



RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: JANUARY 13, 2025

SUBJECT: CALENDAR YEAR 2025 HOLIDAY MEETING SCHEDULE

ISSUE:

Consider a recommendation to cancel the regularly scheduled Board of Public Utilities meetings for May 26, October 13, November 10, November 24, and December 22, 2025, and to hold a special meeting on November 17 due to the holidays.

RECOMMENDATION:

That the Board of Public Utilities approve the cancellation of the regularly scheduled Board of Public Utilities meetings for May 26, October 13, November 10, November 24, and December 22, 2025, due to the holidays, and to hold a special meeting on November 17.

BACKGROUND:

It has been a past practice to cancel regularly scheduled Riverside Public Utilities Board meetings to align with the City Council meeting schedule pertaining to City observed holidays.

DISCUSSION:

This year, the regularly scheduled Board meeting on May 26, 2025, falls on Memorial Day, October 13, 2025, falls on Columbus Day/Indigenous Peoples Day, November 10, 2025, falls on the day before Veterans Day, November 24, 2025, falls during the week of Thanksgiving, and December 22, 2025, falls during the week of Christmas. The Board is asked to consider cancelling all five meetings and to hold a Special Meeting on November 17, 2025, to cover anticipated items of critical importance for November. If a matter of critical importance arises during any of these times, a Special Meeting of the Board can and will be called.

STRATEGIC PLAN ALIGNMENT:

This action supports Strategic Priority No. 5 – *High Performing Government* and Goal No. 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust and encourage shared decision-making.

1. Community Trust – The holiday meeting schedule serves the public interest by providing meeting adjustments to accommodate for holidays.

2. Equity – The holiday meeting schedule supports RPU’s ability to provide equitable access to scheduled meeting days.
3. Fiscal Responsibility – The holiday meeting schedule ensures responsible management of City funds by cancelling or moving meetings scheduled on holidays.
4. Innovation – The holiday meeting schedule meets the community’s needs allowing collaboration on City scheduled workdays.
5. Sustainability & Resiliency – The holiday 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 by 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