

# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

**BOARD OF PUBLIC UTILITIES**

**DATE:** NOVEMBER 20, 2015

**ITEM NO:** 12

File ID – 15-3695 – D

**SUBJECT:** BOARD OF PUBLIC UTILITIES MEETING SCHEDULE

**ISSUE:**

The issue for Board of Public Utilities consideration is to discuss its regular meeting time and day, and modification of the January 2016 Board meeting schedule.

**RECOMMENDATIONS:**

That the Board of Public Utilities:

1. Provide guidance and direction to staff on potential changes to its Standing Rules regarding day and time of its Regular Meetings;
2. Cancel its Regular Meeting on January 1, 2016 and January 15, 2016;
3. Schedule a Special Meeting on January 22, 2015; and
4. Acknowledge the Special Joint meeting of the City Council and Board of Public Utilities on January 25, 2016 to receive results of the APPA Hometown Connections Organizational Checkup.

**BACKGROUND:**

Board Meeting Schedule

In accordance with the Board's Standing Rules, in September 2015, Board Chair Susan Cash appointed an ad-hoc committee to consider implications of changes to the Board's regular meeting day and time. Members of the Ad-Hoc Committee are Susan Cash, Nick Ferguson, and Jennifer O'Farrell.

At the Board's Ad Hoc Committee Meeting on September 18, 2015 committee members discussed opportunities and challenges with regard to modification of the Board's current schedule of meeting on the first and third Friday of each month at 8:30 am. Attached is a copy of a Finance/Customer Relations Committee Report from January 2015 that outlines some of the pros and cons of shifting to an evening meeting.

Staff has identified the various times, locations and frequency of the other City Boards and Commissions as highlighted in the table below.

| Commission                         | Location                        | Frequency  | Day       | Time    | Video? |
|------------------------------------|---------------------------------|------------|-----------|---------|--------|
| Airport Commission                 | Airport Terminal                | Monthly    | Wednesday | 2:30 pm | No     |
| Commission on Disabilities         | City Hall 5 <sup>th</sup> Floor | Bi-monthly | Monday    | 5:30 pm | No     |
| Community Police Review Commission | Council Chambers                | Monthly    | Wednesday | 5:30 pm | Yes    |
| Cultural Heritage Board            | Council Chambers                | Monthly    | Wednesday | 3:30 pm | Yes    |
| Human Relations Commission         | Varies                          | Monthly    | Thursday  | 6:00 pm | No     |

| <b>Commission</b>              | <b>Location</b>   | <b>Frequency</b> | <b>Day</b> | <b>Time</b> | <b>Video?</b> |
|--------------------------------|-------------------|------------------|------------|-------------|---------------|
| Human Resources Board          | Council Chambers  | Monthly          | Monday     | 5:00 pm     | No            |
| Board of Library Trustees      | Main Library      | Monthly          | Monday     | 5:00 pm     | No            |
| Mayor's Commission on Aging    | Goeske Center     | Monthly          | Tuesday    | 4:00 pm     | No            |
| Metropolitan Museum Board      | Museum Conf. Room | Monthly          | Tuesday    | 4:00 pm     | No            |
| Park and Recreation Commission | Varies            | Monthly          | Monday     | 6:30 pm     | No            |
| Planning Commission            | Council Chambers  | Bi-weekly        | Thursday   | 9:00 am     | Yes           |
| Board of Public Utilities      | Council Chambers  | Bi-weekly        | Friday     | 8:30 am     | Yes           |
| Transportation Board           | Council Chambers  | Monthly          | Wednesday  | 5:30 pm     | No            |

Recently the City has implemented a variety of means for the public to participate in public discourse on items of interest without being physically present. These include video streaming and archiving of meetings; on-line publication of agendas, reports, presentations and support material; e-comment access for agenda items; and, the Sunshine Ordinance that requires 12-day publication of agendas, including all supporting material that is presented at the Board meeting.

In January 2015, staff outlined several goals related to shifting the Board's meeting time to evening hours including:

- Higher level of public information;
- Engendering greater public participation; and,
- Attracting a wider pool of Board members.

At that time, it was determined that the first two goals could be met through use of additional communication channels, such as Facebook, Twitter, the RPU Website, etc., and holding evening meetings when strategic, such as the Board's Utility 2.0 kickoff workshops and potentially when considering items like rates, rules or significant public policies.

The final issue of attracting a wider pool of applicants for Board service was left unresolved. At the Ad-Hoc Committee meeting on September 18, it was noted that some current Board members could be hampered in their service by shifting the Board's meeting time or day.

#### January 2016 Calendar

Staff recommends cancellation of the January 1, 2016 regular meeting of the Board of Public Utilities as it conflicts with a Federal Holiday.

Staff recommends cancellation of the January 15, 2016 regular meeting of the Board of Public Utilities as preparation, processing and posting of the agenda falls during the week between the Christmas and New Year's holidays.

Staff recommends a special meeting of the Board on January 22, 2016 where regular business items from the January 1 and January 15 cancelled meetings will be presented.

The City Council has scheduled a special joint meeting with the Board on January 25, 2016 to receive the results of the APPA Hometown Connections Organizational Checkup. A separate agenda will be developed and published in accordance with the process calendar for City Council items.

#### **FISCAL IMPACT:**

There is no fiscal impact related to this Board action.

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Approved by: John A. Russo, City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. January 23, 2015 Customer Relations/Finance Committee Presentation re: RPU Board Meeting Schedule
2. Standing Rules of the Board of Public Utilities