

Fund Structure and Budget Reform Committee Minutes

Special Meeting

December 4, 2025

1. Call to Order

Committee Chair, Mark Nash, called the special meeting of the Fund Structure and Budget Reform Committee to order at 8:00 A.M., Thursday, December 4, 2025, in the Main Street Conference Rooms A&B located at 22 E. Main St. in Edmond, Oklahoma. The agenda for this meeting was posted in City Hall on December 1, 2025, at 11:00 A.M.

Members Present: Mark Nash, Preston Watterson, Cody Boyd, Ex-Officio Kathy Panas, Ex-Officio Ross VanderHamm, Taylor Wilson, Rick McCune, Jill Castilla, and Laura Sheriff.

Members Absent: None

2. Consideration of Approval of Meeting Minutes: November 20, 2025

Cody Boyd, committee member, noted that in Item #2, paragraph 5, there was a typo. It should read asset “preservation” vs asset “reservation”. Correction noted.

Motion by Cody Boyd, seconded by Jill Castilla to approve the meeting minutes as corrected.

Motion passed unanimously.

3. Discussion and Consideration of Changes to the Transfer Policy.

Mayor Nash opened the discussion of Resolution 33-25 and the Temporary Policy for Budget Adjustments approved by City Council on August 25, 2025. A FINANCE COMMITTEE RECOMMENDATION FOR BUDGET ADJUSTMENTS DRAFT was presented by Mayor Nash.

There was discussion about placing a cap of 10% of each category total on the dollar amount of adjustment that the City Manager could authorize.

There was discussion of removing the term “account class” from the verbiage in paragraph 1) a) and replacing it with “category” because the City of Edmond budgets by category and does not use the term “account class”.

A terminology dictionary will be developed to define various terms used when discussing the budget.

The following suggestions to update verbiage were agreed upon within the group:

- 1) Paragraph 1) a): The City Manager may authorize, in writing, transfers *up to \$10,000* (remove “of ten percent (10%)”).
- 2) Paragraph 1) a): ...The City Manager may authorize, in writing, transfers up to \$10,000 or less of any unexpended and unencumbered appropriation or any portion thereof from one *category* (remove “account class”)...

- 3) Delete paragraph 1) b)
- 4) Delete paragraph 1) d)
- 5) Paragraph 1) e): Update verbiage to read "All transfers of unexpended and unencumbered appropriations involving capital expenditures *shall require City Council approval.* (Remove "account classes" and "City Manager authorization")
- 6) Paragraph 1) f): add "in writing" as follows: The City Manager will inform the Council *in writing* of all transfers thought regular monthly City Manager reports...

Mayor Nash said he would clean up the draft and come back with an updated version at the next Fund Structure and Budget Reform Committee meeting.

4. Discussion of the City's Current Fund Structure.

Item tabled.

No discussion.

5. Discussion of Suggested Improvement to How the City Handles Budget Transfers.

Item tabled.

No discussion.

6. Nomination and Consideration of Member Makeup for all Subcommittees

Item tabled.

No discussion

7. Discussion of Next Steps for the Committee.

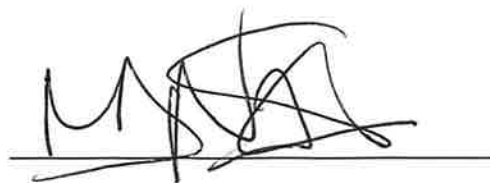
Item tabled.

No discussion

8. Adjournment.

Motion by Jill Castilla, seconded by Cody Boyd to adjourn the Fund Structure and Budget Reform Committee meeting.

Motion passed unanimously.

A handwritten signature in black ink, appearing to read 'Mark A. Nash', is written over a horizontal line.

Mark A. Nash, Fund Structure and Budget Reform Committee Chairperson