

Date February 16, 1973

from the Meter Maid Division

BUREAU OF TRAFFIC ENGINEERING

TO Mr. R. C. Speer

       FOR YOUR ATTENTION AND REPLY  
  x   FOR YOUR INFORMATION  
       PLEASE INVESTIGATE AND REPORT  
       PLEASE ANSWER OR ARRANGE

**Note:** Meter Maid Division 1972 Annual Report.

Respectfully submitted,

*Colas Henry*  
Supervisor,  
Portland Meter Maids

RECEIVED  
FEB 20 1973  
BUREAU OF  
TRAFFIC ENGINEERING  
*RC*

DECEMBER, 1972

ACTIVITY REPORT - METER MAID DIVISON

METER MAID	DAYS WORKED				CITATIONS				ISSUED				VISITORS				CANCELLATIONS				TAG WARRANTS								
	MONTHLY		YEARLY		MONTHLY		YEARLY		DAILY		AVERAGE		MONTHLY		YEARLY		MONTHLY		MONTHLY		MONTHLY				YEARLY				
	1971	1972	1971	1972	1971	1972	1971	1972	1971	1972	+or-	1971	1972	1971	1972	1971	1972	1971	1972	1971	1972	1971	1972	1971	1972	1971	1972		
									mo. yr.	mo. yr.											Number	Amount	Number	Amount	Number	Amount	Number	Amount	
1	19	18	222	216	927	781	12821	13423	49	58	41	62	+	41	7	828	545	20	13	315	287	1	1	72	52	111	67	4051	2212
4	20	17	226	210	1089	926	14070	15332	54	62	54	78	+	14	15	502	424	32	15	354	249	0	0	0	0	78	11	2248	473
6	18	18	189	225½	929	1056	11778	15425	52	62	58	69	+	84	74	779	1025	58	50	667	765	0	2	0	121	120	75	3986	3030
8	20½	15	64½	229½	993	591	3470	13026	50	54	39	57	+	81	0	760	359	77	38	712	1099	4	0	137	0	139	35	4514	1377
9	20	18	222	223	858	649	12323	11762	43	56	35	53	-	26	13	570	393	56	39	997	967	0	0	0	0	60	26	2132	1073
11	21		169	121½	975		13000	7381	46	58		60	+	20		671	317	55		667	371	1		29		100	15	3562	527
12	22	19	236½	224½	988	840	14245	13807	45	61	40	61	=	21	2	625	340	55	46	899	820	1	0	23	0	62	19	2287	771
13	18	16	240	215	862	540	12058	10712	47	50	34	49	-	0	0	181	44	25	12	322	233	0	0	0	0	148	4	4436	127
14	0	7	121	171	0	426	6734	11048	0	56	61	65	+	0	8	444	467	0	8	264	320	0	0	0	0	46	24	1916	863
15	21	18	224½	212	898	694	11262	11983	43	50	38	56	+	9	2	266	78	46	29	542	518	0	0	0	0	72	44	2221	1396
16	10½	19	194½	232½	638	1071	12110	15865	64	62	56	68	+	30	56	742	769	33	57	631	771	4	4	109	232	180	132	6671	4450
18	21	16	239	227½	1141	858	13860	14641	54	58	54	64	+	54	46	911	957	41	24	687	631	6	0	205	0	115	57	4167	2223
19	20	17	233	230	1301	917	16380	16506	65	70	54	71	+	72	40	1069	1173	43	29	509	531	11	5	660	224	252	154	9894	5651
20	20	4	222	209	1071	219	13712	13799	54	62	55	66	+	53	7	770	830	36	2	331	316	3	0	167	0	87	46	2965	1514
22	16	16½	165	228	793	752	8677	14243	50	52	46	62	+	10	0	301	167	30	33	628	573	6	0	223	0	119	77	6306	2685
ALL WALKING METER MAIDS																													
3	19	14	226	218	992	455	12634	12888	52	56	33	59	+	12	1	558	65	50	16	630	525	1	0	27	0	157	51	5474	1901
5	17	13	235	206	1310	548	20329	20045	77	87	42	93	+	34	1	638	535	21	7	371	294	2	1	55	35	188	106	7097	3588
7		19		79		779		4907			41	63			5		224			79		432		4		157		17	
7	21		169	103	1484		11747	7553	71	70		73	+	41		619	215	82		780	397	5		158		90	35	3516	1081
17	20	17½	232½	216½	1322	736	15123	14706	66	65	42	68	+	32	13	627	657	73	47	1013	904	12	4	358	192	243	104	9358	3724
21	20½	16	235½	223	1165	503	13671	17217	58	58	31	77	+	36	2	661	294	28	10	426	203	4	1	142	55	171	67	6171	2302
23	20	17	167	240	1294	840	11972	17718	65	72	49	73	+	67	0	717	729	80	42	975	1076	4	6	90	260	112	186	4974	6383
					21030	14181	267493	293987						737	292	13239	10607	941	596	12720	12282	65	28	2455	1328	2650	1352	97946	47961
ALL SCOOTER METER MAIDS																													

February 14, 1973

METER MAID DIVISION  
1972 ANNUAL REPORT

The Meter Maid Division personnel consists of a supervisor, assistant supervisor, clerk II and 21 meter maids, six of which are motorized.

On January 6, 1972, the division celebrated its' 15th anniversary. Five of the original meter maids are still employed.

This past year the meter maids requested impounding of 1,352 vehicles for unpaid parking citations. Warrants for these vehicles amounted to \$47,961. The meter maids recovered 22 stolen cars and requested towing of 135 vehicles for staying on the street too long.

RECEIVED

FEB 20 1973

BUREAU OF  
TRAFFIC ENGINEERING

CITY OF PORTLAND  
**INTER-OFFICE CORRESPONDENCE**  
(NOT FOR MAILING)

January 26, 1973

*From* Traffic Safety Commission  
*To* Traffic Engineering  
*Addressed to* Dick Speer  
*Subject* 1972 Annual Report

In reference to your letter of November 3, 1972 concerning your Annual Report. You have asked us to submit a one or two page report on the activities of our division.

Please find enclosed a report from the Traffic Safety Commission for your use in your Annual Report.

  
RAY H. MELLISH  
Director

RHM:lae  
Enc.

RECEIVED  
JAN 29 1973  
BUREAU OF  
TRAFFIC ENGINEERING

*RLS*

## PORTLAND TRAFFIC SAFETY COMMISSION

The Portland Traffic Safety Commission is composed of a ten-member Commission of Portland civic leaders who are interested in promoting traffic safety activities throughout Portland. The function of the Traffic Safety Commission consists of the following duties:

To investigate and report to the Mayor and the Council on the best methods of providing for the safety and convenience of the public; to conduct educational and informational programs for the public on matters of traffic laws and enforcement and traffic engineering problems; and to cooperate with the public and private school systems in promoting traffic safety at school crossings, and safety education in the school.

The School Patrol is one of the basic programs sponsored by the Portland Traffic Safety Commission. There are four police officers that work full time in safety education and crossing education for the Portland Public and Parochial Schools. The Adult Guard program was added in 1971. The Adult Guards supervise at school crossings for the Kindergarten through Fourth Grade Schools.

The Defensive Driving Course has been promoted extensively in the metropolitan area. The Commission sponsored 107 Defensive Driving Course classes in 1972 and over 3000 people attended. During the last four years over 11,000 have graduated from the Defensive Driving schools.

The District Court has adopted the Defensive Driving Course program as their official driver improvement course in 1972.

The Pedestrian School is held weekly at the City Hall. A movie "Dead Right" and a short talk by a Commission representative and a police officer serve as our pedestrian program. The Pedestrian School was put in operation since 1940. The yearly attendance in 1972 runs over 4000.

The Police Bureau Safety Education Officers hold school assemblies, attend the PTA meetings, assist at safety conferences and conduct detonator tests for driver education classes. They also conduct driving tests for adults during vacation periods in the Portland Traffic Safety Commission Mobile Testing Bus. In 1972, 1210 drivers were tested for visual acuity and reaction time, etc.

The Commission has a free lending library of 50 traffic safety films which were utilized at 2,369 meetings in 1972.

Traffic Safety pamphlets were distributed in the amount of 41,139 in 1972. Free posters were distributed in the amount of 2,393 in 1972.

Radio and T.V. spots are written weekly and distributed to over 50 radio, T.V. and newspaper outlets.

Bicycle safety for adults and elderly pedestrian safety for the elderly pedestrian were both started in 1972. Programs and pamphlets were developed to promote safety in these fields.

The Traffic Safety Commission works closely on traffic safety related problems of the Portland School District #1 on driver education; with the Fleet Supervisors and the Safety Supervisors organizations; with the AAA on school patrol and driver education; and with organizations such as the Oregon Traffic Safety Commission and the Oregon Association of Women Highway Safety Leaders on needed new traffic safety legislation.

Legislation for Traffic Safety includes: (1) Habitual Traffic Offender Law; (2) Driver re-examination every four years; (3) Pre-arrest breath test; (4) Limitation on parking vehicles over 6' high within 50' of Stop and Yield signs.

February 9, 1973

To: D. E. Bergstrom

From: M. J. Martini

Subject: Operations Section Annual Report 1972  
(Bureau of Traffic Engineering)


The Operations section is responsible for traffic studies and investigations to determine the need for traffic control devices and the responsibility to maintain efficient and safe movement of people and goods throughout the city. Along with its operational activities in administering traffic control involved in a municipal traffic complex, the Operations section is called on for recommendations in matters of land use, urban design, housing, buildings, utilities, annexations, parking and recreational activities, and mass transit.

In addition to planning operations initiated within its own scope of authority, requests and recommendations for changes in traffic operation procedures on the streets of the city from private sources and from other city agencies are an immediate concern. Action on these proposals result in a multitude of studies conducted by the Operations section. Although some are of only minor importance, a significant number require area surveys as warranties that what might appear to result in only a relatively insignificant local change will not affect traffic operations for entire areas.

With the responsibilities described above in the year 1972 there were four city-wide studies conducted.

1. Traffic signal priority study:

This study was the most comprehensive signal study conducted by this bureau in that all feasible locations within the city were studied and analyzed to determine which locations warrant signalization as described in the Manual on Traffic Control Devices. This study involved the accumulation of voluminous data relative to traffic volumes, accidents, pedestrian activity, gap studies, and school crossings at approximately 300 locations.



2. Intersectional accident rate study:

This study is comprised of the computation of an accident rate for over 700 locations and the type of existing traffic control. With this information readily available it is possible to determine priorities with regard to further improvements in traffic control devices to provide safer vehicular and pedestrian conditions.

3. Travel time study:

A travel time study was conducted during the morning and evening peak hours on all the arterial routes to and from the central business district. The information derived reveals the travel speed between all interrupted segments of our arterial system.

4. Railroad crossing survey:

A city-wide study was conducted on all railroad grade crossings. Data, such as vehicular volume over the crossing, number of vehicle-train accidents over a ten-year period, and type and time of day usage of the railroad crossing, was analyzed and a report written with the intent of establishing a reasonable and acceptable time limit that the public street may be blocked.

Several traffic studies for individual areas were conducted in 1972. 1. A time delay and travel speed study for the northwest area due to change in traffic pattern. 2. Air pollution study for the central business district. 3. Studies in the Model Cities area in cooperation with other agencies.

Over 450 suggestions and requests were investigated and traffic studies performed to determine the need for traffic devices. All requests or suggestions were answered with results of studies and decisions reached.

These studies and investigations resulted in the installation of twenty-nine signalized intersections, six all-way stop locations, six signal removals, and the up-grading of three crossing locations with the evaluation due in 1973 to determine the value of the new devices. (Photo spot) #1 + 2

Routine maintenance and operational activities to maintain efficient traffic movement throughout the city required a large assortment of signs and traffic materials.



To: D. E. Bergstrom

February 9, 1973

-3-

Approximately 3.3 million feet of paint and thermoplastic safety and guide lines were installed in 1972.

The markings consisted of lane and center lines, transverse lines, stop lines, and pedestrian and school crosswalks, as well as reflective safety edge lines newly painted or refurbished in the city of Portland.

Signing activities of the Operations section included the installation of 593 signs and the removal of 263 signs to reflect new and amended regulations. The adoption of the new Manual on Traffic Control Devices required considerable changes in signs to conform to the new standard. New signs were designed with proper legends and symbols and work orders issued for their manufacture. This work is approximately twenty-five percent completed. (Photo spot) # 3 + 4

The Operations section also processed 219 house move permits, issued 317 over-dimensional permits, and wrote recommendations from a traffic standpoint regarding 91 improvement projects.

Don't Type

JB

1

Did all the Engineering and base work on Air Pollution ~~Transportation Control~~ in City

1. Air Pollution
2. Speed and Delay Study
3. Before - After Studies
4. Arterial Classification Study
5. Arterial Needs Study
6. Exclusive Bus Lane Study - Also feasibility study
7. Program to provide Left turns at intersections
8. Provided help to many consultants preparing Environmental Impact Studies
9. Prepared many Transportation feasibility Studies
10. Reviewed and Evaluated Consultant Reports on:
  - a. Mass Transit
  - b. Transportation Circulation in Downtown
  - c. Environmental Impact Reports.
11. Worked with Model Cities Staff and attended Neighborhood meeting was appointed by Commissioner
12. Worked as City Representative to Model Cities Agency.
13. Prepared Technical part of Air Pollution Control Strategy



2

14. Wrote S.E. Washington; 82nd

~~Before~~ Before-After Report

16. Prepared and Presented Freeway  
Proposals to Rivergate Task Force.

15. Did Preliminary feasibility and  
location engineering on Rivergate  
Transportation

17. Conducted Origination-Destination  
Study and prepared Report.

18. Was appointed Accident Information  
Coordinator for Bureau.

19. Worked out project Schedules

in Eastmoreland

# NORTH - NORTHWEST - NORTHEAST

The many new signals installed in 1972 under TOPICS, For Model Cities, I 505 opening and remodel of intersection, required vast removal and placement of signs, stenciling and painted markings.

## TOPICS

Location	Date signals turned on	Location	Date signals turned on
N. Lombard & St. Louis	7/24	NE 20 <sup>th</sup> & Irving	7/25
N. Willis & Chautauqua	7/24	NE 39 <sup>th</sup> & Hassalo	7/25
N. Lombard & Peninsular	7/26	NE 42 <sup>nd</sup> & Hancock	7/31
N. Willamette & Portsmouth	7/26	NE 57 <sup>th</sup> & Halsey	8/1
NE 9 <sup>th</sup> & Weidler	7/25	NE 57 <sup>th</sup> & Glisan	8/1
NE 9 <sup>th</sup> & Halsey	7/27	N.E. 21 <sup>st</sup> & Everett	8/8
NE 15 <sup>th</sup> & Haakey	7/27		

## Model Cities

NE 7 <sup>th</sup> & Prescott	10/11	
NE 7 <sup>th</sup> & Alberta	10/11	
NE 15 <sup>th</sup> & Brazee (Flashing School Crossing)	Lodder X-Walk	12/1

## I 505

N.W. 21 <sup>st</sup> & Vaughn	Revised for oneway N.B.	10/18
N.W. 22 <sup>nd</sup> & Vaughn	New Installation	10/26
N.W. 21 <sup>st</sup> & Thurman	Removed old installed new signals	11/8
N.W. 22 <sup>nd</sup> & Thurman	New Installation	11/8
N.W. 29 <sup>th</sup> & Wardway	New Installation	11/8



## COMPLETE REMOD. OF INTERSECTION

N. Lombard @ Denver

7/31

R/R Flashing Signal

N. Swift Blvd. & Terminal

10/13

### ELEC. INSTALLATIONS

~~SIGNALS~~ TAKEN OVER FROM COUNTY

NE. Marine Drive (School Flashing)

9/14

33<sup>rd</sup> & Columbia WB

9/14

33<sup>rd</sup> Drive @ Slough

9/14

STREETS CHANGED FROM TWO WAY OPERATION TO ONE WAY  
IN N.W. PORTLAND DUE TO RAMP OPENINGS FOR STADIUM FREEWAY

- (1) N.W. 22<sup>nd</sup> Ave changed from 2way to 1way SB. Nicolai - Thurman
- (2) N.W. 21<sup>st</sup> Ave " " " " NB. Upshur - Sherlock
- (3) N.W. Thurman St. " " " " EB. 22<sup>nd</sup> - eventually 19<sup>th</sup>
- (4) N.W. Vaughn " " " " WB. 19<sup>th</sup> - 22<sup>nd</sup>
- (5) N.W. Sherlock Paved and made one way N. B. btwn 21<sup>st</sup> & Nicolai

### 4-WAY STOPS INSTALLED

- (1) 41<sup>st</sup> & Hancock

Removed manually operated signal from N.W. Yeon Ave. W. of 29th

17<sup>th</sup> & Powell Blvd.

## DIVERTERS

NE 16<sup>th</sup> Ave @ Tillamook (diverter installed)

NE 17<sup>th</sup> Ave Dead end @ Thompson

## R/R CROSSING

approx. 75 R/R crossing signs were installed in the N.W. area

A city wide study was conducted on the R/R crossings with the intention of limiting the maximum time the street crossings may be blocked by yarding, switching, coupling etc. Four classifications were arrived at A, 5 min blockage; B, 10 min; C, 15 min; and D 20 min.

The operations section completed and answered 455 requests for traffic investigation and studies, in the year 1972.

# 1972 COMPLAINTS Assigned

	N	S	completed	MJM	TOTAL
	159	230	219	4776	450
% TOTAL	35%	51%		14%	100%

## STANDING ASSIGNMENTS (SOUTH)

- 1) Signal Priority
- 2) Intersection Data List
- 3) ~~BUILDING PERMITS~~ House moves
- 4) R/R crossings

5)

6)

Senior citizens policy  
~~be involved~~

4 { 4-way - 38% - 1st  
- 34 - Lincoln  
25' - 3rd  
32 - Ankeny  
x-walk study

2 <sup>519</sup> 4 - Hall - 39 - main

st. - vacation reports  
- city construction -

Planning Commission Reports

New - Pldg. Traffic Reg.

2 - signals



TO: Mario Martini - Operations  
Jim Wilson - Signals  
Tom James - Parking  
Mildred Stockmann - Front Office  
Dolores Heinz - Meter Maids  
Ray Mellish - Traffic Safety Commission

November 3, 1972

FROM: R. C. Speer

SUBJ: 1972 Annual Report - Bureau of Traffic Engineering

This year we are again attempting to prepare an Annual Report for the bureau for the calendar year 1972.

In order to gather material for this report each supervisor is being asked to prepare a one or two page report on the activities of your division. Include any graphs, photographs, etc., that will make the report more informative and interesting.

The individual reports should be completed and turned in by February 15, 1973, so that the bureau report can be made available by March 1st.

If you have any questions on this please see me.

R. C. SPEER  
Asst. City Traffic Engineer

RCS:ba



DATE 10/30/72

From: BUREAU OF TRAFFIC ENGINEERING

To: R. C. SPEER

FOR YOUR ATTENTION & REPLY  
FOR YOUR INFORMATION

PLEASE INVESTIGATE & REPORT  
PLEASE ANSWER OR ARRANGE

Note: RE: 1972 BTE Annual Report

I would like to try to again prepare an annual report for the bureau for the calendar 1972.

In order to do this I think the easiest way would be to assign the responsibility for preparing individual sections to the individual supervisors. By this, then, I am suggesting that MM prepare something on their activities for 1972, same for TSC, and then Wilson for Signals, Marty for Operations, James for Parking and Stockmann for the Front Office, prepare individual reports to be included in the Bureau's report. ~~XXXXXXXXXXXX~~

~~X~~ On a time basis I would like to get this out, and as a first effort I'm not thinking of any big report, just the bare essentials, but I would like to get it out by around March 1, 1973 in order that we can proceed on this ~~xxx~~ will you get this info. to the various supervisors

Note to  
Superv.  
11-2-72

Ind. Reports by Feb 15<sup>th</sup>

Reminded  
2-20-73  
RCL  
6-20-73

(OVER)

and then if they have any questions see me right away. Perhaps it would be good to indicate the amount of space, or length of report we are talking about - I'm thinking along the lines of two pages for each of the areas mentioned, with an additional page perhaps taken ~~in~~ up with photographs, graphs, something of that nature.

Would you discuss it with the supervisors and if there are any problems let me know.

DEB:ba

TO: Mario Martini - Operations  
Jim Wilson - Signals  
Tom James - Parking  
Mildred Stockmann - Front Office  
Dolores Heinz - Meter Maids  
Ray Mellish - Traffic Safety Commission

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R. C. SPEER  
Asst. City Traffic Engineer

RCS:ba

BUREAU OF TRAFFIC ENGINEERING  
INTRA-OFFICE ROUTE SLIP

FROM

*Mildred*

DATE

*7/30/71*

TO:

Staff

*At* ☒ Ahern

Baker

Barbur & Parks

Bergstrom

*EP* ☒ Burnett

Crouch

Davis

Emery

Franklin

Hassett

Hood

James

Magin

Martini

Neely

Nolf

Parks, Dale

Rhodes

*j* ☒ Rundorff

Shields

Sickler

Speer

Stackhouse

Stockmann

Wetmore

Wilson

CIRCULATE

INITIAL

FILE

FOR YOUR APPROVAL

FOR YOUR INFORMATION

ORDER

PREPARE ANSWER (DRAFT)

☒ RETURN ATTACHED ITEM

TO *me - Aug. 9<sup>th</sup> - am.*

SEE ME

INVESTIGATE & REPORT

☒ PLEASE PROCESS

*Each of you take the  
slips marked for you —  
Use one sheet for each day  
and starting Monday, Aug. 2<sup>nd</sup>  
list the number of hours spent  
each day on work falling in  
any of the listed categories.  
Use the number assigned to  
the category.*

*#2. Investigations  
(Traffic Counts — Letter Records)*

Traffic Safety Comm.

Meter Maids

*#5 - Permits  
(C. 3. - T. L. Z. Woods - O. D.  
Comm. Veh. & Parking Meter  
Permits)*

*(over)*

#6. Work for other Depts. & Agencies

(Hoods for other bureaus and hoods for Bloodmobile, etc. -)

#8 - Vacation, Sick Leave, Leave of Absence.

#9. Reports & Special Studies

Typing reports, preparing reports (monthly), etc.

#10. Public Contact

Answering questions on telephone,  
Taking care of people at counter  
(other than permits)  
making change, etc.

#7 Clerical & General Office

(normal typing, radio operation,  
general telephone (not requests for info)  
tipping, etc.)

260 days a year = ~~NET~~ DAYS

Account for Vac, etc in summary by writing in.

Outline of each category - what does it include?

Nothing less than an hour.

Write definition of each category - turn into Dick-

Start Sept. 1<sup>st</sup>.

① If individual spends more than 10 min per day reporting,  
Something wrong.

② - Purpose - LEA wants to know manpower - properly used -

Get on % of time on each category  
turn in middle of month.  
Aug 16<sup>th</sup>

FORBETT, Evelyn

STOCKMANN, Mildred

FARRENS, Pat

AHERN, Bette

DAVIS, Bob

BARBUR, Tony

PARKS, Ray

CARRINGTON, Bill

CASSANOVA, Earl

FANCHER, Kermit

HOWELL, Paul

LAINE, Bill

LARSON, Vic

MUELLER, Frank

PETERSON, Oscar

THOMPSON, Howard

LARSON, Bud

LENT, Kenneth

SCHRADER, Chris

SMITH, Lowell

NOLF, Gerald

WETMORE, Bill

EMERY, David

SHIELDS, Bob

FRANKLIN, Dean

PARKS, Dale

KRIGER, Walt

BAUER, Mike

HOOD, Bill

JAMES, Tom

SICKLER, Bob

MAGIN, Dave

NEELY, Tom

OFFICIAL CATEGORIES

1. MANAGEMENT AND SUPERVISION
2. INVESTIGATIONS AND STUDIES
3. PLANNING AND DESIGN
4. SPECIAL REPORTS AND PROJECTS
5. PUBLIC CONTACT
6. WORK FOR OTHER BUREAUS AND AGENCIES.
7. PERMITS
8. CLERICAL
9. COMMITTEES AND MEETINGS
10. MAINTENANCE



FRONT OFFICE DEFINITIONS FOR CATEGORIES OF MANPOWER.

1. MANAGEMENT & SUPERVISION:

- (a) Ordering and maintaining office supplies for T.E., Meter Maids and Traffic Safety Commission.
- (b) Organizing procedures in office.
- (c) Making decisions as to procedures on various occasions.
- (d) Supervising personnel.

2. INVESTIGATION AND STUDIES:

- (a) Summarizing traffic counts.
- (b) Entering correspondence in letter record and writing up service requests (complaints) for same.
- (c) Searching files for material requested by engineers.

4. SPECIAL REPORTS & PROJECTS:

- (a) Typing special reports as requested for engineers.
- (b) Preparing monthly revenue and expenditure reports.
- (c) Typing monthly revenue and expenditure reports.
- (d) Preparing monthly maintenance reports.

5. PUBLIC CONTACT:

- (a) Waiting on counter.
- (b) Answering questions by telephone from public.

Page 2. Definitions

6. WORK FOR OTHER BUREAUS AND AGENCIES:

- (a) Preparing hoods and signs for other bureaus and charitable organizations for which there is no charge.
- (b) Furnishing copies of reports, traffic counts, etc. for other bureaus, etc.

7. PERMITS:

- (a) Typing of construction and truck loading zone permits and preparing hoods for same.
- (b) Issuance and typing of special parking, meter and commercial delivery permits.
- (c) Typing of over-dimensional permits.

8. CLERICAL:

General office work including:

- (a) Dictation and typing correspondence
- (b) Answering telephone (routine calls)
- (c) Filing
- (d) Radio Operation
- (e) Cost Accounting
- (f) Payroll and maintaining personnel records

10. MAINTENANCE:

- (a) Housekeeping.

M. L. Stockmann



# Front Office

## Definitions for Categories

### 1. Management & Supervision

- (a) Ordering and maintaining office supplies for T.E., Meter Maids and Traffic Safety.
- (b) Organizing procedures in office.
- (c) Making decisions on various occasions
- (d) Supervising personnel.

### 2. Investigation and Studies

- (a) Summarizing Traffic Counts
- (b) Entering correspondence in letter record and writing up service request blanks for same.
- (c) Searching files for material requested by engineers (or --- searching for something they have buried on their desk).

### 4. Special Reports & Projects

- (a) Typing special reports as requested for engineers.
- (b) Preparing monthly revenue and expenditure reports. (Davis)
- (c) Typing " " " " "
- (d) Preparing " maintenance reports.

### 5. Public Contact

- (a) Waiting on Counter.
- (b) Answering questions by telephone from public.



6. Work for other Bureaus and Agencies

- (a) Preparing hoards and signs for which there is no charge.
- (b) Furnishing Xerox copies of reports, traffic counts and maps.

7. Permits

- (a) Typing of construction and truck loading permits and preparing hoards for same.
- (b) Issuance and typing of special parking, meter and commercial delivery permits.
- (c) Typing of over-dimensional permits.

8. Clerical

General office work including:

- (a) Dictation + typing correspondence.
- (b) Answering telephone (routine calls)
- (c) Filing
- (d) Radio operation
- (e) Cost Accounting (Davis)
- (f) Payroll and maintaining personnel records.

10. Maintenance

- (a) Housekeeping.

From: M. Stockmann

To: D. E. Bergstrom

August 5, 1971.

Dear Don:

In past years prior to 1969, there was always a one range differential between the salaries of General Accountant and Clerk IV, and nine ranges between Clerk IV and Chief Clerk.

In July of 1969, step increases were instigated and the Accountant class was increased by three steps and the Clerk IV class by only two steps, thus bringing the two classes in the same range level, i.e., 35. This also increased the difference between Clerk IV and Chief Clerk to ten ranges.

In 1970 when union contracts were signed, the Accountant class was increased to range 36 plus and Clerk IV to range 37, but the difference in pay scale amounted to only three cents (3¢) per hour. This also increased the difference between Clerk IV and Chief Clerk to twelve ranges.

Both years I discussed this differential with Bob Johnson, the Personnel Director, protesting the inequity of these raises but was told the decision was made by the Council. He did remark, however, that my position as Clerk IV entails considerably more responsibility and scope than a regular Clerk IV position and probably should be investigated. However, no further action was taken.

I feel that this position does qualify for a new classification between Clerk IV and Chief Clerk and respectfully request that

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consideration be given to creating a new class of perhaps "Administrative Clerk" or similar at a range between Clerk IV and Chief Clerk.

Respectfully submitted,

*Mildred L. Stockmann*

Mildred L. Stockmann

Clerk IV •



RANGES FOR EACH CLASS

<u>Year</u>	<u>Accountant</u>	<u>Clerk IV</u>	<u>Chief Clerk</u>	<u>Diff.</u>
66-67	28	29	38	9
67-68	30	31	40	9
68-69	32	33	42	9
69-70	35	35	45	10
70-71	36+ (4.47 hr.)	37 (4.50 hr.)	49 (6.41 hr.)	12