

# Memorandum

**REPORT TO:** Study Commission

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

**SUBJECT:** Study Commission Claims Review and Approval

**MEETING DATE:** January 15, 2026

**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 #4 \(December 2025\) - Invoice.pdf](#)

Report compiled on: January 7, 2026