



# RIVERSIDE PUBLIC UTILITIES

## Board Policy

Title: **Standing Rules**

Date Last Approved: **June 2014**

Category: **Utility Business Policies**

Date of Next Review: **June 2016**

Review Committee: Customer Relations/Finance

Policy No: **A-1**

Riverside Public Utilities (RPU) exists to build value for its citizen owners by providing electric and water services in a safe, reliable and competitive manner. In pursuit of this purpose, RPU will work to build a reputation for operational effectiveness, customer loyalty, and competitive RPU products and services by:

1. Operating all functions efficiently, cost-effectively, and reliably;
2. Ensuring the financial strength to meet diverse customer needs and maximize owner value;
3. Attracting, retaining and developing a diverse, quality workforce with the skills necessary to succeed in a competitive marketplace;
4. Ensuring the continued best value for citizen owners through effective succession planning;
5. Enhancing customer loyalty by identifying and exceeding customer expectations during customer contact; providing competitive pricing for products and services; providing value added products and services that attract and retain customers; incorporating community input and values in decision making; fulfilling our role as a good corporate citizen; and communicating the value of RPU to its owners and customers; and
6. Exercising the highest practical degree of care in meeting applicable public and employee environmental, health and safety standards.
7. Contributing positively to the local community with participation in special events through sponsorships, and memberships in local community groups.
8. Maintaining sustainable practices and environmental stewardship in compliance with state law.

The Board of Riverside Public Utilities adopts and follows a set of Standing Rules in accordance with the City Charter. A copy of those rules is attached.

Attachment: Standing Rules

## **STANDING RULES OF THE BOARD OF PUBLIC UTILITIES OF THE CITY OF RIVERSIDE**

Pursuant to Section 804 of the Riverside City Charter (Charter), the Board of Public Utilities (RPU Board) hereby prescribes its standing rules, copies of which shall be kept on file in the office of the City Clerk where they shall be available for public inspection and on the City's website.

### **1. POWERS, DUTIES AND FUNCTIONS (Charter sections 1200 through 1205)**

There shall be a RPU Board which shall have the power and duty to:

- A. Consider the annual budget for the Riverside Public Utilities (RPU) during the process of its preparation and make recommendations with respect thereto to the City Council and the City Manager. (Charter Section 1202(a).)
- B. Authorize, and let public works contracts in compliance with Charter Section 1109, within the limits of the budget of RPU, any purchase of equipment, materials, supplies, goods or services, or any acquisition, construction, improvement, extension, enlargement, diminution, or curtailment of all or any part of any public utility system when the amount exceeds \$50,000, and authorize the City Manager, or his designee, to execute contracts or issue purchase orders for the same. This amount may be increased in \$1,000 increments by ordinance to account for inflation whenever the cumulative increase in the consumer price index exceeds \$2,000 from the last increase. No such purchase, or acquisition, construction, improvement, extension, enlargement, diminution or curtailment shall be made without such prior authorization.

Notwithstanding the above, such a purchase, or acquisition, construction, extension, enlargement, diminution or curtailment may be made without prior approval (1) for work done at the request of and at the expense of a customer, pursuant to rules established by the RPU Board and approved by the City Council, or (2) if there is an urgent necessity to preserve life, health or property (i) as determined by the RPU General Manager or, (ii) if the amount exceeds \$100,000 by the RPU General Manager and the City Manager. As soon as practicable thereafter, the RPU General Manager shall take the matter under Charter section 1202(b)(2) to the RPU Board for ratification. (Charter Section 1202(b).)

- C. Within the limits of the budget of the RPU, make appropriations from the contingency reserve fund for capital expenditures directly related to the appropriate utility function. (Charter Section 1202(c).)

- D. Require of the City Manager monthly reports of receipts and expenditures of RPU, segregated as to each separate utility and monthly statements of the general condition of the department and its facilities. (Charter Section 1202(d).) This information may be conveyed by RPU in any manner as directed by the Board, including (i) periodic summaries and (ii) a mid-year and annual comprehensive financial review.
- E. Establish rates for all utility operations as provided under Charter section 1200 including but not limited to water and electrical revenue producing utilities owned, controlled or operated by the City, but subject to the approval of the City Council. (Charter Section 1202(e).)
- F. Authorize the RPU General Manager to negotiate and execute contracts with individual retail customers for water, electric and any other utility service as provided under Charter section 1200, consistent with rates for such individualized service established pursuant to Charter section 1202(e). (Charter Section 202(f).)
- G. Approve or disapprove the appointment of the RPU General Manager, who shall be the department head. (Charter Section 1202(g).)
- H. Designate its own secretary. (Charter Section 1202(h).)
- I. Make such reports and recommendations in writing to the City Council regarding RPU as the City Council shall deem advisable. (Charter Section 1202(i).)
- J. Exercise such other powers and perform such other duties as may be prescribed by ordinance not inconsistent with any of the provisions of this Charter. (Charter Section 1202(j).)

## 2. MEMBERS (RMC section 2.10.010)

- A. The RPU Board shall be comprised of nine members appointed by the Mayor and City Council. (RMC section 2.10.010.)
- B. Appointments to fill unexpired terms on the board shall be filled in the same manner as original appointments. (Charter section 805.)
- C. Each member must be a qualified elector of the City at the time of the appointment and throughout his/her service on the RPU Board. (Charter section 802.)
- D. Members who fail to maintain qualified elector status must resign from the RPU Board or be removed in accordance with Charter section 802. (Charter section 802.)

- E. The RPU Board shall have at least one member from each Council ward. (Charter section 802.)

3. TERM OF OFFICE (Charter Section 802)

- A. The term of office shall be four (4) years. No member shall serve more than two consecutive full terms. (Charter section 803.) Service of less than one year of an unexpired term shall not be counted as service of one term. (City Council policy.)
- B. In the event that a successor has not been appointed when the term of office of an incumbent member expires, the incumbent member may continue to serve until a successor is appointed. (Charter section 802.)
- C. Members shall be subject to removal by the Mayor and City Council by a motion adopted by five affirmative votes with the mayor entitled to vote. (Charter section 802.)
- D. Members shall be subject to all codes of ethics adopted by City Council resolution and all applicable local, state and federal laws.
- E. Any member may resign from the RPU Board by submitting their written resignation to the Mayor and City Council, as well as to the RPU Board Chair.

4. COMPENSATION; VACANCIES (Charter Section 805)

- A. Members shall serve without compensation for their services on the RPU Board but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received authorization by the City Council. (Charter section 805.)
- B. The City's Code of Ethics sets forth a set of core values that constitute the guiding principles for the establishment of the code. These core values are expressed in a series of aspirations, one of which is to ensure that members of appointed boards, commissions, and committees make a diligent effort to attend all regularly scheduled meetings of their board, commission, or committee. (City Code of Ethics, Section II.C.9.) The RPU Board Chair is responsible to intervene and provide appropriate guidance to members and, if need be, communicate concerns to the City Council. (City Code of Ethics, Section III.A.5.)

- C. Any vacancies, from whatever cause arising, shall be filled by the Mayor and City Council with the Mayor entitled to vote on any such appointment. Upon vacancy occurring leaving an unexpired portion of a term, any appointment to fill such a vacancy shall be for the unexpired portion of such term. If a position on the RPU Board has remained vacant for sixty (60) days, the Mayor shall appoint a person to fill the vacancy in accordance with Charter section 803. (Charter section 803.)
- D. As approved by the City Council on May 6, 2014, board members 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 from exercising its discretion to excuse said absence as outlined in Section 805 of the City Charter.

The term of any member of the Board shall expire and the position vacated subject to either of the following conditions:

- 1. He/she is absent unexcused from three consecutive regular meetings of the board, or
- 2. He/she is absent, whether excused or unexcused, from more than one-third of the regularly scheduled meetings in any calendar year.

5. OFFICERS (Charter Section 804)

- A. The RPU Board shall have at least two officers, Chair (Charter section 804) and Vice-Chair, and such other officers as it deems necessary.
- B. The Chair shall preside over all meetings of the RPU Board and shall have the same rights as other members (Charter section 805), including the right to make or second a motion. The Chair shall have the right to vote on all matters. The Chair shall sign all documents on behalf of the RPU Board after such documents have been approved by the RPU Board, shall appoint the membership of each committee and the committee chair, shall enforce these standing rules, shall serve on or appoint a member to serve on any ad hoc committees as requested by the City Council, shall consult with Board members that are absent at standing committee meetings and shall perform other such duties and delegated responsibilities as may be imposed upon the Chair by the RPU Board. The Chair may also be chosen, on a random basis, to serve as a member of an adjudicating body considering a complaint from members of the public regarding elected or appointed officials that the City's Code of Ethics has been violated. The Chair shall submit a request to the City Manager that a Board member participate in the search process and sit on any interview panel when hiring a new RPU General Manager. The Chair or a Board designee may represent the Board on an issue before the City Council.

- C. In the absence of the Chair, the Vice-Chair shall assume all the duties and powers of the Chair. In the absence of the Chair, all actions taken by the Vice-Chair shall have the same force and effect as if taken by the Chair.
- D. The election of officers shall be conducted annually at the first meeting in March. (Charter section 804.)
- E. All officers shall be elected by the members for a term of one year. A member may serve no more than two successive years in the same office.
- F. Election of officers shall be conducted in the following manner:
  - 1. The outgoing chair shall call for nominations. Any member may make a nomination for officers, and such nomination does not need to be seconded by another member.
  - 2. Nominations will be closed only by motion of a member, and seconded by another member.
  - 3. The Board shall then vote for the officer by a hand vote.
  - 4. In the event of a tie, the two members that received the most votes shall have a run-off election, conducted in the same manner.
  - 5. In the event of another tie, the officer shall be selected by a coin toss.
- G. In the event of the resignation or removal of the Chair during the year, the Vice-Chair shall become the Chair and a new election shall be held for Vice-Chair. In the event of the resignation or removal of any other officer, a new election shall be held to fill the vacant office.
- H. If the Chair and Vice-Chair are both absent at any meeting of the RPU Board, the RPU Board shall elect a Chair Pro Tem which shall perform all duties of the Chair.

## 6. MEETINGS

- A. Regular meetings of the RPU Board shall be held on the first and third Fridays of each month at 8:30 a.m., at a location as designated by RPU. Committee meeting times will be annually determined by the committee members, at a mutually convenient time.
- B. A special meeting may be called by the Chair or any five members of the RPU Board. Members shall be given at least twenty-four hours notice before any special meeting. The notice and agenda for any special meeting will be distributed in accordance with the Brown Act, Section 54950 *et seq.* of the California Government Code.

- C. All meetings of the RPU Board and its standing Committees shall be open to the public. (Charter section 804.) Notice shall be given to the public prior to convening any meeting in accordance with the Brown Act.
- D. A majority of all members of the RPU Board shall constitute a quorum for the transaction of business. A motion shall carry upon the affirmative vote of the majority of the members present at the meeting.
- E. The RPU Board meeting may be cancelled, continued or adjourned by the Chair, or the Public Utilities General Manager or his designee, due to a lack of a quorum or lack of sufficient agenda items.
- F. The RPU Board has designated the Public Utilities General Manager to act as secretary for the recording of minutes of the RPU Board and for any other duties as delegated by the RPU Board. The minutes shall be kept on file in the Public Utilities Department, City Hall, and shall be available for public inspection.
- G. The RPU Board may promulgate such rules, regulations, policies and procedures for its conduct, as it deems necessary.

All adopted rules, regulations, policies, and procedures shall be promptly filed with the City Clerk (Charter section 804), and shall bear the signature of the Chair and the date they were adopted.

## 7. CONDUCT OF MEETINGS

### A. Order of Discussion

The order of discussion after introduction of an item by the presiding Officer will be as follows:

- 1. Generally
  - Staff presentation, information and reports
  - Public comments
  - RPU Board members, including questions, discussion, motion and action
- 2. Public Hearings
  - Opening of public hearing
  - Staff presentation, information and reports
  - Public comments
  - Closure of public hearing
  - RPU Board members, including questions, discussion, motion and action



### 3. Appeals

- Staff presentation, information and reports
- Appellant presentation, comments and information
- Public comments
- Closing statements by appellant
- Closure of public testimony
- RPU Board members, including questions, discussion, motion and action

Once the agenda item is placed before the RPU Board for questions, discussion, motion and action, no member of the public shall be allowed to address the RPU Board without the consent of the RPU Board

### B. Oral Communications from the Audience

A portion of each agenda of a regular meeting of the RPU Board shall provide an opportunity to members of the public to address the RPU Board on any issue concerning Riverside Public Utilities business, including consent calendar items, or item of interest that is within the subject matter jurisdiction of the RPU Board ("Citizens Participation").

The RPU General Manager and members of the Board of Public Utilities may:

1. Briefly respond to statements made or questions posed by members of the public.
2. Ask questions for clarification.
3. Provide a reference to staff or other resources for factual information.
4. Request staff to report back to the Board at a subsequent meeting on any matter.
5. Take action to direct staff to place a matter of business on a future agenda.

Each person desiring to address the RPU Board during Citizens Participation, Board Discussion Items, Workshops, or Public Hearings shall fill out and file a form provided by the RPU Board Secretary. Requests to be heard must be submitted to the RPU Board Secretary any time prior to the conclusion of public comment on the agenda item. Each person speaking shall limit his/her remarks to three (3) minutes. For each and every public speaker, the RPU Board Secretary shall be required to utilize the timing system which provides the speakers with notice of their remaining time to complete their presentations.

The RPU Board retains the right, by majority vote, to alter the time allotted for public remarks.

C. Time Limitation for Public Testimony at Public Hearings and Public Discussion

The RPU Board reserves the right to determine the total amount of time for testimony on any particular hearing matter and/or for each individual speaker.

For each and every public speaker, the RPU Board Secretary shall be required to utilize the timing system which provides the public with notice of their remaining time to complete their presentations. In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group. Speakers may not concede any part of their time to another speaker.

D. Decorum and Enforcement of Decorum

The RPU Board hereby incorporates by reference the sections related to decorum and enforcement of decorum as set forth in the City Council Rules of Procedure and Order, as amended from time to time.

8. COMMITTEES

- A. The RPU Board has established the following three standing committees: Customer Relations/Finance, Electric, and Water. Appointments to the committees shall be made annually by the Board Chair, upon consultation with the individual members, concurrent with the election of officers by the first meeting in April. The exception is the Customer Relations/Finance Committee, which shall be composed of at least the Board Chair, the Vice-Chair and the chairs of the remaining two committees.
- B. Each committee shall consist of four members, with a Chair appointed by the Board Chair, except for the Customer Relations/Finance Committee, whose chair shall be the Board Chair. Three members of each committee shall constitute a quorum for the transaction of business. Normally, each committee will meet on a monthly basis.
- C. The RPU Board or the Board Chair may appoint an ad hoc committee as needed. Each ad hoc committee shall consist of an appointed Chairperson and at least two other RPU Board members. Ad hoc committees serve a limited or single purpose, are not perpetual, and are dissolved once their specific task is completed.

9. APPOINTMENT TO COMMITTEES OF OUTSIDE ORGANIZATIONS

When openings arise on committees for outside organizations (including but not limited to trade organizations, governmental associations and other outside organizations), the RPU General Manager will agendize the item on the next scheduled board meeting. Prior to the meeting, the RPU Board will be provided an outline of the duties and responsibilities of the position and be requested to indicate their interest in serving on the committee. At the scheduled board meeting, the RPU Board will request that the City Council nominate a member.

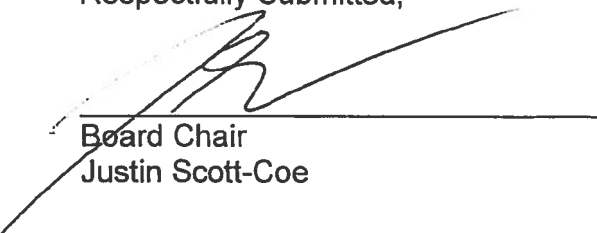
10. REPORT TO THE CITY

The RPU Board shall present an annual report of its activities for the past year to the Mayor and City Council, at the direction of the Mayor and City Council.

11. AMENDMENT OF STANDING RULES

The standing rules may be amended at any regular meeting of the RPU Board by majority vote of the RPU Board, provided that notice of such amendment was provided in accordance the Brown Act.

Respectfully Submitted,



Board Chair  
Justin Scott-Coe

February 20, 2015  
Date Approved