



METRO

Providing regional services • Creating livable communities

(Includes the Metro Washington Park Zoo and Regional Parks)
600 NE Grand Avenue, Portland, Oregon, 97232 • (503) 797-1570

Employment Opportunity

Night Ranger/Groundsperson

Regional Parks and Greenspaces
Blue Lake and Oxbow Park (Please specify which you prefer)

General recruitment

Application deadline: Open continuous recruitment

Pay range: ~~\$7.25~~ ^{\$8.00 → 8.75/hour} ~~\$7.75~~/hour, full-time temporary

Exam number: 00008-0450-9803-0000

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for "recruitment type"
on scantron form

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for "recruitment type"
on scantron form

This position is non-represented.

➤ Please carefully follow application checklist on reverse side ◀

Position summary:

These positions are based at either Blue Lake Park located at 20500 NE Marine Drive, Troutdale, Oregon 97060, or Oxbow Park located at 3010 SE Oxbow Parkway, Gresham, Oregon 97080. Seasonal Park workers are directly responsible to the Regional Park Supervisor and work under the field direction of permanent work staff.

Essential job duties:

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation. However, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- In both work areas, seasonal park workers are responsible for assisting in providing a safe and enjoyable experience for visitors.
- Ground maintenance including, but not limited to, moving, trimming, weeding, irrigation and garbage removal.
- Ability to operate vehicles and equipment with minimal training.
- Assisting the public in a courteous and knowledgeable manner. This includes enforcement of regulation governing Metro's parks and facilities.
- Ability to work well with others and to assist in any work area, if the need arises.
- Responsible for and maintains equipment and supplies provided, including vehicles.
- Works independently, efficiently, and safely with minimal supervision in some situations.
- Performs work duties which require lifting up to 50 pounds.
- Works in adverse conditions (rain, cold weather, dust, heavy pollen).
- Performs strenuous physical labor for long periods.

Specifically, this position is directly responsible for the after hours security of the park, as well as providing the safest and most enjoyable experience for each person visiting our facilities. Tasks involved in accomplishing this may include, but may not be limited to the following:

- Irrigation of turf, shrubs, and annuals.
- Garbage/litter removal.
- Restroom maintenance, including janitorial.
- Park patrol (Blue Lake position will include patrols at Chinook Landing Marine Park).
- Public relations.
- Enforcing all park rules and regulations.

An equal opportunity/affirmative action employer

Budget Subcommittee: 9/9/98

Smith and Bybee Lakes
Budget Considerations for Fiscal Year 1999-2000

Estimated Beginning Fund Balance	\$3,552,324
Estimated Interest	\$ 195,378 (calculated at 5.5%)
Transfers in	\$ 10,000

Personal services (1.5 Full-time equivalents) (\$ 96,027)
Transfers out (for administrative & overhead) (\$ 37,461)

Amount left to work with ~~\$71,890~~ 44,600

Possible Expenditure

HHMM ② H	• Temporary Park Ranger (6 months)	\$ 8,840 (at a rate of \$8.50/hour)	
MLL L L L L H H H H ① H ② H	* • Continue Turtle Monitoring	\$20,000	
	* • BES contract for maintenance	\$ 7,000	
	• Fish Tissue Sampling	6,000	
	• Parking Lot Improvements, expansion	25,000	or Temporary Improvements 10,000 H ①
	• Purple Loosestrife eradication	4,000	
	• Some sort of transportation for Ranger	500	
HMML H	Upgrade of mgmt plan	15,000	
HMML M	Security improvements	5,000	
		<hr/> 93,340	

SMITH & BYBEE LAKES TRUST FUND

9/2/98

8:55 AM

Fund Name	1998-99		Projections				
	Adopted	Est. Actuals	1999-00	2000-01	2001-02	2002-03	2003-04
Resources							
<i>Estimated Beginning Fund Balance (Including Reserves)</i>	<i>\$3,591,716</i>	<i>\$3,545,108</i>	<i>\$3,552,324</i>	<i>\$3,564,575</i>	<i>\$3,570,386</i>	<i>\$3,569,093</i>	<i>\$3,559,981</i>
Projected Operating Revenues							
Grants	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0
Property Taxes-Current	0	0	0	0	0	0	0
Excise Tax	0	0	0	0	0	0	0
Enterprise Revenues	350	350	361	372	383	394	406
Intergovernmental Revenue	0	0	0	0	0	0	0
Donations and Bequests	0	0	0	0	0	0	0
Bond/Loan Proceeds	0	0	0	0	0	0	0
Interest	194,592	194,981	195,378	196,052	196,371	196,300	195,799
Transfers In	25,545	10,000	10,000	10,000	10,000	10,000	10,000
Other	0	0	0	0	0	0	0
Total Projected Revenues	\$320,487	\$305,331	\$205,739	\$206,424	\$206,754	\$206,694	\$206,205
Total Resources	\$3,912,203	\$3,850,439	\$3,758,063	\$3,770,999	\$3,777,140	\$3,775,787	\$3,766,186
Expenditures							
Full-Time Equivalents (FTE)	1.50	1.50	1.50	1.50	1.50	1.50	1.50
Personal Services	\$91,454	\$91,454	\$96,027	\$100,828	\$105,869	\$111,162	\$116,720
Materials and Services	176,646	150,000	50,000	51,500	53,045	54,636	56,275
Capital Outlay	20,000	20,000	10,000	10,000	10,000	10,000	10,000
Debt Service	0	0	0	0	0	0	0
Transfers Out	36,661	36,661	37,461	38,285	39,134	40,008	40,911
Contingency	35,265	0	0	0	0	0	0
Total Expenditures	\$360,026	\$298,115	\$193,488	\$200,613	\$208,048	\$215,806	\$223,906
<i>Estimated Ending Fund Balance</i>	<i>\$3,552,177</i>	<i>\$3,552,324</i>	<i>\$3,564,575</i>	<i>\$3,570,386</i>	<i>\$3,569,093</i>	<i>\$3,559,981</i>	<i>\$3,542,280</i>
Required Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Estimated Ending Fund Balance Less Required Reserves</i>	<i>\$3,552,177</i>	<i>\$3,552,324</i>	<i>\$3,564,575</i>	<i>\$3,570,386</i>	<i>\$3,569,093</i>	<i>\$3,559,981</i>	<i>\$3,542,280</i>

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
Resources							
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	
TOTAL RESOURCES				3,859,205		3,825,722	33,483

Personal Services							
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
Total Personal Services			1.50	91,454	1.00	70,253	0.50 21,201

Goods & Services							
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
Total Goods & Services				143,648		135,733	7,915
Total Capital Outlay				0		0	0

REGIONAL PARKS AND GREENSPACES SMITH BYBEE LAKES TRUST FUND 761

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		
Total Interfund Transfers			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
Total Contingency & Unapp. Balance			3,587,442		3,583,075		4,367

TOTAL REQUIREMENTS	1.50	3,859,205	1.00	3,825,721	0.50	33,483
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Program Overview

Fiscal Year 1998-99

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.

Program Overview

Fiscal Year 1998-99

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
TOTAL RESOURCES	\$3,858,328

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
TOTAL REQUIREMENTS	\$3,858,328

FULL-TIME EQUIVALENT STAFFING:

	FTE
Regular Full Time FTE	1.00
Regular Part Time FTE	0.50
TOTAL FTE	1.50

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.	
TOTAL RESOURCES		\$3,858,328

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
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Standard office supplies

5201-602	Postage	\$ 550
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First class and bulk mailings	\$150
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Smith and Bybee Lakes mailing	\$400
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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
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Smith and Bybee Lakes Management Committee (12)	\$200
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Smith and Bybee Lakes Technical Committee (2)	\$40
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Community meetings (2)	\$200
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Event planning/Educational training	\$120
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5205-610	Landscape Supplies	\$ 9,100
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Plant materials, soil amendments, etc. for habitat enhancement	\$9,000
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Trees for Smith and Bybee Lakes Day	\$100
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For six community based projects done throughout the year and materials for replanting riparian habitat.

5205-613	Graphics/Reproduction Supplies	\$ 300
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Misc. graphic/reprographic supplies	\$140
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Camera film	\$160
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5205-615	Printing Supplies	\$ 280
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Misc. printing supplies

5205-618	Small Tools	\$ 500
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Small tools for various projects

5205-619	Promotion Supplies	\$ 570
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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
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Other operating supplies

5210-625	Subscriptions/Publications	\$ 460
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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
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Natural Areas Association

5215-636	Maintenance/Repair Supplies Equipment	\$ 610
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Laminator (half of cost)	\$225
Cellular phone and accessories	\$210
Sediment sampler	\$175

Services

5240	Misc. Professional Services	\$ 108,750
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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
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Long Distance	\$150
Cellular phones (2) monthly charges	\$310

Expenditure Detail

Fiscal Year 1998-99

5260-631	Maintenance & Repair Services/Buildings	\$ 1,000
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Repairs to trails, observation blinds, and/or parking lot

5260-636	Maintenance & Repair Services/Equipment	\$ 1,000
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Scientific equipment used in environmental monitoring

5265-670	Rental	\$ 1,868
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Smith and Bybee Lakes Day event rentals	\$860
Sanitation services	\$1,008

5280-680	Advertising	\$ 1,240
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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
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Printing brochures and reports	\$550
Smith and Bybee Lakes brochure/flyer	\$1,000

5280-682	Typesetting & Reprographic Services	\$ 980
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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
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Courier services for time critical deliveries

5280-685	Temporary Help Services	\$ 3,000
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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
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Uniforms

Expenditure Detail

Fiscal Year 1998-99

5290-695	Parking Contract	\$ 900
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Parking costs for truck at Metro Regional Center

5300	License, Permits, & Payments to Other Agencies	\$ 6,500
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Fleet services costs

5450	Travel	\$ 450
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	Society of Wetland Scientist conference	\$300
	Oregon/Washington	\$150

5450-760	Mileage Reimbursement	\$ 150
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Personal vehicle use when pool cars unavailable

5455	Training, Tuition & Conferences	\$ 650
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Training opportunities to maintain and enhance skills

5490	Miscellaneous Expenditures	\$ 1,050
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Expenditures not specifically itemized above

TOTAL GOODS & SERVICES		\$143,648
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TOTAL CAPITAL OUTLAY		\$ 0
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Interfund Transfers

5800	Transfers Indirect Costs to Support Services	\$ 24,784
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5820	Transfer Direct Costs to Data Resource Center (Maps)	\$ 1,000
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5820	Transfers Direct Costs to Regional Parks (Admin)	\$10,000
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TOTAL INTERFUND TRANSFERS		\$ 35,784
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Expenditure Detail

Fiscal Year 1998-99

Contingency and Unappropriated Balance

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

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:

Code	Description	% Change	\$ Change	Comment
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

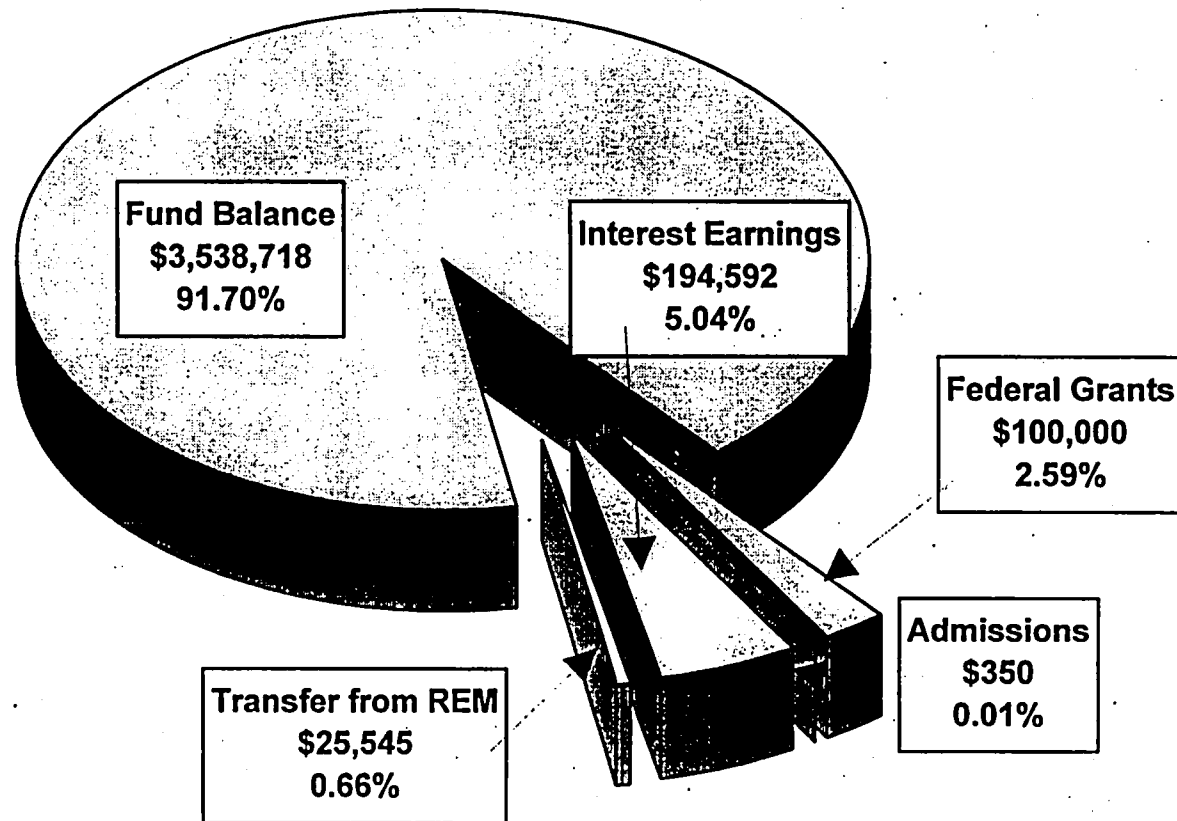
- Transfer to Planning Fund for DRC support \$1,000
- Transfer indirect costs to Support Services Fund \$24,784
- Transfer to Parks/Expo Fund \$10,000

Contracts List

Fiscal Year 1998-99

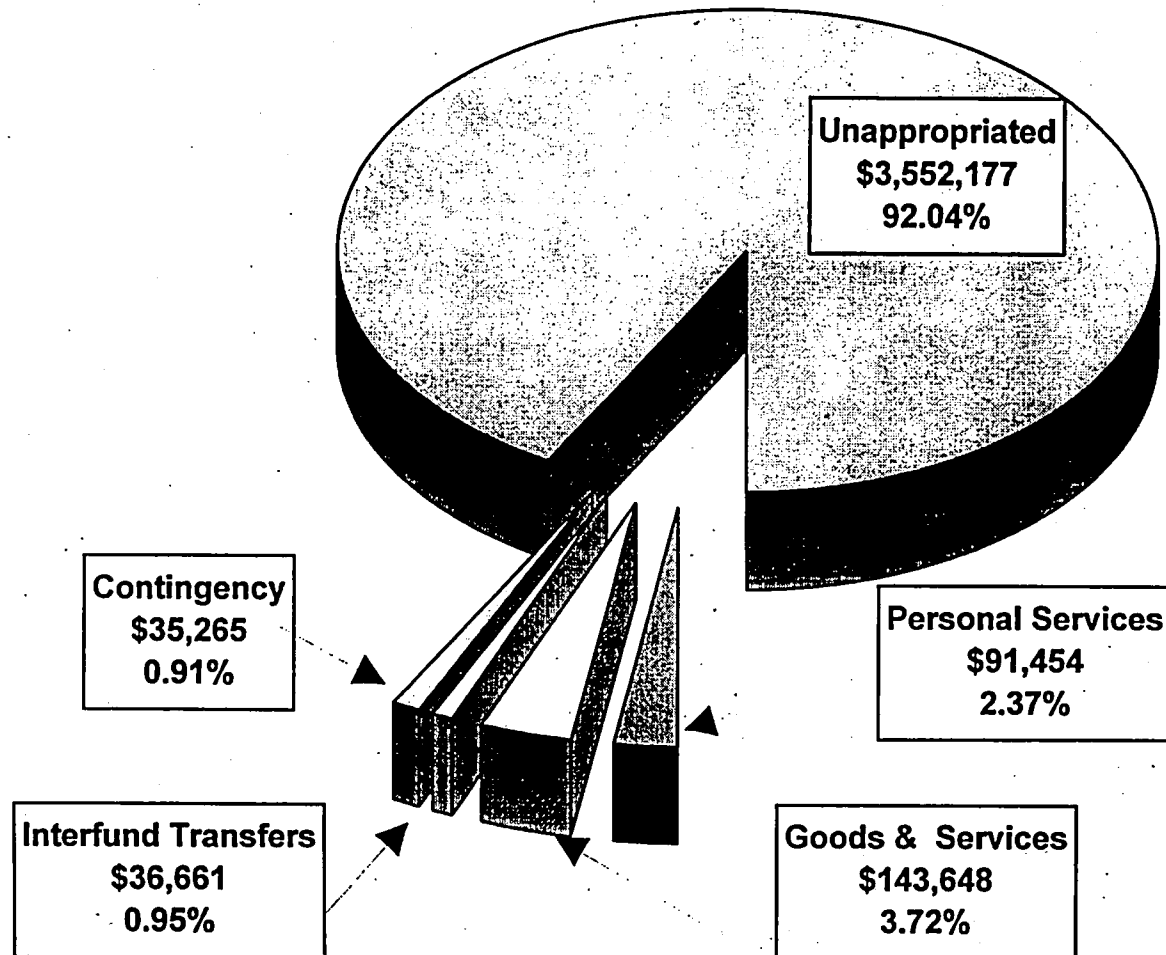
Contract #	Vendor	Project Manager	Type	Start Date	Expire Date	Total Amount of contract	FY 98-99 Amount
905373	City of Portland/BES	Emily Roth	IGA	12/31/96	12/31/00	\$46,740	\$6,998
IGA for restoration work at Smith Lake.							
NEW	City of Portland	Emily Roth	IGA	7/1/98	6/30/99	\$20,000	\$20,000
IGA 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

REGIONAL PARKS AND GREENSPACES SMITH BYBEE LAKES TRUST FUND 761

411100/02340 or 02311 411200/02670

ACCT # FY 1997-98		TOTAL		O & M		ED & OUTREACH	
		FTE	FY 97-98	FTE	FY 97-98	FTE	FY 97-98
Resources							
305000	Fund Balance		3,342,571		3,313,002		29,569
331110	Federal Grants-Operating-Direct		100,000		100,000		
339300	Port of Portland		260,000		260,000		
339300	City of Portland		105,000		105,000		
347100	Admissions		985				985
361100	Interest on Investments		177,929		177,929		
379000	Other Miscellaneous Revenues		250		0		250
392531	Trans. of Res. from SW Rev. Fund		25,545		25,545		
TOTAL RESOURCES			4,012,280		3,981,476		30,804

Personal Services

511121	SALARIES-REGULAR EMPLOYEE (FT)				0		
	Site Supervisor	1.00	45,928	1.00	45,928		
511225	WAGES - REGULAR EMPLOYEES - (PT)	0.00	0		0		
	Program Assistant 2	0.50	14,146		0	0.50	14,146
511400	OVERTIME	0.00	892		892		
512000	FRINGE	0.00	23,570		17,931		5,639
Total Personal Services		1.50	84,536	1.00	64,751	0.50	19,785

Materials & Services

521100	Office Supplies		381		250		131
521210	Landscape Supplies		8,100		8,000		100
521240	Graphic/Repro Supplies		384		250		134
521260	Printing Supplies		280		200		80
521290	Other Operating Supplies		645		75		570
521292	Small Tools		750		695		55
521310	Subscr/Publications		1,059		500		559
521320	Dues		100		100		0
524190	Misc. Prof. Svs.		111,050		109,100		1,950
525640	Maint/Rep Svs-Equipment		500		500		0
525710	Rentals-Equipment		1,010		150		860
526200	Ads/Legal Notices		900		200		700
526310	Printing Services		5,900		2,000		3,900
526320	Typesetting/Repro(PMT)		1,010		400		610
526410	Telephone (long distance)		250		200		50
526420	Postage-Bulk Mail		600		200		400
526440	Delivery Svs.		50		50		0
526500	Travel		750		750		0
526510	Mileage Reimbursement		150		0		150
526691	Parking Contract		780		780		0
526800	Training/Tuition/Conferences		450		250		200
526910	Uniforms		500		250		250
528100	Lic., Permits, Payment to oth. agencies		8,000		8,000		0
529500	Meetings		450		330		120
529800	Miscellaneous Expenditures		605		100		505
Total Materials & Services			144,654		133,330		11,324

REGIONAL PARKS AND GREENSPACES SMITH BYBEE LAKES TRUST FUND 761

411100/02340 or 02311 411200/02670

ACCT # FY 1997-98		TOTAL		O & M		ED & OUTREACH	
		FTE	FY 97-98	FTE	FY 97-98	FTE	FY 97-98
Capital Outlay							
571400	Purchased Equipment and Vehicles		15,000		15,000		
574190	Other Services (permits)		1,000		1,000		
574510	Construction Work and Materials - Improvements		422,000		422,000		
	Total Capital Outlay		438,000		438,000		0
Interfund Transfer							
581610	Trans. Ind. Costs to Support Svcs Fund		17,057		17,057		
581513	Building Management		4,463		4,463		
581615	Risk Liability		755		755		
581615	Risk Workers Comp		445		445		
583160	Trans. Dir. Costs to Reg. Parks/Expo Fund		15,000		15,000		
583140	Trans. Dir. Costs to DRC (Maps)		1,440		1,440		
583531	Trans. Dir. C.sts to Reg. Envir. Mgmt		15,000		15,000		
	Total Interfund Transfers		54,160		54,160		0
Contingency and Unapprop. Bal.							
599999	Contingency		35,352		35,352		
599990	Unappropriated Balance		3,255,578		3,255,578		
	Total Contingency & Unapp. Balance		3,290,930		3,290,930		0
TOTAL REQUIREMENTS							
		1.50	4,012,280	1.00	3,981,171	0.50	31,109

Program/Division Overview

Fiscal Year 1997-98

Program

Smith and Bybee Lakes

Responsibilities

The purpose of this program is to manage the Smith and Bybee Lakes area as an environmental, educational and recreational resource for 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. 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.

During FY 1996-97, negotiations are continuing to purchase the 1/4 undivided private property interest in the southeast portion of the Management Area. If these are not successful, acquisition funds will be carried forward in the spring via a technical amendment to the FY 1997-98 budget in order to complete the acquisition. Also in 1996-97 engineering design will be initiated for the recommended water control structure that is proposed for installation in 1997-98, returning the Lakes to a freshwater tidal marsh system. Design of the Forty Mile Loop trail through a portion of the Management Area may also commence in FY 1996-97, with construction anticipated to commence in FY 1997-98.

Objectives

- Remove the dam and return the lakes to a fresh water tidal marsh system.
- Design the Forty-Mile Loop trail around a portion of the St. Johns landfill in cooperation with the City of Portland and the Port of Portland, and commence construction.
- 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. John's Landfill.

Program/Division Overview

Fiscal Year 1997-98

Budget Summary

FY 1997-98

RESOURCE ALLOCATION:

	Amount
Beginning Fund balance	\$3,342,571
National Fish & Wildlife Foundation	\$100,000
Interest on S&B Fund	\$177,929
Education Program Fees	\$1,235
Government Contributions	\$365,000
Transfer from Solid Waste Fund	\$25,545
TOTAL RESOURCES	\$4,012,280

EXPENDITURE ALLOCATION:

	Amount
Personal Services	\$84,536
Materials & Services	\$144,654
Capital Outlay	\$15,000
Capital Projects	\$423,000
Transfer to Support Services Funds	\$22,720
Transfer to Solid Waste Fund	\$15,000
Transfer to Data Resources Center	\$1,440
Transfer to Parks/Expo Fund	\$15,000
Contingency	\$35,352
Unappropriated Balance	\$3,255,578
TOTAL REQUIREMENTS	\$4,012,280

FULL-TIME EQUIVALENT STAFFING:

	FTE
Regular Full Time FTE	1.0
Regular Part Time FTE	0.5
TOTAL FTE	1.5

Revenue Detail and Analysis

Fiscal Year 1997-98

REVENUE DETAILS		
305000	Beginning Fund Balance	\$3,342,571
	Beginning Fund Balance	\$3,342,571
331110	Federal Grants Operating Direct	\$100,000
	Grant from National Fish and Wildlife Foundation	\$100,000
339300	Government Contributions	\$365,000
	Port of Portland (Rivergate Mitigation and monitoring)	\$260,000
	City of Portland (Local Share for 40 Mile Loop Trail)	\$105,000
347100	Admissions	\$985
	Education Program Fees	\$985
361100	Interest Earned	\$177,929
	Interest on S & B Fund calculated on Fund balance at 5.5%	\$177,929
379000	Miscellaneous Revenues	\$250
	Sale of Publications	\$250
392531	Trans. Direct Costs from Solid Waste Revenue Fund	\$25,545
	Trail development	\$10,500
	Operation and maintenance	\$15,045
	TOTAL REVENUE	\$4,012,280

Revenue Detail and Analysis

Fiscal Year 1997-98

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 principle 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 1997-98

MATERIALS AND SERVICES		
521100	Office Supplies	\$381
	Standard office supplies	\$381
521210	Landscape Supplies	\$8,100
	Plant materials, soil amendments, etc. for habitat enhancement	\$8,100
521240	Graphic/Reprographic Supplies	\$384
	Misc. graphic/reprographic supplies	\$384
521260	Printing Supplies	\$280
	Misc. printing supplies not kept in stock	\$280
521290	Other Operating Supplies	\$645
	Metro hats, T-shirts and recognition for volunteers	\$645
521292	Small Tools	\$750
	Small tools for various projects	\$750
521310	Subscriptions	\$1059
	20 Field Guides @ \$19.95 each	\$399
	Wetlands Library: 7-8 books @ \$20 ea.	\$150
	5 Issues of Volunteer Monitor @ \$2 ea.	\$10
	References	\$500
521320	Dues	\$100
	Natural Areas Association	\$100
524190	Miscellaneous Professional Services	\$111,050
	Construction of wildlife display in observation structures	\$800
	Biological consulting on student monitoring projects	\$750
	Performance services for Smith & Bybee Lakes Day	\$400
	Habitat restoration and enhancement	\$7,000
	Interagency agreement with City of Portland/BES	\$16,100
	Security services	\$5,000
	Biological monitoring	\$20,000
	Sign development	\$20,000

Expenditure Detail

Fiscal Year 1997-98

	Fund raising	\$20,000	
	Water quality monitoring	\$20,000	
	Education/community involvement services	\$1,000	
525640	Maintenance and Repair - Equipment		\$500
	Scientific equipment used in environmental monitoring	\$500	
525710	Equipment Rentals		\$1,010
	Rental of event staging equipment	\$1,010	
526200	Ads/Legal Notices		\$900
	Oregonian advertisements for volunteer naturalists	\$40	
	Ads in local papers for Smith & Bybee Lakes Day	\$660	
	Public meeting notices	\$200	
526310	Printing Services		\$5,900
	Printing brochures and reports	\$900	
	Printing lakes curriculum guide	\$3,000	
	Field Guide printing	\$2,000	
526320	Typesetting/Reproduction		\$1,010
	Services to prepare brochures, reports, display maps	\$300	
	Film, photo enlarging, film processing	\$318	
	Wildlife art copies and lamination	\$392	
524610	Telephone		\$250
	Long Distance	\$250	
526420	Postage		\$600
	First class and bulk mailings	\$600	
526440	Delivery Services		\$50
	Courier services for time critical deliveries	\$50	
526500	Travel		\$750
	Society of Wetland Scientist conference	\$650	
	Oregon/Washington	\$100	

Expenditure Detail

Fiscal Year 1997-98

526510	Mileage Reimbursement	\$150
	Personal vehicle use when pool cars unavailable	\$150
526691	Parking Contract	\$780
	Parking costs for truck at Metro Regional Center	\$780
526800	Training, Tuition, Conferences	\$450
	Training opportunities to maintain and enhance skills	\$450
526910	Uniforms	\$500
	Park personnel uniforms	\$500
528100	License, Permits and Payments to Other Agencies	\$8,000
	Motor pool services	\$8,000
529500	Meetings	\$450
	Smith and Bybee Lakes Management Committee (12)	\$160
	Smith and Bybee Lakes Technical Committee (2)	\$20
	Community meetings (2)	\$150
	Event planning/Educational training	\$120
529800	Miscellaneous Expenditures	\$605
	Expenditures not specifically itemized above	\$605
TOTAL MATERIALS AND SERVICES		\$144,654

Capital Outlay

571400	Purchased Equipment and Vehicles	\$15,000
	Truck for the Wildlife Refuge Manager	\$15,000
574190	Other Services (permits)	\$1,000
	Permits associated with capital projects	\$1,000
574510	Construction Work and Materials - Improvements	\$422,000

Expenditure Detail

Fiscal Year 1997-98

Water control structure construction	\$287,500
Trail design, layout and construction	\$114,500
40-mile Loop Trail construction	\$20,000

TOTAL CAPITAL OUTLAY	\$438,000
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Interfund Transfers

581513	Transfers Indirect Costs to Building Management	\$4,463
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581610	Transfers Indirect Costs to Support Services Fund	\$17,057
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581615	Transfers Indirect Costs to Risk (Liability)	\$755
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581615	Transfers Indirect Costs to Risk (Worker Comp)	\$445
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583140	Transfers Direct Costs to Data Resource Center (Maps)	\$1,440
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583160	Transfers Direct Costs to Regional Parks/Expo Fund	\$15,000
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Planning and Capital Development	\$5,000
Administration	\$10,000

583531	Transfers Direct Costs to Regional Environmental Management	\$15,000
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Water Quality and Sediment Monitoring	\$15,000
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TOTAL INTERFUND TRANSFERS	\$54,160
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Expenditure Detail

Fiscal Year 1997-98

Contingency and Unappropriated Balance

599999	Contingency	\$35,352
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Increased over 4% to allow for contingencies in capital improvement projects	\$35,352
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599990	Unappropriated Balance	\$3,255,578
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TOTAL CONTINGENCY AND UNAPPROPRIATED BALANCE	\$3,290,930
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TOTAL EXPENDITURES	\$4,012,280
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Expenditure Analysis

Fiscal Year 1997-98

FTE Changes from FY 1996-97

- Same level of FTE (1.5)

FTE Changes from FY 1996-97

- Senior Regional Planner position (FY 1995-96) reclassified to Service Supervisor (Wildlife Refuge Manager for Smith and Bybee Lakes) in FY 1996-97 rather than Associate Regional Planner as anticipated in FY 1996-97 budget. Service Supervisor was hired in FY 1996-1997 at midpoint in salary range rather than entry level.
- The .5 Program Assistant 2 was reclassified from a temporary position to a permanent part time position in FY 1996-97 to better service schools.

Materials & Services

- Total Materials and Services are down from \$166,114 in FY 1996-97 to \$49,499 in FY 1997-98. This is due to the emphasis on a few capital improvement projects. Changes in individual line items exceeding 5% and \$500 or over are as follows:

Code	Description	% Change	\$ Change	Comment
521110	Computer Software	(100%)	(1265)	No additional software needs anticipated
521210	Landscape Supplies	(46%)	(6,900)	Better reflects actual planting planned
521290	Other Operating Supplies	100%	570	New cost for environmental ed. program
524130	Promotion/Public Relations Serv.	(100%)	(2,700)	Change in event promotion
524190	Misc. Professional Services	(85%)	(108,800)	Fewer contract needs
525930	Maint/Rep Services-Vehicles	7900%	7,900	Fleet replacement and costs for new truck
525640	Maint/Rep SOS-Equipment	(75%)	(1,500)	Better reflects actual 95-96 expenditures
525710	Equipment Rental	(83%)	(4,140)	Change in Smith and Bybee Lks. Day format
526200	Ads/Legal Notices	125%	500	Increase ads for volunteers programs
526310	Printing Services	95%	1,900	Printing costs for a teachers curriculum guide
526320	Typesetting/Repro Services	102%	510	Production of wildlife cards
526691	Parking Contract	na	780	Parking for truck
528100	License/Permits/Pay to Agencies	(100%)	(2500)	Permit costs included in capital improvements
529800	Miscellaneous Expenditures	(70%)	(1,395)	Better reflects actual 94-95 and 95-96 expenditures

Capital Outlay

- Purchase of a truck for the Service Supervisor- \$15,000

Capital Projects

- Replacement of Water Control Structure \$287,500
- 40 Mile Loop Trail design, layout and construction \$115,500

Interfund Transfers

- Transfer to Planning Fund for DRC support \$1,440
- Transfer to Solid Waste Fund for water quality and sediment monitoring \$15,000
- Transfer indirect costs to Support Services Fund \$23,072
- Transfer to Parks/Expo Fund \$15,000

Not nec to update