

MARIN GENERAL SERVICES AUTHORITY
371 Bel Marin Keys Blvd., Suite 100, Novato, CA 94949
Phone: (415) 883-9100 FAX: (415) 883-9155

MEMORANDUM

DATE: November 19, 2007
TO: MGSA Board of Directors
FROM: Michael Garvey, Interim Executive Officer *MPH*
SUBJECT: AGENDA ITEM D-2: REPORT ON UPGRADE OF MGSA WEBPAGE

We have been working with Scott McKown and with Stephanie Leonard, of Marinfo, to design the upgrade. The budget has funds for this purpose.

The following excerpt from a letter describes the future page:

Based on our discussions about elements you would like to see in the Marin General Services Authority (MGSA) web site. I believe we could enhance the site for \$ 3,500. As I understand it, the site would feature the following components:

- A home page that can tell the online visitor what the GSA does and also highlights current project(s) with information that is dynamically populated with information input via an Administration Menu.
- A Directors page listing the individuals and the organizations they represent.
- An Agendas and Minutes page similar to that now on the MTA site.
- A Calendar listing upcoming meetings.
- A function to notify interested individuals of web site additions.
- A password protected Administrative Menu that would allow staff to upload agendas and minutes, add calendar information, edit a director's record and/or update the information on the home page.

Hopefully what I have listed above correctly identifies the features and functions you have in mind. However, please feel free to email me or call me at # (415) 331-2131 with any questions.

Stephanie Leonard
Marinfo, LLC

A "picture" of what the page would look like is attached.