



# Budget Engagement Commission

*City of Arts & Innovation*

---

**TO: HONORABLE COMMISSIONERS** **DATE: DECEMBER 11, 2025**  
**FROM: FINANCE DEPARTMENT** **WARDS: ALL**  
**SUBJECT: CONSIDER WHETHER THE ABSENCES OF CHAIR WILLIAMS AND COMMISSIONERS AYRA FROM THE NOVEMBER 13, 2025 MEETING SHOULD BE RECORDED AS EXCUSED ABSENCES**

**ISSUE:**

Determine whether the absences of Chair Williams and Commissioners Ayra should be recorded as excused absences.

**RECOMMENDATION:**

That the Budget Engagement Commission determine the absences of Chair Williams and Commissioners Ayra from the Budget Engagement Commission meeting on November 13, 2025 be excused.

**BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 24076, Board Members shall make every effort to notify the administrative staff 24 hours prior to any regular meeting of his/her intent not to attend said meeting. The Board is required to express in its official minutes if the absence of the Board Member is excused or unexcused.

Pursuant to City Charter Section 805, if a member of a Board or Commission is absent from three consecutive regular meetings unless by permission of the Board or Commission expressed in its official minutes, the City Council can declare the office vacant.

**DISCUSSION:**

Chair Williams and Commissioners Ayra notified the secretary 24 hours before the meeting that they would not attend the Budget Engagement Commissioner meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Elizabeth Martinez, Senior Administrative Assistant

Approved as to

availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer

Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/City  
Treasurer

Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

**Attachments:**

1. Guidelines Governing Attendance of the Budget Engagement Commissioners
2. Attendance Report