

# REGIONAL PARKS AND GREENSPACES SMITH BYBEE LAKES TRUST FUND 761

FY 1998-99		2110				2670	
		TOTAL		O & M		ED & OUTREACH	
		FTE	FY 98-99	FTE	FY 98-99	FTE	FY 98-99
<b>Resources</b>							
ACCT Sub-C							
3500		Fund Balance	3,538,718		3,505,585		33,133
4100		Federal Grants-Operating-Direct	100,000		100,000		
4500		Admissions	350				350
4700		Interest on Investments	194,592		194,592		
4970		Trans. of Res. from SW Rev. Fund	25,545		25,545		
<b>TOTAL RESOURCES</b>			<b>3,859,205</b>		<b>3,825,722</b>		<b>33,483</b>

<b>Personal Services</b>							
5010		SALARIES-REGULAR EMPLOYEE (FT)					
		Site Supervisor	1.00	49,393	1.00	49,393	
5025		WAGES - REGULAR EMPLOYEES - (PT)					
		Program Assistant 2	0.50	14,902			0.50 14,902
5080		OVERTIME	0.00	500		500	
5100		FRINGE	0.00	26,659		20,360	6,299
<b>Total Personal Services</b>			<b>1.50</b>	<b>91,454</b>	<b>1.00</b>	<b>70,253</b>	<b>0.50 21,201</b>

<b>Goods &amp; Services</b>							
5201		Office Supplies		500		370	130
5201	602	Postage-Bulk Mail		550		150	400
5201	603	Meetings		560		440	120
5205	610	Landscape Supplies		9,100		9,000	100
5205	613	Graphic/Repro Supplies		300		160	140
5205	615	Printing Supplies		280		200	80
5205	618	Small Tools		500		500	0
5205	619	Promotion Supplies		570			570
5205	620	Other Operating Supplies		20			20
5210	625	Subscr/Publications		460		150	310
5210	626	Dues		100		100	
5215	636	Maint/Rep Supplies-Equipment		610			610
5240		Misc Contracted Purchases		108,750		107,750	1,000
5251	665	Telephone (long distance)		460		255	205
5260	631	Maint/Rep Services-Buildings		1,000		1,000	
5260	636	Maint/Rep Svs-Equipment		1,000		1,000	
5265	670	Rentals-Equipment		1,868		1,008	860
5280	680	Ads/Legal Notices		1,240		200	1,040
5280	681	Printing Services		1,550		550	1,000
5280	682	Typesetting/Repro(PMT)		980		300	680
5280	683	Delivery Svs.		50		50	
5280	685	Temp. Help Services		3,000		3,000	
5280	689	Uniforms		500		250	250
5290	695	Parking Contract		900		900	
5300	700	Lic., Permits, Payment to oth. agencies		6,500		6,500	
5450		Travel		450		450	
5450	760	Mileage Reimbursement		150			150
5455		Training/Tuition/Conferences		650		450	200
5490		Miscellaneous Expenditures		1,050		1,000	50
<b>Total Goods &amp; Services</b>				<b>143,648</b>		<b>135,733</b>	<b>7,915</b>

<b>Total Capital Outlay</b>			0	0	0
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FY 1998-99	TOTAL		2110 O & M		2670 ED & OUTREACH	
	FTE	FY 98-99	FTE	FY 98-99	FTE	FY 98-99

**Interfund Transfer**

5800	Trans. Ind. Costs to Support Svcs Fund		19,079		19,079		
5800	Building Management		5,833		5,833		
5800	Risk Liability		244		244		
5800	Risk Workers Comp		505		505		
5820	Trans. Dir. Costs to Reg. Parks		10,000		10,000		
5820	Trans. Dir. Costs to DRC (Maps)		1,000		1,000		
<b>Total Interfund Transfers</b>			36,661		36,661		0

**Contingency and Unapprop. Bal.**

5999	Contingency		35,265		30,898		4,367
5990	Unappropriated Balance		3,552,177		3,552,177		0
<b>Total Contingency &amp; Unapp. Balance</b>			3,587,442		3,583,075		4,367

<b>TOTAL REQUIREMENTS</b>	1.50	3,859,205	1.00	3,825,721	0.50	33,483
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## **Program Overview**

**Fiscal Year 1998-99**

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### **Program**

Smith and Bybee Lakes Wildlife Area

### **Responsibilities**

The purpose of this program is to manage the Smith and Bybee Lakes Wildlife Area as an environmental, educational and recreational resource that provides access to nature for citizens of the metropolitan region. In establishing the wildlife area, the Smith and Bybee Lakes Trust Fund was established as a dedicated endowment fund to enable development and management as required by the Smith and Bybee Lakes Natural Resource Management Plan which is intended to ensure resources for the future. The Lakes are to be preserved as historical remnants of the Columbia River riparian and wetland system. They are to be maintained and enhanced, to the extent possible, in a manner faithful to their original condition.

In 1997-98 engineering design was initiated for the recommended water control structure that is proposed for installation in 1998-99, returning the lakes to a freshwater tidal marsh system. Following the removal of the water control structure, restoration of riparian habitat around the lakes will begin. Working cooperatively with the City of Portland and the Port of Portland, the alignment of the 40-mile Loop Trail trail through a portion of the management area should be selected in FY 1997-98, with construction anticipated to commence in FY 1998-99. The trail will provide hikers and bicyclists access to the wildlife area. Also in FY 1997-98 the alignment for N. Marine Dr. extension project, funded by the Port of Portland, will be determined. The new alignment may impact the primary access to the wildlife area and western painted turtle habitat.

### **Objectives**

- Work cooperatively with the Port of Portland to remove the water control structure, returning the lakes to a freshwater tidal marsh system, and begin riparian habitat restoration.
- In cooperation with the City of Portland and the Port of Portland construct a portion of the 40-Mile Loop Trail in the wildlife area.
- Continue to integrate the Smith and Bybee Lakes program with other ongoing programs in the Regional Parks and Greenspaces Department.
- Increase use by local schools and provide interpretation for regional users.
- Work cooperatively with Regional Environmental Management Department on the vegetation cover of the St. Johns Landfill.
- Begin western painted turtle survey and monitoring for adaptive management of the population.
- Develop a water quality management plan to remove the lakes from the DEQ water quality limited list.

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## **Program Overview**

## **Fiscal Year 1998-99**

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### Budget Summary

FY 1998-99

#### **RESOURCE ALLOCATION:**

	Amount
Beginning Fund balance	\$3,537,841
Grants	\$100,000
Interest on S&B Fund	\$194,592
Admissions	\$350
Transfer from Solid Waste Fund	\$25,545
<b>TOTAL RESOURCES</b>	<b>\$3,858,328</b>

#### **EXPENDITURE ALLOCATION:**

	Amount
Personal Services	\$91,454
Goods & Services	\$143,648
Transfer to Support Services Funds	\$24,784
Transfer to Data Resources Center	\$1,000
Transfer to Parks/Expo Fund	\$10,000
Contingency	\$35,265
Unappropriated Balance	\$3,552,177
<b>TOTAL REQUIREMENTS</b>	<b>\$3,858,328</b>

#### **FULL-TIME EQUIVALENT STAFFING:**

	FTE
Regular Full Time FTE	1.00
Regular Part Time FTE	0.50
<b>TOTAL FTE</b>	<b>1.50</b>

## **Revenue Detail and Analysis**

**Fiscal Year 1998-99**

### **Revenue Detail**

3000	Beginning Fund Balance	\$ 3,537,841
	Beginning Fund Balance.	
4100	Federal Grants	\$ 100,000
	Grants for biological monitoring and habitat restoration for western painted turtles and other species. Grant money will be used to purchase equipment, hire contractors, and for other misc. professional services.	
4500-120	Admissions.	\$ 350
	Fees collected from educational program users at the wildlife area.	
4700	Interest on Fund Balance	\$ 194,592
	Interest on Fund Balance for FY 98/99, calculated at 5.5% per Budget Manual.	
4970	Transfer Resources From Solid Waste Fund	\$ 25,545
	Operation and maintenance for landfill activities. Money transferred from REM to pay for the Wildlife Area Manager's time spent on landfill issues.	
	<b>TOTAL RESOURCES</b>	<b>\$3,858,328</b>

### **Revenue Analysis**

The Smith and Bybee Lakes Trust Fund is a dedicated fund established in FY 1990-91 to implement the Smith and Bybee Lakes Natural Area Resources Management Plan adopted jointly by Metro and the City of Portland in November 1990. A management objective is to only spend the interest generated from the fund on personal services, materials and services, capital outlays and general operation and maintenance. The fund's principal can be used for land acquisition. Money for capital projects and operation and maintenance needs that exceed the interest generated from the fund will need to be raised from outside revenue sources. Outside revenues are sought from other public agencies that have an interest in a particular project, foundations and grants.

**Expenditure Detail**

**Fiscal Year 1998-99**

Goods & Services

Goods

5201 Office Supplies \$ 500

Standard office supplies

5201-602 Postage \$ 550

First class and bulk mailings \$150  
 Smith and Bybee Lakes mailing \$400

For Smith and Bybee Lakes Day a special mailing is sent to residents in the N. Portland region, Vancouver and people who have participated in activities at the lakes during the year. The mailing consists of a brochure describing the planned activities.

5201-603 Meeting Expenses \$ 560

Smith and Bybee Lakes Management Committee (12) \$200  
 Smith and Bybee Lakes Technical Committee (2) \$40  
 Community meetings (2) \$200  
 Event planning/Educational training \$120

5205-610 Landscape Supplies \$ 9,100

Plant materials, soil amendments, etc. for habitat enhancement \$9,000  
 Trees for Smith and Bybee Lakes Day \$100

For six community based projects done throughout the year and materials for replanting riparian habitat.

5205-613 Graphics/Reproduction Supplies \$ 300

Misc. graphic/reprographic supplies \$140  
 Camera film \$160

5205-615 Printing Supplies \$ 280

Misc. printing supplies

5205-618 Small Tools \$ 500

Small tools for various projects

5205-619 Promotion Supplies \$ 570

T-shirts, hats for volunteer naturalists

Upon completion of the volunteer naturalist program, participants are given T-shirts and hats to wear when they are leading tours and presenting programs at Metro's facilities.

**Expenditure Detail**

**Fiscal Year 1998-99**

5205-620 Other Operating Supplies \$ 20

Other operating supplies

5210-625 Subscriptions/Publications \$ 460

15 Field Guides @ \$19.95 each \$300  
 Wetlands Library: 7-8 books @ \$20 ea. \$150  
 5 Issues of Volunteer Monitor @ \$2 ea. \$10

5210-626 Dues \$ 100

Natural Areas Association

5215-636 Maintenance/Repair Supplies Equipment \$ 610

Laminator (half of cost) \$225  
 Cellular phone and accessories \$210  
 Sediment sampler \$175

**Services**

5240 Misc. Professional Services \$ 108,750

Biological monitoring \$40,000  
 Performance services for Smith & Bybee Lakes Day \$750  
 Habitat restoration and enhancement \$37,000  
 Interagency agreement with City of Portland/BES \$6,000  
 Facilities improvement \$25,000

With the removal of the water control structure, biological monitoring at the lakes will increase to document the effects on plant, animal and invertebrate populations on the change in hydrology. Also, with the completion of the western painted turtle monitoring plan in FY97-98, implementation will begin this fiscal year.

Again, with the change in hydrology of the lakes, increased level of habitat restoration will be implemented to increase shorebird and neotropical bird use of the wildlife area through plantings, propagation of native plants and other means.

Metro entered into a multi-year IGA with the City of Portland for a 15 acre restoration project between the lakes and the Columbia Slough. The money is for maintaining the restoration area.

Facilities improvement monies are for the construction of a boat launch and possible trail improvements associated with the construction of the 40-mile loop trail.

5251-665 Telephone \$ 460

Long Distance \$150  
 Cellular phones (2) monthly charges \$310

**Expenditure Detail**

**Fiscal Year 1998-99**

5260-631 Maintenance & Repair Services/Buildings \$ 1,000

Repairs to trails, observation blinds, and/or parking lot

5260-636 Maintenance & Repair Services/Equipment \$ 1,000

Scientific equipment used in environmental monitoring

5265-670 Rental \$ 1,868

Smith and Bybee Lakes Day event rentals \$860  
 Sanitation services \$1,008

5280-680 Advertising \$ 1,240

Oregonian advertisements for volunteer naturalists \$40  
 Ads in local papers for Smith & Bybee Lakes Day \$1,000  
 Public meeting notices \$200

The Oregonian advertisements are to reach a broader audience for recruiting 40 volunteer naturalists than can be reached by Greenscene. Notices for open houses and other public meetings to update the public on activities and changes in hydrology management of the lakes and construction of the 40-mile Loop Trail.

5280-681 Printing \$ 1,550

Printing brochures and reports \$550  
 Smith and Bybee Lakes brochure/flyer \$1,000

5280-682 Typesetting & Reprographic Services \$ 980

Services to prepare brochures, reports, display maps \$200  
 Photo enlarging, film processing and laminating large posters \$280  
 Color copies of aerial photos for student monitoring project \$500

5280-683 Delivery Services \$ 50

Courier services for time critical deliveries

5280-685 Temporary Help Services \$ 3,000

Crews for restoration work

Contract crews, EnviroCorps, and CRUE time for clearing exotic vegetation, hauling trash, planting native species and other work at the lakes.

5280-686 Uniform Supply \$ 500

Uniforms



**Expenditure Detail**

**Fiscal Year 1998-99**

5290-695	Parking Contract		\$ 900
	Parking costs for truck at Metro Regional Center		
5300	License, Permits, & Payments to Other Agencies		\$ 6,500
	Fleet services costs		
5450	Travel		\$ 450
	Society of Wetland Scientist conference	\$300	
	Oregon/Washington	\$150	
5450-760	Mileage Reimbursement		\$ 150
	Personal vehicle use when pool cars unavailable		
5455	Training, Tuition & Conferences		\$ 650
	Training opportunities to maintain and enhance skills		
5490	Miscellaneous Expenditures		\$ 1,050
	Expenditures not specifically itemized above		
<b>TOTAL GOODS &amp; SERVICES</b>			<b>\$143,648</b>
<b>TOTAL CAPITAL OUTLAY</b>			<b>\$ 0</b>
<b>Interfund Transfers</b>			
5800	Transfers Indirect Costs to Support Services		\$ 24,784
5820	Transfer Direct Costs to Data Resource Center (Maps)		\$ 1,000
5820	Transfers Direct Costs to Regional Parks (Admin)		\$10,000
<b>TOTAL INTERFUND TRANSFERS</b>			<b>\$ 35,784</b>

***Expenditure Detail***

***Fiscal Year 1998-99***

**Contingency and Unappropriated Balance**

5999	Contingency	\$ 35,265
5990	Unappropriated (Undesignated for capital improvements)	\$3,552,177
<b>TOTAL CONTINGENCY AND UNAPPROPRIATED BALANCE</b>		<b>\$ 3,587,442</b>
<b>TOTAL PERSONAL SERVICES</b>		<b>\$ 91,454</b>
<b>TOTAL GOODS &amp; SERVICES</b>		<b>\$ 143,648</b>
<b>CAPITAL OUTLAY</b>		<b>\$ 0</b>
<b>TOTAL INTERFUND TRANSFERS</b>		<b>\$ 35,784</b>
<b>TOTAL CONTINGENCY AND UNAPPROPRIATED BALANCE</b>		<b>\$ 3,587,442</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,858,328</b>

## **Expenditure Analysis**

## **Fiscal Year 1998-99**

### **FTE Changes from FY 1997-98**

- Same level of FTE (1.5) no change

### **FTE Changes from FY 1997-98**

- No Changes

### **Materials & Services**

- Total Materials and Services are up from \$49,499 in FY 1997-98 to \$143,648 in FY 1998-99. This is due to the implementation of restoration and monitoring plans. Changes in individual line items exceeding 5% and \$500 or over are as follows:

<b>Code</b>	<b>Description</b>	<b>% Change</b>	<b>\$ Change</b>	<b>Comment</b>
5205-610	Landscape Supplies	12%	\$1,000	Increase in plant materials for restoration projects.
5205	Other Operating Supplies	(97%)	(625)	Placed expenses in proper category.
5240-652	Promotion/Public Relations Serv.	na	570	Placed in the correct category from Other Operating Supplies.
5260-635	Maint/Rep Services-Building	na	1,000	Needed repairs of trails and observation blinds
5260-636	Maint/Rep SOS-Equipment	100%	500	Repair and replacement in monitoring and educational equipment.
5265-670	Equipment Rental	85%	1,868	Sanitation services moved from O&M to Smith and Bybee.
5280-681	Printing Services	(74%)	4,350	Printing less brochures and guides.
5280	Temporary Help Services	na	3,000	For contract crews to assist with restoration and other jobs.
5300	License/Permits/Pay to Agencies	(19%)	(1,500)	Replacement cost and maintenance for fleet vehicle. Previously budgeted in Maint/Rep Equip, moved to this category and reduced by \$1,500 to more accurately reflect cost.

### **Capital Outlay**

- No capital projects or purchases planned.

### **Interfund Transfers**

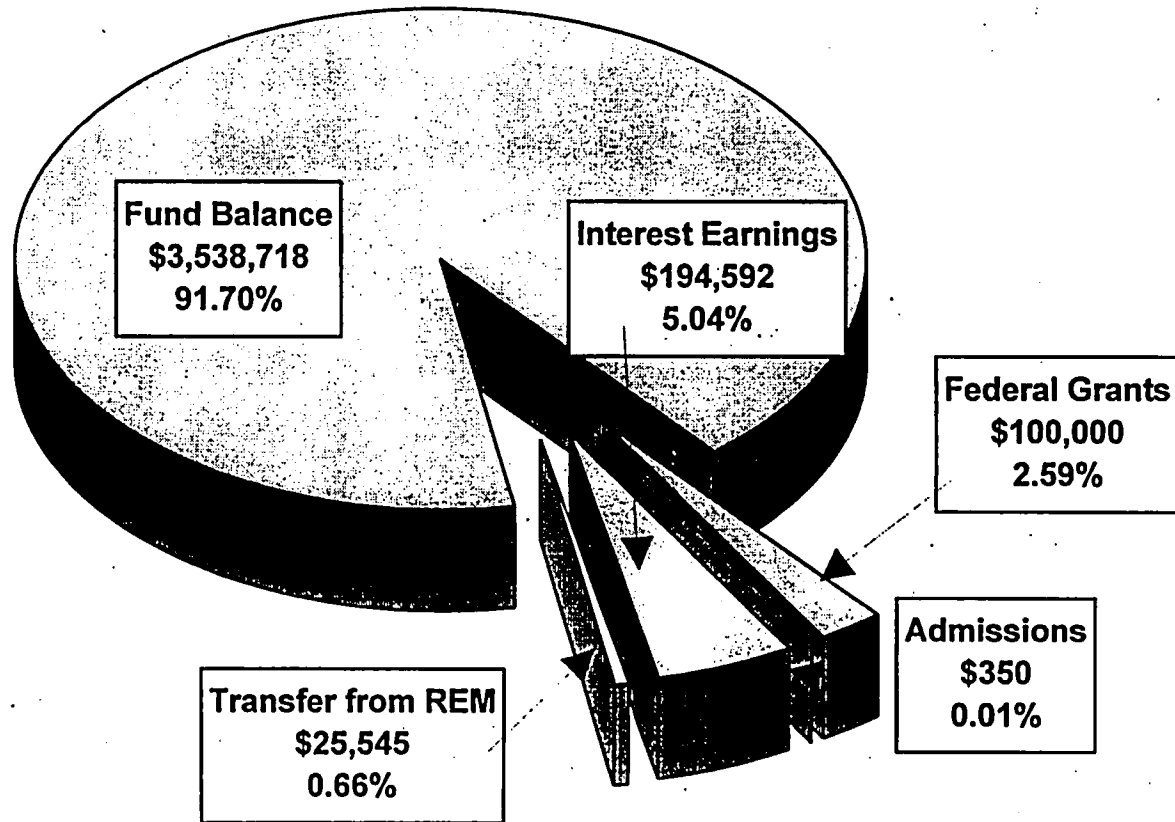
- Transfer to Planning Fund for DRC support \$1,000
- Transfer indirect costs to Support Services Fund \$24,784
- Transfer to Parks/Expo Fund \$10,000

**Contracts List**

**Fiscal Year 1998-99**

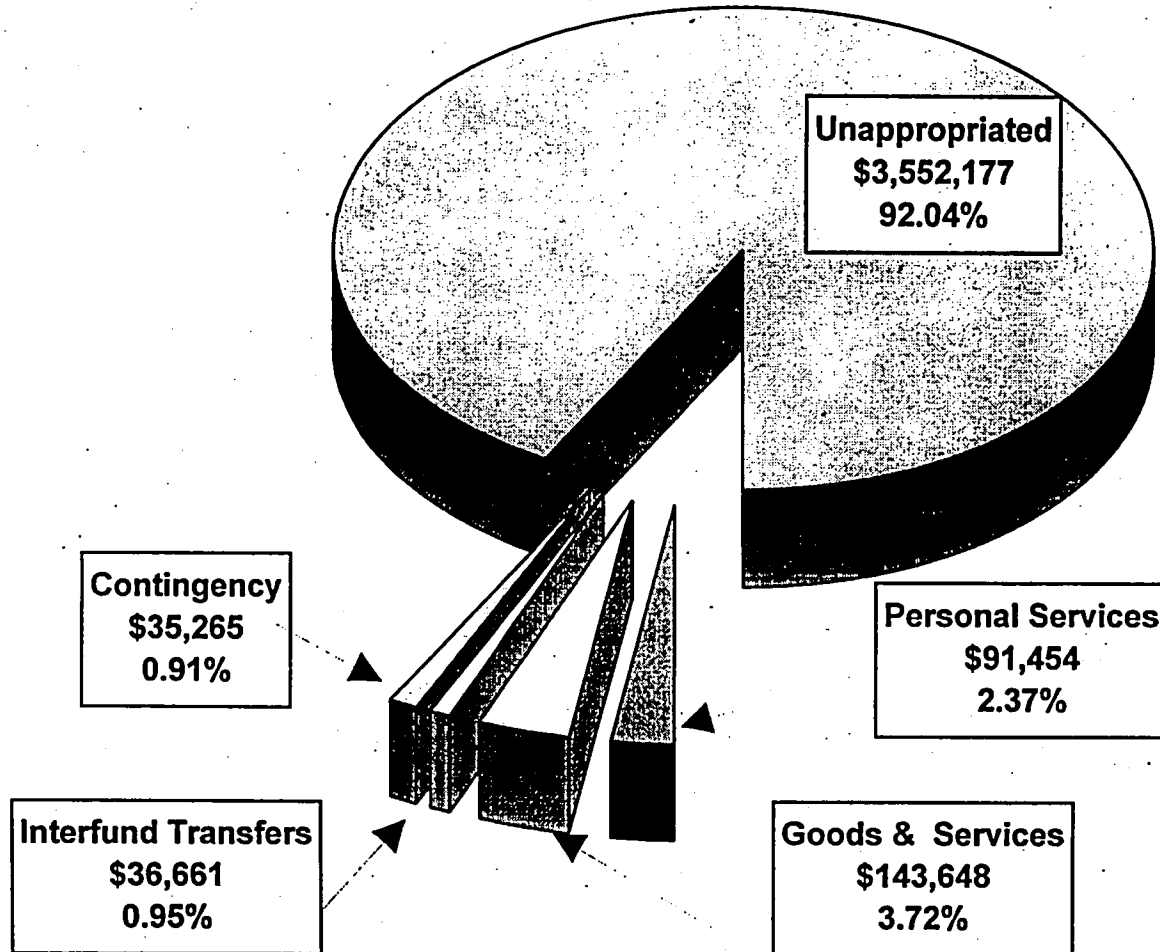
Contract #	Vendor	Project Manager	Type	Start Date	Expire Date	Total Amount of contract	FY 98-99 Amount
905373	City of Portland/BES	Emily Roth	IGA	12/31/96	12/31/00	\$46,740	\$6,998
IGA for restoration work at Smith Lake.							
NEW	City of Portland	Emily Roth	IGA	7/1/98	6/30/99	\$20,000	\$20,000
IGA for Metro's share of construction costs on the 40 mile loop through Smith & Bybee Lakes.							
NEW	TBA	Emily Roth	PS	5/1/98	6/30/99	\$22,000	\$22,000
Personal services contract for biological monitoring at Smith & Bybee Lakes to start implementation of the western painted turtle monitoring plan.							
NEW	TBA	Emily Roth	PS	6/1/98	6/30/99	\$20,000	\$20,000
Personal services contract for the development of new signs at Smith & Bybee Lakes.							
NEW	TBA	Emily Roth	PS	7/1/98	6/30/99	\$37,000	\$37,000
Personal services contract to perform habitat restoration and enhancement at Smith & Bybee Lakes.							
NEW	TBA	Emily Roth	PS	7/1/98	6/30/99	\$30,000	\$30,000
Personal services contract for biological monitoring of changes to flora and fauna due to the removal of the water control dam at Smith & Bybee Lakes.							
NEW	TBA	Emily Roth	PUB	7/1/98	6/30/99	\$25,000	\$25,000
Public contract for construction of a boat launch and inner trail improvements at Smith & Bybee Lakes.							

**REGIONAL PARKS AND GREENSPACES DEPARTMENT  
SMITH BYBEE LAKES TRUST FUND  
RESOURCES FY 98-99**



**TOTAL FY 98-99 RESOURCES \$3,859,205**

**REGIONAL PARKS AND GREENSPACES DEPARTMENT  
SMITH BYBEE LAKES TRUST FUND  
EXPENDITURES FY 98-99**



**TOTAL FY 98-99 EXPENDITURES \$3,859,205**