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Utilities Advisory Commission Staff Report

From: Kiely Nose, Interim Utilities Director
Lead Department: Utilities

Meeting Date: March 5, 2025
Report #: 2501-4002

TITLE

Review and Recommend Utilities Advisory Commission FY 2025 – 2026 Work Plan for City Council Approval

RECOMMENDATION

Staff recommends the Utilities Advisory Commission (UAC) to review, provide feedback, and recommend City Council approval of the FY 2025 - 2026 Annual Work Plan.

BACKGROUND

In accordance with the 2020 City Boards, Commissions, and Committees Handbook, each Board and Commission should prepare an annual work plan for proposal to the City Council by the second quarter of the calendar year. The Council will review the work plan and provide feedback annually at a dedicated City Council meeting. The annual report should include the results of the prior year's plan. When applicable, the City Council would like to see metrics of community involvement and participation in meetings and activities included in the work plan. Council expects Boards and Commissions to work on items in the approved workplan. In addition, Council may refer additional items to the Boards and Commissions in response to new developments. Boards and Commissions should refrain from expending their time and that of the staff liaison on items that have not been approved by the City Council. If the Board or Commission would like to add an issue for review after an annual workplan has been approved by the City Council, a prompt request by the Board or Commission Chair to the City Council is required and the item will then be addressed by the City Council as a whole.

ANALYSIS

Staff prepared attachment A, a draft UAC workplan for FY 2025-2026 based on standing items for the Commission. In addition, Utilities Advisory Commissioners were surveyed for proposed FY 2025-2026 priorities for the UAC to consider. Below are the responses received at the publishing of this report, in no specific order. Upon development and approval of the UAC workplan by the Commission, it will be brought forward to the City Council for review and approval to ensure alignment of priorities and resources in Spring 2025.

Potential UAC Workplan Items received to date:

- Emergency Preparedness: Examples that may be covered could include long term power outages and wildfire mitigation plan
- Advocacy Letters: Examples that have been previously discussed: One Water Advocacy Letter and Bay Area Water Supply & Conservation Agency Advocacy Letter [*currently agendized for March 2025 commission meeting*]

Staff will issue an additional supplemental item with any additional feedback from Commissioners by March 3, 2025 to support the UAC discussion and development of the workplan.

City Council Priority Setting Process Status: On January 25, 2025, the City Council adopted its priorities for 2025:

- Economic Development & Retail Vibrancy
- Climate Action and Adaptation & the Natural Environment Protection
- Implementing Housing Strategies for Social and Economic Balance
- Public Safety, Wellness & Belonging

As has been the City's practice for the past few years, staff has followed the City Council approval of its priorities by developing and recommending for City Council approval a set of objectives to advance each priority throughout the calendar year. The City Council is scheduled to review these objectives (68 recommended) and City Council workplans for 2025 at its February 24, 2025 meeting, guiding and prioritizing resource allocation for 2025¹.

RESOURCE IMPACT

The UAC recommended workplan does not have an immediate fiscal impact; however, resources may be needed to be allocated to implement workplan items the Commission wishes to recommend. Opportunities to allocate resources to projects include the FY 2026 annual budget process, with adoption scheduled for June 2025. In addition, the City Council may amend the budget throughout the year.

ATTACHMENTS

Attachment A: DRAFT Utilities Advisory Commission FY 2025 – 2026 Workplan

AUTHOR/TITLE:

Kiely Nose, Interim Director of Utilities

Staff: Kaylee Burton, Utilities Administrative Assistant

¹ City Council, February 24, 2025, Agenda Item #10;
<https://cityofpaloalto.primegov.com/meetings/ItemWithTemplateType?id=7064&meetingTemplateType=2&compiledMeetingDocumentId=13223>