



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 22nd 2024

Subject: Business License Discussion

Category: Discussion and Direction

Staff Contact: Ryan Wagner, Finance & HR Director

Summary

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.

The Finance Director will now lead a discussion with the Council on the city's options with Business Licenses, with the goal of determining whether we should go forward, and the structure that would work best for Medina. The following is an outline of the meeting with time estimates.

Introduction and summary – 10 Minutes

- A brief summary of Business Licenses, with a focus on options for Council to weigh as the city looks to make a decision on whether to move forward.

Discussion on Business Licenses with direction on template building – 20 minutes

- *Revenue Model*
 - o *A template set up to maximize potential revenue for the city through the use of a FTE based fee structure*
- *Information Model*
 - o *A template set up to maximize coverage to collect information on all businesses operating in, and out of Medina*
- *Hybrid Model*
 - o *A combination of the previous two templates, helping to bring in revenue while still allowing waivers for small business and non-profits*

Attachments:

- 1) Summary of Business License Options
- 2) Potential Business License Templates
- 3) Combined Licensing Opportunity (DOR)

Budget/Fiscal Impact: Only impact is staff time

Recommendation: Discussion and recommendations

City Manager Approval:

Proposed Council Motion: N/A