



AGENDA --- REGULAR COUNCIL MEETING

Date: NOVEMBER 3, 1983
Day: THURSDAY
Time: 7:30 P.M.
Place: COUNCIL CHAMBER

Approx.
Time

Presented By

- | | | |
|------|---|---------------------|
| 7:30 | CALL TO ORDER
ROLL CALL | |
| | 1. Introductions. | |
| | 2. Councilor Communications. | |
| | 3. Executive Officer Communications
--Summary of First Quarter Progress Reports
--Future Funding | |
| | 4. Written Communications to Council on Non-Agenda Items. | |
| | 5. Citizen Communications to Council on Non-Agenda Items. | |
| | 6. ORDINANCE | |
| 8:15 | 6.1 <u>Consideration of Ordinance No. 83-164</u> , for the purpose of amending the FY 1983-84 Budget and Appropriations Schedule, and amending Ordinance No. 83-153. (Second Reading) | Kirkpatrick/Sims |
| | 7. RESOLUTION | |
| 8:25 | 7.1 <u>Consideration of Resolution No. 83-433</u> , for the purpose of approving the Collective Bargaining Agreement between Metro and Laborers International Union, Local 483. | Jordan/Karnuth |
| | 8. OTHER BUSINESS | |
| 8:35 | 8.1 Metro/Tri-Met Relationship. | Oleson |
| 9:05 | 8.2 Guidelines for Council Expenditures. | Kirkpatrick/Kafoury |
| | 9. Committee Reports | |
| 9:45 | ADJOURN | |

METROPOLITAN SERVICE DISTRICT

FY '84 FIRST QUARTER

PROGRAM PROGRESS REPORTS



METRO

METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: November 3, 1983
To: Metro Council
From: Rick Gustafson, Executive Officer
Regarding: FY 1984 First Quarter Progress Reports

During the fiscal year, we have committed to report to you on a regular basis progress on those programs you approved as part of the FY 1983-84 Metro budget. Therefore, please find attached the First Quarter Program Progress reports from each department. These reports will provide you with a summary of work completed in each program area. I thought it was also important for you to know whether we are meeting our program commitments, what program changes or new initiatives have impacted the work of each department and whether we are meeting the program budgeted amounts for the first quarter.

In reviewing the report, you will note that each department prepared projections of the work to be done during the quarter for each program as contained in the FY 1983-84 Adopted Budget. At the end of the quarter, the progress made on the program projections is noted, as well as additional activities which were not anticipated. A summary of each department's first quarter work is provided which highlights program progress, program commitments, budget impact and impact of new programs or initiatives.

Each department at Metro is unique in that it serves significantly different roles for the organization--the Zoo and Solid Waste provide direct services to the public; Transportation, Development Services and Criminal Justice provide coordination assistance to our local jurisdictions; and Executive Management, Finance and Administration, and Public Affairs provide support services to the entire organization. The departments vary in size, funding and purpose, but each has a professional staff who works hard to provide a professional product. I am pleased with the progress we have made in the first quarter. For the most part, program commitments have been met and we are not experiencing any unexpected fiscal problems.

I would like to review briefly the program status of each department:

ZOO

A great deal of attention is focused on this department because of the future funding decision which must be made

by the beginning of next year. Two key elements--the Master Plan and development of a financial plan--are near completion. Delays have occurred on the Penguinarium and Alaskan projects due to problems with the contractor. Otherwise, the programs of the Zoo divisions are progressing well and deserve credit for an increase of attendance of nine percent over the same quarter last year.

SOLID WASTE

This department made considerable progress on its programs even though additional work has been required in virtually every area. The 1984 Rate Study was completed. The CTCRC facility is now finished and a change in the tonnage limitation was successful. Quite a lot of activity involved the St. Johns Landfill including work on the permit extension, contract negotiations and an audit. Much of the systems planning work has focused on evaluating options for the Washington County Transfer & Recycling Center. While there have been delays, the department is working hard to complete the projected work within this quarter.

TRANSPORTATION

This department continues its excellent coordination efforts with local, state and federal jurisdictions. The Regional Transportation Plan Update and Regional Bicycle Plan were adopted. The Bike Safety program completed an extensive educational program in a more positive atmosphere. Significant work progressed on the Light Rail Transit with completion of the Milwaukie Corridor Alternatives.

DEVELOPMENT SERVICES

A regional strategy was approved for the Westside Corridor as well as allocation of Westside transit and highway funds. However, there is some delay in establishing an organization for the next phase of the Westside transit project. There has been a greater acceptance of a role for Metro in dealing with the infrastructure problem, and I am sure our Urban Service Financing Program will continue to make positive gains.

CRIMINAL JUSTICE

As you are probably aware, Jack Bails has submitted his resignation as Director. Jack has experienced a great

Memorandum
November 3, 1983
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Each department will review their First Quarter Program report in more detail with the appropriate Council Committee in the coming month. In the meantime, I urge you to review these reports. I hope they will be helpful in serving as a reminder of the many programs in which Metro is currently involved and keep you informed as to the progress being made. For me, these reports are an important management tool. I hope they will assist the Council in their oversight capacity.

Please do not hesitate to contact me if you have any questions or concerns regarding Metro's programs or projects.

RG/gl
0255C/D1

deal of frustration in the past year in attempting to obtain enough revenue to operate his department because of the reduction of funds available at the national level. The actual revenue received to date is \$46,915 and we budgeted \$137,674. I am reviewing our Criminal Justice coordination role, as well as our other local government assistance activities, and hope to develop a recommendation on management of this program on both an interim and long-term basis.

EXECUTIVE MANAGEMENT

A key project involving this department is preparing the Council for a policy decision on the future funding of the Zoo and General fund. This quarter focused on presentation of background financial information which will continue through the next quarter, resulting in a ballot measure decision for the Zoo in early 1984. Executive Management is also making continual efforts to improve our internal management and support for the Council.

FINANCE AND ADMINISTRATION

The audit assistance provided by our Accounting Division during the first quarter was well worth the time. The audit was not only completed on schedule, but the final cost of \$21,900 is the lowest in Metro's five-year history. This is certainly indicative of the improvements we have made in our accounting system. Budget and Administrative Services did an excellent job of assisting departments with the office move even though it impacted their work program as well as the work of other departments. The Pay and Classification Study is progressing on schedule, but development of the Affirmative Action and Disadvantaged Business Program policies has taken longer than expected. The Data Resource Center is off to a good start with \$2,100 fee for service work completed and \$6,100 additional fee for service work initiated; projected service charge revenue during the first quarter was \$2,500.

PUBLIC AFFAIRS

Information and Graphics services has produced a large number of documents in this first quarter, including a new Metro brochure and drafting of the Annual Report. The local government services program staff is working to expend its technical services and provide more coordination assistance and information sharing.

The FY '84 First Quarter Program Progress Reports
are in the following order:

ZOO DEPARTMENT

Solid Waste Department

Transportation Department

Development Services Department

Criminal Justice

Finance and Administration

Accounting

Budget and Administrative Services

Data Processing

Data Resource Center

Public Affairs

Executive Management

Council

The Public Relations staff, with special help from the volunteers and other staff, held nine jazz concerts and ten bluegrass concerts. While the weather wasn't as cooperative as we would have liked, these programs, along with our PSA's, special releases and feature articles, contributed greatly to our attendance increase. Public Relations also coordinated a lively outreach program filling 24 speaking engagements, 20 radio interviews and live coverage on "Faces and Places", "Live at Noon" and "P.M. Magazine".

Visitor Services brought over 312,134 visitors into the Zoo courteously and efficiently, offered them good quality, fast food, gifts, souvenirs and train rides and collected \$991,067 in the process. More strollers and wagons were added for visitors' convenience.

Program Commitments

For the most part, program commitments have been met. The most notable exceptions are: 1) the month and a half delay in the opening of the Penguinarium due to the contractor's default on the project; 2) delays on the Alaskan Project because of contractor's cash flow problems (now in default); 3) the delay in completing the Dinosaur Park because of delays in delivery of specimens and a shifting of priorities.

Program Budget and Expenditures

<u>Budget Category</u>	<u>FY 84 Budget</u>	<u>Year-to- Date Total</u>	<u>Percent Remaining</u>	<u>Target</u>
Personal Services	\$2,729,321	\$745,701	73%	75%
Materials/Services	\$2,018,533	\$418,249	79%	75%
Capital Outlay	\$ 276,066	\$ 24,163	91%	75%

Because of the number of part-time staff employed during July, August and the first part of September, it is normal for this quarter's expenditures in Personal Services to exceed 25%.

Program Changes or New Initiatives

Delays in our two major construction projects due to the financial problems of the contractor have negatively impacted our work program. The most obvious impact, of course, is the project delay itself. But the added staff time and consultant

ZOO DEPARTMENT

WASHINGTON PARK ZOO

TO: Rick Gustafson, Executive Officer
FROM: A. M. Rich, Assistant Director *AMR*
DATE: October 28, 1983
RE: Summary of FY 1984 First Quarter Program
Progress Report

Progress of the Department's Budgeted Programs

The Washington Park Zoo met most of its objectives for the first quarter of fiscal year 1983-84. Attendance is about nine percent above that for the same quarter a year ago with corresponding increases in our earned revenues. The Master Plan is 75% complete with completion anticipated by the end of the second quarter.

The Swigert Fountain was dedicated on August 1, 1983, and aside from some fine tuning, is fully operational.

The Friends of the Zoo sponsored a successful Penguin Ball, calendars and note pads are now on sale and a membership drive is underway.

Animal Management staff, besides the daily care and feeding of animals, completed the Eagle and Owl cages along the Cascades Trail. They also hosted a successful Elephant Breeding Symposium, added deer and kinkajou for public viewing and delivered papers at the AAZPA Conference. The Cascades Stream and Pond Exhibit won the best new exhibit award at the Conference. The staff also assisted in getting construction of the Penguinarium back on line for a November opening.

In addition to keeping the buildings and vehicles serviceable and the grounds beautiful, Buildings & Grounds staff began improvements in the area to become the Dinosaur Park, almost completed the landscaping at the Cascade Trailhead, supervised some landscaping projects by the Boy Scouts and provided rides on the Zoo Railway for about 116,000 people without derailments or injuries.

Our Education staff completed another successful season of special programs including Zoo-To-You, the Insect Zoo, Summer Day Camps, Special Classes and Sidewalk Zoologist, along with a variety of interpretive and graphic projects including a traveling elephant models display and assistance with the Penguinarium and Alaskan projects.

Memo - Rick Gustafson
October 28, 1983
Page 3

time required to deal with these problems has negatively impacted other programs including the completion date for the Master Plan and the completion of the financial projections essential for decisions regarding future Zoo funding.

ZOO DEPARTMENT

AMR:amn

First Quarter

PROGRAM TITLE

Promotional Services

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Send out 15 press releases, one set of 4 PSA's, 4 radio PSA's and 4 calendars of events
2. Develop a new Zoo brochure, reprint YooHoo brochure
3. Set up 4 talk show appearances and 15 speaking engagements
4. Work with the Forestry Center and OMSI to develop a joint brochure for convention packets
5. Add 300 photos to the Zoo files for use in publicity and graphics projects
6. Improve the Zoo's travelling exhibits and schedule them for at least 6 appearances
7. Hold 7 jazz concerts and 8 bluegrass concerts
8. Hold Senior Citizen's Free Day and the Elephant Festival
9. Plan and execute the Penguinarium opening
10. Assist Pizza Hut in carrying out a fund raising promotion for Dinosaur Park

PROGRAM PROGRESS (Progress done on work during Quarter)

1. Sent out 15 releases, 5 radio PSA's, 8 calendars, several feature stories in newspapers and magazines (UPI)
2. YooHoo reprinted, Zoo brochure development underway.
3. Filled 24 speaking engagements; 20 radio interviews; live coverage by "Faces & Places", "Live at Noon", "PM Magazine"
4. Still working on joint brochure, completion in 3 months.
5. Added 400 photos to files.
6. Scheduled 20 appearances; substantially improved exhibits.
7. Completed.
8. Completed.
9. Opening scheduled for November 5th.
10. Completed.

First Quarter

PROGRAM TITLE

Visitor Services

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Collect revenues as below:

a. Admissions	\$400,000
b. Food	300,000
c. Railway	105,000
d. Gifts, Rentals	95,000
	<u>\$900,000</u>

2. Add more strollers and wagons (new) to rental program
3. Provide daily (7:30 a.m. to 5:00 p.m.) reception and switchboard service
4. Provide daily guard services (1:00 p.m. to 5:00 a.m.), review time frames of guard service after careful analysis
5. Analyze zoo operating norms in terms of use after 5:00 p.m.
6. Monitor success of new souvenir cart

PROGRAM PROGRESS (Progress done on work during Quarter)

1. As of 9/30/83:

a. \$419,898
b. 338,026
c. 115,767
d. <u>117,376</u>
\$991,067

2. Added 20 strollers, 20 wagons and 3 adult size strollers
3. Completed.
4. Completed.
5. Records are being kept and a recommendation will be made later this season.
6. Did \$5,742 in 42 days from 7/1/83 to 9/12/83.

First Quarter

PROGRAM TITLE

Educational Services

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

9. Elephant Museum - complete exhibits; RFP, contract consultants, begin design by 9/30.
10. Produce a variety of signs (e.g., 3-dimensional waterfowl ID graphics; eagles, owls, FOZ info, Cascades Trail map)
11. Stream & Pond Dioramas - install the insects and crayfish; prepare an RFP for producing the fish, frogs, salamanders, etc. by 9/30
12. Entry Plaza - Produce 3 banners for poles; install ID signs for visitor services by 9/30 and 8/15 respectively
13. Master Plan - provide input as required, especially on the Cascades Exhibit. Complete Children's Zoo planning project by 9/15

Programs

1. Implement, complete and evaluate the following summer programs:
 - a. Children's Zoo Volunteers
 - b. Insect Zoo Volunteers
 - c. Zoo-To-You
 - d. Sidewalk Zoologist
 - e. Summer Day Camps
 - f. Classes for families, adults and children
 - g. Insect Zoo

PROGRAM PROGRESS (Progress done on work during Quarter)

9. Project is underway
10. Eagles and owls are done; waterfowl and map are in progress; FOZ work is awaiting final approval; much work has been done on elephant and dinosaur graphics
11. Crayfish, insects and "dead" fish are ready for installation; birds are being taxidermied; RFP not complete
12. ID signs are done; banners RFP is nearly ready to go out
13. All input is completed
14. Other: Much work was done for the "Art Gone Wild" show at the Western Forestry Center
 1. All are completed

First Quarter

PROGRAM TITLE

Educational Services

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

- h. Animal Talks
- i. Snake Talks (pilot programs along Cascades Nature Trail)
- j. Junior Zoo Researchers Program (Talented and Gifted students)
- 2. Oregon Science Teachers Association - plan our portions of the program by 9/30
- 3. Volunteer Orientation - plan program; recruit new volunteers by 9/1
- 4. Nursing Home Visits - resume by 9/30
- 5. Zoomobile Visits - resume by 9/30
- 6. Attend AAZPA Conference 9/18-22
- 7. Printing - prepare and print Zoomobile and Self-Guiding Tours packets by 9/1
- 8. Chimpanzee Behavior Brochure - prepare and print by 9/30

PROGRAM PROGRESS (Progress done on work during Quarter)

- 2. Completed
- 3. Planning and recruitment completed
- 4. Visits have resumed
- 5. Zoomobiles have resumed
- 6. Three persons attended; Children's Zoo Keeper visited a number of zoos and the AAZK conference
- 7. Still in revision
- 8. In progress but not ready for printing

1 Quarter

PROGRAM TITLE
BUILDING MAINTENANCE

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Continue the routine maintenance and improvements 46 permanent buildings.
2. Survey all building roofs- prioritize needed repairs- implement repairs on highest priority list.
3. Survey all building exteriors- prioritize needed repairs and painting- implement highest priority projects.
4. Survey all building interiors- prioritize needed repairs- implement highest priority projects.
5. Survey all public restrooms- prioritize needed upgrading and repairs- implement priority projects.
6. Start compiling information for a formalized preventative maintenance program for buildings and equipment.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. No major emergencies or problems with buildings.
2. Roofs were surveyed and the east paddock building and main elephant roofs were recoated.
3. No exterior painting projects were implemented.
4. Interior repairs were completed as requested by work orders.
5. No public restrooms upgrading was done.

First Quarter

PROGRAM TITLE

Educational Services

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

Exhibits and Graphics

1. Penguinarium - serve as Zoo's contact for the design and production of interpretive elements by 8/15
2. Alaskan Tundra - serve as Zoo's contact for the designers of interpretives, with special emphasis on the photographic and "hands on" elements
3. Night Country - oversee the design and installation of back-lit, overhead graphics by 8/31
4. Dinosaur Park - oversee design production and installation of the initial 12 exhibits by 9/15
5. Elephant Mural - oversee design and painting of this mural (near wolves) by Talented and Gifted students by 9/1
6. Travelling Elephant Models Display - complete this project by 7/9
7. Maintain existing interpretive elements
8. Directional Signs - Complete RFP, award contract, produce and begin installation by 9/30

PROGRAM PROGRESS (Progress done on work during Quarter)

1. Input complete
2. Continuing to serve as liaison for interpretives; through 12/31/83
3. Project 90% complete as of 10/15/83
4. Delay in delivery of specimens and other considerations have caused this project to be rescheduled to open 3/84
5. Completed
6. Display is now at Lake Oswego Public Library and will eventually become part of a permanent display
7. Maintenance is ongoing
8. Bids are due 10/26/83

1 Quarter

PROGRAM TITLE

VEHICLES

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Provide and maintain safe vehicles for all of the Zoo's operations.
2. Complete setup of auto shop.
3. Continue to establish and implement a preventative maintenance program for all vehicles.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. No accidents or people being stranded because of mechanical problems.
2. Auto shop setup complete except for building workbenches and a tire storage rack.
3. Investigated what other organizations are doing. Implementing a system so drivers of vehicles can easily report problems they notice.

1 Quarter

PROGRAM TITLE

UTILITY PROGRAMS

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Initiate relocation of the water meter for the Zoo's delivery.
2. Arrange installation of energy efficient street lighting for the Zoo's main roads.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. No action taken this period.
2. Lights are here ready to be installed, but rewiring of the electrical circuits was found necessary.

1 Quarter

PROGRAM TITLE
GROUNDS MAINTENANCE

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Continue the routine maintenance and improvements of the 64 acre Zoo grounds including nine acres of lawn, 81 planter tubs, flower beds, trees and 251,800 square feet of roads and walkways.
2. Support the cleanup of the boat ride area and the change of the area into a Dinosaur Park by September.
3. Complete the landscaping at the Cascade Trailhead.
4. Start the rock work landscaping on the slide area on the Cascade Trail.
5. Survey all roads and walks-prioritize needed repairs- implement the highest priority projects.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. Had two Boy Scout groups donate time to landscaping maintenance projects.
2. Opening of Dinosaur Park delayed until spring, but many things have been completed, such as filling in the moat and paving the path.
3. Work was slowed due to unusual amounts of rain, however most of the work was completed so that paving could be done and wild flower seed could be sown.
4. Work was not started.
5. All roads have been surveyed and repairs are scheduled.

1 Quarter

PROGRAM TITLE
RAILROAD MAINTENANCE

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Continue to provide safe, enjoyable, cost efficient train rides for the visitors.
2. Continue the preventative maintenance program of engine, car and track repair to minimize break-downs.
3. Complete the installation of the hydraulic drive system and cab improvements on Engine #5.
4. Rebuild the gear box on Engine #6.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. Approximately 116,00 passengers rode the train during the quarter. There were no derailments or injuries during this period.
2. Equipment has been inspected and a list of winter maintenance projects established.
3. Testing of the new drive system will begin the week of 10/24/83.
4. Work completed and Engine #6 was used for a second train on weekdays and as the third train on weekends.

First Quarter

PROGRAM TITLE

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Provide coordination and support for general zoo operations.
2. Monitor 1983-84 budget.
3. Provide liaison with central office and Council.
4. Be 75% towards completion of the Zoo Master Plan.
5. Begin preparations for major effort regarding Zoo Parent Program during second quarter.
6. Cooperate with FOZ on projects such as the Penguin Ball, calendars, note cards, memberships, etc.
7. Complete work on the Cascades Advisory Committee.
8. Push for completion of Penguinarium by 9/1/83.
9. Work towards getting Alaskan Tundra Exhibit project fully underway again.
10. Operate the Swigert Fountain by 8/1/83.
11. Complete the Zoo's part of the fixed asset inventory.
12. Complete the following fund raising activities: grant applications for Chimp Interpretive Area; Insect Zoo and Cascades challenge grant.

INTER-DIVISIONAL
ACCOMPLISHMENTS

PROGRAM PROGRESS (Progress on work during Quarter)

1. Ongoing.
2. Ongoing.
3. Ongoing.
4. 75% complete.
5. Holiday and major renewal efforts well underway.
6. Penguin Ball successful; calendars and note cards now on sale; membership campaign ongoing.
7. Complete.
8. Exhibit open to the public 11/5/83; project delayed due to change in contractors.
9. Project now delayed as a result of contractor default.
10. Fountain now operational.
11. Complete.
12. Chimp interpretive grant applied for and denied; Insect Zoo application postponed until Master Plan is completed; Cascades challenge grant in initial stages and major private fund-raising campaign is underway.

Successful completion of Elephant Symposium with 74 international participants; Zoo won 1982 best exhibit in North America ^{award} for Beaver/Otter Exhibit from the AAZPA; \$50,000 grant received from the Institute of Museum Services for general operations.

I Quarter

PROGRAM TITLE

Animal Management

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Hire animal keeper to fill vacancy.
2. Hire research coordinator to fill leave of absence.
3. Complete penguinarium and open facility to public.
4. Complete eagle and owl enclosures and open to public.
5. Complete first edition of Humboldt penguin studbook.
6. Update ISIS.
7. Complete 82-83 animal inventory.
8. Market zoo research film.
9. Prepare and deliver Cascade paper at AAZPA national convention.
10. Host International Elephant Breeding Symposium and deliver papers at same.
11. Complete 1/3 of Alaska exhibit.
12. Submit two papers for publication.
13. Put entire troop of chimpanzee together.
14. Put deer on exhibit in paddock area.
15. Put kinkajou on exhibit in Night Country.
16. Acquire 1 or 2 additional feline species.
17. Rock work/naturalization of snow leopard exhibit.
18. Move Curator's office, re-establish library/
projection room.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. Complete
2. Complete
3. Completion by 11/3/83 - delayed due to contract problems
4. Complete
5. Complete
6. Behind schedule due to constant changes and other priorities
7. Complete
8. Complete
9. Complete
10. Complete
11. Complete
12. Complete
13. In progress - delays due to weather problems
14. Complete
15. Complete
16. In progress
17. Not started due to other priorities; will start in
November or December
18. Complete

First Quarter Progress Report
 - continued - Solid Waste

SOLID WASTE DEPARTMENT

- . Rate Study was completed on schedule and an ordinance is pending Council approval.
- . All finish items at CTRC, required of our general contractor, have been completed.
- . Assisted the General Counsel by reviewing draft ordinance changes produced by Multnomah County General Counsel regarding Wildwood.
- . Changed the name and location of the Recycling switchboard. Provided continuous weekday coverage from 8:30 to 5:00 p.m. and produced monthly records of calls.
- . Yard Debris grant will be closed out upon EPA approval of the report and supportive material. Conducted public forum on yard debris report on August 10, 1983.
- . Produced and mailed July/August issue of Metro's Recycling Forum on time.
- . Residential Recycling contract development is going slower than expected.
- . Review of existing policies and current solid waste data update were completed on schedule.
- . Development and evaluation of alternatives for recycling for both source separation and processing programs are behind schedule, primarily due to additional work required for the Washington County Station and completing the yard debris program.

DEPARTMENT BUDGET AND EXPENDITURES

CATEGORY	FY 83-84 BUDGET	ACTUAL Y.T.D.	PERCENT REMAINING	TARGET
Personnel Services	\$ 694,950	\$163,073	77 %	75%
Material & Services	5,835,080	895,842	85%	75-90%
Capital Outlay	15,200	125	99%	-
Transfers to General Fund	635,610	635,610	0%	-

PROGRAM CHANGES OR NEW INITIATIVES

- . Review of legislation required considerably more time than budgeted.
- . Recruiting, classification study and personnel administration consumed a substantial amount of unbudgeted time.
- . Negotiations with the City of Portland on St. Johns contract and lease payment.
- . Oregon City Council approved for a three-bay truck wash facility at CTRC.
- . Tonnage limitation increased at CTRC.



METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: October 28, 1983
To: Rick Gustafson, Executive Officer
From: Dan Durig, ^{Dan}Director, Solid Waste
Regarding: First Quarter Program Progress Report for
Solid Waste Department

JULY - SEPTEMBER 1983
DEPARTMENT: Solid Waste

SOLID WASTE DEPARTMENT PROGRESS

The Solid Waste Department has gained several new staff members. Solid Waste is continuing its efforts to improve public understanding of Solid Waste management including four programs or tours carried out by Solid Waste staff and numerous media contacts.

Operationally, at St. Johns, a draft report for permit extension was completed. A methane gas strategy completed and the rate study completed on time. At CTRC, all finish items have been completed; the tonnage limit increased; and a three-bay truck facility proposal approved by the City of Oregon City.

During the first Quarter, department staff reviewed with Legal Counsel, draft ordinance changes produced by the Multnomah County General Counsel, regarding Wildwood. In Waste Reduction, near completion of the Yard Debris Report; conducted a Yard Debris Forum; and continued to develop Residential Recycling Contracts. In Systems Planning, a review of existing policies and current solid waste data update were completed. Staff is currently evaluating procurements options for constructing the Washington County Transfer and Recycling Center (WTRC).

DEPARTMENT COMMITMENTS

- Produced a final draft of detailed report of the landfill for permit extensions as committed.
- Letters of intent from gas customers have been obtained and a recommended strategy has been completed. Recommendations have not been presented to Council. The implementation program is being reviewed by the City of Portland.

- . Moving of Recycling Information Center impacted completion of Phase V of Yard Debris Study. Study was not anticipated in FY 83-84, as EPA asked for the report after budget approval.
- . Large staff turnover in second half of FY 82-83, pushed unsolicited request procedures and Portland Recycling Team Assessment into FY 83-84.
- . The Recycling Support Fund's program design and errant reporting by recipients, made collection of necessary information difficult pushing its completion time into FY 83-84.
- . Washington County Transfer Station Committee completed their work in July, recommending Metro proceed with the implementation of the facility. Staff is evaluating procurement options for constructing the facility which has required a significant amount of unbudgeted time.
- . An advisory task force, made up of haulers and recycling firms, is reviewing options for waste reduction and recycling as developed by staff. The results of this combined effort will be forwarded to the Recycling Sub-Committee.
- . Workshops and public meetings on the update of the Solid Waste Management Plan, will not occur until all elements of the plan have been completed.

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First Quarter

PROGRAM TITLE

MANAGEMENT AND ADMINISTRATION

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)	PROGRAM PROGRESS (Progress done on work during Quarter)
<ol style="list-style-type: none"> 1. Produce one copy of garbage-gram by Sept. 30, 1983 (Solid Waste Newsletter). 2. Conduct site tour and orientation for new employees by August 30, 1983. 3. Respond to requests for programs or speeches on solid waste. Estimate four opportunities. 4. Perform desk audit procedures: monthly user fee reports within three days of receipt. 5. Perform field audit of one franchised or authorized solid waste facility. 6. Develop and submit post closure maintenance and benchmark pricing amendments originated by Solid Waste Rate Review Committee to SWPAC and Council. 	<ol style="list-style-type: none"> 1. Rough draft of first edition is prepared. Anticipate first edition to be printed mid-November. Held off printing, pending key decisions which had not been made prior to the end of the quarter (e.g., rates, wash rack, etc.) *2. Site tour was conducted August 12. Visited were: McFarlane's, CTRC, Rossmans, Inskeep Environ. Learn. Center, Killingsworth, St. Johns and Wildwood. 3. Dan Durig was speaker at Clackamet Optimist Breakfast July 7th; hosted Minnesota Rep. Darby Nelson on July 15, provided tour of CTRC for Dave Slusarenko on July 22 and spoke at the GRCDA conference Sept. 22. In September, Dennis O'Neil spoke to the Sierra Club regarding the Wildwood Landfill. 4. Due to lack of staff time it was not accomplished. Audits of all sites from May, 1982 to present will be completed by the end of Oct. 5. Not accomplished due to accounting staff being involved with the fiscal audit. *6. Amendments for post closure maintenance delayed until DEQ issues administrative rules for the state-wide post closure maintenance program. Benchmark pricing amendments delayed pending legal resolution of associated issues and consensus of new Rate Review members.

*- Activity or amount of time not included in Adopted FY83-84 Budget

First Quarter

PROGRAM TITLE

MANAGEMENT AND ADMINISTRATION

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)	PROGRAM PROGRESS (Progress done on work during Quarter)
<p>7. Develop enforcement action procedures for dealing with delinquent user fee payments and other violations of franchise ordinance.</p> <p>8. Collect and collate the names of collection companies late in paying their disposal fees at franchised or authorized sites and distribute to all sites by the 15th of each month.</p> <p>9. Staff with necessary employees the Rate Review Committee and SWPAC meetings. Estimate seven meetings.</p>	<p>7. No progress accomplished due to shifting department priorities.</p> <p>8. Accomplished. Program has been discontinued due to poor participation from effected sites.</p> <p>9. Staffed four Rate Review Committee Meetings and three SWPAC meetings.</p>
	<p style="text-align: center;"><u>Other Activities</u></p> <p>* Extraordinary amount of time spent on Personnel (Recruiting, Classification Study and Personnel Administration) this quarter which was not anticipated.</p> <p>* Review of Legislative information and matters required an enormous amount of unanticipated time.</p>

*- Activity or amount of time not included in Adopted FY83-84 Budget

First Quarter

PROGRAM TITLE

ST. JOHNS LANDFILL

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

5. Prepare an RFP and select an engineer to provide inspections required under the City/Metro contract.
6. Produce an advertisement campaign (newspaper) to promote the St. Johns Recycling Center.
7. Final rate study will be presented to the Regional Services Committee.
8. Prepare specifications, bid and make a recommendation to Council on proposed changes to the scale system at the landfill.
9. Complete filling and final cover in Sub-Area. Be prepared to seed by Oct. 1, 1983.

PROGRAM PROGRESS (Progress done on work during Quarter)

5. An engineering firm will be selected by December 1, 1983, in order to submit an inspection report to the City of Portland by January 1, 1984.
6. St. Johns has been promoted this fall as a yard debris recycling center for the northern portion of the region. A separate promotion campaign will focus on the Recycling Center and the Tarpaulin Program for uncovered loads.
7. The 1984 rate study was presented to the Metro Council on September 29, 1983.
8. During July the design and specifications were prepared for the installation of a third scale at St. Johns. During August, bids were solicited. Also during July & August the traffic was monitored and it was recommended at the Sept. Services Committee that we not proceed with any changes at this time but that we continue to monitor for any traffic problems.
9. Filling in Sub-Area 2 was delayed until approximately Sept. 1, due to the unseasonable rains this summer. The filling in this area was completed the first week of Oct. but final cover for approximately 5 acres may have to be changed to next spring or summer.

First Quarter

PROGRAM TITLE

ST. JOHNS LANDFILL

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Review revenue, expenses receivable and cash flow reports and provide a summary to executive management each month.
2. Produce and distribute one flyer for the St. Johns area regarding permit extensions.
3. Complete Audit Review for FY 82-83
4. Produce a detailed status report of the landfill for permit extensions by Sept. 83.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. The first quarter at St. Johns has seen an increase in volume of about 5% over the 1983-84 budget projections. This has increased revenue about 5% while the expenses were only 1% higher, mainly due to the sliding scale contract at St. Johns. Final cover expenses for this quarter were \$382,213. St. Johns, as well as the entire Solid Waste operation fund, has been in a negative cash balance as a result of the transfer to the General Fund being made in a lump sum in July, 1983.
2. The flyer for the North Portland area has not been prepared but will be distributed in conjunction with the submission of our permit extension application for St. Johns in early November.
3. Preliminary audit figures have been reviewed but any detailed review cannot begin until the final year-end report is issued and the audit published.
4. The detailed status report of the landfill is in final draft form and is to be printed and distributed to the Council prior to submitting our permit extension applications.

First Quarter

PROGRAM TITLE

St. Johns

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

PROGRAM PROGRESS (Progress done on work during Quarter)

Attachment: Other Activities Not Anticipated

- *1) As a result of a City of Portland audit of St. Johns, and the City's determination that we have not "sited" a new landfill, several changes have been negotiated in our contract for the operation of St. Johns. These changes will be presented to the Regional Services Committee and the Metro Council in November.
- *2) Discussions have taken place in this quarter with the City staff to determine the lease payment for the next three years. We have agreed to use the appraiser recommended by the City staff provided the basis of appraisal is the value of the load and not the revenue-generating capability of the site.
- *3) Metro's interest was represented on the DEQ Legislative Task Force in dealing with the Permit Fee Bill and the Landfill Closure Bill.

*- Activity or amount of time not included in Adopted FY83-84 Budget

First Quarter

PROGRAM TITLE

ST. JOHNS LANDFILL

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

PROGRAM PROGRESS (Progress done on work during Quarter)

- 10. Complete construction of a new rock-dumping pad in Sub-Area III
- 11. Recommend to Administration on a procurement strategy for implementation of gas project in August.
- 12. Recommended to RSC and Council, gas procurement strategy in Sept.
- 13. Contact potential gas customers to obtain letter of intent in Sept.
- 14. Sample groundwater and surface water as required by permit once each month.

- 10. The second rock dumping pad has been completed in Sub-Area III. The combination of the two pads will assure sufficient area for wet weather operations this spring and early summer of 1984.
- 11. Staff completed draft report on a recommended procurement strategy. Discussions are being held with City of Portland. Recommendations are being reviewed by administration.
- 12. No recommendations have been forwarded to Council for discussion.
- 13. Potential gas customers were contacted to ensure continued interest in project. Primary customers, which include Northwest Natural Gas, are still very much interested.
- 14. The ground and surface water sampling has been completed each month this quarter. In addition, a review of the data collected over the past 10 years was performed by Sweet, Edwards and Associates in conjunction with our permit extension application.

First Quarter

PROGRAM TITLE

CTRC

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)	PROGRAM PROGRESS (Progress done on work during Quarter)
5. Complete all construction details including completion of the irrigation system and obtain a certificate of compliance from Oregon City.	5. All finish items required of our general contractor have been completed. The irrigation system required by Oregon City has been installed and is operational.
6. Apply for, and obtain, a clarification of the tonnage limit imposed by Oregon City.	*6. In July, the Oregon City planning commission recommended to the City Council that the tonnage limit on CTRC be increased to 1,000 tons per day if the Council also adopted an ordinance to levy a fee per ton and a penalty for any waste over 1,000 TPD. This recommendation was opposed by Metro staff and as a result of discussion with Oregon City an agreement was reached. The agreement has an 800 ton per average day for any 30-day period and that Metro, or its contractor will pay Oregon City for any extraordinary cost incurred by the City. The agreement will be presented to the Regional Services Committee in November.
7. Select a supplier and purchase tarps for uncovered loads.	7. During July, bids were sought to supply tarps to be sold to our customers with uncovered loads in lieu of the double charge. Bids were received in August and were substantially under the projected cost. The details for implementing this program are currently being worked out.

*- Activity or amount of time not included in Adopted FY83-84 Budget

First Quarter

PROGRAM TITLE

CTRC

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Review revenue, expense, receivable and cash flow reports and provide a summary to executive management each month.
2. Complete audit review for FY 82-83.
3. Apply for, and obtain permission from, Oregon City to build the truck wash facility.
4. Prepare specifications, obtain bids and make a recommendation to Metro Council on whether to build the truck wash facility.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. The first quarter has seen a flow level of about seven percent higher than estimated in the FY 83-84. Revenues are a combination of regional transfer charge, convenience charge and a portion of the CTRC base rate. The total revenue for July and August is within one percent of the level anticipated in the current budget while expenses are approximately three percent higher than projected.
2. While some staff time has been devoted to working with the audit team, a complete review of the findings will not take place until the final report is issued.
- *3. Conditional use permits were approved by Planning Commission and appealed to City Commission for four-bay truck wash facility. City Council approved the Planning Commission's recommendation for a three-bay truck wash facility.
- *4. Bids were received for both the truck wash facility and roof structure. Low bidder for truck wash did not comply with MBE. Council denied award and requested staff to rebid. The roof structure bid was accepted.

*- Activity or amount of time not included in Adopted FY83-84 Budget

First Quarter

PROGRAM TITLE

WILDWOOD

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Assist General Counsel in preparing an appeal of the LUBA decision regarding Wildwood.
2. Assist General Counsel in advising Multnomah County on ordinance changes and reconsidering the Wildwood Conditional Use Application.
3. Produce a draft report covering the citizen review and comment process during the period when the project moves into further geotechnical study, design and construction, by September 31st.
4. Send one quarterly information sheet to known interested citizens covering current and future Metro activities by October 30th.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. Answered any questions that General Counsel had while preparing brief.
2. Reviewed with General Counsel draft ordinance changes produced by County General Counsel. Held several meetings with General Counsel to keep informed of current developments and proposed time schedule for both appeal and ordinance changes.
3. Produced draft report covering citizen involvement process from present through landfill operation period. Draft report finished by September 1, 1983.
4. No information sheet sent to date.

First Quarter

PROGRAM TITLE

CTRC

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

PROGRAM PROGRESS (Progress done on work during Quarter)

Other Activities

*The construction claim filed by Parker Northwest Construction Company has taken a considerable amount of time during the first quarter and is expected to continue into the next quarter. A settlement may occur but even that requires time.

*- Activity or amount of time not included in Adopted FY83-84 Budget

First Quarter

PROGRAM TITLE

WASTE REDUCTION - CONTINUED

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)	PROGRAM PROGRESS (Progress done on work during Quarter)
8. Produce report of Spring yard debris (March 1-June 15) Campaign results to include effect of promotions and volumes received by processing sites by Aug. 30, 1983	8. Completed. See "Financial Information Section EPA, etc. next page.
9. Produce and mail July/Aug. issue of Metro Recycling Forum by August 15, 1983	9. Completed
10. Develop RFP for selling Metro's waste office paper to an area recycling enterprise by Sept. 30	*10. RFP completed and approved by Legal Counsel and Accounting; pre-bid conference in early Nov.
11. Produce final evaluation of recycling support fund by Sept. 15, 1983	*11. In Word Processing, due out on Oct. 25th.
12. Produce memo on results of 1982-83 education program survey by August 30, 1983	*12. Survey completed, results in memo form on Oct. 24. Will be doing survey on monthly basis of all groups spoken to.
13. Conduct two community recycling demonstrations: Eliot Energy House Community Forum - July 16, 1983; teacher recycling curriculum planning workshop, Oregon City, August 29, 1983	13. Completed. Jo Brooks also worked extensively with Ore. City Educat. prgm. for recycling and will use results of experience to develop workshops in other parts of region in 1984.
14. Produce work plan and timetable for in-house recycling workshop by Sept. 30, 1983	*14. Has been folded into RFP for office paper program. Market selected will provide program.

*- Activity or amount of time not included in Adopted FY83-84 Budget

First Quarter

PROGRAM TITLE

WASTE REDUCTION

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)	PROGRAM PROGRESS (Progress done on work during Quarter)
1. Produce 1983-84 workplan for waste reduction division listing specific tasks and timetable by July 30, 1983	1. Completed
2. Develop draft of unsolicited requests procedures and forward to executive officer by Sept. 15, 1983	*2. Has been built into Systems Planning
3. Produce report on funding Portland recycling team during fiscal years 1981-82 by Oct. '83	*3. Will be completed as part of Systems Planning
4. Provide continuous coverage of switchboard during hours of 8:30 to 5:00 p.m., Monday through Friday and produce monthly records of calls.	4. Completed
5. Conduct monthly phone survey of current recycling market prices and volumes received at yard debris processing sites	5. Completed
6. Conduct daily survey (every third call) to determine public response to Metro yard debris promotional work and produce monthly report	*6. Completed
7. Staff recycling Information Center Booth at annual Neighbor Fair, July 17, 1983	*7. Completed

* - Activity or amount of time not included in Adopted FY83-84 Budget

PROGRAM TITLE

WASTE REDUCTION

ATTACHMENT to page 3 of 3:

Contract development is going slower than expected for several reasons.

- . It is taking longer for the cities to produce the required information.
- . Gresham has dropped out of the program.
- . Lake Oswego is having second thoughts about the work involved. Terilyn Anderson is producing a discussion paper on Metro taking on a different role and contract with Lake Oswego so that they can stay involved.
- . Milwaukie and West Linn are both interested in receiving some promotional dollars. Milwaukie is being brought along in place of Gresham but has limited staff to develop the necessary information.
- . West Linn has officially expressed an interest. However, based on a discussion with one of their staff, a concern was expressed that they had not wanted to get "that serious" about the program. They don't think their haulers would share any of the numbers we require.

First Quarter

PROGRAM TITLE

WASTE REDUCTION - CONTINUED

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)	PROGRAM PROGRESS (Progress done on work during Quarter)
15. Complete contracts for dispersing residential recycling dollars to four area cities by Sept. 30, 1983	15. See attached.
16. Conduct yard debris forum during week of Aug. 15-19, to gain public input on yard Debris Steering Committee's report and recommendations	*16. Completed
17. Forward staff recommendations on Yard Debris Steering Committee report to executive officer by Sept. 30, 1983	*17. Deadline was not met due to need of more work on economic factors.
18. Produce schedule of events and timetable for fall yard debris promotion activities by Sept. 1, 1983 (Fall burning season is October 1 - December 15.)	18. Completed TV and radio ads from last year updated and reused. Distributed 75,000 flyers.
19. Submit all necessary financial information to EPA by Sept. 1, on yard debris grant	*19. Will be completed by end of Oct. City of Portland did not supply information on time. Material necessary for completing phase 5 work just compiled. See Number 6.

*- Activity or amount of time not included in Adopted FY83-84 Budget

--continued
attached

First Quarter

PROGRAM TITLE

SYSTEMS PLANNING

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Complete review of existing policies and programs - RSC by July 30, 1983
2. Determine priorities and needs to handle solid waste for near future and long term and present to R.S.C. by August 30, 1983.
3. Prepare updated schedule of landfill closure and establish time lines for new facilities by Sept. 30, 1983
4. Conduct first bi-monthly meeting with SWPAC Discussions of existing policies and programs by Sept. 1983.
5. Washington County Transfer Station

* NOTE: As a result of direction provided to staff by RSC, the staff will complete the technical work on management options and present to the RSC at a future meeting. There will be no workshops on options until this work is completed.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. Review of existing policies was completed. Current solid waste data update completed.
2. Proposed criteria were reviewed by Council and evaluated. These will be used in analyzing the management alternatives.
3. Landfills capacity reports completed for Hillsboro, KFD and St. Johns. Schedules will be used in management plan updates.
4. Criteria and existing policies were reviewed by SWPAC at their August meeting.
- 5.*The Council's Committee to review the Washington County Transfer Station completed their work in July. The staff has been preparing and analyzing options for proceeding and discussing with Regional Services Committee.

*- Activity or amount of time not included in Adopted FY83-84 Budget

- . Conversion of models from mainframe to in-house computer 25 percent complete
- . Provided traffic data to Portland for I-5/Haines Road and I-205/Division/Powell studies

D. Bike Safety and Encouragement Program

- . Completed the summer education and promotion campaign with:
 - 6,500 map sales
 - Summer Cycle '83
 - 27 KOIN-TV PSA's
 - 43 employer clinics and 14 general public workshops
 - 80,000 paycheck stuffers
- . Initiated the evaluation phase through an employer survey and public attitudinal survey

II. Program Commitments

The following programs are behind schedule:

- A. Regional LRT Studies - In the Milwaukie Corridor, Tri-Met staff has taken longer than expected to define alignment alternatives and Metro staff to produce travel forecasts. This, in turn, delays the Bi-State and Barbur phases.
- B. Conversion of the travel models to the in-house computer has taken longer than expected and the schedule of tasks has been rearranged to meet ODOT and Tri-Met needs in exchange for staff assistance. This has delayed travel forecasts for the Bi-State and Southwest studies.

III. New Initiatives

- A. ODOT needs traffic data to assess the impact of Banfield ramp and Steel Bridge closures.
- B. Tri-Met needs to use our computer to perform an evaluation of route accessibility to disadvantaged groups.
- C. The evaluation of Cornell-Burnside traffic problems is a much larger issue than expected.
- D. We have been requested to assist in resolving I-5/Haines Road interchange design options.

ACC:lmk

Attachment



METROPOLITAN SERVICE DISTRICT

527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: October 28, 1983
To: Rick Gustafson, Executive Officer
From: *K* Andy Cotugno, Transportation Director
Regarding: Transportation Department First-Quarter Program Progress Report

TRANSPORTATION DEPARTMENT

I. Progress of Department's Budgeted Programs

A. Regional Transportation Planning - To define transportation improvements needed to serve regional travel demand in a cost-effective and environmentally sound manner for inclusion in the RTP.

- . Adopted FY 83 RTP update
- . Reviewed comprehensive plans from Washington County, Multnomah County and Lake Oswego for consistency with RTP
- . Adopted Regional Bicycle Plan
- . Completed "initial" assessment of traffic conditions in the Cornell/Burnside Corridor
- . Defined Milwaukie Corridor LRT alignment alternatives and completed travel forecasts
- . Initiated evaluation of Southwest Corridor origin-destination surveys; set up of Technical Committee and Policy Committee in progress
- . Completed calculation of vehicle emissions from diesels

B. Transportation Improvement Program - Allocate and manage federal funds to ensure implementation of the RTP.

- . Allocated Westside transit and highway funds
- . Adopted FY 84 TIP update
- . Adopted and received approval of Interstate Transfer Concept Program
- . Presented recommendation to ODOT on Six-Year Program update

C. Technical Services

- . Installed in-house computer and travel-forecasting software; graphics equipment ordered and temporarily on loan

TRANSPORTATION DEPARTMENT FIRST-QUARTER BUDGET STATUS

<u>PROGRAM</u>	<u>BUDGET</u>	<u>EXPENDED THRU SEPTEMBER (incl. fringe & overhead)</u>	<u>TARGET</u>	<u>% REMAINING</u>	<u>COMMENTS</u>
LRT Studies					
Milwaukie/Bi-State	\$131,627	\$70,504.48	75%	46%	Barbur will be initiated when Milwaukie/Bi-State is complete.
Barbur	101,000	0	75%	100%	
Southwest Corridor Study	83,290	6,838.72	75%	92%	Major staff effort now beginning.
RTP Update & Refinement	94,788	22,554.54	75%	76%	
Elderly & Handicapped Plan	27,900	1,012.31	75%	96%	Waiting for Tri-Met action
Air Quality	11,300	5,447.72	75%	52%	To be finished by Jan.
McLoughlin Rideshare	7,422	0	75%	100%	To be started when Tri-Met program is complete.
Bike Safety & Education	63,783	46,991.00	75%	26%	Program over - evaluation in progress.
Technical Assistance	29,100	837.27	75%	97%	On demand.
Transp. Improvement Program	100,904	27,118.87	75%	73%	
Management & Coordination	113,807	26,911.61	75%	76%	
Model Conversion	69,542	20,971.34	75%	70%	

ACC:lmk
10-28-83

1st Quarter

PROGRAM TITLE

Regional LRT System Plan
(Continued)

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

8. Public meetings with Interstate Corridor neighborhoods to introduce the study, and to pinpoint local concerns and issues.

PROGRAM PROGRESS (Progress done on work during Quarter)

Meetings with North Portland neighborhood leaders to introduce study, and article in neighborhood newsletter published; public meetings deferred until technical work progresses.

1st Quarter

PROGRAM TITLE

Regional LRT System Plan

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Completion of travel forecasts for the Milwaukie Corridor, evaluating three alternative LRT alignments.
2. Completion of LRT/Highway Staging Analysis for the Milwaukie Corridor.
3. Completion with Tri-Met of working papers evaluating alignment engineering in Downtown Portland, the Central Eastside, Central Milwaukie, and the Milwaukie Corridor.
4. Initiation of traffic analysis tasks specified for Metro consultant, JHK & Associates.
5. Initiation of impact analysis for the Milwaukie Corridor (environmental and urban development including parking and access impacts in the vicinity of proposed alignments).
6. Calibration of the new Bi-State transportation model (to be used as part of Bi-State LRT Study).
7. Public meetings with Milwaukie Corridor neighborhoods to discuss travel forecast and conceptual engineering of alignments.

PROGRAM PROGRESS (Progress done on work during Quarter)

Work completed for a total of six transit alternatives. Refinement of traffic data for use by ODOT also completed.

Underway--but not completed. Progress tied to ODOT work evaluating Tacoma/McLoughlin intersection improvements. First drafts complete, second drafts incorporating comments under production.

Work program for Downtown & Central Eastside tasks negotiated and notice to proceed sent to consultant.

Work program developed and initial survey of impacts completed. Parking and access impact analysis for Central Milwaukie and Interstate Avenue complete.

All inputs to calibration complete--approximately 15 percent of this task remains to be completed.

Not pursued this quarter; meetings are expected to be held in second quarter. (Completion of technical analysis emphasized this quarter.)

1st Quarter

PROGRAM TITLE

Regional Transportation Plan Refinement

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

- . RTP Executive Summary (brochure):
 - Completion, printing, initial distribution
- . RTP (FY 83) Update:
 - Complete and present update to RTP for adoption to include:
 - projects completed in FY 83
 - projects to be added to RTP
 - issues resolved
 - Bike Plan elements (as adopted)
- . Cornell/Burnside Study:
 - Complete and present initial traffic assignment evaluations to technical committee
 - Develop additional improvement scenarios and evaluate traffic assignments
 - Document analysis and recommendations and achieve consensus on course of action
- . UGM: Hazardous Materials Routing
 - Provide assistance to City of Portland as required

PROGRAM PROGRESS (Progress done on work during Quarter)

- . Final draft completed. Modifications to incorporate elements of FY 83 RTP update in progress.
- . FY 83 update completed and adopted by TPAC, Metro's Regional Development Committee and JPACT. Council adoption pending (October 6).
- . Initial base-line traffic forecasts completed and presented to technical committee for review and comment. Technical Appendix produced and distributed. First draft of report documenting overall issues and first-cut "improvement scenarios" completed. Coordination with City of Portland West-hills Land Use study provided.
- . None required this quarter. Meeting scheduled second week of October.

1st Quarter

PROGRAM TITLE

Southwest Corridor Study

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

- Southwest Corridor Study:
 - Evaluate and document ODOT O/D survey - tech memo
 - Produce Westside zone structure and associated population and employment levels to be used (consensus required)
 - Develop highway, bus transit, and LRT transit model networks for use on PIXEL EMME 2 package

PROGRAM PROGRESS (Progress done on work during Quarter)

- O/D Survey data received from ODOT. Data reviewed and zone system developed for geocoding; analysis delayed to next quarter.
- Assisted in coordination/development of truck/commercial O/D survey in Tigard/Tualatin.
- Developed detailed Westside zone structure; 1980 population and employment distributed to zone system.
- Began digitizing sketch-level Westside highway network on EMME/2.
- Scope of work reviewed, revised and distributed to local jurisdictional technical staffs; transmittal to elected official for formation of Steering Committee in process.

1st Quarter

PROGRAM TITLE

Regional Bicycle Plan

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Adopt the Regional Bicycle Plan
 - a. TPAC recommended adoption on July 1;
 - b. RDC considers on July 11;
 - c. JPACT considers July 14; and
 - d. Council considers July 28.
2. Discuss with ODOT methods for implementing recommendations in the plan.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. The Regional Bicycle Plan was adopted on schedule.
2. Preliminary discussions with ODOT have taken place for implementing the plan's recommendations. Further talks and action will take place next quarter.
3. The following projects have been included in ODOT's Bicycle Program through FY 87:
 - a. Sunset Highway - Zoo Exit to Vista Ridge Tunnel
 - b. Powell Blvd. - I-205 to SE 162nd
 - c. T.V. Highway - Forest Grove to Hillsboro
 - d. Beaverton-Hillsdale Highway - Scholls Ferry to SW 65th
 - e. Beaverton-Hillsdale - Capitol Highway to Terwilliger Boulevard
 - f. Sunset Highway - Canyon Road to Raab Road
 - g. I-205 - Sunnyside Road to West Linn

1st Quarter

PROGRAM TITLE

Regional Transportation Plan Refinement
(Continued)

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

PROGRAM PROGRESS (Progress done on work during Quarter)

- Local comprehensive plans were reviewed for consistency with adopted RTP from Washington County, Multnomah County and Lake Oswego. Comments were forwarded to affected jurisdictions and changes were made to local plans.

1st Quarter

PROGRAM TITLE

Air Quality - Diesel Exhaust Study

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

Draft report, with DEQ, detailing the findings of the Diesel Exhaust Study. (Completion of report dependent on DEQ analysis of air quality concentrations and visibility impacts.)

PROGRAM PROGRESS (Progress done on work during Quarter)

Metro completed its analysis of emissions resulting from the increased use of diesel automobiles. DEQ is currently completing its analysis of the impact of these emissions on ambient air quality concentrations and visibility. Preliminary findings indicate that even if diesel automobiles became 20 percent of the light-duty fleet, there would be an insignificant impact on air quality because of reduction in pollution from gasoline engines. DEQ should be finished verifying these results by November 1.

Metro also performed an analysis of hydrocarbon and NO_x emissions using new EPA emission factors. The analysis was part of the Metro/DEQ yearly ozone attainment progress report. DEQ is currently analyzing the results to determine the magnitude of the ozone "growth cushion" for new industrial sources.

1st Quarter

PROGRAM TITLE

Elderly and Handicapped Planning

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

Establish a joint committee with Tri-Met to examine issues pertaining to elderly and handicapped service in the region. Major issue is the most cost-effective means of providing elderly and handicapped service.

PROGRAM PROGRESS (Progress done on work during Quarter)

Tri-Met has elected to set up their own committee to address the question of elderly and handicapped services; a Metro Councilor appointment is anticipated. When they initiate this process, staff will develop a recommendation for submittal to Tri-Met describing the expected product to be submitted to Metro for inclusion in the RTP.

UMTA has issued revised regulations for providing handicapped service allowing the local option to use fixed route service vs. special service.

1st Quarter

PROGRAM TITLE

Technical Assistance

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

Provide assistance to ODOT, Tri-Met, local jurisdictions, including:

- assist Tri-Met in obtaining input on proposed January 1 service cuts and 5-year Transit Development Program
- assist ODOT in obtaining consensus on the McLoughlin/Tacoma improvement

PROGRAM PROGRESS (Progress done on work during Quarter)

- Tri-Met staff have been assigned to assist in developing transit networks to provide the basis for short-term ridership forecasts.
- ODOT has developed design, cost, impact information for alternative Tacoma designs; Metro updated traffic forecasts to use as a basis for evaluation.

Work completed but not listed above:

City of Portland

- Haines Road Overcrossing - Trip table data was provided to the City to assist them in analyzing the traffic impacts of the Haines Road project.
- I-205/Division Street Interchange - The City is analyzing the impacts of removing various turning move restrictions at the interchange. Metro provided assistance under contract in the study by providing computer simulations of the alternatives.

1st Quarter

PROGRAM TITLE

Bicycling Safety and Encouragement Program

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Regional bicycle map has been produced and is being sold in bicycle shops and book stores.
2. KOIN-TV will produce several more bicycling safety Public Service Announcements.
3. Bicycling safety clinics will be held at more than 40 major employer work sites.
4. Six general public bicycling safety clinics will be held throughout the region.
5. 80,000 paycheck stuffers offering information on bicycling safety, motorist awareness, commuting, and fitness will be distributed.
6. A family ride, "Summer Cycle '83," will take place on Sunday, August 14, at Delta Park. KOIN, Pepsi and 7-11 are major cosponsors. 4,000 to 8,000 riders are expected.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. Regional Bicycle Map sales were very high during the quarter. Metro sold approximately 6,500 out of 10,000 maps. In addition, 192 custom route maps were produced for individuals.
2. KOIN-TV produced 27 bicycling safety PSA's for the Bike There Program. These were aired extensively with KOIN providing over \$100,000 in public service air time.
3. Bicycling clinics were held at 43 work sites throughout the region.
4. Fourteen workshops were held for the general public at parks and shopping centers.
5. Four paycheck stuffers (80,000 total) were produced and distributed.
6. Summer Cycle '83 was held. While ridership was lower than originally anticipated (approximately 850 bicyclists participated), the ride and the accompanying fair were an unqualified success. 7-11 has pledged support to make Summer Cycle an annual event.
7. An evaluation survey for the employer program was conducted. Results are now being analyzed.
8. Columbia Research Center conducted a 500-household random sample evaluation survey covering elements of the entire program. Results are now being analyzed.

1st Quarter

PROGRAM TITLE

Travel Forecasting Hardware and Software Purchase

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Acquire a new travel-forecasting software package (EMME/2) and micro-computer (PIXEL)
2. Acquire graphics equipment for the display of travel forecasts

PROGRAM PROGRESS (Progress done on work during Quarter)

1. Acquisition completed; staff basic training completed.
2. Equipment ordered; contracts drafted and signed. Delivery due November 11.

In the meantime, loaner equipment was borrowed from Tektronix at no cost to Metro for the months of August, September and October.

QUARTERLY PROGRAM REPORT
Fiscal Year 1983-84

DEPARTMENT Transportation

1st Quarter

PROGRAM TITLE

Management and Coordination

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

Annual Title VI Update - submittal to UMTA/
FHWA for compliance with Title VI of the
Civil Rights Act of 1964 as pertains to trans-
portation planning.

PROGRAM PROGRESS (Progress done on work during Quarter)

A complete revision to the 1980 Title VI is in
final draft and will be submitted by mid-October.

Budget update to reflect revised revenue estimates
submitted to Finance and Administration Department.

An amendment to the FY 83 agreement and a new FY 84
agreement for services of Bob Duncan have been re-
ceived.

1st Quarter

PROGRAM TITLE

Transportation Improvement Program

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Complete and submit the Interstate Transfer Concept Program to FHWA for approval.
2. Complete and adopt the FY 84 Transportation Improvement Program.
3. Adopt 84-87 priorities for use of Interstate Transfer funds.
4. Provide input to ODOT on highway project development on issues of regional significance.
5. Seek needed transportation appropriations from Congress.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. The Interstate Transfer program was adopted by Metro Council in July 1983 and forwarded to FHWA and UMTA. Final approval has been received.
2. The FY 84 TIP was adopted by Metro Council September 23, 1983. Publication will be in mid-October.
3. A preliminary program was defined in #2 above; adoption is delayed to the next quarter.
4. A regional consensus paper was developed and approved for presentation at OTC hearings on the Six-Year Program update.
5. Required FY 85 funding appropriations were communicated to Washington, D.C.

1st Quarter

PROGRAM TITLE

Travel-Forecasting Model Refinement

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Begin transition from the DPA-based Urban Transportation Planning System (UTPS) computer software to the PIXEL-based EMME/2 travel-forecasting models

PROGRAM PROGRESS (Progress done on work during Quarter)

1. Two main tasks have been completed. The first of these was the geocoding of the nodes used in a computer simulation network. This was necessary so that the network could be shown graphically using the EMME/2 software.

Secondly, network attributes were successfully reformatted from a configuration used in UTPS to one required for input into EMME/2. The data was then transmitted from the DPA main-frame computer to the Pixel/EMME/2 system at Metro. The combination of these two has resulted in a successful creation of a highway network on the new system. Next steps involve transit networks and traffic assignment to the networks.



METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: October 27, 1983
To: Rick Gustafson, Executive Officer
From: Steve Siegel, Development Services Director *SS*
Regarding: Summary of FY '84 First Quarter Program Progress Report

DEVELOPMENT SERVICES

Progress of Budgeted Programs

A regional strategy was approved for the Westside Corridor. \$60 million in transit projects and \$20 million in highway projects were slated for short-term implementation. A set of guidelines were established for the continued study of the Sunset LRT. UMTA approval of the decision was gained.

Several land use plans were reviewed for acknowledgement or post-acknowledgement amendments and Council action ensued. A report on the land use actions of the 1983 Legislative Session was produced and distributed to major land use interests in the region. Work was performed on six UGB amendment cases. An evaluation of Metro's five-year performance regarding UGB amendments was performed. The Urban Service Financing Program was fleshed out. A report on the Infrastructure Financing and Economic Development Actions of the 1983 Legislative session was prepared and distributed to interested groups. A report on Federal and State Programs for Infrastructure Financing was prepared. Data collection began on the regional capital stock inventory and assessment.

Commitments

All program commitments are being met. The only significant slippage to report is in establishing an organization for the next phase of the Westside Corridor Project. Resolution of this issue is expected soon.

Budget and Expenditures

<u>Program</u>	<u>FY-84 Budget</u>	<u>Year-to-Date</u>	<u>% Remaining</u>	<u>Target</u>
Westside Project	\$116,369.61	\$26,690.69	77%	75%
Urban Services	102,838.26	13,506.61	87%	75%
Land Use	43,300.32	10,337.46	76%	75%
Dept. Operations	8,118.81	490.06	94%	75%

Program Changes

None.

July-Sept. Quarter

PROGRAM TITLE

Financing Urban Services

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

PROGRAM PROGRESS (Progress done on work during Quarter)

1. Interim report on the condition of regional infrastructure
2. Interim report on jurisdictional infrastructure maintenance program
3. Analysis of necessary revisions to the 208 Water Quality maintenance plan.
4. Annual meeting of Metro Water Resource Policy Alternatives Committee
6. Interim report on non-federal RTP funding options
7. Final report on 1983 Oregon legislation affecting urban services delivery and finance
8. Interim report on state and federal programs affecting maintenance and development of urban services

} Survey prepared and distributed for review.

Done

Done

Rescheduled to next quarter.

Done

Done

July-Sept. Quarter

PROGRAM TITLE

Land Use Coordination

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)	PROGRAM PROGRESS (Progress done on work during Quarter)
1. Quarterly Land Availability Report - Conduct research, publish in October.	<u>Done.</u> Report to be distributed at November RDC meeting.
2. UGB Locational Adjustments:	
● Final Order and hearings (2) Jimmy Johnson and Frank Spangler cases	<u>Done</u>
● Completeness check (3) - DeShirlia, Duyck and Land.	} Completeness check <u>done</u> ; all found incomplete; hearings scheduled for next quarter.
● Staff Report (3) - same as above	
● Hold Hearings (2) - DeShirlia and Duyck	
3. Comprehensive Plan Reviews:	
● Develop Findings and Recommendations (2), Washington County and Lake Oswego	<u>Done</u>
● Regional Development Committee (same as above)	
● Preparation of resolutions for Council Hearing (2) same as above.	
4. Comprehensive Plan Amendments (2): - Prepare comments and recommendations as required (Multnomah County and Tualatin)	<u>Done</u>
5. Report on 1983 Land Use laws - prepare synopsis of bills relating to regional land use issues	<u>Done</u>

QUARTERLY PROGRAM REPORT
Fiscal Year 1983-84

DEPARTMENT Development Services

July-Sept. Quarter

PROGRAM TITLE

Management

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Finalize Development Committee work program, goals and objectives.

PROGRAM PROGRESS (Progress done on work during Quarter)

Done

QUARTERLY PROGRAM REPORT
Fiscal Year 1983-84

DEPARTMENT Development Services

July-Sept. Quarter

PROGRAM TITLE

Westside Corridor Project

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)	PROGRAM PROGRESS (Progress done on work during Quarter)
1. Select long-term preferred option for Westside Corridor	Done
2. Allocate \$55M Section 3 Letter of Intent to Westside Corridor transit projects.	Done
3. Allocate \$17M of Westside Corridor E(4) funds to highway projects.	Done
4. Prepare PE/FEIS grant applications.	Done
5. For other first quarter products related to this objective see Transportation Department's first quarter product list.	Done



METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR. 97201. 503/221-1646

MEMORANDUM

Date: October 27, 1983
To: RICK GUSTAFSON, EXECUTIVE OFFICER
From: Jack Bails *Job* Criminal Justice Planning
Regarding: SUMMARY of FY '84 First Quarter Program Progress Report

CRIMINAL JUSTICE

Progress of the Department's Budgeted Programs

The work projected for the first quarter was completed. \$199,000.00 was awarded to Metro to continue the operation of Juvenile Justice Projects.

Program Commitments (Are they being met?)

All program commitments were met, except for performance analysis of the detention alternatives project which has been delayed for reasons beyond the control of Metro.

Program Budget and Expenditures (Did you stay within budgeted amounts?)

<u>FY'84 Budget</u>	<u>Year-to-Date Total</u>	<u>Percent Remaining</u>	<u>Target</u>
\$ 137,674.00	\$ 22,006.00	84 %	75 %
<u>Actual Revenue</u>	<u>Year-to-Date Total</u>	<u>Percent Remaining</u>	<u>Target</u>
\$ 46,915.00	\$ 22,006.00	53 %	50 %
<u>Remaining Revenue</u>			
\$ 24,909.00			

Program Changes or New Initiatives (How have they impacted work program

Changes: The Justice Assistance Act of 1983, is still not funded. Therefore, establishing a process for planning, coordinating and distributing these funds was not initiated.

New Initiative: organized and began process for a detailed case-by-case documentation of the number of repeat violent juvenile offenders in the Metro area. The National Council on Crime and Delinquency is re-reviewing the 1981 Proposal.

Possible Criminal Justice Grants:

1. National Council on Crime and Delinquency (NCCD) Violent Juvenile Offender Project. Award not highly likely, however will not know for sure until December 1983.
2. Justice System Improvement Act of 1983. The legislation has been passed by both houses of congress. Funds not yet appropriated. Given the federal administrations' current position and past record, the possibility is remote that an appropriation will even be requested.

Recommended Action:

1. Project and contract maintenance -- Fulfill current obligations only.
2. Pursue no new Criminal Justice Programs and/or funds since the organization is not currently structured as a local government assistance body.

First Quarter

PROGRAM TITLE

- A. Criminal Justice Planning and Coordination
- B. Project Management and Administration

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

- A - 1. Complete application for Juvenile Justice pass-through and planning funds by July 15, 1983.
- 2. Complete budgets, work plans and contracts for extension of JRI Project by July 10, 1983.
- 3. Complete detailed analysis of first 12 months' operation of JRI Project by July 15, 1983.
- 4. Begin organizing process for Justice System Improvement Act Plan.
- B - 1. Complete Quarterly Progress and Fiscal Reports for (due by 7/25/83): JRI Project; Project LUCK; and Tri-County Juvenile Justice Projects.
- 2. Complete work plans and contracts for six Juvenile Justice funded projects by September 15, 1983.
- 3. Review contract performance and monitor nine active projects once during the quarter.

PROGRAM PROGRESS (Progress done on work during Quarter)

- A1. Applications completed and approved by Oregon Juvenile Services Commission. \$134,000 awarded to Metro 9/30/83.
- 2. Budgets, work plans, and contract amendment completed. \$65,000 awarded to Metro on 9/16/83.
- 3. Partial performance analysis only completed due to slow returns on computer data runs from the University of Illinois.
- 4. Not initiated. Legislation not yet funded by Congress.
- 5. (New) Started process for detailed (case-by-case) documentation of Metro area's repeat violent juvenile offenders. National Council on Crime & Delinquency (NCCD) is reviewing the 1981 Metro proposal.
- B1. Quarterly progress and fiscal reports for LUCK and tri-county juvenile justice projects completed and submitted. JRI report delayed due to temporary shut-down of project in both Counties.
- 2. Work plans and contracts still in process. Late grant award.
- 3. Contract performance reviewed during July and September.
- 4. (New) Organized and coordinated LUCK project monitoring by Federal Program Officer and Human Development Services Research & Development Director.
- 5. Revised Project LUCK subcontracts with Outside In and Janis Youth Programs, Inc., to modify and add activities based on first two quarters of project experience.

Rick Gustafson
November 2, 1983
Page Two

PROGRAM BUDGET AND EXPENDITURE

	<u>FY 84 Budget</u>	<u>Year-to-Date Total</u>	<u>% Remaining</u>	<u>Target %</u>
Personal Services	630,891	150,868	76%	75%
Materials & Services	672,608	177,409	74%	75%
Capital Outlay	<u>97,155</u>	<u>42,135</u>	<u>57%</u>	75%
Total	1,400,654	370,412	74%	75%

PROGRAM CHANGES OR NEW INITIATIVES

See attached Division summaries.

DEC:ef



METRO

METROPOLITAN SERVICE DISTRICT

527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: November 2, 1983

To: Rick Gustafson, Executive Officer

From: Donald E. Carlson, Deputy Executive Officer *DE*

Regarding: SUMMARY OF DEPARTMENT OF FINANCE AND ADMINISTRATION
FY 1984 FIRST QUARTER PROGRAM PROGRESS

PROGRESS OF DEPARTMENT'S BUDGETED PROGRAMS

The Department's programs are budgeted in the following organizational units: Accounting, Budget and Administrative Services, Data Processing, and the Data Resource Center.

For the most part, work of these divisions have progressed as anticipated. The Accounting Division has kept pace with on-going responsibilities of keeping track of Metro's financial transactions and reporting them in a timely manner. This Division's major 1st quarter project of managing the 1983 Audit was successfully completed on schedule and within budget.

Budget and Administrative Services has continued to successfully meet its on-going budget, personnel, grant and contract management, and building management activities. A major activity successfully completed during the quarter was the office space move.

The Data Processing Division has successfully brought the new Pixel computer on line and has provided valuable assistance in developing an automated grant billing system which will enable Metro to bill grant funding agencies on a monthly, rather than quarterly basis.

The Data Resource Center Division has continued to maintain its data collection system utilizing local government agencies. It has published additional documents, including "By the Numbers" and the second edition of the "Regional Development Trends" report. The DRC sales totaled \$2,100 during this quarter and it has \$4,000 in new sales and service commitments from outside users.

PROGRAM COMMITMENTS

For the most part, all program commitments have been met. Significant commitments not met in the quarter include revision and Council adoption of the Disadvantaged Business Program (MBE) and the Affirmative Action Program. It is anticipated that these commitments will be met during the 2nd quarter.

FINANCE AND ADMINISTRATION



METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: November 1, 1983
To: Rick Gustafson, Executive Officer
From: Chum Chitty, Manager of Accounting *Chum*
Regarding: Summary of FY 1984 First Quarter Program Progress Report

PROGRESS OF THE DEPARTMENT'S BUDGETED PROGRAMS

Accounting's budgeted programs are: Systems Operations; Financial Reporting; Investments; Office Management and Special Programs. Special programs of the first quarter included the FY 1983 audit and establishing a fixed asset ledger and control system.

PROGRAM COMMITMENTS

All ongoing commitments are being met and overall operations continue to improve. The FY 1983 audit was completed on schedule, and \$7,000 below budget and significant accounting improvements were reported by the auditors. The fixed asset listing and valuation is now complete, however, there is still work needed to make the system fully operational.

PROGRAM BUDGET AND EXPENDITURES

	FY 1984 Budget	Year-To-Date Total	% Remaining	Target
Personal Services	\$203,500	\$48,446	76%	75%
Materials & Supplies	37,308	20,148 ¹	46%	75%

¹\$17,762 represent first quarter audit costs.

PROGRAM CHANGES OF NEW INITIATIVES

Accounting's first quarter work effort was extensively devoted to audit assistance, fixed asset development and ongoing operations. Second quarter programs will include continued fixed asset development, financial report development, Social Security audit of 1979 and 1980 and ongoing operations.

CC/srb
0240C/192

ACCOUNTING DIVISION

First Quarter

PROGRAM TITLE

I. Systems Operations

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

I. Systems Operations

Provide Metro with the necessary accounting systems to record and report financial information in an accurate and timely manner.

PROGRAM PROGRESS (Progress done on work during Quarter)

I. A. Accounts Receivable and Cash Receipts

During the first quarter of FY 1984 Accounting:

1. billed 1,075 garbage haulers totaling \$1,800,000;
2. billed 27 governmental jurisdictions totaling \$477,000;
3. recorded \$1.1 million of Zoo Operating Revenue; and
4. billed 32 grants representing over 150 separate tasks or programs. These billings resulted in over \$550,000 of first quarter revenue.

B. Accounts Payable and Cash Disbursements

During the first quarter of FY 1984 Accounting:

1. processed 1,691 checks totaling \$6,500,000;
2. processed 1,150 purchase orders purchasing 3,500 items; and
3. processed 4,400 transactions for approximately 1,200 vendors..

First Quarter

PROGRAM TITLE

I. Systems Operations (continued)

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

PROGRAM PROGRESS (Progress done on work during Quarter)

C. Payroll Processing and Reporting

During the first quarter of
FY 1984 Accounting:

1. processed 1,732 payroll checks totaling \$800,000;
2. filed 79 payroll reports representing over 300 employees; and
3. recorded over 6,500 separate payroll codings.

D. General Ledger

During the first quarter of
FY 1984 Accounting:

1. processed 186 journal entries totaling 1,400 transactions; and
2. reconciled 798 of 4,000 general ledger accounts.

First Quarter

PROGRAM TITLE

IV. Office Management

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

IV. Office Management

Operate the Accounting office in an effective and efficient manner by:

- A. Completing FY 1983 within budgeted amounts.
- B. Provide informal semi-annual reviews of Accounting personnel.
- C. Sort, identify, file and store the past five years of accounting records.
- D. Continue to train staff by encouraging their involvement in continuing education courses.

PROGRAM PROGRESS (Progress done on work during Quarter)

- IV. A. The Accounting Division was \$14,000 under budget for the fiscal year ending June 30, 1983. Personal Services were reduced \$37,500 from the preceding fiscal year.
- B. All Accounting staff members were given a semi-annual employee evaluation during July. This meeting was held to discuss employees strengths and weaknesses and implement improvements where necessary.
- C. As part of the Metro office realignment, the Accounting Division sorted, identified and filed five years of accounting records. This project required storing 84 cubic feet of records at the Portland Archive Center and filing the past three years of records at the Metro offices.
- D. During the first fiscal quarter of 1984 Accounting staff members continued educational pursuits by attending the following

First Quarter

PROGRAM TITLE

II. Financial Reporting

III. Investments

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

PROGRAM PROGRESS (Progress done on work during Quarter)

II. Financial Reporting

Meet Metro's financial reporting requirements by preparing accurate and timely monthly reports.

II. Processed and distributed over 120 financial reports with approximately 55 pages per report.

III. Investments

Comply with Metro's established investment policies and maximize investment earnings.

III. Invested over \$30 million in the first quarter requiring transactions with eight separate financial institutions. These investments earned over \$243,000 in interest income.

First Quarter

PROGRAM TITLE

V. Special Programs

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

V. Special Programs

- A. Audit Metro's FY 1983 financial records with completion set for October 14, 1983.
- B. Continue to strengthen Metro's internal accounting controls.

PROGRAM PROGRESS (Progress done on work during Quarter)

- V. A. Progress toward an improved audit is substantial. The field work began on August 24 and was completed on September 30 with a report delivery date of October 18, 1983. This process results in a 61 page financial report which represents 1,000 hours of auditors staff time and an additional 500 hours of Metro staff time. Additional indicators of an improved audit are:
 - 1. in FY 1981 it is estimated the auditors posted 300 adjusting journal entries. Less than 10 were posted for FY 1983;
 - 2. in FY 1981 the report delivery date was nine months after year end (March 1982). This year the report was received three and one-half months after year end; and
 - 3. costs for the audit process have been greatly reduced.

QUARTERLY PROGRAM REPORT
Fiscal Year 1983-84

DEPARTMENT F & A - Accounting

First Quarter

PROGRAM TITLE

IV. Office Management (continued)

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

PROGRAM PROGRESS (Progress done on work during Quarter)

accounting-related courses:

1. Municipal and Government Accounting (PSU);
2. Introduction to Computer Science (PSU); and
3. Personnel Management (Key Seminars).

First Quarter

PROGRAM TITLE

V. Special Programs (continued)

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

PROGRAM PROGRESS (Progress done on work during Quarter)

Below is a five year listing:

<u>FY</u>	<u>Dollar Amount</u>
1979	43,000
1980	91,000
1981	109,000
1982	28,000
1983	23,000

- B. First quarter improvements to Metro's internal accounting controls included the implementation of a purchase order system and the preparation of a fixed asset listing and valuation. This listing provides a description, location and dollar value for over 1,100 fixed assets with an estimated cost basis of \$21 million. Concurrent to the formulation of this listing a 61-page fixed asset management system was written and distributed to all department managers.



METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: October 28, 1983
To: Rick Gustafson, Executive Officer
From: Jennifer Sims *J* Mgr., Budget & Admin. Services
Regarding: Summary of FY 1983-84 First Quarter Program
Progress Report

Most of the functions of the Budget & Administrative Services Division are ongoing. All routine services continue to be provided in a timely manner in accordance with established procedures within budget and staff constraints.

Highlights of the Division's program progress are as follows:

Budget

The current budget document was published and filed on time with the appropriate bodies.

Grant and Contracts Management

Support was provided in the timely completion of the audit. A new computerized grant billing system was implemented. A redrafted Disadvantaged Business program was prepared.

Personnel

A Pay and Classification Plan study was initiated and is on schedule. Labor negotiations were drafted.

Support Services

Services were provided as usual, except staffing of the Word Processing Center was down from 2. FTE to about 1.2 FTE due to a scheduled leave. An unanticipated, though welcome, sublease of our office space took a considerable amount of time in lease negotiations and the subsequent internal move.

Program Commitments

All program commitments were met with two exceptions. The Affirmative Action and Disadvantaged Business Programs were delayed about two months. The delay was due to policy issues that required additional internal review.

<u>Budget</u>	<u>YTD Total</u>	<u>Percent Remaining</u>	<u>Target</u>
\$758,522	\$197,533	73.96%	75%

Personnel costs have exceeded target due to under-budgeted fringes and the use of temporary employees rather than Contractual Services. Materials and Services have exceeded target because some expenses normally come early in the fiscal year. The only unusual expenses of the first quarter are those associated with the sublease and moving. They are not yet reflected in the financial statements.

Program Changes

In addition to the unexpected sublease and move, a new initiative has been undertaken in the analysis of our telephone system. This primarily detracts from day-to-day personnel tasks and the resolution of minor support service problems. This has become a priority due to the major changes in phone service scheduled for next year and the tremendous potential for increased service and cost savings.

JS/gl
0217C/D4

QUARTERLY PROGRAM REPORT
Fiscal Year 1983-84

DEPARTMENT FINANCE & ADMIN, BUDGET & ADMIN

JULY 1-SEPT 30
Quarter

PROGRAM TITLE

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

Office Management

- Prepare RFP and list space.
- Establish service agreement for typewriters/calculators.
- Close out lease/purchase agreements for offset printer, WANG word processing system, Sony Network dictating system, and Minolta copier.
- Establish internal archive system.
- Arrange moves for TCYSC, Data Processing, CTI and Data Resource Center.
- Review and implement liability/casualty insurance renewals.
- Ongoing functions: monitor and respond to staff needs for building maintenance, security, meeting room set-up, general repair, fleet, courier service, central supplies, telephones and office space.

Administration

- Conduct four employee evaluations.
- Select and train new secretary.
- Participate in management meetings--JADDS, department heads, senior staff, department.
- Perform routine review and authorizations; contracts, grants, time sheets, purchase orders, leave requests, payments.

PROGRAM PROGRESS (Progress done on work during Quarter)

Not needed; instead, time was spent on negotiating sublease agreement.

Complete.

Reassessed due to sublease, postponed to after the move (second quarter).

Moved entire office due to sublease.

Completed as scheduled.

Completed as scheduled.

Done as needed, new study of phone service needs initiated.

Completed on schedule.

Completed as scheduled.

Attended on request.

All processed daily as generated.

JULY1-SEPT 30 Quarter

PROGRAM TITLE

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

Budget

- Complete adopted budget preparation - July 15.
- Revise budget adjustment form
- Monitor current year expenditures and revisions.

Long-Term Finance

- Prepare projections and evaluate GF needs.
- Research options.

Grant Management

- Audit support, prepare final overhead and fringe rate for FY 1982-83.
- Final grant billings for FY 1982-83.
- Initiate computerized billing system.
- Support MBE program revision process.

Contract Management

- Ongoing contract processing, recording, committee support and reporting.

Word Processing

- Provide ongoing services, with reduced staff level.

Copy Center

- Provide ongoing services.

PROGRAM PROGRESS (Progress done on work during Quarter)

Completed on schedule.

Postponed to second quarter.
Ongoing.

Complete.

Will be done in second quarter.

Completed on schedule.

Completed on schedule.
Completed and debugged.
Draft completed, still in progress.

Processed 134 expenditure contracts for \$717,098 and 34 revenue contracts for \$641,834.

Major projects were RTP update, budget, Metro code, washrack specs, and legislative summary on economic development.

In addition to copier, postage, document binding and equipment maintenance services, 435,000 pages were printed on the offset machine.

JULY 1- SEPT 30 Quarter

PROGRAM TITLE

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

Personnel

- Pay & Classification Plan Study, develop RFP, select consultant, initiate study.
- Labor negotiations - provide support, complete.
- Revise/update Pay Plan.
- Benefits - finalize FY 1983-84 contracts, prepare benefits report to Council.
- Administration of rules; prepare and implement revised procedures for tuition, overtime compensation.
- Affirmative Action Plan; implement outreach efforts, prepare plan for Council consideration, provide monthly status reports.
- Provide ongoing personnel functions including recruitment, orientation, personnel actions, administration of benefits, counseling, exit interviews, recordkeeping and filing.

PROGRAM PROGRESS (Progress done on work during Quarter)

Scheduled steps completed on time.

Staff work completed, union vote and Council action needed.

Completed as scheduled.

Contracts evaluated and renewed, report postponed to second quarter.

Procedures prepared for overtime compensation.

Status reports completed on schedule, outreach efforts ongoing, Affirmative Action plan drafted.

Recruitment completed for five positions, 205 applications received.



METRO

METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: November 1, 1983
To: Rick Gustafson, Executive Officer
From: Keith Lawton, Technical Manager *Keith*
Regarding: Summary of FY 1983-84 First Quarter
Program Progress Report - Data Processing

This is a summary of the division's achievements in meeting program goals and a comparison of expenditures with the budget.

The first quarter witnessed significant progress and success in meeting commitments in the following program areas:

Computer Operations: Computer operational, with adequate backup and user support. Computer performance audit is completed.

Fiscal Management/Finance: Grant billing program was written, installed and is in use.

Transportation Department Support: The Pixel computer was received and installed. Basic training in the use of the new system was completed.

Solid Waste Support: Transmission of transaction data from CTRC and St. Johns via CTRC was installed and is in use for billing users. Some transmission problems remain.

The following commitments were not met:

Computer Operations: The Data Processing plan is still unfinished, however much more is known of both needs and possible actions.

Data Resource Center Support: Applications programs for the Data Resource Center to get their process onto the Pixel is about six weeks behind schedule.

DATA PROCESSING

Rick Gustafson
November 1, 1983
Page 2

There was one minor program change within Fiscal Management/
Finance, where problems were discovered with the existing
check voiding program. The program was rewritten to integrate
it into the accounting package.

TKL:gpw

DATA PROCESSING

1st Quarter

PROGRAM TITLE

DATA PROCESSING

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Computer Operations - Continued maintenance and operation of system--problem debugging, etc., (Digital). DP Plan and Computer Performance Audit (DEC).
2. Fiscal Management/Finance - Develop, code and implement a grant billing package, fully integrated with the accounting system.
3. Transportation Department Support - Installation, start up and training in use of new computer package on the newly acquired Pixel computer
4. Data Resource Center Support - Installation of DBM system on Pixel, staff training and data download (DPA/Amdahl to Pixel) - start up.
5. Solid Waste Support - Establish communications at CTCR and St. Johns for trans-action transfers to billing at Metro. Ensure that landfill attendants are properly instructed.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. Operation and backup continuously performed. Performance audit completed. DP Plan - not completed (about 40%) RFP for disk drive for DEC sent out.
2. Grant billing package complete and installed.
3. Pixel installed and running, basic training complete. UNIX user training continuing.
4. DBM system installed, however, no work done on applications programming and download. This program is behind and needs picking up.
5. Communications established at CTCR. This task was far more difficult and involved more time than initially envisaged. St. Johns not complete due to poor phone trunk lines (Bell), will have to wait for their fix.
6. Check voiding program error detected, affecting grant billing and fiscal reports. Problem defined and fixed (short external contract). (Program completely re-written).

BUDGET TRACKING
DATA PROCESSING
FIRST QUARTER

	<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>PERCENT REMAINING</u>	<u>TARGET</u>
Computer Operations Personnel	\$14,383	\$39,829	64	75%
Fiscal Management/Finance Personnel	8,149	23,523	65	75%
Data Resource Center Support Personnel	158	17,507	99	75%
Solid Waste Support Personnel	193	5,325	96	75%
Transportation Support Personnel	4,954	11,076	55	75%
General Help Personnel	-	1,330	100	75%
PERSONNEL TOTAL	27,837	98,590	72	75%
CAPITAL: Inro Contract	41,291	57,105	28	75%
Tektronix Contract	-	38,840	100	75%
Statistics Package	-	850	100	75%
CAPITAL TOTAL	41,291	96,795	57	75%
MATERIALS AND SERVICE	14,552	80,600	82	75%
MATERIALS AND SERVICE TOTAL	14,552	80,600	82	75%

TKL:gpw



METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR . 97201, 503/221-1646

MEMORANDUM

Date: November 1, 1983
To: Rick Gustafson, Executive Director
From: Keith Lawton, Technical Manager *Keith*
Regarding: Summary of FY 1983-84 First Quarter
Program Progress Report - Data Resource Center

The following is a summary of this division's achievements in meeting program goals and a comparison of expenditures with the budget.

COMMITMENTS MET BY PROGRAM

o DATA BASE MAINTENANCE

Development Monitoring Program

- o Continue program of collecting development data using paid city, county staff: All jurisdictions are producing data on schedule and within budget.

o OPERATION

Marketing

- o Publish "By the Numbers" direct mail piece: "By the Numbers" prepared for distribution.

o PRODUCT DEVELOPMENT

Population/Employment Forecasts

- o Develop five-year forecast methodology: Forecast procedures have been outlined.

Regional Development Trends Report

- o Publish second edition covering 1983: Report produced under budget.

o TECHNICAL ASSISTANCE

- o Provide services as requested: Seven staff days devoted to data requests; three staff days devoted to special projects for Portland, Tualatin, Sherwood, and Clackamas County.

o CUSTOM SERVICES

Data Sales

- o Sell DRC data and Data Services: sales to a variety of firms.
- o \$2,500 revenue projected: \$6,100 in data sales and services initiated, and work totaling \$2,100 was completed during the first quarter.

Southwest Transportation Corridor Socio-Economic Data

- o Assign 1980-2000 data: 1980 assignment completed; 2000 assignment rescheduled

COMMITMENTS NOT MET BY PROGRAM/

Operation:

Marketing: Less time was spent telemarketing and making personal sales calls than projected. These activities have proven time comsumptive, and it was decided to rely more heavily on direct-mail marketing, using "By the Numbers" as the vehicle.

Product Development:

Formation of the Forecast Technical Advisory Committee was deferred until Spring to correspond with the Regional Transportation Plan update. This will insure a higher level of committee involvement focused on a direct application of a revised long-range forecast.

RB:gpw



**DATA
RESOURCE
CENTER**

DEMOGRAPHIC/ECONOMIC UPDATES AND FORECASTS

BUDGET OVERVIEW

	<u>EXPENDED</u>	<u>BUDGETED</u>	<u>PERCENT REMAINING</u>	<u>TARGET</u>
o DATA BASE MAINTENANCE	\$ 1,380	\$ 50,878	97	75%
DEVELOPMENT MONITORING				
HOUSEHOLD SIZE SURVEY				
POPULATION UPDATE				
EMPLOYMENT UPDATE				
o OPERATION	8,633	15,541	44	75%
MANAGEMENT AND COORDINATION				
MARKETING				
CLERICAL SUPPORT				
o PRODUCT DEVELOPMENT	7,775	37,782	79	75%
FIVE-YEAR FORECAST				
YEAR 2000 FORECAST				
REGIONAL DEVELOPMENT TRENDS REPORT				
DOWN LOAD TO MICRO				
o TECHNICAL ASSISTANCE	3,138	12,547	75	75%
MEMBER JURISDICTION				
METRO DEPARTMENTS				
o CUSTOM SERVICES	4,971	25,091	80	75%
SOUTHWEST TRANSPORTATION CORRIDOR				
PRIVATE SECTOR				
o TOTAL	\$25,897	\$141,839	82	75%

DATA RESOURCE CENTER

1 Quarter

PROGRAM TITLE

Marketing

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. **By-the-Numbers** -- Publish a direct-mail promotional bulletin entitled "By-the-Numbers" to announce development of new data products and services at Metro. This issue will announce the latest "Development Trends" edition coming out in September. In addition, it will inform recipients of current data developments - e.g., new census products, BPA forecasts, etc.
2. **Telemarketing** -- Use telephone follow-ups to direct-mail activities to more fully explain activities.
3. **Personal Contacts** -- Call on those clients (public and private) identified as high potential users through telemarketing activities.

PROGRAM PROGRESS (Progress done on work during Quarter)

"By-The-Numbers," a direct mail promotional piece; which reports on new data developments within the region and announces DRC data products and services, was prepared for distribution to jurisdictional staff members and private sector data users.

Telemarketing and personal contacts have been limited to the high potential clients previously identified (last quarter).

/ Quarter

PROGRAM TITLE

Data Sales

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

Sell data products and services to private sector clients, non-member governmental entities, and to members who request larger specialized orders.

Revenue projection for the first quarter is \$2500.

PROGRAM PROGRESS (Progress done on work during Quarter)

Efforts to market the DRC's products and services have generated a growing list of business clients:

Kaiser Permanente
Sears Roebuck and Co.
Greater Port. Area Hosp. Council
Marquam Commercial Brokerage
Professionals 100, Inc. Realtors
Benj Franklin Savings & Loan
Bishop Hawk Real Estate
Smith Ritchy Landring Corp.
East Portland Financial Planning
Bullier & Bullier Relators
Dragoo, RR & Associates Inc.

Leland and Hobson
Education Logistics, Inc.
The Oregonian
Pihas, Schmidt, Westerdahl, Co.
Contacts Influential
Oregon Education Association
Portland Development Commission
Sunriver Development Corporation
Woodland Park Hospital
American Security Bank
Rogers Cable Systems

A popular request has been for demographic data to fit a special geographic area. For example, a market trade area or a police dispatch zone. This "CustomStats" service is available from the DRC using a computer program which can produce the demographics for any size or shape area.

Data projects amounting to \$6,100 in revenues were initiated in the first quarter and \$2,100 of this work was completed in the first quarter.

/ Quarter

PROGRAM TITLE

Population/Employment Forecast

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

Begin work on revised population/employment forecast. Include a short-range (5 year) component with age/sex breakdowns. The first quarter benchmarks to be accomplished toward a completed long and short-range forecast are:

1. Develop forecast methodology.
2. Form technical advisory committee and achieve consensus on methodology and forecast assumptions to be used.

PROGRAM PROGRESS (Progress done on work during Quarter)

Work on the forecast methodology has been carried as far as possible until updated migration and cohort survival data from Portland State University and revised employment data from Bonneville Power Administration has been received. County forecast will be sub-allocated to the census tract level. This will give Metro the only small area forecast of age-sex data available. Tri-Met and area medical planners have indicated that this information is vital to their planning programs.

Formation of the technical advisory committee was deferred until spring, to correspond with the Regional Transportation Plan update. This will insure a higher level of committee involvement focused on a direct application of a revised long-range forecast.

QUARTERLY PROGRAM REPORT
Fiscal Year 1983-84

DEPARTMENT Data Resource
Center

1 Quarter

PROGRAM TITLE

Regional Development Trends Report

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

Publish second edition of Regional Development Trends, this time including employment trend data as well as housing and population data.

PROGRAM PROGRESS (Progress done on work during Quarter)

The second annual Development Trends Report, 1983, was 90 percent complete. This report monitors the yearly regional growth, trends and assumptions used in the development of Metro's long-range forecast and local comprehensive plans. It also serves to promote Metro's data resources and service to the development community.

QUARTERLY PROGRAM REPORT
Fiscal Year 1983-84

DEPARTMENT Data Resource Center

 / Quarter

PROGRAM TITLE

Building Permit Collection Program

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

Administer program which utilizes city and county building department clerks to provide construction and land development data on forms supplied by the DRC.

PROGRAM PROGRESS (Progress done on work during Quarter)

New contract agreements for FY 1982-83 with nine major jurisdictions were signed.

Building permit information for the first quarter has been received from most jurisdictions.

1 Quarter

PROGRAM TITLE

Technical Assistance to Member Jurisdictions and Metro Departments

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

In addition to specific products being provided this fiscal year, provide technical assistance and information on an as-needed basis.

PROGRAM PROGRESS (Progress done on work during Quarter)

Approximately seven days staff time was devoted to responding to over 100 requests from member jurisdictions for standard data items and general technical assistance.

Approximately three days staff time was devoted to provide custom technical assistance to member jurisdictions.

- Clackamas County Water District Study--population and dwelling units data was provided.
- Tualatin/Sherwood Library Grant Application--demographic data and assistance provided.
- Portland Water Bureau--historic population data provided.

QUARTERLY PROGRAM REPORT
Fiscal Year 1983-84

DEPARTMENT Data Resource Center

1 Quarter

PROGRAM TITLE

Southwest Transportation Corridor Socio-Economic Data

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

Demographic and employment data for 1980 and 2000 assigned to a specific set of traffic zones used for the Southwest Corridor transportation planning project.

PROGRAM PROGRESS (Progress done on work during Quarter)

A newly expanded traffic zone system has been created in conjunction with this project. 1980 demographic and employment data has been assigned to the westside zones. Year 2000 assignments will be completed during the second quarter to correspond with the Transportation Department's work schedule.



METROPOLITAN SERVICE DISTRICT

527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: Oct. 28, 1983
To: Rick Gustafson, Executive Officer
From: Dan LaGrande, Public Affairs Director
Regarding: 1st Quarter Program Report

Attached is the 1st quarter program report for the public affairs department.

PROGRESS OF THE DEPARTMENT'S BUDGETED PROGRAMS

Activities were carried out generally as projected in the three programs of the public affairs department: Information services, graphics services and government & community relations.

Information services informs the public, news media, community groups and local jurisdictions of Metro services and activities.

Graphics services provides design and production for Metro publications, displays, signs, charts, maps and other visual needs.

Government & community relations provides grants research and technical information assistance to local jurisdictions, encourages public involvement in Metro programs, and offers a forum to local governments for coordination and exchange of information.

PROGRAM COMMITMENTS

Information services produced 10,000 copies of a new Metro brochure, produced the monthly Employee Express newsletter, edited the bi-monthly Recycling Forum, provided writing and editing assistance to the Data Resource Center, and provided planning, writing and editing services for the Yard Debris Forum, Recycling Switchboard and curbside promotion program. The biggest project was writing and editing the Metro annual report, which will be printed in November.

Graphics services updated the Metro/Tri-Met detailed street map, produced bike plan map, new Metro brochure, three newsletters, provided graphics assistance to four special events, and for general projects including signs, charts, forms, business cards and report covers, and served 191 map customers. Two major projects were the Metro annual report and the Regional Development Trends booklet, both of which will be printed in November.

Government & community relations provided assistance to Beaverton, Oregon City, Tigard, Multnomah County, Gladstone and Cornelius under the Small Cities Program, helped coordinate the Western Council of Governments annual conference, conducted a workshop on private fundraising for the Association of Oregon Recyclers, designed a new system to replace A-95, published two issues of Focus on Grants and initiated a new publication Around the Region, arranged and participated in briefings with 18 jurisdictions on the yard debris project, assisted the solid waste department plan and staff meetings on the Washington County transfer station issue, arranged for Metro to host the August caucus of the Washington County elected officials, and maintained liaison between Metro and local jurisdictions.

PROGRAM BUDGET & EXPENDITURES

<u>FY 84 Budget</u>	<u>Year-to-Date Total</u>	<u>Percent Remaining</u>	<u>Target</u>
\$202,459 - Personnel	\$49,147	75.72%	75%
46,140 - M & S	8,734	81.07	75
248,599 - Total	57,882	76.72	75

Although the total budget is on target, the personnel line item for the public information specialist has 40.87% remaining. This position is funded 25% from the general fund and 75% from solid waste. The very heavy general fund work load and lighter than projected work load from solid waste has caused the spending imbalance. This trend is expected to continue. A recommendation is being forward to the Executive Officer and Coordinating Committee in a separate memo.

PROGRAM CHANGES/NEW INITIATIVES

The workload in graphics services and information services has been very heavy in the first quarter, reflecting the publications demands of the Data Resource Center, Transportation, Solid Waste and Public Affairs departments. A master publications schedule is being developed to better coordinate and schedule the work.

The local government services program is seeking ways to build on its base of technical assistance and liaison with local jurisdictions. The most promising direction seems to be in offering greater opportunities for coordination, information and perhaps service sharing among local governments through forums provided by Metro.

The major new initiative this quarter was a project to research and evaluate cost-saving options for local governments. This project will help the local government program focus on services of value to local jurisdictions.

1st Quarter

PROGRAM TITLE

Graphics Services

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)	PROGRAM PROGRESS (Progress done on work during Quarter)
1. Update Metro/Tri-Met detailed street map.	Completed.
2. Produce bike plan maps and bike plan cover for Transportation Dept.	Completed.
3. Revise <u>Regional Development Trends</u> booklet and provide other graphics support for Date Resource Center.	RTD booklet revision started, will be completed next quarter. Other graphics support provided to DRC.
4. Design map for display on council chambers.	Delayed to next quarter.
5. Provide design, layout, paste-up and other graphics production for: -- Metro brochure -- Metro annual report -- <u>Focus on Grants</u> newsletter and insert -- <u>Recycling Forum</u> newsletter -- <u>Garbage Gram</u> -- <u>Employee Express</u> -- Wildwood information update	New brochure completed. Annual report will be completed next quarter. Other publications are on-going.
6. Provide graphics assistance to special events including Neighborfair, Yard Debris public forum, legislative reception, state transportation commission briefing, and other activities as required.	Completed.
7. Provide general graphics assistance for signs, charts, forms, business cards, etc.	On-going Served 191 map customers
8. Serve map customers.	

1st Quarter

PROGRAM TITLE

Information Services

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Write, design, print new Metro brochure.
2. Write, design, print Metro annual report.
3. Plan, staff Metro Neighborfair booth.
4. Provide news releases, written materials for Yard Debris Forum.
5. Edit bi-monthly Metro Recycling Forum.
6. Write, edit monthly Employee Express.
7. Edit, produce Garbage Gram for Solid Waste Dept.
8. Write, edit Wildwood information update for Solid Waste Dept.
9. Provide writing and editing for Recycling Switchboard promotion.
10. Provide information assistance as required to Solid Waste Dept. for curbside promotion program.
11. Maintain employee information bulletin board.
12. Provide material for Metro speakers bureau.
13. Provide writing, editing assistance to Data Resource Center.

PROGRAM PROGRESS (Progress done on work during Quarter)

- Completed. 10,000 copies printed.
- Most writing completed, but printing of annual reported delayed to early November to include audit results.
- Completed.
- Completed.
- On schedule.
- On schedule.
- Editing completed. Publication delayed at request of solid waste department.
- Completed, but will require another update next quarter.
- On schedule.
- Provided as required.
- On-going.
- On-going
- On-going.

1st Quarter

PROGRAM TITLE

Local Government

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

18. Host reception at zoo for legislative delegation.
19. Re-evaluate local government program.

PROGRAM PROGRESS (Progress done on work during Quarter)

Reception held Oct. 1. Poor attendance because of special legislative session.

Evaluation initiated, will continue next quarter.

OTHER PROJECTS

- a. Arranged & participated in meetings between Metro transportation director & local officials on Southwest Corridor Study.
- b. Worked with Washington County to assist planning county's growth management conference.
- c. Evaluated cost-saving options for local governments on:
 - new insurance arrangements
 - regional jail options
 - shared services

1st Quarter

PROGRAM TITLE

Local Government

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

9. Assist Solid Waste Dept. plan and conduct public yard debris forum.
10. Assist Solid Waste Dept. plan and staff Washington County Transfer Station meeting.
11. Provide local government liaison to Solid Waste Dept. on curbside recycling demonstration program.
12. Provide assistance to Councilor Kelley for F.L.G.G.
13. Maintain liaison between Metro and local jurisdictions.
14. Survey local governments for interest in workshop on Systematic Development of Informed Consent (SDIC).
15. Conduct local government forum with member of congressional delegation.
16. Host meeting of Washington County Elected Officials Caucus.
17. Assist Transportation Dept. host reception for local officials and state transportation commission.

PROGRAM PROGRESS (Progress done on work during Quarter)

- Arranged & participated in local government briefings with 18 jurisdictions. Assisted in planning & conducting yard debris forum & post-forum analysis.
- Provided assistance described, assistance will continue in next quarter.
- Provided Liaison as described.
- Provided assistance as described.
- Maintained liaison as described.
- Preliminary check indicates cost may be too high; will pursue next quarter.
- Contacted Congressman Wyden's office; forum may be scheduled next quarter.
- Arranged for Metro to host caucus in August.
- Provided assistance as described.



METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR . 97201, 503/221-1646

MEMORANDUM

Date: October 28, 1983
To: Rick Gustafson, Executive Officer
From: Sonnie Russill, Administrative Assistant
Regarding: Executive Management 1st Quarter Program Progress Report

Progress of the Department's Budgeted Programs:

Executive Management continues to improve internal management of Metro's programs and projects. Initiation of the quarterly progress reports and consistent meetings with department heads were emphasized. Much of the background information to prepare the Council for a decision on future funding was completed and the legal analysis of the Metro/Tri-Met relationship was developed.

Council support included 3 additional meetings for a total of 18 as well as ongoing liaison on policy issues.

The Executive Officer began meetings with locally elected officials on the future funding issue and discussions continue with constituents interested in the future of regional governance.

Legal Counsel completed contract negotiations and filed the Wildwood appeal.

The Western COG Conference was held in August and legislative activities were completed with the end of the Session.

Program Commitments

Commitments were generally met except for schedule changes in future funding presentations to the Council, development of the DBP policy and postponement of completion of the filing system.

Program Budget and Expenditures

<u>FY '84 Budget</u>	<u>Year-to-Date Total</u>	<u>Percent Remaining</u>	<u>Target</u>
\$240,373	\$55,418	76.94%	75%

Program Changes or New Initiatives:

Three additional Council meetings and Metro/Tri-Met legal analysis.

slr

EXECUTIVE MANAGEMENT

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

3. Metro/Tri-Met Relationship

Executive Officer/Presiding Officer discussions with Tri-Met to develop a process for a review of the relationship

4. Metropolitan Study Commission proposal

Discussions with Council regarding future interest in proposal

Maintain liaison with supporters of proposal

5. Western COG Conference -- August 11-14, 1983

Complete conference planning

Provide staff assistance at the conference

Follow-up report on conference

6. Legislative Session

Continue oversight of general Metro legislative issues

Prepare final report at end of session

7. Council Requests

Respond to Council requests within 3 days

PROGRAM PROGRESS (Progress done on work during Quarter)

Council requested legal analysis of Metro/Tri-Met relationship on August 4, 1983. Completed September 29, 1983, and scheduled to be presented to Council October 6.

Discussions on Executive Officer proposal discontinued. Resolution No. 83-429, introduced by Councilor Etlinger approved 9/19/83 for Council Action. Executive Officer has continued discussions with parties interested in a review of Metro and regional governance.

Completed. Conference was successful.

Completed.

Regular Session ended August. Special Session began in September. Continuing.

Report on Regular Session presented to Council.

Continuing.

FIRST Quarter

PROGRAM TITLE

The projects listed are involved with 4 Executive Management programs:
(1) Management and Coordination of Metro Programs and Projects, (2) Council Support,
(3) Executive Officer Support and (4) External Liaison

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

1. Future Funding Issue

Begin presentations to and discussions with Council on Metro/Zoo funding issue at regularly scheduled Council meetings beginning July 26.

Executive Officer begins meetings with constituents.

Assist Friends of the Zoo with poll on Zoo funding options

Discussions with Department Heads

Establish an internal staff committee to review issue.

2. Wildwood Appeals

Assist Council in policy decision to file appeal to Court of Appeals and/or request a change in Multnomah County's comprehensive plan.

PROGRAM PROGRESS (Progress done on work during Quarter)

Presentations to Council were held July 26, September 8 and September 29.

Meetings are continuing with a focus on a discussion of regional government.

Completed.

Ongoing discussions at Department Head meetings.

Decision not to proceed with this project.

Completed. Council decision on July 26 to file appeal and request Multnomah County to reaffirm its decision and reissue its conditional use permit.

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

13. External Liaison

Establish regular meetings with key local government officials on matters of regional interest

14. Energy Recovery Review Task Force

Organize final meeting of Task Force with Council and Executive Officer

15. Executive Management Filing System

Complete new system

PROGRAM PROGRESS (Progress done on work during Quarter)

Executive Officer has participated in two meetings. Continuing.

Final meeting held September 7 with members of the Council and Executive Officer.

Continuing. Other priorities have precluded completion.

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

8. Council Meetings

Prepare agendas for 15 regularly scheduled Council and Committee meetings.

Manage room preparation and record keeping for the 15 meetings.

Manage staff preparation for and participation in 15 meetings

Review of staff support capability for Council meetings

9. Management and Coordination

Establish a quarterly reporting system for program progress

10. Affirmative Action

Continue discussion of policy and progress with department heads

11. MBE Policy

Review with department heads

Finalize policy for discussion with Coordinating Committee and Council

12. Zoo Master Plan

Continue meetings with project coordinator and Zoo Director to assure compliance with Metro policies

PROGRAM PROGRESS (Progress done on work during Quarter)

Agendas prepared and support provided for 18 meetings:

- 6 regular Council meetings
- 2 special Council meetings
- 2 regular Coordinating meetings
- 3 regular Development meetings
- 3 regular Services meetings
- 2 special Services meetings

Continuing. Changes made in minute taking and preparation for Development and Services Committees because of the workload of the Council Clerk.

Staff prepared program projections for 1st Quarter of FY '84. Progress reports presented to Council in November.

Completed.

Completed.

Scheduled for presentation to Coordinating Committee November 14 and first reading at November 22 Council meeting.

Continuing.

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

PROGRAM PROGRESS (Progress done on work during Quarter)

12. Participate in various Council and Committee meetings.

Continuing

13. Provide legal advice to Council, Executive Officer and departments.

Continuing

FIRST Quarter

PROGRAM TITLE

LEGAL SERVICES

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

PROGRAM PROGRESS (Progress done on work during Quarter)

- | | |
|--|---------------------------------------|
| 1. Conduct negotiations with Local 483. | Completed |
| 2. Wildwood Landfill Appeal | Brief has been filed - pending. |
| a. Participate in meetings regarding decision | Completed |
| b. Prepare documents to be filed | Completed |
| 3. Monitor RP&I bankruptcy proceedings | Pending |
| 4. Handle two discrimination complaints | One settled; other not yet commenced. |
| 5. Draft MBE policy | Completed |
| 6. Handle CTRC arbitration proceedings | Continuing |
| 7. Devise Solid Waste rate system (shadow pricing) | Continuing |
| 8. Devise post-closure fund system | Completed |
| 9. Review 1983 Legislation | Continuing |
| 10. Publish Metro Code | Completed |
| 11. Prepare and review legal documents | Continuing |



METROPOLITAN SERVICE DISTRICT

527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: 2 November 1983
To: Metro Council
From: Ray Barker, Council Assistant
Regarding: Summary of FY '84 First Quarter Program
Progress Report for Council

COUNCIL

Progress of the Department's Budgeted Programs

Project Initiatives Program (PIP)

1. Project areas ranked (drainage, parks, jails, libraries)
2. Project area selected (drainage)
3. Background study completed
4. Questionnaire completed
5. Interviews of 27 jurisdictions completed
6. Background section of Report written

Program Budget and Expenditures

	<u>FY '84 Budget</u>	<u>Year-to-Date Total</u>	<u>Percent Remaining</u>	<u>Target</u>
PIP only	14,635	2,467	83.1%	75%
Total Council Project	113,417	22,153	80.4%	75%

Program Changes or New Initiatives

PIP scheduled to commence July 1, 1983 but did not actually start until August 5 because specific project area (drainage) was not selected by Council until August 4.

Additional assignments (not a part of PIP) also delayed completion of tasks.

RB:tj

First Quarter

PROGRAM TITLE

PROJECT INITIATIVES PROGRAM

PROGRAM PROJECTIONS (Quantifiable work projected to be done during Quarter)

Project Development Initiative. Analyze issues relating to possible regional responsibilities in the areas of parks, libraries, jails, economic development, energy, drainage, etc.

Recommend policy in priority areas based on appropriate research:

1. Council to determine which specific area will re reviewed first.
2. Council Assistant, and appropriate staff, will complete Task I of Project Initiatives Program:

Prepare a description of existing service for one of the following: parks, correctional facilities, libraries or drainage.

3. Council Assistant, et al, will complete Task II of PIP;

Analyze Metro's ability to solve or mitigate problems.

PROGRAM PROGRESS (Progress done on work during Quarter)

1. Metro Council reviewed and approved Project Initiatives Work Plan and ranked projects (Parks, Libraries, Jails and Drainage).
2. Council determined August 4, 1983 that Drainage would be the area studied first.
3. Drainage Study Questionnaire completed.
4. Personal interviews completed with representatives of 27 jurisdictions in the region.
5. Introduction section of Drainage report completed.



METRO

METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: November 3, 1983
To: Metro Council
From: Rick Gustafson, Executive Officer
Regarding: FUTURE FUNDING DECISION SCHEDULE

As you know, we have had several discussions concerning future funding for the Zoo and General Fund activities. Information which has been provided includes:

- Memo dated July 26, 1983 entitled, "Future Funding--Background Information on Metro Financial Situation".
- Memo dated July 26, 1983 entitled, "The General Fund--Its Relationship to Other Funds and Functions Provided".
- Memo dated September 7, 1983 entitled, "Long Range Financial Policies for Metro".
- Memo dated September 8, 1983 entitled, "Five-Year Projections for the General Fund".
- Memo dated September 28, 1983 entitled, "Preliminary Five-Year Projections for Zoo Operating Fund".

Discussion on this information has taken place at the Council meetings of July 26, September 8, and September 29, 1983, and I have held individual meetings with each of you during the months of August and September.

Additional work to be completed for Council consideration on December 22, 1983 is:

1. The preparation of the five-year financial plan for operating the Zoo.
2. The preparation of the Zoo Master Plan which includes short range capital funding needs to be recommended for inclusion with the operating levy.
3. The preparation of the Executive Officer's recommendation on long-range financial policies for funding the Zoo and General Fund activities.

The proposed schedule for making future funding decisions is as follows:

<u>Council Meeting Date</u>	<u>Purpose</u>
November 3, 1983	Release and general discussion of results of survey conducted by the Friends of the Zoo. More in-depth discussion with individual Council members is possible at your request.
December 22, 1983	Transmittal and discussion of Zoo Operating financial plan, Zoo Master Plan, and transmittal of Executive Officer recommendations on future funding policies and strategy. Included in the recommendation will be the type, amount and purpose of tax levy to be submitted to voters in May 1984.
January 5, 1984	Public hearing on Executive Officer's recommendations on future funding policies and strategy.
January 26, 1984	Council decision on future funding policies and strategy. Included is decision on type, amount and purpose of tax levy to be submitted to voters in May 1984.

Financial work which will be commenced in the future is an analysis of potential revenue sources to fund General Fund mandated activities. The completion date of this analysis is undetermined at this time but will be available for use in requesting additional funding authority from the 1985 legislative session.

RG:ef



Date: Nov. 3, 1983

To: Metro Council

From: Carol Bailey, Executive Director &
Friends of the Zoo Board Members

Enclosed you will find a survey prepared by the Survey Research Institute, which evaluates the performance and operation of the Washington Park Zoo.

The Friends of the Zoo would like you to be aware of the results of this survey for your own knowledge. Please make a careful inspection of the results found.

Hopefully the results will assist you in making decisions regarding the election in 1984.

Carol Ann Bailey

SRI SURVEY FOR THE FRIENDS OF THE ZOO
SUMMARY OF RESULTS
October, 1983

- When did you last visit the Washington Park Zoo?
 1. Within the last month 13%
 2. 2 - 3 months ago 24%
 3. 4 - 6 months ago 14%
 4. 7 months - 1 year ago 4%
 5. 1 - 2 years ago 17%
 6. More than 2 years ago 25%
 7. Never 3%
 8. Not sure 0%

- Approximately, how often do you visit the Washington Park Zoo ?
 1. At least 3 - 4 times a year 17%
 2. 1 - 2 times a year 35%
 3. Once every 2 or 3 years 17%
 4. Hardly ever 26%
 5. Never 5%
 6. Not sure 0%

- When you have friends or relatives visiting from out-of-town, are you likely to take them to the zoo or suggest they visit the zoo?
 1. Yes 58%
 2. No 17%
 3. Sometimes 24%
 4. Not sure 1%

- How would you rate the overall quality and operation of the Washington Park Zoo?
 1. Excellent 30%
 2. Pretty good 60%
 3. Only fair 7%
 4. Poor 0%
 5. Not sure 3%

- How would you compare the Washington Park Zoo with other zoos around the country you have visited or heard about?
 1. Much better 14%
 2. About the same 38%
 3. Not as good 34%
 4. Not sure 14%

SUMMARY OF RESULTS
PAGE 2

	Excellent	Pretty Good	Only Fair	Poor	No Su
● How would you rate the Zoo's animal exhibits?	19%	68%	8%	0%	5%
● How would you rate the Children's zoo?	38%	24%	9%	0%	29%
● The Zoo train?	43%	33%	16%	0%	8%
● The Zoo's concessions?	1%	17%	24%	29%	29%
● The general appearance and maintenance of the Zoo?	36%	49%	9%	0%	6%
● The courteousness and helpfulness of the Zoo employees?	26%	27%	47%	0%	43%
● The parking facilities?	24%	49%	17%	3%	7%
● The Washington Park Zoo is planning several exhibits of plants and wildlife native to the Oregon Cascades. Do you think the Zoo should proceed with these exhibits?					
1. Yes	90%				
2. No	5%				
3. Not sure	5%				
● The Zoo presently charges \$2.00 admission for adults and \$1.00 for children. Do you think the admission is REASONABLE or UNREASONABLE?					
1. Reasonable	87%				
2. Unreasonable	11%				
3. Not sure	2%				
● If the Zoo had to raise the price of admission to cover costs, would you be willing to pay admission of \$3.00 per adult?					
1. Yes	70%				
2. No	25%				
3. Not sure	5%				
● Would you be willing to pay \$5.00 admission?					
1. Yes	5%				
2. No	88%				
3. Not sure	7%				

SUMMARY OF RESULTS
PAGE 3

- Would you favor or oppose the Zoo establishing an aquarium along the Willamette River in downtown Portland?

1. Favor 78%
2. Oppose 17%
3. Not Sure 5%

- Who do you think is responsible for operating the Washington Park Zoo-- the City of Portland, Multnomah County, the Metropolitan Service District, or is it privately operated?

1. City of Portland 13%
2. Multnomah County 11%
3. Metropolitan Service District 52%
4. Privately operated 0%
5. Not Sure 24%

- Have you heard or read about an organization called the Friends of the Washington Park Zoo?

1. Yes 56%
2. No 41%
3. Not Sure 3%

- If your family could have free passes to the Zoo for a year, how much would you be willing to pay for Friends of the Zoo membership?

1. \$25.00 39%
2. \$30.00 1%
3. \$35.00 0%
4. More 1%
5. Not Sure 59%

- Friends of the Zoo provides members with newsletters about animals and exhibits. How interested are you in receiving new information about the Zoo? (a sample Newsletter was shown)

1. Very interested 17%
2. Somewhat interested 45%
3. Not very interested 27%
4. Not at all interested 8%
5. Not sure 5%

SUMMARY OF RESULTS
PAGE 4

- How interested would you be in attending special Friends of the Zoo previews of new exhibits?

1. Very interested	11%
2. Somewhat interested	44%
3. Not very interested	29%
4. Not at all interested	13%
5. Not sure	3%

- How interested would you be in lectures and classes about wildlife for you and your family?

1. Very interested	18%
2. Somewhat interested	29%
3. Not very interested	36%
4. Not at all interested	11%
5. Not sure	6%

- If Friends of the Zoo membership allows discounts for classes and lectures, how interested would you be in joining this organization?

1. Very interested	14%
2. Somewhat interested	24%
3. Not very interested	30%
4. Not at all interested	27%
5. Not sure	5%

- Have you heard of the Metropolitan Service District, also known as Metro?

1. Yes	86%
2. No	13%
3. Not sure	1%

- How would you rate the operation and performance of the Metropolitan Service District over the past four years?

1. Excellent	2%
2. Pretty Good	23%
3. Only Fair	49%
4. Poor	14%
5. Not sure	12%

- Shall the Metropolitan Service District levy \$800,00, partially State financed, for three years to operate the Metropolitan Service District?
 1. Yes 27%
 2. No 35%
 3. Not Sure 38%

- For the past five years the Washington Park Zoo has been operated and financed by the Metropolitan Service District, with property tax revenue provided by residents of Multnomah, Washington, and Clackamas Counties. Do you think the Washington Park Zoo should continue to be operated as a regional service?
 1. Yes 80%
 2. No 5%
 3. Not sure 15%

- Shall the Metropolitan Service District establish a tax base of \$3 million, partially State financed, dedicated to the operating expenses of the Zoo?
 1. For 46%
 2. Against 23%
 3. Not sure 31%



METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: October 31, 1983

To: Metro Council and Executive Officer

From: Councilor Bruce Etlinger

Regarding: Proposed Resolution Seeking to Formalize
Tri-Met/Metro Relationship by July 1, 1985

The attached Resolution is submitted for your consideration at the November 3 Council meeting.

It remains my belief that the hurdles which faced us last July are no higher now. Declaring our intent to facilitate a thorough airing of transit governing structures, with the hope of a regional consensus emerging by the next session, seems the most prudent way to make sure there is a resolution of this issue.

Passage of this Resolution should encourage any and all independent community reviews of this issue, including the work of a Regional Government Study, Legislative Interim Committee, Metro Task Force or independent consultant. It will also set the stage for Metro to exemplify our continued interest in transit during the months ahead.

BE/gl
0234C/D5

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF FORMALIZING)	RESOLUTION NO.
THE RELATIONSHIP BETWEEN THE)	
TRI-COUNTY METROPOLITAN TRANSIT)	Introduced by
DISTRICT OF OREGON AND THE)	Councilor Bruce Etlinger
METROPOLITAN SERVICE DISTRICT)	
BY JULY 1, 1985)	

WHEREAS, The Metro Council by adopting Resolution No. 83-421 on July 7, 1983, has affirmed its support of the policy of the State of Oregon "to provide for the consolidation of regional government and to establish an elected governing body and thereby increase the accountability and responsiveness of regional government officials to the citizenry through the election process"; and

WHEREAS, Most of the public testimony received has continued to support this goal in regard to the long-term relationship between Tri-Met, Metro and voters in the Portland metropolitan area; and

WHEREAS, Chapter 268 as amended by passage of H.B. 228 by the 1983 Legislative Assembly enables the Metro Council to merge the Tri-Met transit system following preparation of a financial plan and approval of such plan by a portion of the Oregon State Mass Transit Authority; and

WHEREAS, Metro and Tri-Met officials have been unable to cooperatively formalize their future relationship; now, therefore,

BE IT RESOLVED,

1. That the Metro Council hereby declares its continued support of current state policy which encourages increased

accountability over regional services by vesting policy-making authority with a directly elected governing board.

2. That the Metro Council fully supports a thorough community review of all alternative structures for transit governance.

3. That the Metro Presiding Officer and Executive Officer are hereby directed to work with all interested and affected parties including Tri-Met, local officials, appropriate legislative interim committees and the public in order to reach a consensus on the best method to formalize the relationship between Metro and Tri-Met by the beginning of the 1985 Oregon Legislative Assembly.

4. It is the intent of this Council that a regional consensus should be sought regarding the best structure for transit governance so that between now and commencement of the 1985 Legislature, Metro can establish overall transit policies, prepare legislation and submit a transit financing plan, if necessary, which will formalize the relationship between the two organizations and increase public accountability over transit service by July 1, 1985.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1983.

Presiding Officer

BE/gl
0233C/366
10/31/83

ADOPTED AS OF OCTOBER 6, 1983

EXHIBIT "A"

GUIDELINES FOR THE EXPENDITURE OF COUNCIL PER DIEM,
EXPENSE AND GENERAL MATERIALS AND SERVICES ACCOUNTS

COUNCILOR PER DIEM

1. Each Councilor is authorized to receive up to \$2,160 (36 meetings per half year, i.e., July-December/January-June) each fiscal year in per diem from the Council Per Diem account.
2. Per diem shall be paid at a rate of \$30 per meeting.
3. Per diem shall be authorized for attendance at regular and special Council meetings, and regular and special Council committee and task force meetings. Per diem may also be collected for attendance at a task force meeting or function approved by the Presiding Officer.
4. Payments within these limits shall be authorized by the fiscal officer of the Metropolitan Service District.

COUNCILOR EXPENSES

1. Each Councilor is authorized to receive up to \$1,500 each fiscal year as reimbursement for authorized expenses incurred for necessary Council-related activities.
2. Each request for reimbursement must be accompanied by supporting documentation which shall include the nature and purpose of the activity, the names and titles of all persons for whom the expense was incurred and receipts justifying the expense as required by the Internal Revenue Service. No reimbursement shall be authorized for any expense submitted without the above-required documentation.
3. In addition to necessary Council-related travel, meals and lodging expenses, expenses may include:
 - a. Advance reimbursement for specific expenses, provided that any advance reimbursement in excess of actual expenses incurred shall be returned or shall be deducted from subsequent expense reimbursement requests:
 - b. Up to \$200 per year for memberships in non-partisan community organizations;

Guidelines for Council Expenditures

Page 2

- c. Expenses to publish and distribute a Council-related district newsletter may not be mailed within 120 days of an election in which a Councilor is a candidate;
 - d. Council business-related books, publications and subscriptions;
 - e. Meeting or conference registration fees; and
 - f. Child care costs for necessary Metro business with documentation as outlined in No. 2 of this section, including duration of the activity.
4. Reimbursement shall not be authorized for the following:
- a. Alcoholic beverages;
 - b. Laundry or dry cleaning costs;
 - c. Contributions to political campaigns of any kind;
 - d. Parking tickets or citations for traffic violations;
 - e. Contributions to fund-raising efforts of any kind;
 - f. Entertaining or other social functions; or
 - g. Any other costs or purchases considered to be of a personal nature, such as supplies for personal use.
5. Payments within these limits shall be authorized by the fiscal officer of the Metropolitan Service District. Other requests for Metro-related business must be approved by the Council Coordinating Committee.

TRANSFERS

Notwithstanding the limits on per diem and expenses indicated above, the Council Coordinating Committee may, upon advance request by a Councilor, authorize the fiscal officer to transfer funds between a Councilor's per diem and expense accounts. Such transfers may be made only to the extent that the combined total of each Councilor's authorized per diem and expense accounts is not exceeded. Transfers between one Councilor's per diem and/or expense accounts and another Councilor's per diem and/or expense accounts are not authorized.

GENERAL PROVISIONS

1. A Councilor may receive per diem, plus mileage to the meeting, and/or reimbursement for actual authorized expenses incurred, for attendance at Council, Council committee, Council task force meetings or other meetings approved by the Presiding Officer or chair of a committee.
2. Reimbursement for travel and subsistence on official business shall only be for the amount of actual and reasonable expenses incurred during the performance of official duty as a Metro Councilor.

COUNCIL GENERAL ACCOUNT

1. The purpose of the Council General account is to provide support for the General Council, Council committees and Council task forces.
2. Authorized expenses which may be charged to appropriate Materials and Services categories in the Council General account include:
 - a. Meals for regular and special Council, Council committee and Council task force meetings.
 - b. Facilities rentals for public meetings;
 - c. Meeting equipment such as audio-visual aids, public address systems, tape recorders, etc., for public meetings;
 - d. Receptions for guests of the Council, Council committees or Council task forces;
 - e. Honoraria;
 - f. Expenses for official visitors;
 - g. General Council, Council committee or Council task force information, publications, promotional materials or supplies;
 - h. Remembrances from the Council, Council committee or Council task force;
 - i. Professional services for the Council, Council committee or Council task force.

Guidelines for Council Expenditures
Page 4

- j. Outside consultants to the Council, Council committee or Council task force; and
 - k. Authorized travel on behalf of the Council, Council committee or Council task force.
3. Expenses to the Council General account shall not be authorized for the following:
- a. Alcoholic beverages;
 - b. Contributions to political campaigns of any kind;
 - c. Contributions to fund-raising efforts of any kind; or
 - d. Social functions including birthday and retirement parties, and holiday observances.

GUIDELINES NOT YET ADOPTED

4. Within the Council General account up to \$0,/\$500,/\$1,500 per year shall be reserved for expenses in meetings incurred by the Presiding Officer of the Council in carrying out official duties associated with that office.

NOTE: MOTION ON THE FLOOR WOULD AMEND 4. TO READ AS FOLLOWS:

4. Within the Council General account up to \$1,200 per yer shall be rreserved for expenses incurred by the Presiding Officer of the Council in carrying out official duties associated with that office.

(Motion made by Councilors Etlinger and Bonner on October 6, 1983.)

5. An individual Councilor may request reimbursement from the Council General account for expenses incurred for general Council business.

6. [All requests for reimbursement or expenditure from the Council General account must be approved by the Council Coordinating Committee. Each request must be accompanied by supporting documentation which shall include the nature and purpose of the expense, the names and titles of all persons for whom the expense was or will be incurred, and receipts justifying the expense.] All requests for reimbursement or expenditure from the Council General account must be approved by the Presiding Officer. The Presiding Officer shall submit a budget for the General Account to the Council Coordinating Committee. The Presiding Officer can authorize expenditures within the limits approved by the Council Coordinating Committee. The Fiscal Officer shall provide monthly reports to the Council Coordinating Committee. Each request must be accompanied by supporting documentation which shall include the nature and purpose of the expense, the names and titles of all persons for whom the expense was or will be incurred and receipts justifying the expense.



METROPOLITAN SERVICE DISTRICT

Providing Zoo, Transportation, Solid Waste and
other Regional Services

October 27, 1983

Mr. Paul Bay
Executive Director
Planning Department
Tri-Met
4012 SE 17th Avenue
Portland, Oregon 97202

Dear Paul:

At the last JPACT meeting, you and I were requested to return to the Committee with a more definitive statement on the appropriate process for Metro/JPACT involvement in the TDP update. This letter is intended to expand upon my letter of June 27 (attached) wherein I described appropriate "topics" for TPAC and JPACT review. I won't re-iterate these "topics" but instead will concentrate more on the question of process. Since Tri-Met is the agency responsible for the TDP development and implementation, I feel it would be most appropriate for you to develop the proposal for JPACT and Council review taking into consideration my suggestions in these letters.

First, it is important to clearly state Metro's relationship to Tri-Met and principles for involvement in the TDP:

1. Tri-Met is the lead agency and, through the Board of Directors, is answerable to the public for fiscal and operating consequences resulting from the TDP update.
2. Transit service provision is related to land use and highway project decisions of the cities, counties and ODOT and a cooperative interjurisdictional decision-making process is essential to ensure planned development is served and public investments highway capacity is coordinated with transit capacity. Metro provides this forum.
3. Metro's input and subsequent adoption of key elements of the TDP must be based upon consistency with the RTP (although individual jurisdictions may have areas of more detailed input).
4. Metro's established forum for transportation input and decision-making is JPACT.

Rick Gustafson
Executive Officer

Metro Council

Cindy Banzer
Presiding Officer
District 9

Bob Oleson
Deputy Presiding
Officer
District 1

Richard Waker
District 2

Charlie Williamson
District 3

Corky Kirkpatrick
District 4

Jack Deines
District 5

George Van Bergen
District 6

Sharon Kelley
District 7

Ernie Bonner
District 8

Bruce Etlinger
District 10

Marge Kafoury
District 11

Gary Hansen
District 12

527 SW Hall St.
Portland, OR
97201
503/221-1646

Based upon these premises, I recommend Metro's involvement be divided into three distinct categories: I - Review and Comment on TDP Development; II - Review of Draft TDP; and III - Adoption of Key Elements of the TDP into RTP. The specifics of these areas of involvement are described in more detail below.

I. TDP Review and Comment

My June 27 letter described a number of topics that would be appropriate for review and comment as the TDP is developed. TPAC should be the primary focus for this input with periodic review by JPACT. Major areas of input are:

<u>TPAC Review and Comment</u>	<u>JPACT Review</u>
A. 5-year revenue forecast	Yes
B. Performance evaluation of existing system	No
C. Development of TDP policy options (alternative service concepts; capital vs. service alternatives)	Yes
D. Detailed specification of service alternatives	No
E. Detailed specification of capital alternatives	No
F. Evaluation of alternatives	Yes

II. Review of Draft TDP

Once Tri-Met has released a draft TDP for public hearings, Metro staff will review the document for consistency with the Regional Transportation Plan (in particular, Chapter 1 - Policy, Chapter 4 - System Concept, and Chapter 8 - Implementation) and submit a recommended position on the TDP to TPAC, JPACT and the Metro Council for adoption. This will then be forwarded to the Tri-Met Board for consideration before their adoption of the TDP.

III. TDP Adoption

The Regional Transportation Plan establishes the overall long-range framework for transit service and facilities, identifies Tri-Met as the agency responsible for development of the short-range transit plan and calls for key elements of the short-range plan to be incorporated into the RTP. After Tri-Met Board adoption of the TDP, TPAC, JPACT and the Metro Council will consider an amendment to

Mr. Paul Bay
October 27, 1983
Page 3

the RTP to incorporate the following key elements:

- Overall level of transit service, system concept and ridership objective;
- Designation of short-range regional trunk routes; and
- Designation of short-range facilities, including transit stations and park-and-ride lots.

In addition, the TIP will be amended to incorporate the five-year capital program consistent with the short-range amendments to the RTP.

I am available to assist in finalizing the proposal for JPACT and Metro Council and look forward to scheduling this important agenda item as soon as possible.

Sincerely,



Andrew C. Cotugno
Transportation Director

ACC:lmk

Enclosure

CC: Rick Gustafson
Charlie Williamson

Note: This letter is intended to deal with transit service aspects of the TDP. I understand separate processes are under consideration for elderly and handicapped and ride-share aspects.



METROPOLITAN SERVICE DISTRICT

Providing Zoo, Transportation, Solid Waste and
other Regional Services

June 27, 1983

Rick Gustafson
Executive Officer

Metro Council

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District 10

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District 11

Gary Hansen
District 12

Mr. Paul Bay
Tri-Met
4012 S. E. 17th Avenue
Portland, OR 97202

Dear Paul:

On May 26, 1983, Metro adopted Resolution No. 83-404 adopting the FY 84 Unified Work Program which included a number of transit planning work elements. As you know, there was considerable interest expressed in Tri-Met's update of the Five-Year Transit Development Program at the Transportation Policy Alternatives Committee (TPAC) and the Joint Policy Advisory Committee on Transportation (JPACT) meetings. As a result, the resolution was modified by TPAC before adoption to specify that the FY 84 Work Program priorities are:

- a. to refine the Transit Development Program (TDP) in light of the recently adopted Regional Transportation Plan (RTP) and Tri-Met's fiscal position; and
- b. to identify the total transportation funding needs and outline alternative funding approaches for the region.

Clearly, the decisions to be made in completing and adopting the TDP update are of critical importance to Metro, JPACT, TPAC, the cities and counties both in terms of the amount and location of transit service and capital improvements and the need for financing. This letter is intended to re-emphasize the importance of the TDP update and outline areas of particular interest.

Over the past five years, the various transportation jurisdictions and agencies have developed plans that reflect a substantial reliance on transit expansion. The RTP calls for the level of transit service to more than double by the year 2000 with ridership more than tripling while population growth is only 40 percent. The Oregon

527 SW Hall St
Portland, OR
97201
503 221-1646

Department of Transportation (ODOT) has developed a number of major highway projects with constrained capacity because of the desired shift to transit. Similarly, land use densities and street capacities identified in local comprehensive plans are based upon the same major transit expansion. If this level of transit expansion is unlikely to be realized, a major shift in policy direction is necessary at the regional and local jurisdiction level.

There is also the short-term issue of funding priorities--both for service expansion or constriction and for capital improvements. Since considerable federal operating and capital funds are in question, it is essential that JPACT have an adequate opportunity to provide input.

The most important thing to do at this juncture is to establish a clear analytical and decision process that allows for TPAC and JPACT input. Presented below are a number of analytical and policy issues that would be appropriate for the TDP update to address and are the most significant issues for TPAC and JPACT involvement (could be conducted sequentially or concurrently):

Evaluation of Existing Resources

- Financial Forecast - given existing financial sources, how much capital and operating support can Tri-Met expect over the next five years? Are current constraints short-term or long-term?
- What level of operations and capital improvement does this level of financing permit?
- What is the most cost-effective use of existing resources? Where will service be expanded? Constricted? (Both in terms of routes added or deleted and headways increased or decreased.) Will service expansion/constriction vary between peak, mid-day and night service? What is the ridership/farebox revenue impact of the alternatives?
- Which capital projects are needed to support the service change? Is there a local match impact on other agencies and jurisdictions?

Mr. Paul Bay
June 27, 1983
Page 2

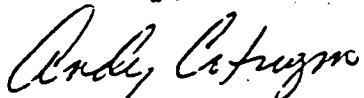
Evaluation of Desired Service

- What service improvements are needed despite the reality of financial constraints? (and why?) What additional capital improvements are needed? What priority?
- What additional operating and capital costs result from alternative levels of service expansion? How should this be financed? What is the local match impact on other agencies and jurisdictions?
- How do the two alternative capital programs relate to the funding amounts available from Section 9, Section 3 Letter of Intent and Section 3 Discretionary funds?
- Would the "desired" level of service be sufficiently productive to justify the additional public expense? How does this compare to today's service? The constrained alternative described above? Other systems nationwide?
- Is the preferred level of service consistent with the transit expansion identified in the RTP and other plans or should the level of transit service be downscoped?

These are my suggested issues to be addressed. I am sure that Tri-Met can reach agreement with TPAC/JPACT on a clear set of issues to address in the TDP update.

Finally, we are available to assist you with short-range ridership forecasts and/or mode split sensitivity analyses to evaluate the degree to which the current situation can be attributed to gas prices, the transit fare structure, the grid service change or unemployment. Such an effort would likely require changes to current Metro manpower assignments so further discussions on work priorities would be necessary. I am available to discuss these matters in more detail.

Sincerely,



Andrew Cotugno
Director of Transportation

AC/gl/8876B/D4

cc: TPAC/JPACT

STAFF REPORT

Agenda Item No. 6.1

Meeting Date November 3, 1983

CONSIDERATION OF ORDINANCE NO. 83-164 FOR THE
PURPOSE OF AMENDING THE FY 1983-84 BUDGET AND
APPROPRIATIONS SCHEDULE AND AMENDING ORDINANCE
NO. 83-153 TO PROVIDE FOR LEGAL SERVICES.

Date: October 11, 1983

Presented by: J. Sims

FACTUAL BACKGROUND AND ANALYSIS

This proposed budget and appropriations amendment is for the General fund, Executive Management Department only. It requests no net change, but provides for the reallocation of \$9,775 from Personal Services to Materials and Services.

This action is necessary due to the resignation of Metro's General Counsel. A transfer of funding to Materials and Services will allow for continued legal services on a contractual basis. This interim measure should provide adequate services while the Council and Executive Officer assess options for the provision of legal services in the future.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 83-164.

COMMITTEE CONSIDERATION AND RECOMMENDATION

On October 17, 1983, the Council Coordinating Committee recommended adoption of Ordinance No. 83-164.

JS/gl
0130C/353
10/11/83

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE RELATING TO THE)
FY 1983-84 BUDGET AND APPROPRIA-)
TIONS SCHEDULE; AND AMENDING)
ORDINANCE NO. 83-153)

ORDINANCE NO. 83-164

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

The amendments to the FY 1983-84 Budget of the Metropolitan Service District (Metro) attached hereto as Exhibit "A" and amendments to the FY 1983-84 Appropriations attached hereto as Exhibit "B" to this Ordinance are hereby adopted.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1983.

Presiding Officer

ATTEST:

Clerk of the Council

JS/gl
0130C/353

ORDINANCE NO. 83-164

ORDINANCE NO. 83-164

EXHIBIT "A"

General Fund, Executive Management Department

	<u>Current Appropriation</u>	<u>Amendment</u>	<u>Revised Appropriation</u>
Personal Services	\$226,223	(9,775)	\$216,448
Materials & Services	12,800	9,775	22,575
Capital Outlay	<u>1,350</u>	<u>0</u>	<u>1,350</u>
TOTAL DEPARTMENT	\$240,373	\$0	\$240,373

ORDINANCE NO. 83-164

EXHIBIT "A"

Amendments to the FY 1983-84 Adopted Budget
General Fund, Executive Management Department

	Current Budget	Amendment	Revised Budget	Reason
Personal Services				
General Counsel	\$ 42,915	(7,500)	\$ 35,415	Transfer
Fringe	49,889	(2,275)	47,614	Transfer
All Other Accounts	<u>133,419</u>	<u>0</u>	<u>133,419</u>	
Total Personal Services	\$226,223	(9,775)	\$216,448	
Materials & Services				
Contractual Services	\$ 2,500	\$ 9,775	\$ 12,275	Legal Services
All Other Accounts	<u>10,300</u>	<u>0</u>	<u>10,300</u>	
Total M&S	\$ 12,800	\$ 9,775	\$ 22,575	
Total Capital Outlay	\$ 1,350	0	\$ 1,350	
TOTAL EXECUTIVE MANAGEMENT DEPARTMENT	\$240,373	0	\$240,373	

CONSIDERATION OF RESOLUTION NO. 83-433 FOR
THE PURPOSE OF APPROVING THE COLLECTIVE
BARGAINING AGREEMENT BETWEEN METRO AND LOCAL
483 OF THE LABORERS INTERNATIONAL UNION.

Date: October 18, 1983

Presented by: Jordon/Karnuth/Rich

FACTUAL BACKGROUND AND ANALYSIS

Letters of Agreement to begin renegotiations of the labor agreement were exchanged between the Local 483 Business Agent and Metro Executive Officer early in May 1983. Negotiations began on June 15, 1983 and were completed on October 7, 1983.

There were 11 proposed changes to the contract by Management and 10 by the Union at the opening session. During the eight meetings all issues were negotiated to the mutual satisfaction of both parties.

The two main issues negotiated were wages and Union employee use of sick leave and on-the-job injury leave. The key points of the agreement include the following:

- a. two-year contract;
- b. wages remaining at 1982-83 levels with a wage reopener clause after the first year; and
- c. Union and Management cooperating in remedying identified sick leave and on-the-job injury leave misuse.

The agreement is scheduled for a Union membership ratification vote on Tuesday, October 25, 1983.

Staff recommends the Metro Council authorize the Executive Officer to execute the negotiated agreement.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of the agreement.

COMMITTEE CONSIDERATION AND RECOMMENDATION

DK/srb
0171C/366
10/24/83

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF APPROVING THE) RESOLUTION NO. 83-433
COLLECTIVE BARGAINING AGREEMENT)
BETWEEN METRO AND LABORERS) Introduced by the Executive
INTERNATIONAL UNION, LOCAL 483) Officer

WHEREAS, The negotiated agreement between Metro and Local
483, Laborers International Union (LIU), expired June 30, 1983; and

WHEREAS, Negotiations for a new agreement between Local
483, LIU, and Metro have been completed as set forth in the
"Collective Bargaining Agreement" document; now, therefore,

BE IT RESOLVED,

That the Metro Executive Officer is authorized to execute
the Collective Bargaining Agreement between Metro and Local 483 LIU,
dated November 4, 1983 and attached hereto.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1983.

Presiding Officer

DK/srb
0171C/366
10/24/83

1983 - 1985

COLLECTIVE BARGAINING AGREEMENT

between

METROPOLITAN SERVICE DISTRICT

and

LABORERS INTERNATIONAL UNION

LOCAL NO. 483

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Metro/Local 483 Agreement
July 1, 1983

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1.5 SUPERVISOR: The head of one of the Offices, Divisions or Departments established by the Employer.

1.6 Before a temporary or emergency employment employee can become a permanent or permanent part-time employee, he/she must have gone through the same job selection process as any other applicant.

2. Management Rights

2.1 The employer shall have and retain sole responsibility for the management and operation of the Zoo and direction and control of its work force, facilities, properties, programs and activities, except as expressly limited by the terms of this Agreement.

3. Recognition

3.1 The Employer recognizes the Union as the sole collective bargaining agent for all members of the bargaining unit employed by the Employer at the Washington Park Zoo, excluding confidential employees, supervisory employees including foremen, administrative employees, and employees whose primary duties consist of security or guard functions.

3.2 No supervisor nor salaried employee other than foremen shall perform any of the work covered under this Agreement, except in cases of emergency. Emergency is defined as a situation beyond the control of the Employer which the Employer could not anticipate. Emergencies shall not include those day-to-day situations which require immediate action which have been normally performed by bargaining unit employees. A supervisor may use tools or equipment and perform work when the objective is to show, explain or train employees in the proper performance of their work assignments.

3.3 No foreman shall perform the work covered under this Agreement except under the following circumstances:

3.3.1 A Foreman may perform such work in cases of emergency as defined in paragraph 3.2.

3.3.2 A foreman may use tools or equipment and perform work when the objective is to show, explain or train employees in the proper performance of their work assignments.

3.3.3 A foreman may work with employees and may assist with their routines as long as such foreman does not replace a regular employee of the Bargaining Unit.

AGREEMENT
between
METROPOLITAN SERVICE DISTRICT (METRO)
and
LABORERS INTERNATIONAL UNION, LOCAL NO. 483

THIS AGREEMENT, made and entered into this _____ day of _____, 1983, by and between METROPOLITAN SERVICE DISTRICT (METRO), Portland, Oregon, its successors and assigns, hereinafter called the "Employer," and LABORERS INTERNATIONAL UNION, LOCAL NO. 483, hereinafter called the "Union."

Preamble

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin, handicap or political affiliation. The Union shall share equally with the Employer the responsibility for applying this provision of the Agreement. Nothing in this section, however, shall be construed to prohibit actions taken because of bona fide job qualifications or mandatory retirement at age 70.

1. Definitions

1.1 PERMANENT EMPLOYEE: Any employee who works full time on a yearly basis in a job classification contained in Schedule A.

1.2 PERMANENT PART-TIME EMPLOYEE: Any employee, other than on-call employees, whose employment is part-time and lasts longer than ninety (90) working days in any calendar year, or in the case of on-call employees 720 hours in a calendar year, but works less than full time, in a job classification contained in Schedule A, and such employment re-occurs each year.

1.3 EMERGENCY EMPLOYMENT EMPLOYEE: Any employee employed full time through an emergency public employment program in a job classification in Schedule A. The tenure for an Emergency Employment employee will be no longer than the period for which their employment is funded.

1.4 TEMPORARY EMPLOYEE: Any employee, other than on-call Typists/Receptionists and Stationmasters, whose period of employment will last no longer than ninety (90) working days in any calendar year. On call Typists/Receptionists and Stationmaster's period of employment may last 720 hours in any one calendar year. Temporary/on-call employees are not entitled to vacation pay, health and welfare, sick leave, and personal holidays. Temporary/on-call employees working consecutive years shall not be entitled to accumulate time for purposes of personal holidays or for any other purpose under this Agreement. Employees hired to fill temporary positions shall be notified by the Employer, upon hiring, that the employee will be employed in the temporary position for no more than ninety (90) working days, or 720 hours for those on call, in any calendar year.

3.4 Except as provided in this Article, work performed under classifications covered by this Agreement shall be performed at rates and conditions herein established. Any work which is performed by Bargaining Unit employees shall not be contracted out. This does not, however, restrict the Employer from contracting out work previously subcontracted.

4. Union Membership

4.1 All permanent, permanent part-time and emergency employment employees who are covered by this Agreement shall, not later than thirty-one (31) days from the date of this Agreement or from the date of employment, as the case may be, join and remain members of the Union as a condition of employment for the term hereof, by tender of regular dues and initiation fee, if any. Temporary employees shall not be required to become or remain members of the Union, but as a condition of employment shall pay a monthly fee for each calendar month following the first thirty (30) working days of employment.

4.2 If any employee is a member of a church or religious body which has bona fide religious tenets or teachings which prohibit such employee from being a member of or contributing to a labor organization, such employee shall pay an amount of money equivalent to regular Union dues and initiation fees and assessments, if any, to a non-religious charity or to another charitable organization mutually agreed upon by the employee and the Union. The employee shall furnish written proof to the Employer that this has been done.

4.3 The Union will defend and hold harmless the Employer, its directors, officers, administrators, and agents from any liability arising out of the application or administration of the compulsory Union Membership provisions of this Agreement.

5. Dues Checkoff

5.1 The Employer agrees to deduct from the paycheck of each employee, who has so authorized it, the regular initiation fee and regular monthly dues uniformly required of members of the Union. The amounts deducted shall be transmitted monthly to the Union on behalf of the employees involved. Authorization by the employee shall be on forms furnished by the Employer and may be revoked by the employee upon written request. The performance of this service is at no cost to the Union.

- 5.2 The Employer will not be held liable for check-off errors but will make proper adjustments with the Union for errors as soon as is practicable but no later than the end of the following pay period.
- 5.3 The Union agrees to defend and hold the Employer harmless against any and all claims, suits, orders or judgments brought against the Employer which are based upon the provisions of this Article.

6. Standard Day Shift Hours

- 6.1 Forty (40) hours shall constitute the normal workweek, eight (8) hours per day, five (5) consecutive days per week with two (2) consecutive days off. Notice of change in shift starting times or days off will be given prior to the end of the week before the week in which the change becomes effective, and such change will be effective for not less than one (1) week.
- 6.2 Except in cases of emergency, all employees' work schedules shall provide for a fifteen (15) minute rest period during each one half (1/2) shift. Rest periods shall be scheduled near the middle of each one half (1/2) shift whenever feasible.
- 6.3 Notwithstanding the workweek set forth in 6.1 and 6.2 above, the Employer and the Union may, by mutual agreement, initiate a workweek consisting of four (4) consecutive ten (10) hour days with three (3) consecutive days off. Overtime rates will be paid for all hours over ten (10) hours worked in any one day, for any work performed on the employee's three (3) scheduled days off, and holidays. If a 4 - 10 work schedule is implemented, and found to be less favorable after discussion by management and the union, either party may elect to return to the 5 - 8 schedule.

7. Shifts

Shift work shall be permitted in all classifications, without restrictions, on the following basis:

- 7.1 The day shift is any full shift which begins between 6:00 A.M. and 11:59 A.M.
- 7.2 Employees transferred from one shift to another, unless relieved from work at least a full shift before starting their new shift, shall be paid the overtime rates for the first such new shift worked.

- 7.3 The second or swing shift shall be defined as any full shift which begins between 12:00 Noon and 6:59 P.M. An employee scheduled on the second shift shall receive a thirty cents (30¢) per hour shift differential in addition to his/her regular hourly rate (as set forth in Schedule A).
- 7.4 The third or graveyard shift shall be defined as any full shift which begins between 7:00 P.M. and 5:59 A.M. Employees scheduled on the third shift shall receive a shift premium of thirty-five cents (35¢) per hour in addition to the regular hourly rate (as set forth in Schedule A).
- 7.5 Relief shifts shall be defined as:
- 7.5.1 Any work week schedule which includes multiple shifts with a maximum of three (3) day shifts.
- 7.5.2 Employee regularly assigned to relief shifts shall be paid forty (40) cents per hour premium for all hours worked.
- 7.5.3 Employees working relief shifts shall not receive shift premium authorized in Sections 7.3 and 7.4 above.
- 7.6 The shift premium provided for by 7.3, 7.4 and 7.5 above shall not apply during hours when earning overtime or when on vacation, sick leave, or any other paid leave of absence and shall not be included in an employee's regular hourly rate for purposes of computing overtime or other premium or holiday pay of any kind.

8. Overtime

- 8.1 Overtime at the rate of one and one-half (1-1/2) times an employee's established hourly rate exclusive of shift premium, shall be paid for all work performed outside of or in excess of an employee's established shift hours and on the employee's sixth and seventh day of work in any week and on holidays, provided, however, that the Employer may compensate for such overtime by time off (at a time mutually agreed upon) at the rate of one and one-half (1-1/2) hours off for each hour of overtime to a maximum of sixty (60) hours in one (1) year worked.
- 8.2 A record of overtime hours worked or offered to each employee shall be maintained in each work unit for each month and such information shall be posted. An employee who wishes additional or less available overtime shall review the matter with his/her immediate supervisor and union representative.

- 8.3 Employees required to work around the clock (three shifts) and required to continue work through their regular assigned shift shall continue to receive pay at the overtime rate.
- 8.4 An employee who is required to work more than four (4) hours before, or two (2) hours beyond his/her regular shift shall be allowed a thirty (30) minute lunch period on the Employer's time, to be taken not later than the expiration of such four (4) or two (2) hour overtime period. In the event such employee works for more than four (4) hours, or more than two (2) hours before or beyond such four (4) or two (2) hour overtime period, he/she shall receive an additional thirty (30) minute lunch period on the Employer's time for each additional four (4) or two (2) hour overtime increment as the case may be.
- 8.5 Lunch periods may be scheduled by the Employer, provided only that no lunch period will be scheduled before three and one-half (3-1/2) or after five (5) hours from the beginning of an employee's shift except in emergency situations. No employee shall be required to take his/her lunch period later than five (5) hours after the beginning of his/her shift. In the event it is not possible to allow a lunch period during such five (5) hours, the employee shall receive time and one-half for his/her one-half (1/2) hour lunch period and shall also be allowed a reasonable opportunity to eat his/her lunch on the Employer's time. For purposes of this Section, a "reasonable opportunity" shall include, with respect to Railroad employees, eating lunch at their duty stations.

9. Reporting Pay and Minimum Pay

- 9.1 Any permanent and emergency employment employee who is scheduled to report for work on his/her scheduled shift and who presents himself/herself for work as scheduled, but where work is not available or made available for him/her, shall be paid at his/her regular rate for eight (8) hours.
- 9.1.1 9.1 above shall not apply to permanent part-time or temporary employees whose minimum guarantee shall be four (4) hours.
- 9.2 Any employee called to return to work immediately, or before the employee's next work shift, and such call is after the employee has left the Employer's premises at the end of his/her last shift, shall be paid for a minimum of four (4) hours at the rate of one and one-half (1-1/2) times the regular rate. However, when any employee is required to work in excess of eight (8) hours in any work

day, and the excess time is adjacent to the employee's regular work schedule, the employee will be paid time and one-half (1-1/2) only for the time worked in excess of eight (8) hours.

9.2.1 If a permanent part-time or temporary employee is called to work on the Railroad and circumstances make it unfeasible to operate the trains and the employee is sent home, and then later on this same day is called to return to work, he/she shall be guaranteed only two (2) hours pay for the second call.

9.3 Any employee required to work a split shift shall be paid at the rate of time and one-half (1-1/2) for not less than eight (8) hours of such shift (exclusive of any overtime worked in addition thereto). Time worked on the employee's sixth (6th) or seventh (7th) day shall not be covered by this paragraph.

10. Work Opportunities and Seniority

10.1 Permanent part-time employees shall have seniority only within their job classifications and such seniority shall accrue only on the basis of actual time they are employed. Emergency employment employees shall have seniority only within their own group during their limited term of employment. Temporary employees shall accrue no seniority rights under this Article.

10.2 Except as provided in 10.1, in the matter of lay-off and recall of employees, as well as in the matter of promotion, selection of jobs or opportunities to work on new jobs, processes, or a preferred job within the bargaining unit and the selection of work shifts and vacation periods, the Employer shall prefer those employees with the greatest length of service with the Employer in accordance with the following sections.

10.2.1 All employees, who transferred to the employment with the Employer from the Portland Zoological Society, seniority dates shall be such dates as their original employment with the Society.

10.2.2 If two or more employees were employed in any classification on the same day, seniority shall be determined by their order of hire by the Employer's records.

10.3 Seniority of an employee as used in this Agreement shall be based upon his/her continuous length of employment with the Employer. Seniority shall continue and accumulate on the following basis:

- 10.3.1 During a lay-off.
- 10.3.2 Any authorized leave of absence in which an employee continues his/her pay status.
- 10.3.3 During a military leave of absence as provided for by law.
- 10.3.4 Up to one (1) year because of leave of absence caused by personal sickness or injury. The employee's seniority will be frozen after such leave provided he/she has requested to return to work as provided in 14.2.
- 10.3.5 Up to eighteen (18) months for an industrial accident.
- 10.3.6 Up to ninety (90) working days for a personal leave of absence.
- 10.3.7 Up to one (1) year for an educational leave of absence.
- 10.3.8 Any employee who voluntarily quits, is discharged, or who doesn't return to work from a leave of absence, as provided for in this Agreement, will forfeit all seniority rights with the Employer.
- 10.4 The Employer shall provide the Union a seniority list showing the continuous service of each employee. This list will be furnished to the Union on July first (1st) of each year and the Employer shall notify the Union by written communication immediately upon any change therein.
- 10.5 Reductions in force shall be accomplished by removing from the classification in which the over-supply exists the junior person in that classification. An employee so removed shall be entitled to work in a lower classification in which he/she has held permanent status in the order of his/her seniority in that classification in the Zoo.
 - 10.5.1 No lay-offs or reduction to a lower classification shall be executed as long as there are temporary employees, volunteers, or work release employees serving within the affected classifications covered by this Agreement.
 - 10.5.2 The Employer shall re-employ layed-off employees on a strict seniority basis for the classification from which the employee was layed off.

- 10.5.3 On re-employment of layed-off employees, the Employer shall notify the employee by certified letter, with a copy to the Union, mailed to his/her last known address. The employee shall have five (5) days to report his/her intentions to the Employer and shall report to work within two (2) weeks after notification by the Employer, or, as mutually agreed. Failure to accept recall to work will terminate any rights for re-employment.
- 10.5.4 The rights to re-employment conferred by sections 10.5.2 and 10.5.3 shall continue for two years from the date of lay-off and then be terminated.
- 10.6 Work unit, as discussed in the following Sections, shall be defined as Animal Care Unit, Grounds Unit, Maintenance and Railroad Unit and Clerical Unit.
- 10.7 Vacation selections shall be by classification on the basis of seniority within the work unit in which employees are employed:
- 10.7.1 Each employee will be entitled to exercise his/her seniority for only one (1) vacation selection each year.
- 10.7.2 Such selection shall be made by bid posting between January 15 and February 15, of each year for vacations between April 1 of that year and March 31 of the next year in accordance with the following:
- 10.7.2.1 Any employee wishing to submit a bid concerning preferred vacation scheduling shall do so in writing not later than February 15.
- 10.7.2.2 Any duplication in preferred vacation scheduling shall be worked out between employees submitting such duplicate bids and the supervisor involved by March 15.
- 10.7.2.3 In the event duplicate bids cannot be worked out to the satisfaction of the employees involved and the Employer by March 15, seniority shall control subject only to the overall staffing needs of the Zoo operation.
- 10.8 For the purposes of this Article, a qualified employee is an employee who is qualified by knowledge, skill and

experience, and is physically able to perform the job. The parties recognize the desirability of preferring the qualified employee. In the event two or more employees are equally qualified, the employee with the greater length of service shall receive preference. When a vacancy occurs in a permanent job, present employees shall be given the first opportunity on the following basis:

- 10.8.1 If the vacancy involved is a new job process or a preferred job within a classification first opportunity shall be given to qualified employees in that classification within the work unit where the vacancy occurs.
- 10.8.2 Whenever a vacancy occurs which creates promotional opportunities within the unit, or transfer to a vacancy, qualified employees within the work unit where a promotional opportunity exists shall be given first opportunity to fill such vacancy, and second opportunity to fill promotional opportunity shall be afforded to any qualified employee covered by this Agreement.
- 10.8.3 An employee filling a promotional opportunity or filling a vacancy shall work the work schedule specified for such job.
- 10.8.4 Promoted employees shall serve a ninety (90) working day probationary period. The probationary period shall be used by the Employer as an evaluation period in which the Employer will make written evaluation to the employee at the completion of thirty (30), sixty (60) and eighty-five (85) working days of his/her probationary period.
- 10.8.5 Any employee who is promoted and fails to qualify for the new position shall be returned to his former classification with all rights and conditions of employment he/she had in his/her former classification.
- 10.8.6 Within ninety (90) days of promotion, any employee may elect to return to his/her former classification with no loss of rights and conditions of employment; provided a vacancy exists in the employee's former classification within six months of the promotion.
- 10.9 All vacancies which create job opportunities within the bargaining unit under Article 10 shall be posted in the work location of the affected employees. Such job opportunities shall be posted for a period of seven (7)

working days. Employees shall bid in writing on such opportunities according to the provisions of this section and such bid shall be made no later than the eighth (8th) working day after the first day of posting.

10.9.1 If the employer makes an assignment from within the bargaining unit, the assignment will normally be made within seven (7) working days after the bid is closed. The name and seniority of the employee assigned to the job shall be posted and a copy given to the Union. Upon request of any senior applicants, the Employer shall submit in writing to applicants concerned the reasons for the choice with a copy to the Union.

10.10 Whenever a vacancy occurs in any regular job, the Employer may temporarily fill it by appointment. Seniority and qualifications shall be the governing factor in such appointments. Employees on temporary assignments shall retain their seniority in their permanent job classification. Temporary appointments shall not exceed ninety (90) working days.

10.10.1 The Employer shall pay an employee assigned to a higher classification the rate for that classification.

10.10.2 If assigned to the classification at the beginning of the employee's shift, he/she shall receive the higher rate for a minimum of four (4) hours, but if more than four (4) hours he/she shall receive eight (8) hours. If an employee is assigned after the beginning of the shift and works four (4) hours or less he/she shall receive a minimum of four (4) hours at the higher rate, and if he/she works more than four (4) hours he/she shall be paid the higher rate for the balance of the shifts.

10.10.3 When it is necessary to work employees in a lower classification, the Employer shall pay the employee his/her regular rate for his/her permanent classification.

10.11 It is hereby recognized the desirability of full-time Zoo employees being trained in all phases of Railroad operations and as such employees are trained, they shall, in the next season, replace those part-time Railroad employees then employed by the Zoo. Such Railroad employees will be replaced on the basis of their seniority within their classification with the Zoo.

11. Holidays

11.1 The following holidays shall be recognized and observed as guaranteed paid holidays:

11.1.1 New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Day, and every day appointed by the President or the Governor of the State of Oregon as a universal holiday for all citizens. After completion of six (6) months' service, each employee covered by the terms of this Agreement shall have two (2) personal holidays per fiscal year. The personal holidays shall be arranged upon reasonable notice and by mutual agreement between the employee and the supervisor.

11.1.2 A permanent part-time employee shall be entitled to receive personal holiday pay only upon completion of six (6) consecutive calendar months in which such employee works eighty (80) hours or more per month.

11.2 Whenever one of the above-listed holidays falls on Saturday, the Friday before or the Monday following said holiday shall be considered as a holiday and paid for as such. The Employer shall have the option to schedule employees off for that holiday on either of such days in accordance with operational needs. As to any employee who is not given either the preceding Friday or the following Monday off as a holiday, the preceding Friday shall be deemed the holiday. Notwithstanding the foregoing, those jobs which operate seven (7) days per week and/or twenty-four (24) hours per day will observe Christmas on December 25, New Year's on January 1, and Independence Day on July 4th.

11.3 Whenever a holiday falls on Sunday, the following Monday shall be deemed a holiday and paid for as such. Whenever a holiday falls on an employee's regularly scheduled day off, the first work day following such day off shall be considered a holiday and paid for as such.

11.4 Eligible employees shall receive eight (8) hours regular pay for each of the holidays set forth above on which they perform no work. In addition to an employee's holiday pay he/she shall be paid the overtime rate for any holiday he/she is required to work. However, if an employee is regularly scheduled to work on a holiday, he/she will be permitted to defer the holiday with regular pay until a later date. An employee under this section can accumulate no more than five (5) deferred or postponed holidays. Deferred or postponed holidays will be taken at a time

mutually agreeable to the supervisor and the employee. Prior to the use of any vacation time, any deferred or postponed holiday time must be taken. The employee will endeavor to schedule the deferred or postponed holiday within the fiscal year it accrues.

- 11.4.1 An eligible employee shall be any employee who has been an employee of the Employer at least ten (10) days prior to the holiday.
- 11.4.2 No employee shall receive holiday pay if the employee is absent on his/her scheduled work day either immediately preceding or immediately following the holiday, unless he/she was on pay status for the entire such day before and day after, or unless he/she has previously applied to his/her supervisor in writing for permission to be so absent and such written request has been approved by the Director. However, in emergency situations where an employee is unable to procure prior approval for such absence he/she may submit a written request for holiday pay, stating the reason for his/her absence, to the Director. If the Director considers the reason for the absence excusable, the holiday pay shall be paid. Should the Director either question the validity of the request or consider the reason for the absence insufficient cause for being absent, he/she shall contact the Union, discuss the case with them, and together shall render a decision. The deliberation and decision shall be based upon both the following considerations:
 - 11.4.2.1 Whether the absence would have been granted had prior approval been sought, and, in addition
 - 11.4.2.2 Whether the reason for not seeking prior approval was a valid one. Such decision shall be final and binding and not subject to the grievance procedure.
- 11.4.3 If a holiday is observed during an employee's vacation period, he/she may have his/her vacation lengthened (either before or after) for one (1) day with pay or he/she may choose a deferred holiday with pay.
- 11.4.4 If an eligible employee is on sick leave and a holiday is observed, he/she shall be paid for such holiday and it shall not count against his/her accumulated sick leave.

11.4.5 Notwithstanding any other provision of this article, permanent part-time employees shall be eligible for paid holidays only if working on a regularly scheduled basis. Permanent part-time employees who accept on-call work on holidays will be paid, at the overtime rate, only for time worked.

12. Vacations

All employees except temporary employees shall receive vacations with pay as follows:

12.1 Annual vacation leave for employees shall be computed on the basis of time actually served during each calendar year. The rate that annual vacation leave accrues shall depend on the number of years of total service for the Employer, whether or not total service was broken. If in a calendar year an employee will have attained the following number of years of total service, then on January 1 of that year his/her annual vacation leave shall accrue at the following rates, provided, however that for employees hired after the ratification of this Agreement their anniversary date for the purpose of accruing annual vacation leave shall be their date of hire.

<u>Total Years of Service</u>	<u>Accrual Rate per Semi-monthly Pay Period</u>	<u>Vacation Leave per Year</u>
0 through 4	3.333 hours	80 hours
5 through 9	5.000 hours	120 hours
10 through 14	5.833 hours	140 hours
15 through 19	6.666 hours	160 hours
20 through 24	7.500 hours	180 hours
25 years or more	8.333 hours	200 hours

12.2 An employee's vacation is deemed earned at the end of each pay period pursuant to Article 19

12.3 In computing vacation "years of total service" as used in 12.1 above:

12.3.1 Includes time taken while on leave of absence with pay or military service without pay.

12.3.2 Includes absence because of an on-the-job injury up to eighteen (18) months.

- 12.3.3 For permanent part-time employees, total length of service shall constitute the accumulative number of months in which such employee actually worked eighty (80) hours or more. Such employee will accrue vacation leave on the basis of time actually worked each month.
- 12.4 Employees shall continue to earn vacation credit for:
- 12.4.1 A period of one year because of an absence caused by an on-the-job injury.
- 12.4.2 Any authorized leave of absence where an employee continues his/her pay status.
- 12.4.3 Any authorized personal leaves of absence not to exceed thirty (30) days in a fiscal year.
- 12.5 Accumulated vacation equivalent to the annual vacation earned by the employee in the preceding fiscal year can be carried over for one (1) year.
- 12.6 Whenever an employee with more than ninety (90) working days service is laid off or terminated, his/her vacation time shall be pro-rated and paid for as such.
- 12.7 Employees shall be permitted to choose either a split or entire vacation. Employees shall have the right to determine their vacation time on the basis of seniority as provided in Article 10.

13. Health and Welfare

- 13.1 The Employer shall pay into the Oregon Laborers-Employers Trust Fund on behalf of each permanent and emergency employment employee who works eighty (80) hours or more per month, the required monthly premium under the Health Maintenance Medical Plan. New employees who work eighty (80) hours or more by the twentieth (20th) day of a month, will be eligible to use their health and welfare the first (1st) of the following month. Such sum shall be applied to purchase monthly medical, psychiatric, dental, eye care, insurance and sick leave benefits under such Fund for each eligible employee and his or her eligible dependents in accordance with the Health Maintenance Medical Plan of the Fund. Payments shall be submitted each month on behalf of eligible employees and dependents for the preceding month to Oregon Laborers Trust Funds, 2929 N. W. 31st Avenue, Portland, Oregon 97210, the administrators of the Fund. The parties recognize the administrative desirability of a single health and life insurance program for all employees. Employees of the Employer who are employed at the Washington Park Zoo and

who are outside the bargaining unit covered by this Agreement may, at Employer option, be covered by such insurance on the same terms as specified above under uniform rules of eligibility and qualification as specified in the applicable plan. Permanent part-time employees, after they have worked ninety (90) working days and work eighty (80) hours or more per month, will be provided health and welfare coverage.

- 13.2 Any eligible employee who does not work the required eighty (80) hours per month during the preceding month shall have the option to self pay, by payroll deduction or by direct payment. Payroll deduction shall be contingent upon and operative only in the event an employee works a sufficient number of hours during a subject month to cover the required payment.
- 13.3 Temporary employees are not eligible for health and welfare coverage.
- 13.4 The Employer will not be liable for payroll deduction or premium payment errors but will make proper adjustment for errors as soon as practicable, but no later than the end of the following pay period.

14. Sick Leave

- 14.1 Employees shall earn sick leave at the rate of four (4) hours per bi-weekly payroll period or 4.333 hours per semi-monthly pay period; provided, permanent part-time employees shall earn sick leave at the rate of four (4) hours for each eighty (80) hours worked. Qualified employees shall be eligible for use of earned sick leave after ninety (90) working days service with the Employer. An employee shall be entitled to use a maximum of four (4) consecutive calendar days sick leave without a doctor's certificate if the employee has accumulated not less than four hundred (400) hours of sick leave. Otherwise, the employee will be entitled to use a maximum of three (3) consecutive calendar days sick leave without a doctor's certificate. If an employee is on sick leave prior to his/her regular weekly scheduled days off, the scheduled days off will not be counted for the purpose of requiring a doctor's certificate. When a doctor's certificate is required, it will contain the date of treatment and the date the employee may return to work. Pregnancy shall be considered an illness for the purpose of this Article. Employees may accumulate sick leave to a maximum of 1,440 hours. Employees may use up to five (5) days in any fiscal year for illness in his/her immediate family; (immediate family means spouse, children, father, mother) if supported by a statement from the attending physician. Notwithstanding the foregoing, any employee who is

considered to be misusing sick leave may be subject to discipline and/or may be required to furnish a doctor's certificate for each day of illness. In addition, employees using sick leave shall notify, or cause to be notified, his/her supervisor or the Director within one (1) hour of commencement of his/her shift, unless such notification is physically impossible.

- 14.2 Upon application, supported by a statement of the attending physician, a leave of absence will be granted without pay for a period not to exceed one (1) year in cases of pregnancy, personal illness or physical disability that is non-job-related. Any employee requesting such a leave shall file such request in writing with the Director and attach thereto a statement of the attending physician. Such leave shall also be granted for critical illness in the immediate family if supported by a statement of the attending physician and by proof that the illness requires the employee's attendance. Employees upon ceasing work, shall use such vacation and sick leave as may have been earned, except that such vacation time must have been regularly available to him or to her during the calendar year and the sick leave shall not exceed the amount which has been earned up to the time the employee ceases work. The leave of absence without pay shall commence immediately, or if used, upon exhaustion of earned sick leave and vacation. After a leave of absence of ninety (90) working days or longer, an employee desiring to return to work must give the Employer ten (10) days written notice of their intent to return. However, if a vacancy does not exist at the time such employee decides to return from a leave, he/she shall be placed on the appropriate layed-off list in accordance with seniority which list shall be subject to the provision of section 10.5.4. Pregnant employees who continue to work after knowledge of their pregnancy shall sign a release of liability in favor of the Employer concerning possible harm to the fetus from animal-related diseases.
- 14.3 Temporary employees shall accrue no sick leave benefits.
- 14.4 Sick pay is provided in a specified amount per week as of the execution of this Agreement, as a consequence and as a part of the Health and Welfare coverage provided under Article 13 of this Agreement. It is mutually agreed that There will be no duplication of sick leave benefits paid by the Oregon Laborers-Employers Trust Fund and sick leave provided under this Agreement. As a consequence, any such leave benefits paid by the Oregon Laborers-Employers Trust Fund shall be credited against any sick leave payments which would otherwise be payable by the Employer under this Article 14 and shall not be payable by the Employer. Any sick leave payments from the Health and Welfare Fund with which the Employer is credited shall (not) be charged

against the employee's accumulated sick leave under section 14.1 of this Article 14. Employees eligible for sick pay from the Trust Fund must apply for said pay, and shall not be paid by Metro for amounts which should have been received from the Trust Fund.

14.5 During an absence due to an industrial accident which is accepted by Workers' Compensation, any employee covered by this Agreement shall be entitled to receive an income supplement from the Employer for as many days as he/she had accrued sick leave on the day of the accident. The Employer and the Union agree that the daily supplement will be 1/3 of the normal gross daily wages. Both parties agree to the principle that the employee should suffer no financial penalty nor should the employee have a financial advantage by being in a disability status. Medical progress reports may be required as a condition of all such payments.

14.5.1 On an employee's date of hire, he/she shall be credited with a total of fifteen (15) days of industrial accident leave. Such leave shall be available for time lost because of industrial injury for two (2) years from the employee's date of hire and shall be used prior to the supplement outlined in 14.5 above.

14.5.2 Payments made by the Employer under subsections 14.5 and 14.5.1 above shall not be charged to accrued sick leave.

14.5.3 If an employee exhausts all benefits in 14.5 and 14.5.1 above, and remains employed with MSD, the Employer shall maintain the employee's health and welfare insurance benefits for a period not to exceed three (3) months, providing he/she was eligible for MSD-paid benefits at the time of the accident.

14.5.4 Any employee who suffers an industrial accident shall have the right for a period of eighteen (18) months to return to the position he/she held at the time of his/her accident if he/she is physically capable of performing the duties of such position.

14.5.5 If an injured employee has become medically stable and is physically unable to return to the position he/she held at the time of injury, or the eighteen (18) month period in 14.5.4 has expired, then he/she will be re-employed in accordance with applicable State law.

- 14.5.6 Employees whose benefits under 14.5 have expired will automatically be placed on an Industrial Accident Leave of Absence. However, an employee who has not returned to work within the eighteen (18) month period in 14.5.4 shall have his/her seniority frozen and shall accumulate no further seniority until they return to work.
- 14.5.7 Employees hired as replacements for persons on Industrial Accident Leave, in accordance with 14.5.4, 14.5.5 and 14.5.6, will be informed as to the right of an injured worker to return to his/her job.)
- 14.6 The Employer agrees to convert sick leave pay, upon retirement, to a PERS Supplement, as contemplated by ORS 237.153.
- 14.7 The Employer agrees to convert sick leave pay upon retirement, for those employees covered under the Employer's private retirement program on the same basis as those employees under P.E.R.S.
- 14.8 No sick leave pay shall be paid for injuries related to outside employment.
- 14.9 Sick Leave Incentive Program:
- 14.9.1 An employee who uses no more than twenty-four (24) hours sick leave in a fiscal year, after the effective date of this Agreement, shall be credited at the end of such year with eight (8) hours additional vacation time or upon request of an employee, and approval of the employer, may be paid for the eight (8) hours additional vacation.
- 14.9.2 It is the intent of the parties that the above section is experimental in nature and is designed to encourage accumulation of sick leave and to discourage improper and unnecessary use of sick leave. If the Employer finds at the end of this Agreement that the Sick Leave Incentive Program is not resulting in the desired decrease in sick leave use, both parties agree that the program shall not be continued in any subsequent Agreement.
- 14.10 Employer and Union agree to work together during the period of this agreement to identify and curb abuse of sick leave and industrial accident benefits.

15. Other Leaves

- 15.1 An employee absent from duty by reason of the death of his or her spouse, parents, children, sister, brother, grandparent, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law or son-in-law shall be allowed not to exceed two (2) days time off duty without deduction of pay on account of such absence.
- 15.2 An additional two (2) days leave shall be allowed an employee for necessary funeral travel time in the event of a death in his/her immediate family. Approval for such travel time shall be made by the Director.
- 15.3 Under exceptional circumstances, leave for death may be granted by the Director upon the death of a person other than the employee's immediate family.
- 15.4 When an employee attends a funeral ceremony for a fellow employee within his/her own Department, he/she will be granted four (4) hours time off with pay to attend such funeral ceremony, subject to the needs of the operation.
- 15.5 With reasonable advance notice and with consent of the Employer, employees may be permitted other unpaid leaves of absences under the following conditions:
- 15.5.1 Personal leaves of absence, where the employee will return to work within ninety (90) working days. Personal leaves of absence shall not be granted for other outside employment.
- 15.5.2 Job related educational leaves of absence may be granted for a period not to exceed one (1) year. The return to work criteria shall be that used in 14.2.

16. Jury Duty

- 16.1 All employees shall be granted leave with pay and without loss of any benefits of his/her employment, to serve as a juror or witness in response to a subpoena or similar service issued out of a state or federal court, subject to the following provisions:
- 16.1.1 The employee granted such leave shall pay all money received for his/her service as juror or witness to the Employer, less any travel allowance received.
- 16.1.2 Where the employee is required to serve as a juror or witness on a scheduled day off or

vacation days, and such day cannot reasonably be rescheduled, he/she may retain the fee paid for service as a juror or witness on his/her day off or vacation day.

16.1.3 If an employee granted leave under this Article is excused from service as juror or witness with more than two (2) hours remaining in his/her work shift, he/she shall notify his/her supervisor and shall report to work the remainder of his/her shift if his/her supervisor requests him/her to do so. For the purpose of this Article, the employee shall be considered as working the day shift.

17. Safety-Sanitation

17.1 The Employer will exert every reasonable effort to provide and maintain safe working conditions, and the Union will cooperate to that end and support the Employer when discipline is reasonably required in the case of safety regulation violations.

17.2 The Union will encourage their members to work in a safe manner. To that end, a safety committee shall be established. The committee shall be composed of five (5) representatives; two (2) representatives designated by the Employer, two (2) by the Union, and a fifth (5th) picked by the four (4) representatives, which committee shall assist, make recommendations to and cooperate with the safety officer of the Employer. The employees designated for this committee shall be employees who have knowledge of practices of the operations and who have worked for the Employer a minimum of one (1) year. The functions of such committee shall be advisory only. The committee shall meet once a month with minutes of the meeting prepared by management and a copy thereof furnished to the Union. Committee members shall serve a term of one year or until replaced.

17.2.1 Each month each supervisor shall hold a safety meeting with his/her crew. The supervisor will report on the action or disposition of any recommendations or complaints of the safety committee that would have an effect on his/her crew.

17.3 All work performed by the employees shall be governed by the provisions set forth in the Oregon State Safety Codes.

17.4 No employees shall operate any vehicle or machinery which does not comply with the Safety Codes or the laws of the State of Oregon.

- 17.4.1 Whenever any automotive or other equipment is taken out of service for safety or mechanical reasons, the Employer shall place a tag on the equipment stating the equipment is out of service. A record of service will be maintained and be available for review by the operator of such equipment.
- 17.5 Any employee who believes that any working condition or machinery is unsafe, shall immediately call it to the attention of the safety committee or his/her supervisor.
- 17.6 No employee shall be disciplined for refusal to violate the Safety Code or the laws of the State of Oregon.
- 17.7 Any condition which the Union believes a violation of reasonable sanitation practices may be taken up through the Grievance procedure under Article 26.
- 17.8 Where noxious or poisonous gases may accumulate, the Employer shall provide proper protection and ventilation. Proper lighting and ventilation shall be provided for all enclosed working spaces.
- 17.9 No employee shall be required to work alone in a situation in which working alone is hazardous. In the determination of whether it is hazardous to work alone, the Employer's safety officer, the Union, and the safety committee of the operation involved shall meet to discuss and make recommendations as to what constitutes such a hazardous condition when the question arises.
- 17.10 Each employee shall be required to wear such safety and protective apparel and devices as furnished by the Employer.

18. Union Representative

- 18.1 The Business Representative of the Union shall have access to the Zoo facility, provided he/she does not interfere or cause employees to neglect their work.
- 18.2 It is recognized by the Employer that shop stewards are desirable for the proper administration of the terms of this Agreement. The parties also recognize that it is desirable that the person designated as steward shall perform his/her fair share of the work that he/she is qualified to perform. In no event shall the Employer discriminate against a steward in the matter of layoffs or rehires or discharge him/her on account of the proper performance of his/her steward's duties.

18.3 The Union shall have a right to take up any disciplinary action brought against a shop steward by the Employer as a grievance at Section 26.1.2 of the Grievance Procedure, and the matter shall be handled in accordance with this procedure through arbitration, if deemed necessary by either party.

19. Pay

19.1 Payday shall be either biweekly or semimonthly. Payday shall be within six (6) days of the close of each pay period. Employees shall be paid prior to the end of their assigned shift.

19.2 The Employer shall account to the employee on his/her paycheck stub for overtime hours, straight time hours, and vacation and sick time earned and accumulated in the same manner such accounting is made to all other Metro employees.

19.3 Work time shall be reflected on time cards provided by the Employer. Employees reporting after the scheduled reporting time shall be paid as of the nearest one-tenth (1/10) of an hour.

20. Strikes and Lockouts Barred

There shall be no lockouts on the part of the Employer, nor suspension of work on the part of the employees. This Agreement is a guarantee that for the duration of the Agreement there will be neither strikes nor lockouts, and that all complaints, grievances or disputes arising under its provisions will be settled pursuant to its grievance procedure.

21. Maintenance of Standards

21.1 The Employer agrees that all conditions of employment in its individual operations relating to wages, hours of work, overtime differentials and general working conditions directly related to job performance shall be maintained at not less than the highest standards in effect at the time of the signing of this Agreement, except where those standards have been modified through collective bargaining. It is agreed that the provisions of this Article shall not apply to inadvertent or bona fide errors made by the Employer or the Union in applying the terms and conditions of this Agreement, if such error is corrected with ninety (90) days from the date of error. Any disagreement between the local Union and the Employer with respect to this matter shall be subject to the grievance procedure.

21.2 As of the effective date of this agreement, personal holiday accrual (§11.1.1), defined holiday scheduling (§11.4), vacation accrual during leaves (§12.4.3), vacation carryover (§12.5) and sick leave for family illness (§14.1) are to be based upon fiscal rather than calendar years. It is agreed that such conversion from a calendar to a fiscal year basis shall not cause any employee to lose or gain any benefit to which the employee would or would not have otherwise been entitled pursuant to the previous calendar year basis for such benefits.

22. Wage Scales

- 22.1 Wages shall be paid in accordance with the provisions of Schedule A attached hereto.
- 22.2 Before classifying a newly created position or reclassifying or merging an existing position or positions, the Employer shall notify the Union and discuss the effect thereof.
- 22.3 Whenever the Employer creates a new classification which comes under the jurisdiction of the Union, or modifies the job duties of existing classifications, the Employer and the Union shall meet immediately to negotiate a wage scale as a result of such changes. If agreement is not reached, the Employer may implement the wage scale on an interim basis. Final wage scale determination will be made by a three (3) person panel consisting of one (1) Employer selected representative, one (1) Union-selected representative, and one (1) neutral party to be selected by mutual agreement between the Employer and the Union.
- 22.4 The Union agrees that the Employer has the sole authority to classify, reclassify and merge positions. The above does not preclude the Unions from monitoring the Employer's classification and reclassification of positions in Schedule A.
- 22.5 All job classifications covered by this Agreement shall have a description of the duties and responsibilities made up by the Employer and available for inspection. It is agreed that if the Employer intends to modify existing job descriptions, both parties shall meet and discuss such changes prior to such changes taking effect.

23. Clothing

- 23.1 Where the Employer now furnishes, launders and requires specified working clothing for employees in its various operations, such practice will continue. Employees shall be required to wear such clothing. The Employer may expand this policy to any of its operations covered by this Agreement.

23.2 The Employer will furnish raincoats and rainpants in those cases where the nature of the work requires employees to work out-of-doors in inclement weather.

23.3 Any employee with ninety (90) working days of service or more, working in a position where the Employer requires safety shoes, shall be reimbursed upon proof of purchase, up to \$60.00 annually and may accumulate two (2) years annual allowance for the purchase of safety shoes. Purchase of safety shoes shall be on the employee's time. Such safety shoes must be worn when on duty. Proof of purchase shall be on authorization forms issued by the Employer.

24. Union Bulletin Boards

The Employer shall furnish bulletin boards in places mutually satisfactory to the Employer and the Union. Such bulletin boards shall be used by the Union to post notices of interest to the employees.

25. Discipline and Discharge

25.1 Disciplinary actions shall include only the following: oral reprimand, written reprimand, demotion, suspension or discharge in writing.

25.1.1 Disciplinary action or measures may be imposed only for just cause. Disciplinary actions imposed upon an employee may be processed as a grievance through the regular grievance procedure. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

25.2 The Employer shall not discharge any non-probationary employee without just cause. If, in any case, the Employer feels there is just cause for such discharge, the employee involved will be suspended for five (5) days without pay or accrual of benefits. The employee and his/her Union representative will be notified in writing that the employee has been suspended and is subject to discharge. Such notification shall state the reason in detail for the suspension and discharge specifying dates, locations, and the particular nature of the reason for the suspension and discharge.

25.2.1 The Union shall have the right to take up the suspension and/or discharge as a grievance as specified at 26.1.2 of the Grievance procedure, and the matter shall be handled in accordance with this procedure through arbitration, if deemed necessary by either party.

- 25.2.2 Any employee found to be unjustly suspended or discharged shall be reinstated with full compensation for all lost time and with full restoration of all other rights and conditions of employment, or as otherwise stipulated by mutual agreement or by an arbitrator under the grievance procedure hereinafter set forth.
- 25.3 The first ninety (90) working days of an employee's employment shall constitute a probationary period. During the probationary period an employee may be terminated for any reason without recourse under the Grievance and Arbitration procedures of this Agreement.
- 25.4 If the Employer has reason to discuss any disciplinary action with an employee, the employee shall be given the option of having a Union representative present at any such discussion.
- 25.5 Upon request of an employee records of oral or written reprimands shall be removed from an employee's personnel file after six (6) months, provided, however, that the employee has taken corrective action, and has received no other disciplinary actions.

26. Grievances, Complaints and Arbitration

- 26.1 A grievance for the purpose of this Agreement is defined as a dispute regarding the meaning or interpretation of a particular clause of this Agreement or regarding an alleged violation of this Agreement. Grievances shall be processed in the following manner:
- 26.1.1 Any employee with a grievance shall refer the matter to his/her supervisor within five (5) working days of the date upon which the alleged grievance occurred. The employee may be accompanied by a Union representative in any discussion following such reference to the supervisor. The Union may take up any grievance with or without the consent of the employee.
- 26.1.2 If the matter is not settled within five (5) working days of reference to the supervisor, the matter may be referred to the Director, provided that such reference shall be in writing, shall state the nature of the grievance, the section of the Agreement allegedly violated, and the remedy requested, and shall be presented to the Director or his/her designated representative within ten (10) working days of the expiration of the five (5) day period for settlement with the supervisor. The Director and such

assistants as he/she may select shall meet promptly to attempt to settle such grievance with the grievance committee of the Union.

26.1.3 Should the grievance committee and the Director fail to effect a settlement of the dispute within ten (10) days of its submission to the Director, the Union shall have the right to submit the grievance in writing to the Executive Officer, provided that such submission shall be within twenty (20) days from the date of submission to the Director.

26.1.4 Should the parties fail to settle the dispute with the Executive Officer within two (2) weeks from the date of submission to him/her, the Union shall have the right to submit the matter to arbitration. In the event the Union elects to do so, it must notify the Executive Officer of its decision in writing within twenty-one (21) calendar days from the date upon which the grievance was submitted to the Executive Officer. After the grievance has been so submitted, the parties or their representatives shall jointly request the Federal Mediation and Conciliation Service for a list of names of seven (7) arbitrators. The parties shall select an arbitrator from that list by such method as they may jointly select or, if they are unable to agree upon a method, then by the method of alternate striking of names under which the grieving party shall strike the first name objectionable to it, and the Employer shall then strike the first name objectionable to it. The final name left on the list shall be the arbitrator.

26.2 The arbitrator's decision shall be final and binding, but he/she shall have no power to alter, modify, amend, add to or detract from the terms of this Agreement. His/her decision shall be within the scope and terms of this Agreement and in writing.

26.3 The Employer and the Union shall divide equally and pay the arbitrator's fee, the cost of any hearing room and cost of reporting if requested by the arbitrator. All other expenses shall be borne by the party incurring them.

27. Retirement

27.1 Employees other than Emergency Employment Employees and Temporary Employees shall be covered by Employer's retirement plan. Said plan shall include retirement

payments by the Employer of eleven (11) percent of wages paid (5 % employer contribution subject to plan vesting schedule; 6% employee contribution in lieu of wages). Employees may also participate in the Employer's deferred compensation plan if such plan is continued.

27.2 Employees currently covered by PERS may remain so covered, and shall not be covered by the retirement plan indicated in paragraph 27.1 above without first withdrawing from PERS coverage pursuant to ORS 268.225. Employer shall not withhold employee contributions required by ORS 237.071 and shall assume and pay up to a six (6) percent average employee contribution to the Public Employees Retirement Fund for employees participating in PERS. The full amount of required employee contributions paid by Employer on behalf of employees shall be considered as "salary" within the meaning of ORS 237.003(8) for the purpose of computing an employee members "final average salary" within the meaning of ORS 237.003(12), but shall not be considered as "salary" for purposes of determining the amount of employee contributions required to be contributed pursuant to ORS 237.071. Such Employer-paid employee contributions shall be credited to employee accounts pursuant to ORS 237.071(2) and shall be considered to be employee contributions for the purposes of ORS 237.001 to 237.320.

27.3 Employer may alter or amend the plan or plans provided in paragraph 27.1, change the insurance carrier or funding agent or consolidate, adopt and execute a substitute plan or plans provided that the total employer contribution to such plan or plans shall not be less than eleven (11) percent of earned wages and that current vesting practices shall not change in any way which would result in a decrease in retirement benefits to any given employee. Employer and union will meet and confer prior to any such action by Employer.

28. Saving Clause

Should any part hereof or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions hereof; provided, however, upon such invalidation the parties agree immediately to meet and negotiate such parts or provisions affected. The remaining parts or provisions shall remain in full force and effect.

29. Termination - Re-opening

29.1 This Agreement shall be in full force and effect from

July 1, 1983 until June 30, 1985, and it shall cease and expire on that date.

29.2 The Union may, by giving at least sixty (60) days written notice to the Employer, but not more than ninety (90) days before termination, re-open this Agreement for the purpose of negotiating all or part of this Agreement. In addition, the Union may, by giving written notice to Employer between April 1, 1984 and May 1, 1984, reopen this Agreement for the sole purpose of negotiating wage scales as provided in Schedule "A" hereto.

29.3 If notice is given as herein provided, representatives of the Employer and the Union shall meet and shall negotiate such proposed changes without unnecessary delay.

LABORERS INTERNATIONAL UNION
LOCAL NO. 483

METROPOLITAN SERVICE DISTRICT

By: _____

By: _____

Date:~ _____

Date: _____

AJ/gl
4046B/261
10/05/83

SCHEDULE A

Effective July 1, 1983

INTERNATIONAL LABORERS UNION WAGES

Local 483

<u>Job Title</u>	<u>Entrance Rate</u>	<u>After Six Months</u>	<u>After One Year</u>
Typist-Receptionist	5.19	5.47	5.84
Clerk (Bookkeeper)	6.13	6.59	6.97
Clerk-Steno	6.61	7.07	7.51
Laborer (90 working days)	7.08	-	-
Stationmaster	7.81	8.07	8.37
Gardener I	8.08	8.67	8.98
Maintenance Worker I	8.08	8.67	8.98
Animal Keeper	8.41	-	9.84
Gardener II	8.83	9.27	9.98
Maintenance Worker II	8.83	9.27	9.98
Maintenance Worker III	9.41	9.85	10.54
Senior Gardener	10.19	10.66	11.35
Senior Animal Keeper	10.44	-	-
Maintenance Mechanic	10.70	-	11.02
Master Mechanic	11.01	-	12.32
Maintenance Electrician	13.10	-	-

When an employee is promoted to a new classification he or she shall be paid at the rate in the new classification which is the next higher rate from the employee's rate of pay at the time of promotion.

4046B/261