



# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

**BOARD OF PUBLIC UTILITIES**

**DATE: JANUARY 13, 2025**

**SUBJECT: BOARD OF PUBLIC UTILITIES 2025 ANNUAL WORKPLAN WORKSHOP**

**ISSUE:**

Consider conducting a workshop to discuss and provide direction to staff for the Board of Public Utilities 2025 Annual Workplan.

**RECOMMENDATIONS:**

That the Board of Public Utilities conduct a workshop to discuss and recommend topics and action items to include in the Board's 2025 Annual Work Plan.

**BACKGROUND:**

The City Manager's Office requests each board and commission to develop an Annual Workplan to ensure the work of boards and commissions align with the City Charter and the Envision Riverside 2025 Strategic Plan (see attachments provided for reference). Each workplan will be taken to the respective City Council Standing Committee for review and approval with the work plans earmarked to begin in March 2025 and conclude in February 2026. Per Resolution 23976, the Board of Public Utilities (Board) is under the purview of the Mobility and Infrastructure Committee.

*2024 Annual Work Plan*

The Board of Public Utilities 2024 Work Plan was approved in a staged process that is anticipated to be similar for the 2025 Work Plan. The Board held a workshop November 27, 2023 to discuss a draft. During the discussion, the Board provided several recommendations and requested that the workplan be brought back at their next meeting. On December 11, 2023, the Board reviewed the revised report and recommended that the City Council approve the Board's workplan. On January 11, 2024 the Mobility and Infrastructure Committee approved a condensed version of the Board's workplan.

Staff commenced work on the workplan items immediately with the intent to address each by February 2025. A mid-year review of the Work Plan was provided by staff to the Board on September 27, 2024 (attached) and a final report on the status of items will be provide when the 2025 Work Plan is presented for final approval in March 2025.

## **DISCUSSION:**

The City's Board and Commissions serve important function in the City. Each Board or Commission has been established by City Charter and is granted specified powers and duties or is charged to undertake a specified activity. The individuals who volunteer for these bodies are appointed by the City Council to represent the community's interests and serve important decision-making bodies for specified activities identified by the Council and delineated in the Charter. The Work Plan's of the Board or Commissions outlines activities that the Board would like to undertake during the course of the year.

To develop the 2025 Annual Work Plan, the staged process from 2024 will be followed for the development of a final product. The anticipated timeline is shown here:

1. **Early January:** Board workshop to identify topics of interest or action items members would like to undertake during the next work plan period. The 2025 Work Plan will cover March 2025 through February 2026.
2. **Late January:** Submit the Board's recommendations to the City Manager's Office for review and comment on items and alignment with City priorities.
3. **February:** Presentation of the Board's 2025 Work Plan to the Mobility and Infrastructure Committee. Any comments from Council members on the Committee will be provided to the Board to determine if any changes are needed to the Board's work plan.
4. **March:** Board consideration of a final recommended 2025 Work Plan.
5. **Implementation** will occur over the next year.

The Board's work plan should focus on items they will undertake during the year. While this may include standard topics and items that staff presents each year, the Work Plan can also focus on specific activities or topics that the Board would like to engage in with staff and the community. Like last year, the City Manager's Office recommends that the Board ensure that the number of items are manageable and represent priorities for the Board members.

The following are the five consolidated items from the 2024 Work Plan and represent a starting point for this year's discussion. Staff offers modifications to these items as a starting point to facilitate the Board's discussion. However, it is important to note that the staff modifications to the items are simply offered for consideration are not intended to limit the Board's consideration. Additionally, items can carry from one year to the next if they are ongoing items or were incomplete, can be modified, or removed and/or replaced.

The discussion below provides the text from the current workplan along with an offered modification to the language and explanation of the staff's consideration. Additional Action Items can be added at the Board's discretion.

### **Action Item 1**

- Current: Develop an awareness of utility policy and operational matters through reviewing Board duties, administration, and engagement.
- Modified: Review and update the Board Standing Rules and Board Policy Guide including review of Board duties, administration, and engagement.

The Policy Guide, last adopted by the Board in 2017 is a thorough document that describes the Board's policies around its goals, practices, and rules. It incorporates many of RPU's standing policies such as its real property and fiscal policy documents. Due to the

numerous staff changes at the executive level within RPU over the course of the 2024 Work Plan timeline, staff was unable to support the Board's review of its Standing Rules or Policy Guide. Staff recommends that this item stay on the Board's Work Plan for 2025 with the modified language providing clarification of the action to be undertaken by the Board.

### **Action Item 2**

- Current: Review and recommend to City Council amendments to utility specific legislative policy; develop recommendations to positions on upcoming bills and actively advocate for grant opportunities.
- Modified: No modifications offered.

This item was not fully implemented in 2024. Staff is developing a new process that will provide the Board with regular updates on legislation anticipated to affect RPU throughout the year and provide opportunities for the Board to provide input and make recommendations to the City Council.

### **Action Item 3**

- Current: Review and discuss the development of Master Plans including the Annual Water Supply and Demand Assessment, Non-Potable and Recycled Water Master Plan, Water Quality Master Plan, Water and Energy Delivery Infrastructure Master Plan, and Electric Integrated Resource Plan.
- Modified: Review, discuss and make recommendations relative to the various water, electric, and operational policy and planning documents prepared by the department as presented throughout the year.

Each year, RPU staff present several items to the Board for consideration and discussion. Most of the items are presented on timelines that are specified in law, regulation, or by City policy which may be annually or in a different recurring timeline (e.g. every other year or every five years). The action item is simplified to cover the variety of documents that may be presented to the Board during the year and clarifies that the Board will review, discuss and make recommendations to the City Council or staff.

### **Action Item 4**

- Current: Remain engaged and develop advisory reports related to the Riverside Transmission and Reliability Project (RTRP).
- Modified: Remain engaged and develop advisory reports, as needed, related to the Riverside Transmission and Reliability Project (RTRP).

The RTRP is a critical project to meet the energy needs of the City. However, advisory reports may or may not be needed during the year. The only modification to this Action item is the addition of the language "as needed."

### **Action Item 5**

- Current: Review and provide recommendations to the Biannual RPU budget, five-year Capital Improvement Plan and internal services.
- Modified: No change offered.

No changes are offered to this Action Item.

Next Steps

After the workshop, as noted in the timeline above, staff will consolidate the comments from the Board into a draft work plan that will be submitted for review by the City Manager’s Office and the Mobility and Infrastructure Committee. The final draft of the 2025 Work Plan will incorporate the discussion from the workshop and be presented for the Board’s consideration in March 2025.

**STRATEGIC PLAN ALIGNMENT:**

This item contributes most directly to the following strategic priorities.

This item contributes to:

**Strategic Priority #1 – Arts, Culture & Recreation**

Goal 1.5 – Support programs and amenities to further develop literacy, health, and education of children, youth and seniors throughout the community.

**Strategic Priority #2 – Community Well-Being**

Goal 2.1 – Facilitate the development of a quality and diverse housing supply that is available and affordable to a wide range of income levels.

Goal 2.2 – Collaborate with partner agencies to improve household resiliency and reduce the incidence and duration of homelessness.

Goal 2.4 – Support programs and innovations that enhance community safety, encourage neighborhood engagement, and build public trust.

Goal 2.5 – Foster relationships between community members, partner organizations, and public safety professionals to define, prioritize, and address community safety and social service needs.

Goal 2.6 – Strengthen community preparedness for emergencies to ensure effective response and recovery.

**Strategic Priority #3 – Economic Opportunity**

Goal 3.1 – Facilitate partnerships and programs to develop, attract and retain innovative business sectors.

Goal 3.3 – Cultivate a business climate that welcomes innovation, entrepreneurship and investment.

Goal 3.4 – Collaborate with key partners to implement policies and programs that promote local business growth and ensure equitable opportunities for all.

**Strategic Priority #4 – Environmental Stewardship:**

Goal 4.1 – Rapidly decrease Riverside’s carbon footprint by acting urgently to reach a zero-carbon electric grid with the goal of reaching 100% zero-carbon electricity production by 2040 while continuing to ensure safe, reliable, and affordable energy for

all residents.

Goal 4.2 – Sustainably manage local water resources to maximize reliability and advance water reuse to ensure safe, reliable, and affordable water to our community.

Goal 4.6 – Implement the requisite measures to achieve citywide carbon neutrality no later than 2040.

**Strategic Priority #5 – High Performing Government and the following goals:**

Goal 5.1 – Attract, develop, engage, and retain a diverse and highly skilled workforce across the entire City organization.

Goal 5.2 – Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making and ensure services are accessible and distributed equitably throughout all geographic areas of the City.

Goal 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

**Strategic Priority #6 – Infrastructure, Mobility & Connectivity, and the following goal:**

Goal 6.3 – Identify and pursue new and unique funding opportunities to develop, operate maintain, and renew infrastructure and programs that meet the community’s needs.

This item aligns with each of the five Cross-Cutting Threads based as follows:

1. **Community Trust** – The Board Work Plan provides a transparent view and communication of Utility finances in a forum that accommodates community engagement and the involvement of Board of Public Utilities.
2. **Equity** – The Board Work Plan is available to all members of the public via the City website, and the presentation of the proposed plan in a public forum accommodates community engagement from all members of the public.
3. **Fiscal Responsibility** – The Board Work Plan demonstrates the Utility’s commitment to responsible management of the Utility’s financial resources.
4. **Innovation** – The Board Work Plan will help in meeting the community’s changing needs as the Utility’s infrastructure needs are projected to grow as the system continues to age.
5. **Sustainability & Resiliency** – The Board Work Plan demonstrates the Utility’s commitment to the long-term fiscal health of the Utility and preservation of Utility services.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Tracy Sato, Utilities Assistant General Manager/Strategic Initiatives  
Approved by: David A. Garcia, Interim 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

Attachments:

1. Board of Public Utilities 2024 Annual Workplan and Status – September 2024
2. Envision Riverside 2025 Strategic Plan
3. City Charter Article 12
4. City Charter Article 8
5. City Charter Article 11, Section 1109
6. Board Standing Rules
7. Board Policy Guidelines
8. Presentation