

Memorandum

REPORT TO: Study Commission

FROM: Caeleb Heinen, Recording Secretary
Mike Maas, Ex Officio

SUBJECT: Study Commission Claims Review and Approval

MEETING DATE: December 17, 2025

AGENDA ITEM TYPE: Finance

RECOMMENDATION: **Consider the Motion:** *I move to approve payment of claims as presented.*

STRATEGIC PLAN: 7.5. Funding and Delivery of City Services: Use equitable and sustainable sources of funding for appropriate City services, and deliver them in a lean and efficient manner.

BACKGROUND: Study Commission claims for approval prior to payment by Ex Officio from the approved Study Commission Budget.

[Budget Tracking](#)

UNRESOLVED ISSUES: None

ALTERNATIVES: The Study Commission could decide not to approve these claims or a portion of the claims presented. This alternative is not recommended as it may result in unbudgeted late fees assessed.

FISCAL EFFECTS: \$3900

Attachments:

[BCSC Invoice 3 \(November 2025\) - Invoice.pdf](#)

Report compiled on: December 12, 2025