



# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

**BOARD OF PUBLIC UTILITIES**

**DATE:** JANUARY 11, 2021

**SUBJECT: AMEND STANDING RULES OF THE BOARD OF PUBLIC UTILITIES TO DESIGNATE CITY CLERK AS BOARD SECRETARY**

### **ISSUE:**

Amend Standing Rules of the Board of Public Utilities to designate the City Clerk as the Board Secretary.

### **RECOMMENDATION:**

That the Board of Public Utilities amend Paragraph 6.F. of the Standing Rules of the Board of Public Utilities to designate the City Clerk as Secretary to the Board of Public Utilities with official records to be filed in the Office of the City Clerk.

### **BACKGROUND/DISCUSSION:**

Historically, the Public Utilities General Manager served as Secretary to the Board of Public Utilities. With the transition of certain duties to the Office of the City Clerk, the Standing Rules are proposed for amendment to reflect the City Clerk performance of recording minutes and retaining custody of the official legislative records of the Board of Public Utilities. The City Clerk will also publish agendas and perform other associated tasks.

Paragraph 6.F. of the Standing Rules is proposed for amendment as shown below:

*F. The RPU Board has designated the ~~Public Utilities Director~~ City Clerk to act as secretary for the recording of minutes and keeping the official legislative record 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,~~ Office of the City Clerk and shall be available for public inspection.*

### **FISCAL IMPACT:**

A Deputy City Clerk position is being added to the City Clerk's Office to support the Board of Public Utilities and the Budget Engagement Commission. The FY 2020/21 cost of the position will be allocated based on the number of 2019 agenda items for the Board of Public Utilities and the Budget Engagement Commission. The fiscal impact for FY 2020/21 is approximately \$31,000 for RPU's share of 1.0 FTE Deputy City Clerk costed at mid-range in the classification's pay scale.

In future years, the position allocation will be adjusted, as needed, if additional boards, commissions and committees are assigned to the individual.

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Approved by: Al Zelinka, FAICP, City Manager  
Approved as to  
Availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer  
Approved as to form: Kristi J. Smith, Interim City Attorney

Attachment: Standing Rules of the Board of Public Utilities