

CALFED BAY-DELTA PROGRAM

Office Memorandum

Date: June 5, 1996

To: Lester A. Snow, Executive Director
CALFED Bay-Delta Program

From: Stein M. Buer, Chief *for Stein 6/5/96*
Delta Contracts and Long-Term Planning Support
Division of Planning

Subject: CALFED Bay-Delta Home Page Approval Memo

Your final approval is requested to place the CALFED Bay-Delta Home Page on-line for the general public as outlined in the CALFED Bay-Delta Home Page Decision Memo dated May 15, 1996. The recommended course of action is:

- 1) Go on-line to allow public access to Home Page;
- 2) Assign maintenance of the Home Page to Michael Fainter and stored in DWR's Division of planning;
- 3) Content approval for future public documents and other materials to be authorized by Mary Kelley; and
- 4) Keep the Home Page informational.

Total estimated annual cost to implement the CALFED Bay-Delta Home Page using available resources ranges from \$5,000 to \$10,000.

The benefits of implementing a CALFED Bay-Delta Program Home Page include the following:

- Improves accessibility to the CALFED Bay-Delta Program;
- Supplements ability to provide up-to-date and reliable Program information quickly;
- Provides centralized location for all public Program documents;
- Effective method for educating the public;
- Assist in fulfilling public disclosure requirements;
- Assists with developing acceptance and "buy off" for Program, and
- Provides an opportunity to receive comments and suggestions electronically.

Background

Development of the CALFED Bay-Delta Program Home Page was originally initiated in the spring of 1995 by the CERES project. This effort was subsequently transferred to the USBR and eventually to DWR's Division of Planning.

The Home Page currently includes four sections: General Information, Scheduled Events and Current Actions, Available Public Documents, and For Your Information.

The Home Page files are currently stored in the Division of Planning's server named "Clover". A server is an enhanced computer with the ability to handle the multi-users request. With Division of Planning approval, the files can remain there in the short term. One concern is the possible tax on Clover. If the page receives numerous "hits" once it goes on-line, Clover may become overtaxed and other Home Page storage options may need to be implemented. One hit equals one request to view the Home Page.

Home Page maintenance

Michael Fainter and Param Dhillon are available to maintain the CALFED Bay-Delta Home Page in coordination with Marco Bell. This maintenance includes adding and editing files, and formatting the Home Page. The cost is about \$7,000 per year.

The content approval process

The approval process includes a general guideline that allows published and distributed public Program documents to be included in the Home Page. All future Program documents and materials or outside requests must be submitted to the Public Affairs Officer for review and approval. Once approved, the request along with the appropriate document(s) is forwarded to the Home Page maintenance staff. An approval form is attached.

Informational Home Page

The Home Page will be kept as informational only. The address in which to submit written comments to the CALFED Bay-Delta Program is published in the Home Page.

Possible Future Enhancements to the Home Page

There are other actions that the Program may take that will enhance the Home Page. These actions include procuring a dedicated Program server and obtaining additional staff for Information Technology needs and for comment responses.

Conclusion

A CALFED Bay-Delta Home Page provides benefits in education, documentation, disclosure, commenting and enthusiasm of the Program.

The recommended course of action is:

- 1) Go on-line to allow public access to Home Page;
- 2) Assign maintenance of the Home Page to Michael Fainter and stored in DWR's Division of planning;
- 3) Content approval for future documents and materials authorized by Mary Kelley; and
- 4) Keep the Home Page informational.

Total estimated annual cost to implement the CALFED Bay-Delta Home Page using available resources ranges from \$5,000 to \$10,000.

I authorize the CALFED Bay-Delta Home Page to go public and follow the recommended course of action outlined above, with an estimated annual cost of \$5,000 to \$10,000.



Lester A. Snow, Executive Director
CALFED Bay-Delta Program

6-7-96
DATE

cc:
Victor Pacheco
Marco Bell
Mary Kelley
Judy Kelly
Michael Fainter
Sina Darabzand