



# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

**BOARD OF PUBLIC UTILITIES**

**DATE: MARCH 13, 2023**

**SUBJECT: BOARD/COMMISSION ATTENDANCE POLICY - RESOLUTION NO. 23618**

**ISSUE:**

Consider receiving the Board/Commission Attendance Policy - Resolution No. 23618.

**RECOMMENDATION:**

That the Board of Public Utilities receive the Board/Commission Attendance Policy - Resolution No. 23618.

**BACKGROUND:**

Pursuant to Resolution No. 23618 "Establishing Rules of Procedure and Order of Business," Section XIV details the responsibility of board and commission members of the City for attendance at meetings. It states that the member shall make every effort to notify the Chairperson or his/her designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting. A member's inability to provide 24 hours advance notice shall not preclude the board/commission from exercising its discretion to excuse said absence as outlined in Section 805 of the City Charter. The Board of Public Utilities follows this practice as all Board Member absences are excused by vote at a subsequent Board meeting.

If a member of a board or commission absents himself/herself from three consecutive regular meetings of such board or commission, unless by permission of such board or commission expressed in its official minutes, or is convicted of a crime of moral turpitude, or ceases to be a qualified elector of the City, the office shall become vacant and shall be so declared by the City Council.

The City Clerk shall notify the Mayor or appropriate Councilmember for Ward-specific seats in the event a board or commission member is absent, whether excused or unexcused, from more than one-third of the regularly scheduled meetings in a calendar year.

**DISCUSSION:**

To ensure effective operation of the Board of Public Utilities, all Board Members are requested to provide sufficient notification to the Board Chair or Utilities General Manager as the Chairperson's designee, in accordance with this Policy. The matter is being presented to all Boards and

Commissions to ensure common practices of each adhere to the City Council approved policy. No changes are recommended to the Board of Public Utilities' practices.

**STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority 2 – Community Well-Being** and **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.

This item aligns with each of the five Cross-Cutting Threads as described below:

1. **Community Trust** – The Board of Public Utilities improves community trust by establishing transparency in Public Utilities operations.
2. **Equity** – The Board of Public Utilities is committed to equitable distribution of services to ensure every member of the community has equal access to share in the benefits of community progress.
3. **Fiscal Responsibility** - Activities of the Public Utilities Department are publicly funded ensuring responsible and transparent management of Public Utilities' financial resources.
4. **Innovation** – Board Members regularly review Public Utilities policies and practices and make recommendations to policy change to department management.
5. **Sustainability and Resiliency** – Riverside Public Utilities is committed to meeting the needs of the present without compromising the needs of the future and ensuring the City's capacity to persevere, adapt, and grow during good and difficult times alike.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Todd M. Corbin, Utilities General Manager  
Approved by: Kris Martinez, Assistant City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Resolution No. 23618
2. Presentation