Committee Agenda Item**

Agenda Item No.: d.4.

Date: May 22, 2024

From: Woody Tovar Cano, IT Director

Subject: Website & Social Media Metrics

RECOMMENDED ACTION:

ISSUE:

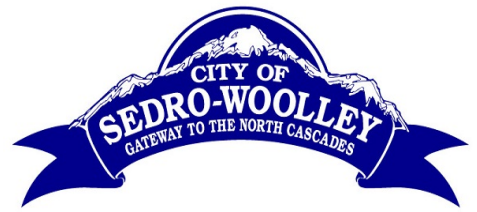
BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

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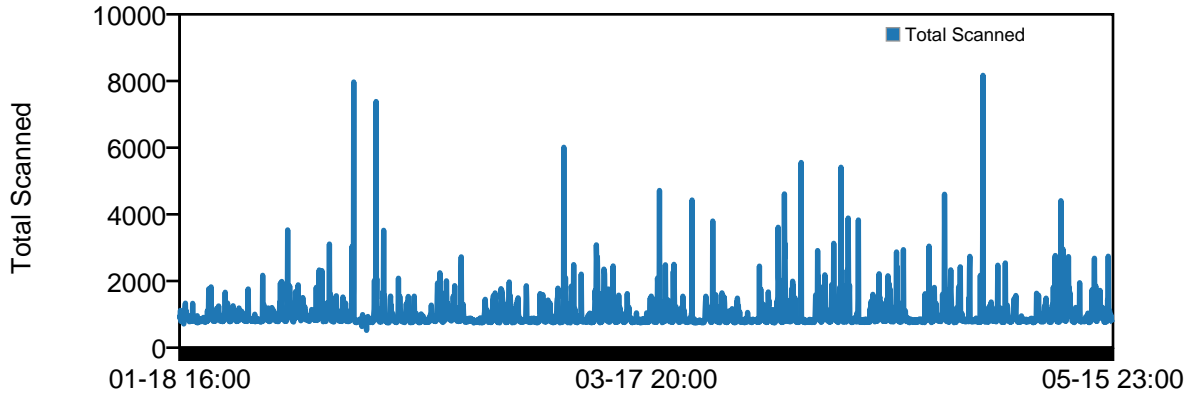
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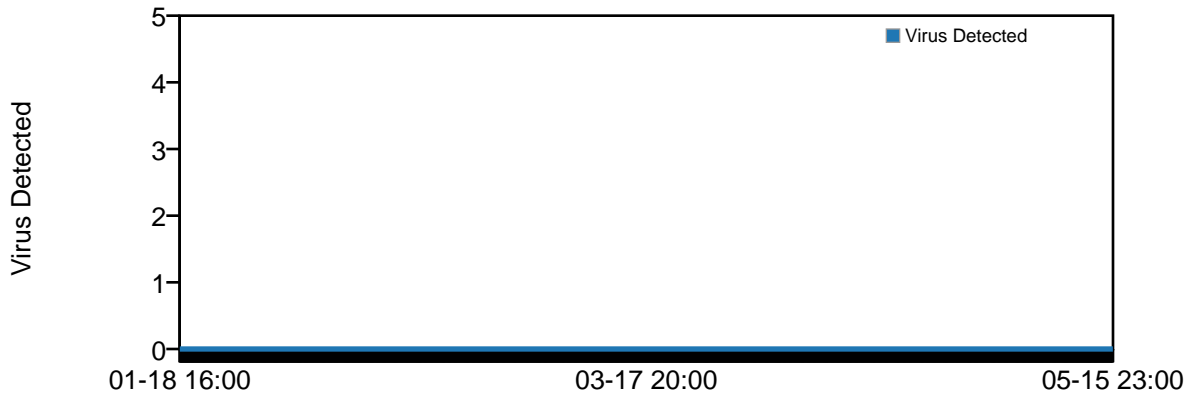
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To: 2024-05-16 00:00:00 (America/Los_Angeles)

Total Scanned



Virus Detected



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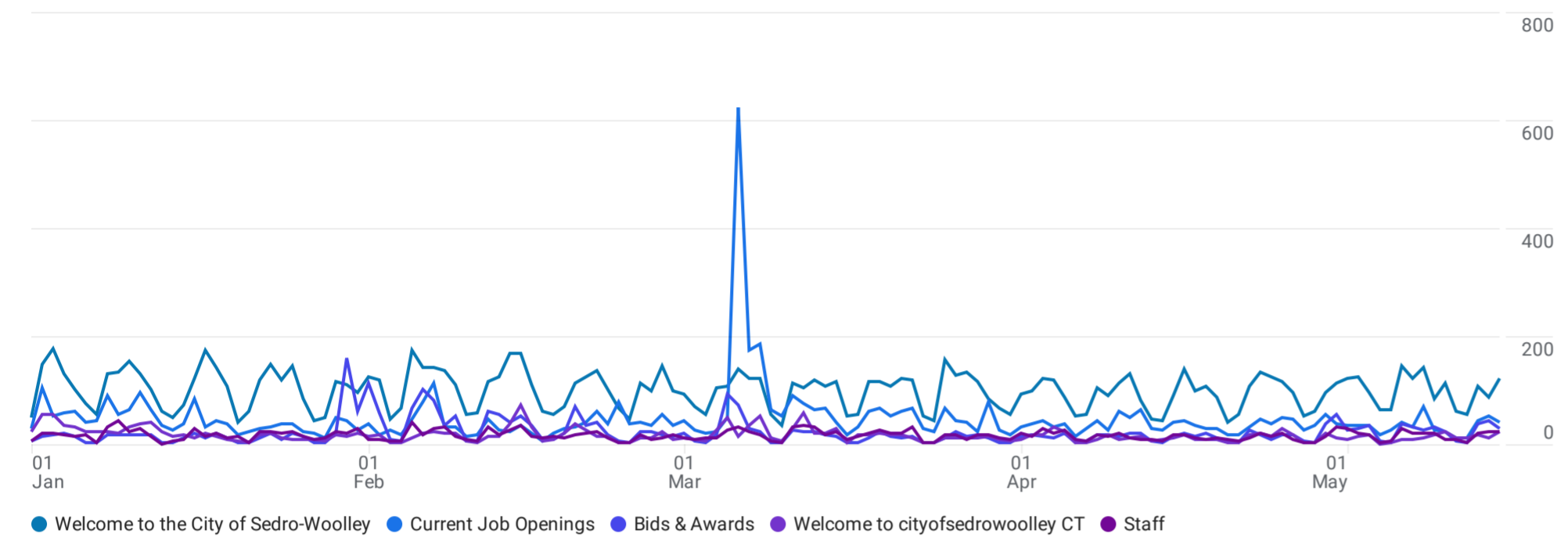
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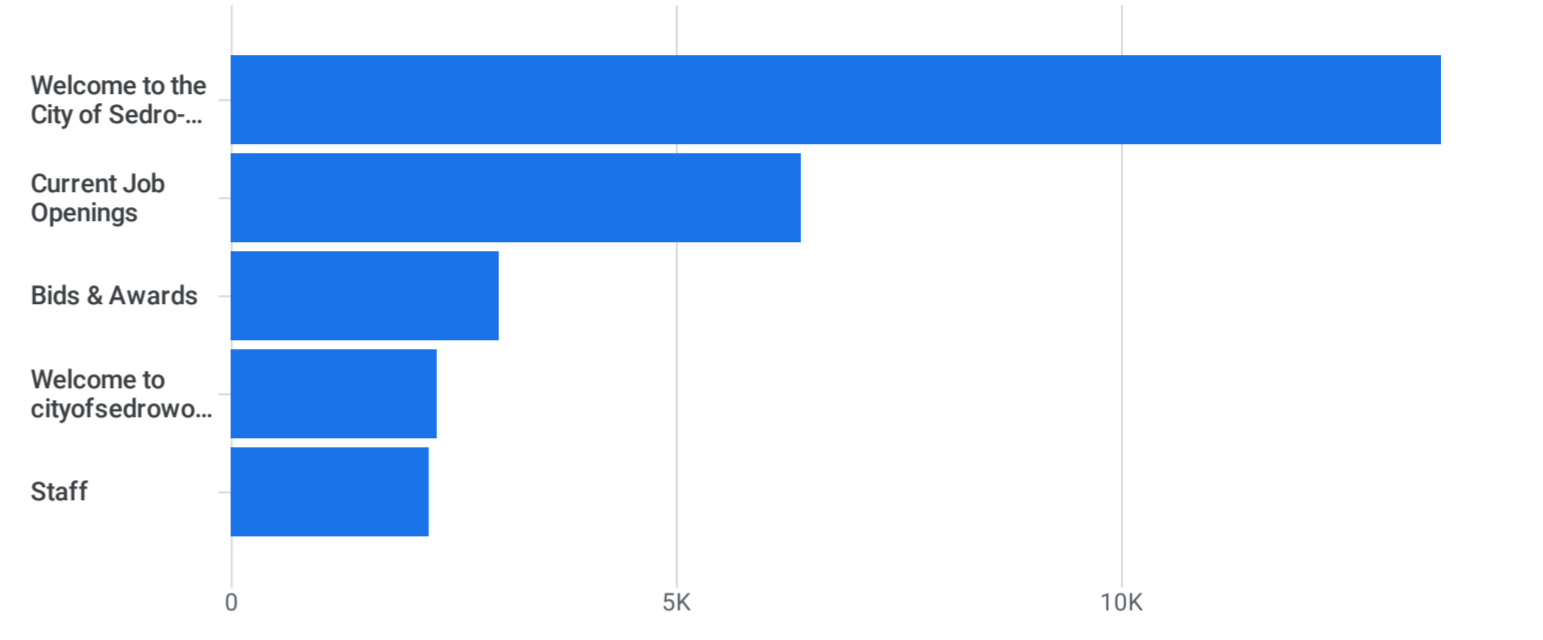
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Add filter +

Views by Page title and screen class over time



Views by Page title and screen class



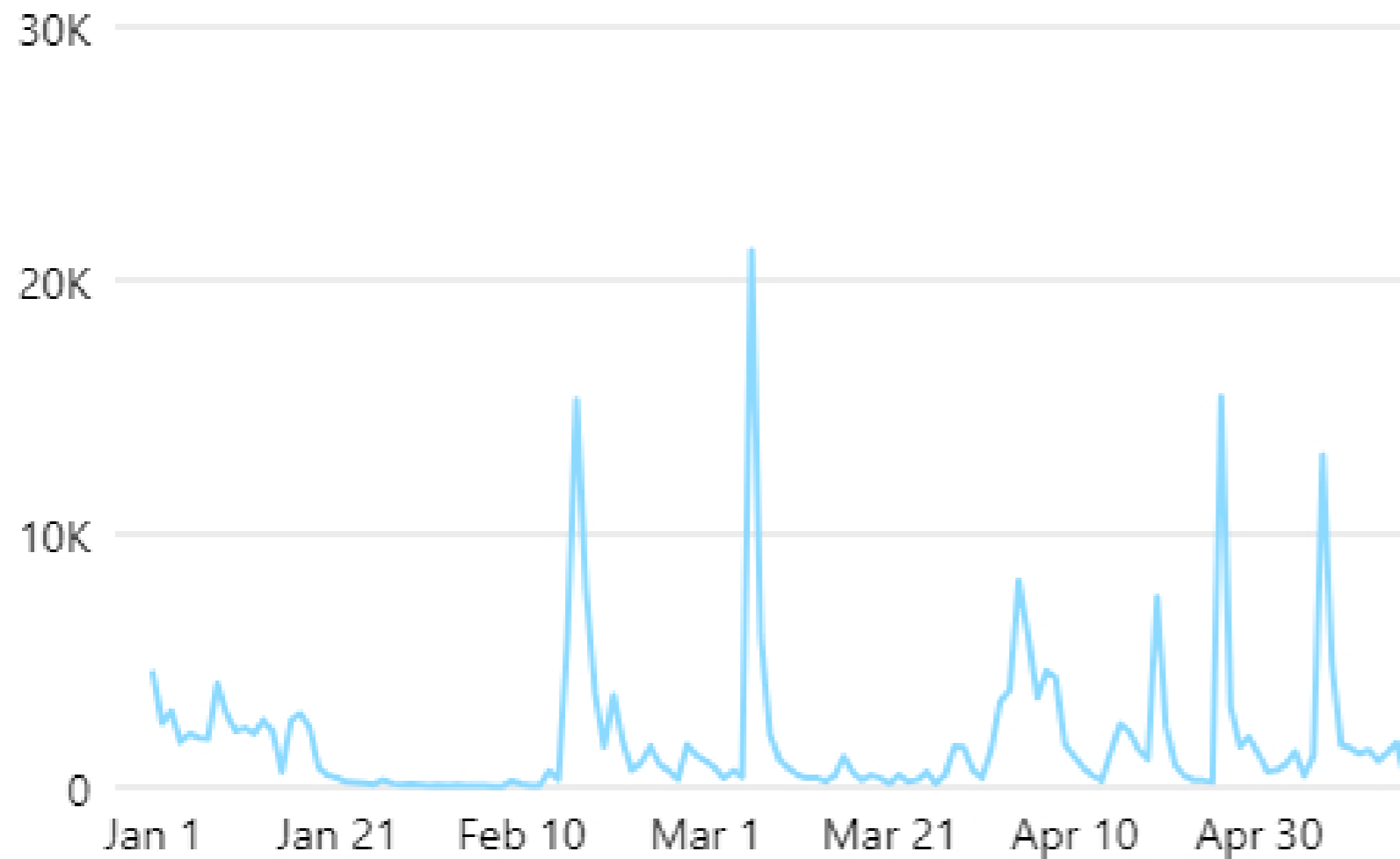
Search... Rows per page: 10 Go to: 1 1-10 of 333

Page title and screen class	Views	Users	Views per user	Average engagement time	Event count	Key events	Total revenue
	71,525 100% of total	25,830 100% of total	2.77 Avg 0%	1m 05s Avg 0%	223,687 100% of total	0.00	\$0.00
1 Welcome to the City of Sedro-Woolley	13,593	7,252	1.87	35s	43,738	0.00	\$0.00
2 Current Job Openings	6,401	4,201	1.52	42s	21,323	0.00	\$0.00
3 Bids & Awards	3,009	1,692	1.78	22s	11,212	0.00	\$0.00
4 Welcome to cityofsedrowoolley CT	2,314	1,454	1.59	23s	6,823	0.00	\$0.00
5 Staff	2,218	1,331	1.67	54s	5,748	0.00	\$0.00
6 Facilities & Reservations	1,852	1,069	1.73	31s	5,495	0.00	\$0.00
7 Recycling Facility	1,777	1,153	1.54	1m 04s	6,000	0.00	\$0.00
8 Departments	1,770	1,143	1.55	18s	4,424	0.00	\$0.00
9 Police Department	1,696	1,180	1.44	42s	5,910	0.00	\$0.00
10 Solid Waste Division	1,659	1,060	1.57	49s	5,246	0.00	\$0.00

Reach

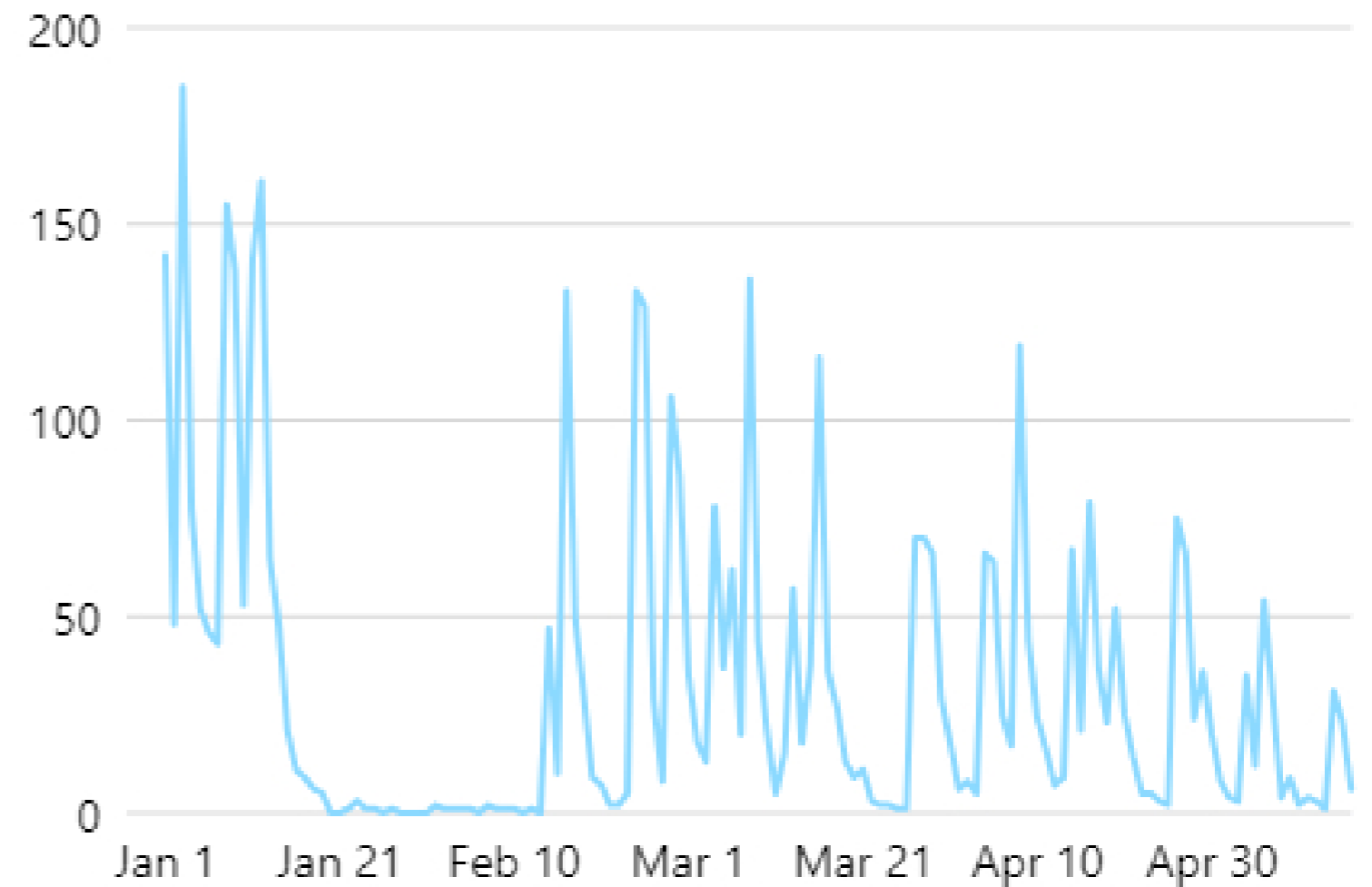
Facebook reach ⓘ

104.3K ↑ 106%



Instagram reach ⓘ

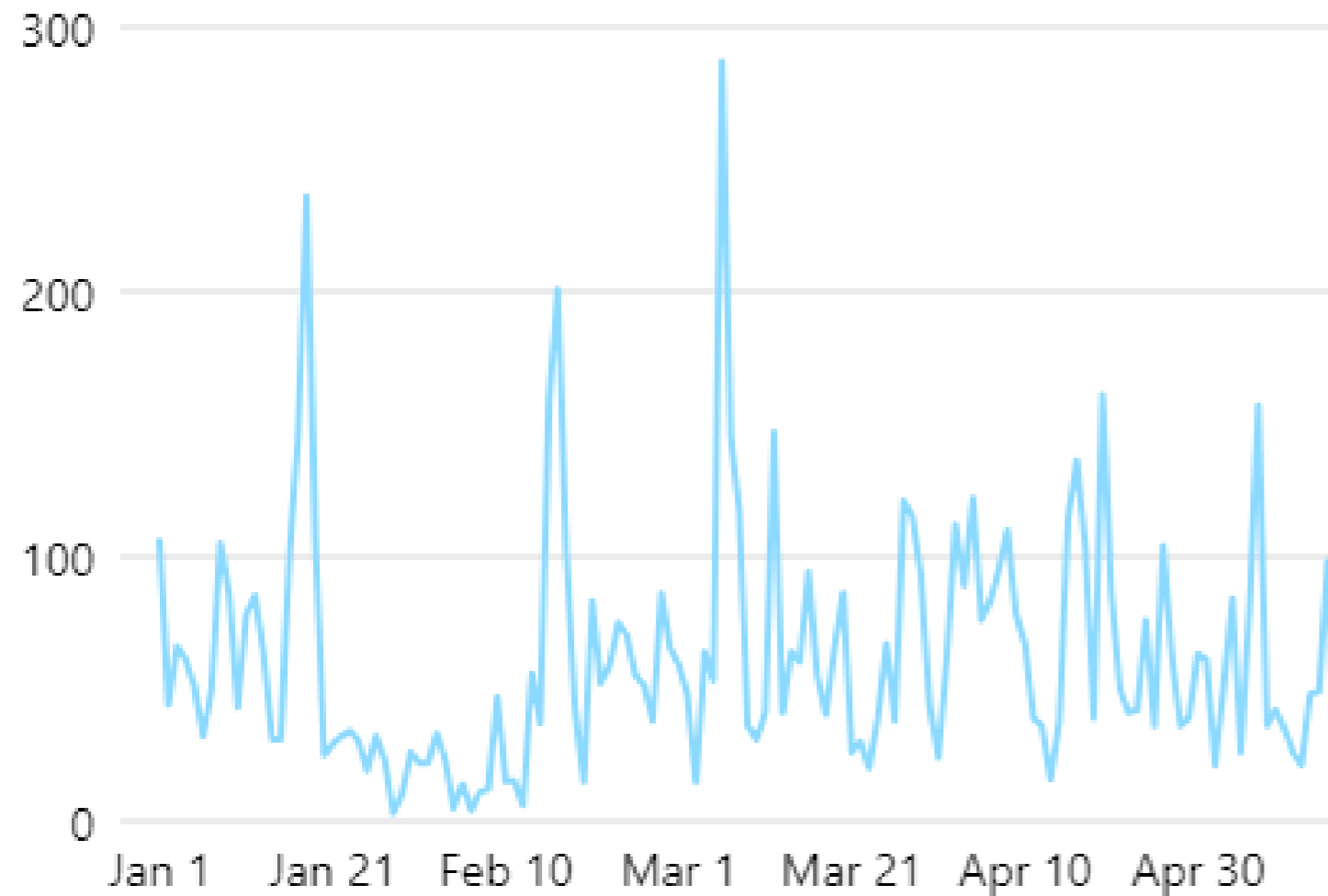
762 ↑ 0.3%



Visits

Facebook visits ⓘ

8.5K ↑ 11.1%



Instagram profile visits ⓘ

131 ↓ 31.1%

