

RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: OCTOBER 28, 2024

SUBJECT: NOVEMBER 18, 2024 SPECIAL BOARD OF PUBLIC UTILITIES MEETING AND CANCELLATION OF THE REGULARLY SCHEDULED BOARD OF PUBLIC UTILITIES MEETING OF NOVEMBER 25, 2024

ISSUE:

Consider a request to schedule a Special Board of Public Utilities meeting for November 18, 2024 and, due to a lack of quorum, cancel the regularly scheduled Board of Public Utilities meeting for November 25, 2024.

RECOMMENDATION:

That the Board of Public Utilities approve the request to approve a Special Board of Public Utilities meeting on November 18, 2024, and due to lack of quorum, cancel the regularly scheduled Board of Public Utilities meeting on November 25, 2024.

BACKGROUND:

It has been a past practice to cancel regularly scheduled Board of Public Utilities (Board) meetings when there is a lack of a quorum, lack of sufficient agenda items or when the meeting conflicts with City observed holidays.

DISCUSSION:

This year, the regularly scheduled Board meeting of November 25, 2024, falls during the week of the Thanksgiving holiday and is the only Board meeting in November due to the prior meeting falling on the Veteran's Day holiday. Staff reached out to the Board members to confirm attendance, and based on responses, determined that the meeting would lack a quorum. The General Manager, in consultation with the Board Chair, is requesting that the November 25, 2024, meeting be cancelled due to the lack of quorum. Standing Rules Section 6.E. states "The RPU Board meeting may be canceled, continued or adjourned by the Chair or the Public Utilities General Manager or his designee, due to lack of a quorum or lack of sufficient agenda items."

To ensure that the Board holds at least one meeting in November to discuss and take action on the anticipated items for the November meeting, the General Manager, in consultation with the Board Chair, requests that the Board consider approving and holding a Special Meeting on November 18 at the regularly scheduled time of 6:30 P.M at the regular meeting location, the Art Pick Council Chamber, 3900 Main Street. .

This action is also consistent with the City of Riverside's Municipal Code, Title 4, Public Meeting and Public Records, Section 4.05.060, Notice and agenda requirements: Special Meetings.

STRATEGIC PLAN ALIGNMENT:

This action supports **Strategic Priority 5 – High Performing Government** and **Goal 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust and encourage shared decision-making.**

1. **Community Trust** – The meeting schedule serves public interest by providing meeting adjustments to accommodate holidays and a lack of quorum.
2. **Equity** – The meeting schedule supports RPU's ability to provide equitable access to scheduled meeting days.
3. **Fiscal Responsibility** – The meeting schedule ensures responsible management of City funds by cancelling or moving meeting scheduled on holidays.
4. **Innovation** – The meeting schedule meets the community's needs allowing collaboration on City scheduled workdays.
5. **Sustainability & Resiliency** – The meeting schedule meets the needs of RPU to adapt and grow with the community by accommodating for holidays.

FISCAL IMPACT:

There is no fiscal impact associated with the change in meeting dates.

Prepared and	
Approved by:	David A. Garcia, Utilities General Manager
Certified as to	
availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Jack Liu, Interim City Attorney