



# MEDINA, WASHINGTON

## AGENDA BILL

Tuesday May 27th, 2025

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**Subject:** Business License Discussion

**Category:** Study Session

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

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### **Summary**

The purpose of this work session is to provide Council with a timeline update for Business Licensing, followed by a discussion and possible guidance to staff on the following action items.

- 1) License Origination and Renewal Fee Amount
- 2) Defining Business Activity as it Relates to Rental Properties
- 3) Should Medina Charge Late Fees for License Renewals

The Finance Director, City Attorney, and representatives from the Department of Revenue will be available to guide the discussion and 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 23<sup>rd</sup> meeting, the Council voted to go forward with implementing Business Licenses.
- On March 10<sup>th</sup>, Council delegated the preparation of the Business License requirements to the Finance Committee.

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

**Recommendation:** N/A

**City Manager Approval:** N/A

### **Attachments:**

- 1) Business License Discussion Information

*The following is an outline of the meeting with time estimates.*

Possible Introduction by the Department of Revenue – 5 Minutes

Work session on Business Licensing – 45 minutes