

# W O R K S E S S I O N

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**METRO**

MEETING: METRO COUNCIL WORK SESSION  
DATE: April 4, 1995  
DAY: Tuesday  
TIME: 2:00 PM  
PLACE: Metro Council Chamber

Approx.  
Time \*

Staff  
Presenter

Lead  
Councilor

2:00 PM	<b>CALL TO ORDER AND ROLL CALL</b>		
(5 min.)	1. <b>INTRODUCTIONS</b>		
(5 min.)	2. <b>CITIZEN COMMUNICATIONS</b>		
(5 min.)	3. <b>EXECUTIVE OFFICER COMMUNICATIONS</b>		
	4. <b>OTHER BUSINESS</b>		
2:15 PM (10 min.)	4.1 MPAC Briefing		McLain
2:25 PM (30 min.)	4.2 Update on METRO Electronic Bulletin Board Pilot Project	Waylett	
2:55 PM (10 min)	5. <b>COUNCILOR COMMUNICATIONS</b>		
3:05 PM (10 min.)	6. <b>LEGISLATIVE ISSUES</b>		
3:15 PM	<b>ADJOURN</b>		

Items scheduled at the work session may be continued for further discussion or action at the regular Thursday Council meeting.

For assistance/Services per the Americans with Disabilities Act (ADA), dial TDD 797-1804 or 797-1540 (Council Office)

\* All times listed on the agenda are approximate; items may not be considered in the exact order listed.

Jon Kvistad

# **METRO ELECTRONIC BULLETIN BOARD PILOT PROJECT**

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*Draft Interim Report*

*April 4, 1995*



## **BACKGROUND**

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Metro is interested in enhancing its method of communications with its constituency by subscribing to an electronic bulletin board and open discussion service.

Metro will test the use of the bulletin board service as part of an approximately six month long pilot project. Open discussions will not be part of the pilot project. At the end of the project, an evaluation will be done to determine if the use of the electronic service is an effective communication mechanism.

The pilot project will consist of a limited number of documents. They include:

- Metro Charter;
- Metro Council Agendas;
- Metro Council for Citizen Involvement Agenda;
- Calendar of Events for Performing Arts Center and the Zoo;
- Recycling and Garbage Information;
- Regional Parks and Greenspaces (The Greenscene);
- Metro Regional Directory;
- Job openings.

## **MILESTONES TO DATE**

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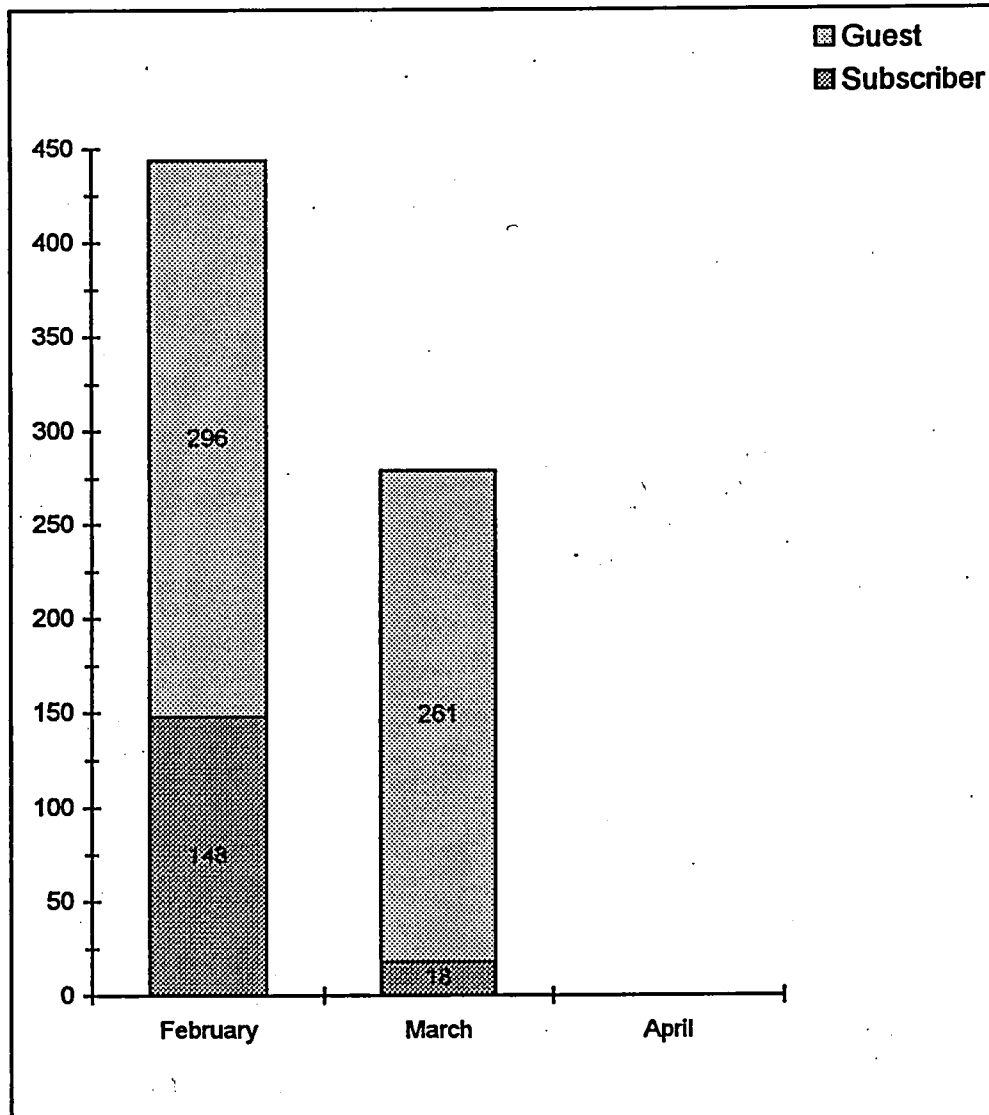
- RFP to bulletin board service (BBS) providers released in August.
- The project began in early November and was staffed with two team members: a technical writer and a computer specialist/project lead.
- Testing of the BBS began in early December.
- Most of the documents were converted and entered by mid-December.
- Metro staff member Gina Granato was trained in early January.
- Negotiations were completed with Oregon ED-NET regarding funding for non-registered, "Guest" access to Metro information in early January.
- The BBS was opened to the general public in mid-January.
- Oregon ED-NET began collecting access statistics on February 1.
- Subscriptions were sent out to selected candidates in early March.

## BBS ACCESS STATISTICS

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### Access Comparison Across Month

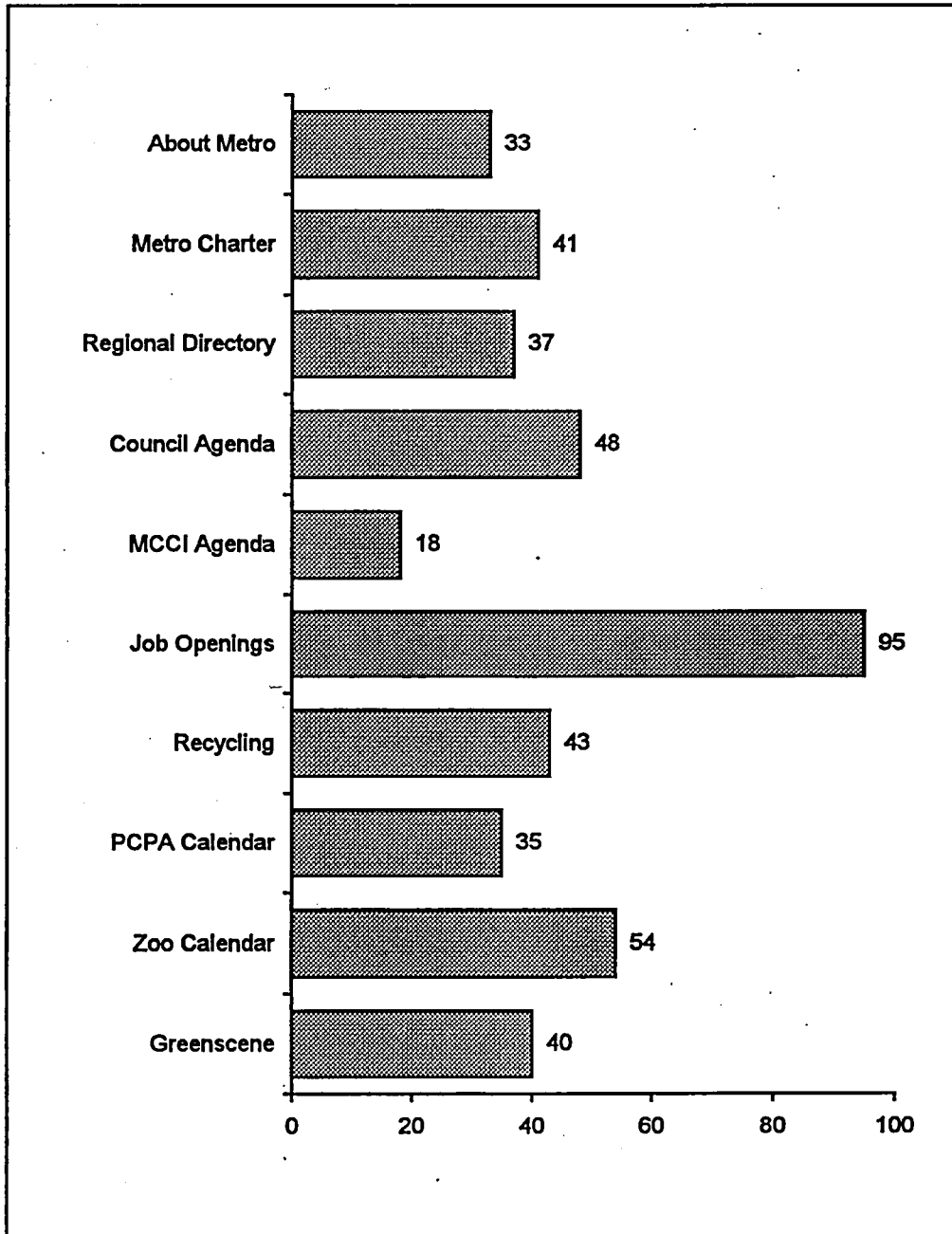
The figure below depicts the total number of access to Metro BBS files for the months shown, broken out by type of user. A "Subscriber" is someone who is a registered subscriber of the COMPASS service. "Guest" access represents all other (i.e. non-paying) users of COMPASS.



Note: Access counts for March represent only the first 3 weeks of the month.

## February 1995 Detail

The figure below depicts the total number of access to each of the major information categories listed for the month of February, 1995.



The total number of accesses to Metro BBS files in February was 444.

## **March 1995 Detail**

Access statistics for March are not available at this time.

## **April 1995 Detail**

Access statistics for April are not available at this time.

## **OBSERVATIONS**

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**Routine agenda updates require approximately 1 hour of Metro staff time per week to update the BBS.**

**More significant document changes (e.g. the Performing Arts Center calendar) will likely take 4 hours to update the BBS.**

**Statistics relating to accesses to the Metro Charter section of the BBS are somewhat misleading. The Charter is divided into multiple files on the BBS, one for the Preamble, and one each for each of the subsequent Chapters. Of the 41 accesses reported in February, 16 were to the Preamble (40%), and 5 each were to Chapters I and II (25%). The remaining Chapters had from 2 to 3 access each.**

**The Oregon ED-NET/COMPASS system is not a particularly "user friendly" system and may negatively affect both the access counts and the image presented by Metro.**

**The Oregon ED-NET/COMPASS system is a BBS in the traditional sense. It generates revenue by charging one for access to particular information. Contrast this with the Internet revenue model where one is charged for access to the telecommunication media only. One then has access to all information on that media at no additional charge.**

**The Metro staff members are already familiar with Internet tools for disseminating information, and Metro has already implemented the most critical component of establishing an Internet presence - a security firewall.**



## **PRELIMINARY RECOMMENDATIONS**

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**Consider Internet services, as opposed to a BBS.**

- Internally maintained Internet server.
- Contract with a local Internet service provider for Internet services.
- Oregon OnLine.

**Since many of the documents within Metro are already maintained with Microsoft Word, focusing internally on document flow and consistency would reduce the effort necessary to prepare them for electronic distribution.**

- Consider defining some common document templates and macros, particularly if the direction is to continue with COMPASS.
- Consider evaluating the new product from Microsoft which simplifies the creation of Internet style documents (i.e. Hypertext Markup Language) from within Microsoft Word, if the direction is to shift towards the Internet.

**Consider alternative information delivery formats.**

- Text only (e.g. "gopher").
- Hypertext and graphics via an Internet "home page".
- Automated electronic mailing lists.

# COMPASS Menu Access Report For Metro

February, 1995

## Access Types:

Download  
Discussion  
E-Mail  
File  
Free

### Filename: About Metro

Access Type	By Guest	By COMPASS User	Total
File	22	11	33

### Filename: Chapter I

Access Type	By Guest	By COMPASS User	Total
File	4	1	5

### Filename: Chapter II

Access Type	By Guest	By COMPASS User	Total
File	3	2	5

### Filename: Chapter III

Access Type	By Guest	By COMPASS User	Total
File	1	1	2

### Filename: Chapter IV

Access Type	By Guest	By COMPASS User	Total
File	1	2	3

### Filename: Chapter V

Access Type	By Guest	By COMPASS User	Total
File	1	1	2

**Filename: Chapter VI**

Access Type	By Guest	By COMPASS User	Total
File	1	2	3

**Filename: Chapter VII**

Access Type	By Guest	By COMPASS User	Total
File	1	1	2

**Filename: Chapter VIII**

Access Type	By Guest	By COMPASS User	Total
File	1	2	3

**Filename: Committee for Involvement Agenda**

Access Type	By Guest	By COMPASS User	Total
File	12	6	18

**Filename: Council Agenda**

Access Type	By Guest	By COMPASS User	Total
File	34	14	48

**Filename: Greener Gardening**

Access Type	By Guest	By COMPASS User	Total
File	11	5	16

**Filename: Home and Work**

Access Type	By Guest	By COMPASS User	Total
File	5	1	6

**Filename: How to Recycle**

Access Type	By Guest	By COMPASS User	Total
File	4	3	7

**Filename: Job Openings**

Access Type	By Guest	By COMPASS User	Total
File	64	31	95

**Filename: Performing Arts Center**

Access Type	By Guest	By COMPASS User	Total
File	19	16	35

**Filename: Preamble**

Access Type	By Guest	By COMPASS User	Total
File	8	8	16

**Filename: Reducing Your Waste**

Access Type	By Guest	By COMPASS User	Total
File	5	1	6

**Filename: Regional Directory**

Access Type	By Guest	By COMPASS User	Total
File	34	3	37

**Filename: Regional Parks**

Access Type	By Guest	By COMPASS User	Total
File	26	14	40

**Filename: Toxics in Your Home**

Access Type	By Guest	By COMPASS User	Total
File	6	2	8

**Filename: Washington Park Zoo**

Access Type	By Guest	By COMPASS User	Total
File	33	21	54

## Summary

Access Type	By Guest	By COMPASS User	Total
Download	0	0	0
Discussion	0	0	0
E-Mail	0	0	0
File	296	148	444
Free	0	0	0
<b>Total</b>	<b>296</b>	<b>148</b>	<b>444</b>

# COMPASS Menu Access Report For Metro

March, 1995 (through 3/29/95)

## Access Types:

Download  
Discussion  
E-Mail  
File  
Free

### Filename: About Metro

Access Type	By Guest	By COMPASS User	Total
File	21	1	22

### Filename: Chapter I

Access Type	By Guest	By COMPASS User	Total
File	1	0	1

### Filename: Chapter II

Access Type	By Guest	By COMPASS User	Total
File	2	1	3

### Filename: Chapter III

Access Type	By Guest	By COMPASS User	Total
File	0	0	0

### Filename: Chapter IV

Access Type	By Guest	By COMPASS User	Total
File	0	0	0

### Filename: Chapter V

Access Type	By Guest	By COMPASS User	Total
File	2	0	2

**Filename: Chapter VI**

Access Type	By Guest	By COMPASS User	Total
File	1	0	1

**Filename: Chapter VII**

Access Type	By Guest	By COMPASS User	Total
File	2	0	2

**Filename: Chapter VIII**

Access Type	By Guest	By COMPASS User	Total
File	1	0	1

**Filename: Committee for Involvement Agenda**

Access Type	By Guest	By COMPASS User	Total
File	17	1	18

**Filename: Council Agenda**

Access Type	By Guest	By COMPASS User	Total
File	33	2	35

**Filename: Greener Gardening**

Access Type	By Guest	By COMPASS User	Total
File	9	2	11

**Filename: Home and Work**

Access Type	By Guest	By COMPASS User	Total
File	8	1	9

**Filename: How to Recycle**

Access Type	By Guest	By COMPASS User	Total
File	5	1	6

**Filename: Job Openings**

Access Type	By Guest	By COMPASS User	Total
File	53	2	55

**Filename: Performing Arts Center**

Access Type	By Guest	By COMPASS User	Total
File	19	1	20

**Filename: Preamble**

Access Type	By Guest	By COMPASS User	Total
File	2	0	2

**Filename: Reducing Your Waste**

Access Type	By Guest	By COMPASS User	Total
File	3	1	4

**Filename: Regional Directory**

Access Type	By Guest	By COMPASS User	Total
File	27	1	28

**Filename: Regional Parks**

Access Type	By Guest	By COMPASS User	Total
File	21	1	22

**Filename: Toxics in Your Home**

Access Type	By Guest	By COMPASS User	Total
File	6	2	8

**Filename: Washington Park Zoo**

Access Type	By Guest	By COMPASS User	Total
File	28	1	29



### Summary

Access Type	By Guest	By COMPASS User	Total
Download			
Discussion			
E-Mail			
File	261	18	279
Free			
<b>Total</b>	<b>261</b>	<b>18</b>	<b>279</b>

# COMPASS Guest User Instructions

## To Login

These directions assume that you signed on to the Metro network using the pcANYWHERE software. If you do not have this software installed on your computer, call the Help Desk at ☎ 2222.

1. Double-click the Dial Out icon

2. At the "Enter your personal ID code (limit 6 characters)" prompt type in:

bbstst



3. When you see the pcANYWHERE/LAN Main Menu with "Remote Operation..." highlighted press:



4. When you see the Remote Main Menu with "Connect Via List Of Hosts..." highlighted press:



5. When you see the Select Host For Connection screen with "Compass" highlighted press:



6. When you see the Connect Options screen with "Call" highlighted press:



7. The Connection Status screen will now be shown. After a minute or so the "Welcome to Oregon ED-Net's COMPASS" message will appear. You will be asked to type in your login. At the edroute3 login prompt type:

guest



(You must use lowercase letters)

8. Some messages will appear. As requested, press:

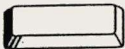


9. At the "Press enter 1, 2, 3 or 4" prompt you will select the option to explore the system as a guest. Type:

2



10. Some messages will appear, you may read them or type q to quit or the spacebar to read:  
q (to not read messages)



(to read messages)

11. When you reach the COMPASS MAIN MENU you will see a prompt near the bottom of the screen saying "Your Choice ==>". At this point you will enter the number of the menu option that you want to select.

## To Read Items

To read items on Metro's Electronic Bulletin Board, follow these steps:

1. From the COMPASS MAIN MENU select "*The Government Center*" by typing:

5 

2. From the Government Center menu select "*Local Government*" by typing:

2 

3. From the Local Government menu select "*Metro BBS*" by typing:

3 

4. The Metro BBS menu now is on your screen. To look at a specific item type:

# 

(Enter the number of the item on the menu you want to read)



### Shortcut:

From the COMPASS Main Menu at the "Your Choice ==>" prompt type:

go metro



This will send you directly to the Metro BBS Main Menu

## To Logout

To logout of COMPASS, follow these steps:

1. At any time when you see the "*Your Choice ==>*" prompt at the bottom of your screen type:

x 

2. You will be asked to confirm exiting. At the "Are you sure..." prompt type:

y 

3. The pcANYWHERE Remote Main menu will then appear. Select "Exit".

e 

4. You will be asked to confirm exiting.

y 

5. You will now be returned to your windows Program Manager. You are now logged off.