

Memorandum

REPORT TO: Study Commission

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

SUBJECT: Authorize the Absence of Becky Franks

MEETING DATE: December 17, 2025

AGENDA ITEM TYPE: Citizen Advisory Board/Commission

RECOMMENDATION: **Consider the Motion:** *I move to authorize the absence of Becky Franks.*

STRATEGIC PLAN: 1.1 Outreach: Continue to strengthen and innovate in how we deliver information to the community and our partners.

BACKGROUND: Becky Franks noticed the City Study Commission that she will not be able to attend the meeting.

UNRESOLVED ISSUES: None

ALTERNATIVES: As per the City Study Commission

FISCAL EFFECTS: None

Report compiled on: December 11, 2025