

MEMO

Date: November 9, 2011
To: Board of Directors
From: Margie Harris, Executive Director
Subject: Draft 2012-2013 Action Plan and Draft 2012 Budget

Greetings! Enclosed please find our draft 2012-2013 action plan and draft 2012 budget, both of which will be the focus of our November 9th board meeting. The binder material is organized as follows:

1. Staff presentation (power point) summarizing 2011 accomplishments and 2012 draft budget and proposed 2012-2013 action plan themes (tab 1).
2. 2011 forecast information detailing actual results through the third quarter and projecting year-end expenses by program and utility service territory (tab 2).
3. 2012 summary level information, including the 1-page re-cap, a quick reference look at program budgets, goals, costs, evaluation dates and program management contractor information with additional information on programs by utility service territory (tab 3)
4. The 2012-2013 draft action plan, including a narrative introduction about our operating environment, highlighted themes and detailed strategies, actions, comparisons, budgets and where applicable, projected savings/generation by program/department, 2012 projects and 2013 planned activities (tabs 4-7).
5. Staffing (tab 8), the draft capital budget (tab 9) and the 2013 draft projections (tab 10) complete the binder.

I look forward to our discussion next week and welcome your comments and questions.
Thank you.

