



RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: JANUARY 27, 2025

SUBJECT: BOARD OF PUBLIC UTILITIES 2025 ANNUAL WORKPLAN

ISSUES:

Consider approving the 2025 Annual Board of Public Utilities Workplan, present the 2025 Annual Workplan to the Mobility and Infrastructure Committee, and return to the Board with the Committee's action.

RECOMMENDATIONS:

That the Board of Public Utilities:

1. Approve the Board of Public Utilities 2025 Annual Workplan;
2. Present the Board of Public Utilities 2025 Annual Workplan to the Mobility and Infrastructure Committee; and
3. Direct staff to return to the Board at a future date to present for discussion the Mobility and Infrastructure Committee's action and for consideration the adoption of the final 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.

DISCUSSION:

On January 13, 2024, the Board conducted a workshop to discuss the 2025 Annual Workplan (Workplan) and provided direction to staff regarding the Workplan. At the workshop, the Board discussed the items to include in the 2025 Workplan and provided direction to staff to prepare a final version for consideration.

The process for the development and approval of the 2025 Annual Workplan will follow the anticipated timeline shown here:

1. **Early January:** Board workshop to identify topics of interest or action items members would like to undertake during the next workplan period. The 2025 Workplan will cover March 2025 through February 2026. ***Completed January 13, 2025.***
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. ***This item for discussion on January 27, 2025.***
3. **February:** Presentation of the Board's 2025 Workplan 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 Workplan.
5. **Implementation** will occur over the next year.

The following Action Items were identified by the Board to be included in the 2025 Workplan and will be submitted to the City Manager's Office and be presented to the Mobility and Infrastructure Committee for review. As part of the discussion, the Board specifically requested that timelines be added to specific requested topics where appropriate. Because staff continues to prepare the list of the topics for discussion and presentation to the Board, anticipated timing for these items will be presented as part of the final 2025 Board Work Plan for consideration in March. The timeline for discussion of requested topics will be updated regularly and provided to the Board.

Board of Public Utilities' 2025 Annual Workplan

Action Item 1

- **Review and update the Board Standing Rules and Board Policy Guide including review of Board duties, administration, and engagement. Key topics will be scheduled in advance and shared on RPU's master calendar.**

Specific topics requested by the Board include:

- Review of Board Standing Rules (early in the year)
- Review of the Board Policy Guide
- Review of purchasing policies and Board authority
- Overview of the requirements and impacts of California's Proposition 218
- Development of a structured practice providing educational opportunities related for the Board including facility tours and continued opportunities for the Board to engage with RPU staff.

Action Item 2

- **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. Periodic updates will be provided along with an annual summary.**

At a minimum, receive quarterly verbal updates from staff with an annual summary of the legislative session.

Action Item 3

- **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 including the Biennial RPU budget, five-year Capital Improvement Plan and updates from and on key performance indicators for work completed by City internal services. Anticipated dates for future discussion topics, projects and events will be shared.**

Action Item 4

- **Remain engaged and develop advisory reports, as needed, on major utilities' projects and activities.**

Major projects RPU is or will be undertaking will be identified as part of the documents prepared for Action Item 3 and will include projects that are underway or anticipated and that will have a significant impact on the utilities and its customers.

Action Item 5

- **Enhance community engagement and align with the City's Community Engagement Policy.**

Next Steps

The Board's 2025 Workplan 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, currently anticipated for March 2025.

STRATEGIC PLAN ALIGNMENT:

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, 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

Attachment(s):

1. Envision Riverside 2025 Strategic Plan
2. City Charter Article 12
3. City Charter Article 8
4. City Charter Article 11, Section 1109
5. Board Standing Rules
6. Board Policy Guidelines
7. Presentation