

MARIN EMERGENCY RADIO AUTHORITY

95 Rowland Way, Novato, CA 94945

PHONE: (415) 878-2690 FAX: (415) 878-2660

MEMORANDUM

DATE: November 12, 2009

TO: MERA Executive Committee

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM D-5: PROPOSAL FROM MARINFO TO UPDATE AND ENHANCE MERAONLINE.ORG

Recommended Action: Approve the attached proposal from Marinfo to update and enhance MERA's website, Meraonline.org, at a cost of \$3,500 and authorize the Executive Officer to accept the proposal.

Background: As you know, one of the Executive Officer's projects for 2009 is to update and enhance MERA's website. On September 9, 2009, I reported to you that I would be working with Stephanie Leonard at Marinfo to obtain a proposal to freshen the website, add to and archive certain documents on it and provide additional features and functions that would be useful to MERA's Committees, the MERA Board and the public, including current Board and Committee lists, a calendar of upcoming meetings, MERA news, etc.

I met with Stephanie on October 7 and, based on what we discussed, she has prepared the attached proposal to accomplish our goals for the website. FY 09-10 budget for the website is \$2,000, of which \$1,138 has been expended to date. While this proposal exceeds the line-item budget by \$2,638, it is recommended, due to the importance of the project, that the difference be allocated from the \$20,000 Contingency line item in the Operating Budget, which would allow staff to proceed. A midyear budget adjustment, if the proposal is approved, will be presented to the Executive Committee at our January 2010 regular meeting.

Additional suggestions from the Committee for improving the site are welcomed and encouraged.

ATTACHMENT: Proposal from Marinfo