



December 5, 2013

TO: Marin Energy Authority Board  
FROM: Greg Morse, Business Analyst  
RE: Budget Adjustment for Fiscal Year 2014 (Agenda Item #10)  
ATTACHMENT: Proposed Budget Adjustment for Fiscal Year 2013-14

Dear Board Members:

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**SUMMARY:**

On March 7, 2013, your Board approved the Fiscal Year 2013-14 Budget. Based on operational activity to-date and additional program needs, several line items of the approved budget will need to be revised. The proposed changes would not increase or decrease the overall Fiscal Year 2013-14 Budget, but would adjust several categories within the overall Budget.

The attached Proposed Budget Adjustment to the Fiscal Year 2013-14 Budget reflects current information MEA has for actual expenses and revenues to date, and sets forth the following revisions:

- Legal Counsel: MEA has been under budget in Legal Counsel for the current fiscal year, and recommends a shift of \$75,000 to Communications Consultants and Related Expenses.
- Communications Consultants and Related Expenses: Increased costs in Communications Consultants and Related Expenses include ongoing customer retention outreach, enhanced Deep Green and Energy Efficiency related campaigns, joint cost comparison mailers, as well as the costs allocated to outreach for the successful Richmond launch. An increase of \$100,000 is recommended for this line item.
- Total Staff Compensation: MEA has been under budget in Total Staff Compensation in the current fiscal year, and requests a shift of \$25,000 into Communications Consultants and Related Expenses.

**Recommendation:** Approve Budget Adjustment for the Fiscal Year 2013-14 Budget.