

## Agenda Item A-3

### **MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
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**DATE:**            September 28, 2016

**TO:**                MERA Governing Board

**FROM:**            Maureen Cassingham, Executive Officer

**SUBJECT:**    AGENDA ITEM A-3: UPDATE ON REBUILD AND HOSTING OF  
MERA WEBSITE - MERAONLINE.ORG

Recommended Action: Receive and file the Update on Rebuild and Hosting of MERA Website –  
meraonline.org.

Background: As reported to the Governing Board on July 27, 2016, County IST on June 17 notified MERA, via our Web Master Stephanie Leonard, that MERA needed to find a new host for meraonline.org by June 30. Web Master Leonard requested and was granted a 30-day extension to July 31 to keep the County as Host on marin.org. The marin.org server is being decommissioned due to its old technology which is seen as a security risk. Associated with the move was the need to identify a site developer to rebuild MERA's website infrastructure given its last enhancement was in late 2009 and is now in need of redevelopment.

Since MERA's first extension, a second extension was approved by County IST to permit MERA to solicit developer/host proposals. Two proposals were received from O'Rorke, Inc. (sample local clients: ZeroWasteMarin and Bay Area Air Quality Management District) and Rob Mayfield (sample local clients: Marin General Services JPA and Marin LAFCO). Both have excellent references and are more than capable to perform the work as confirmed by Webmaster Leonard.

On August 24, the Governing Board approved the O'Rorke, Inc., proposal at a cost of \$20,260 for website redevelopment and one-year hosting and \$3,000 for related Webmaster project coordination services. The Executive Officer and MERA General Counsel reviewed and revised a contract for O'Rorke's services which was fully executed on September 2. Work commenced on that date given the County's new deadline for completion is October 31.

Around October 15, MERA should be able to see/test the new site. Providing there are no major issues, it is hoped the site can go live on its new host by October 31.

Source of funds for this unanticipated project is the FY16-17 Operating Budget Contingency Line Item of \$40,000.