



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 9th 2026

Subject/Topic: Financial Policy Discussion, Key Updates	Proposed Council Action/Motion:
Dept. Origin: Finance/HR	<input type="checkbox"/> Information Only
Category: Policy Update	<input type="checkbox"/> Receive and File
Prepared by: Ryan Wagner – Finance Director	<input checked="" type="checkbox"/> Discuss
Attachments: 2026 Recommended Financial Policy Updates	<input checked="" type="checkbox"/> Provide Direction
	<input type="checkbox"/> Public Hearing
	<input type="checkbox"/> Adopt/Approve
	<input type="checkbox"/> Other:

Proposed Council Action

Discussion and Direction

Summary

The City's Financial Policies were last updated in September of 2023. The purpose of this discussion is to receive feedback from the City Council on the following three recommended updates.

Per-Diem

Employee Per-Diem is to cover meals and other miscellaneous expenses when traveling. Staff recommends adopting the General Services Administration ("GSA") standard to apply a flat rate for daily use. If any meal(s) is/are provided at no cost to the employee as part of their travel, that meal will be subtracted from the total daily per diem rate. If the area you are traveling to is not listed by the GSA, the standard rate will be applied.

Purchasing Policy – Food and Beverage

The City currently does not have any policy language that specifies General Fund spend for community and city business.

The purpose of this procedure is to provide guidance regarding when purchases of meals and refreshments by the city are reasonable, allowable and related to the conduct of City business or services.

External Payment Verification

An external payment verification policy outlines the procedures for confirming the legitimacy of transactions and the identity of the parties involved when processing payments from outside sources. It is a critical component of a company's fraud management strategy and is required for compliance in many industries.

This recommendation is made by our insurance risk pool to ensure we qualify for cyber security coverage.

Any changes to the Financial Policies must be approved by Council via a resolution. The attached document describes the existing procedures and controls, alongside the new recommendations. Upon Council approval, it will be inserted into the Financial Policy manual.

Please note the recommended policy changes have been reviewed by the cities labor attorney, Charlotte Archer.

If you would like to review the current Financial Policies for the city, they can be found on the website in the following location.

[Financial Policies | Medina Washington](#)

Council Priorities

This proposal furthers Council Priorities 1 and 3.

1. Financial Stability and Accountability
2. Quality Infrastructure
3. Efficient and Effective Government
4. Public Safety and Health
5. Neighborhood Character and Community Building

Budget/Fiscal Impact: Minimal

Recommendation: Discussion and Direction.

City Manager Approval:



Proposed Council Motions: N/A

Time Estimate: 10 Minutes