

ORDINANCE NO. 202

An Ordinance providing for the preparation and adoption of an annual budget by the City of Lebanon, Oregon, and to repeal Ordinance No. 175 passed and approved on the 15th day of September, 1914.

THE PEOPLE OF THE CITY OF LEBANON DO ORDAIN AS FOLLOWS:

SECTION 1. That on or before October 15th day of each year, each head of a city department, office or function, shall file with the Recorder, on uniform blanks to be furnished by the Recorder, an estimate of the expenditures to be incurred in his department during the ensuing fiscal year. Said estimates shall be prepared and filed in duplicate for each of the following offices and functions:

General Government.

1. Mayor
2. Common Council
3. City Recorder
4. Treasurer
5. City Attorney
6. Municipal elections
7. Care of City Hall

Protection of Persons and Property.

8. Police
9. Fire
10. Poundmaster

Health Conservation and Sanitation

11. Health Officer.

PUBLIC Works

12. Superintendent of Streets
13. City Engineer

EDUCATION

14. Library

SECTION 2. That the budget shall make provision for all expenditures to be made during the ensuing fiscal year, including construction and betterments, which are to be paid for from revenue. The individual amounts allowed for each office and main function, as set forth in Section 1 hereof, shall be arranged, according to the purpose of the expenditure, under the following titles, which, in this code and in the preparation and administration of the budget, shall be known as



STANDARD ACCOUNT TITLES:

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- A. Personal Services
    - 1. Salaries and wages
    - 2. Fees, special services and allowances
  - B. Supplies and Materials
    - 1. Office supplies
    - 2. Fuel
    - 3. Food (meals for prisoners, for judges of election etc.)
    - 4. Forage (all food for animals)
    - 5. Cleaning and disinfecting supplies
    - 6. Street materials
    - 7. Sewer materials
    - 8. General
  - C. Equipment
    - 1. Office equipment, files, desks, chairs etc.
    - 2. Household equipment, bedding, stoves, utensils, clothing etc.
    - 3. Livestock (horses, mules etc.)
    - 4. General equipment (wagons, carts, sprinklers, tools, machinery, etc.)
  - D. Contract or open order service
    - 1. Construction, additions, betterments
    - 2. Repairs and renewals
    - 3. Light
      - (a) Lighting public buildings & grounds
      - (b) Lighting streets
    - 4. Water
    - 5. Janitorial service
    - 6. Transportation
      - (a) Hire of teams, hauling, etc.
      - (b) Carfare, auto hire etc.
      - (c) Shoeing & boarding horses, veterinary services, etc.
    - 7. Communication
      - (a) Telegraph, cable & messenger service
      - (b) Telephone
    - 8. General
  - E. Fixed Charges (To be reported by Recorder)
    - 1. Rent
    - 2. Insurance
    - 3. Advertising & printing
    - 4. Pensions
    - 5. Debt service
      - (a) Interest
      - (b) Redemption
      - (c) Sinking fund installments
    - 6. Other
  - F. Purchase of Real Estate
  - G. Contingencies



SECTION 3. That two styles of form shall be provided by the Recorder - one for personal service estimates, and one for estimates other than for personal services. A separate blank form shall be used for each office or main function. Where necessary, a separate form may also be used for each standard account title, or the data relative to two or more of such titles may be grouped on a single sheet. The name of the office and main function shall be set forth at the top of each sheet.

SECTION 4. That the Recorder shall furnish to each department head and official, not later than October 10th of each year, a statement showing the expenses of the City and of each department thereof, for the preceding year ending September 30th. He shall also file with the chairman of the budget committee, not later than October 10th, an estimate of the revenues which will accrue to the City during the ensuing fiscal year from each source other than taxes levied by the City, and a statement of the amount of interest which will be due, the amount of debt maturing, and the amount of sinking fund installments required, during the ensuing fiscal year.

SECTION 5. That one copy of each departmental estimate shall be placed on file in the office of the Recorder, where it shall be open to the inspection of the public until the budget shall have been finally adopted.

SECTION 6. That one copy of each departmental estimate shall be turned over to the Budget Committee, which committee shall consist of the Mayor and two members of the Council to be appointed by the Mayor. The Mayor shall be, ex-officio, chairman of said committee. It shall be the duty of said committee to examine the estimates, investigate all statements and questions relative thereto, and obtain such other information as may be essential to a consideration, understanding and passing judgment on the propriety of the estimates.

SECTION 7. Not later than October 20th, the said Budget Committee shall meet and examine all of said estimates, making such investigations with regard to the same as they shall see fit, and shall decide upon the recommendations to be made by said Committee as to each item thereof. Such recommendations shall be entered after each item in appropriate columns to be provided on said forms, and said estimates and recommendations shall thereafter, and not later than October 25th, be transmitted to the City Council. The Council shall thereupon proceed to examine the same, and tentatively agree upon the amount to be allowed for each item, and the amounts as so tentatively agreed upon shall constitute the "Tentative Budget". Said Tentative Budget shall be published in at least two issues of at least one newspaper of general circulation in said City, the first publication to be not less than twenty (20) days, and the second publication not less than ten (10) days, prior to the date of the public meeting hereinafter mentioned for discussion of the budget.

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SECTION 8. The tentative budget shall be in the same form as the final budget. Each office or main function shall be set forth separately, as shown in Section 1 hereof, and the proper standard account titles shall be shown under each main function, together with the amount allowed for each. The totals shall be shown for each office, and sub-totals by main functions. Each item shall



bear at the left-hand margin the proper code designation.

SECTION 9. For purposes of accounting and auditing, each office shall be designated in the budget by a number, or series of numbers, as set forth in Section 1 hereof. The standard account titles shall be designated by code letters and numbered as shown in Section 2 hereof.

SECTION 10. On the fourth Monday in November, (unless a different date shall be appointed by the Council) the Council shall hold a public hearing on the tentative budget, for the discussion thereof, at which hearing any citizen of said City shall have a right to be heard. Notice of said hearing shall be published at the same time as, and in the same paper with, the tentative budget, as provided in Section 7 of this ordinance, and a copy of said notice shall be posted at the entrance of the City Hall, and in three other public places in the City of Lebanon, at least ten (10) days prior to the date of said hearing.

SECTION 11. At the time of the public hearing mentioned in Section 10 of this ordinance, or at any time thereafter not later than November 30th, the Council shall finally determine upon and adopt a complete budget for the ensuing year, which budget, as approved, shall be filed with the City Recorder; and the Council shall at the same time determine and declare the amount of taxes to be levied upon the current assessment roll and make a separate levy for each purpose sufficient to raise the amount so determined and declared.

SECTION 12. The budget resolution shall contain the necessary provisions for preventing the Recorder and heads of departments or offices from incurring any liabilities against any account in excess of the amount specifically authorized therefor in the budget.

SECTION 13. The budget shall include an amount not exceeding three per cent (3%) thereof, to provide for uncollectible taxes.

SECTION 14. The Council, subject to any statutory or Charter restrictions which may exist, any transfer any part, or all, of an unincumbered balance of an appropriation account, to another account for which the appropriation has proved insufficient, and the same may then be used in the latter account in the same manner as though originally appropriated therefor; Provided, however, that no transfer shall be made until the officials having supervision of the expenditure of the appropriation from which the transfer is to be made shall certify that the amount will not be needed for the purpose for which it was originally appropriated, and the Recorder shall certify that the amount to be transferred is unincumbered.

114  
SECTION 15. Whenever the amount requested under two or more supply titles does not aggregate at least one hundred dollars (\$100) such items may be covered by one appropriation entitled "General Supplies". The same rule shall apply to titles under equipment. The Recorder shall maintain a current analysis, showing the expense incurred under each standard classification set forth in Section 2 hereof.



SECTION 16. At the close of each fiscal year, the unincumbered balances of appropriations shall revert to the general fund, to be used for reduction of taxation for the ensuing year.

SECTION 17. That Ordinance No. 175, entitled "An Ordinance providing for the preparation and adoption of an annual budget by the City of Lebanon, Oregon", passed and approved on the 15th day of September, 1914, be and the same is hereby repealed.

Passed by the Council this 17th day of August, 1915.

Approved by the Mayor this 17th day of August, 1915.

.....Mayor

Attest:

.....Recorder

ORDINANCE # 202 subject to changes by State Local Budget Law.

115

Ordinance #202

Ordinance Bill No.23 for 1915.

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ORDINANCE NO. 203.

An Ordinance to regulate the  
height of Awnings.

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Passed September 21, 1915.

Approved September 21, 1915.

  
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Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON

1084

Ordinance Bill No. 20 for  
1915.

ORDINANCE No. 200

An Ordinance to authorize  
the purchase of certain  
fire apparatus and equip-  
ment.

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Passed July 20, 1915.

Approved July 20, 1915.

*J. R. Ephraim*

Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON



1083

Ordinance Bill #19 for 1915.

ORDINANCE No. 199.

An Ordinance vacating parts  
of Fifth Street and E  
Street.

Read 1st & 2nd times,  
July 6<sup>th</sup>, 1915.

Passed, July 6<sup>th</sup>, 1915.

Approved, July 6<sup>th</sup>, 1915.



Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON

1881

Ordinance Bill # 18.

Ordinance # 198

Wheeler Street  
Elevation



1078

Ordinance Bill No. 16  
for 1915.

ORDINANCE NO. 196

An Ordinance fixing the  
Fire Limits in the City  
of Lebanon, Oregon, &c.

*Read first & second times, May 12<sup>th</sup>  
1915 & referred back to Ordinance Committee.  
Passed June 29, 1915.  
Approved June 29, 1915.*

*J. A. Elkins*  
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Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON

1077

Ordinance Bill No. 15 for 1915.  
for 1915.

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ORDINANCE No. 195.

An Ordinance to authorize  
a contract with property  
owners for the improve-  
ment of part of Main St.,  
&c.

*Read 1<sup>st</sup> & 2<sup>nd</sup> times May 12<sup>th</sup>  
1915, & referred back to  
Ordinance Committee.*

Passed, May 18<sup>th</sup>, 1915.

Approved, May 18<sup>th</sup>, 1915.

*J. A. Elkins*  
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Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON



Ordinance Bill #14 for 1915.

ORDINANCE NO. 194.

An Ordinance providing for the widening of Oak St. to a width of 60 feet from the E. line of Main St. to the E. line of River St.

Passed, May 4, 1915.

Approved, May 4, 1915.

[Signature]

Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON

Ordinance Bill #13 for 1915.

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1069.

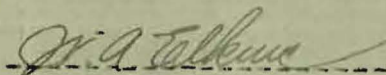
ORDINANCE No. 193

An Ordinance establishing a  
City Base, or plane of  
reference for elevations,  
& fixing the elevation  
of a primal bench mark.

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Passed April 20th, 1915.

Approved April 20th, 1915.

  
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Mayor.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON



Ordinance Bill No.12 for 1915.

1068 ORDINANCE NO. 192

An Ordinance naming, and re-naming, certain streets in the City of Lebanon, Oregon, and repealing conflicting ordinance provisions.

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Passed April 20, 1915.

Approved April 20, 1915.

W. A. Elkins

Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON

Ordinance Bill #11 for  
1915, as Amended.

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1067 ORDINANCE NO. 191

An Ordinance to require  
the removal of grass,  
weeds, brush, rubbish  
& overhanging limbs  
from the streets.

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Introduced and read 1st  
& 2nd times, Apr. 6th, 1915;  
Amended, Apr. 20, 1915.  
Passed, Apr. 20, 1915.  
Approved, Apr. 20, 1915.

W. A. Edhuix

Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON

Ordinance Bill #10 for 1915.

1066      ORDINANCE No. 190.

An Ordinance authorizing & directing the issuance & sale of bonds on account of the improvement of that part of S. Main St. extending from the N. line of Elmore St., S. to City Limits

Read 1<sup>st</sup> & 2<sup>nd</sup> times Apr. 6<sup>th</sup> 1915.

Passed April 20, 1915.

Approved, April 20, 1915.

J. A. Elkins

Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON



— 1047. —

Ordinance Bill No. 7 for 1915.

ORDINANCE NO. 187

An Ordinance fixing & levying an assessment upon the several lots, parcels & tracts of land specially benefitted by the improvement of that part of S. MAIN STREET in the City of Lebanon, Oregon, extending from the N. line of Elmore St., S. to the City Limits.

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Passed March 2nd, 1915.  
Approved March 2nd, 1915.

*W. A. Elkins*  
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Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON

1022.

ORDINANCE BILL No. 6 for 1915.

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ORDINANCE No. 86.

An Ordinance to provide for the widening of Oak Street in the City of Lebanon, Oregon, from Hiatt St. to River St., to a width of 60 feet.

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Passed Feb 16, 1915.

Approved Feb 16, 1915.

*J. A. Edkins*

Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON

Ordinance Bill No. 4 for 1915.

ORDINANCE NO. 184.

An Ordinance to fix the compensation of certain officers of the City of Lebanon, Oregon, and to repeal Ordinance No. 95.

*Read 1<sup>st</sup> & 2<sup>nd</sup> times  
January 19<sup>th</sup> 1915.*

Passed February 2<sup>3</sup> 1915.

Approved February 2<sup>3</sup> 1915.

*W. A. Tolkin*

Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON



Ordinance Bill No. 3 for 1915.

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ORDINANCE NO. 183.

An Ordinance to amend Ordinance No. 162 of the City of Lebanon, Ore., entitled "An Ordinance to provide for the payment of informers in cases of violation of City Ordinances".

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Passed, January 19<sup>th</sup>, 1915.

*Sub-* Approved, Jan 25<sup>th</sup>, 1915.

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Recorder.

*Passed over veto.*  
*Feb. 2nd 1915.*

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON

Ordinance Bill No.2 for 1915.

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ORDINANCE NO. 182.

An Ordinance authorizing the issuance & sale of bonds of the City of Lebanon, Oregon, for the purpose of refunding the outstanding indebtedness of said City.

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Passed, January 19<sup>th</sup>, 1915.

Approved, January 19<sup>th</sup>, 1915.

W. A. Tolson

Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON

Ord. Bill No. 1 for 1915.

ORDINANCE NO. 181.

An Ordinance to provide  
for widening and ex-  
tending Franklin St.  
in the City of Lebanon,  
Oregon.

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Passed January 5th, 1915.  
Approved January 5th, 1915.

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Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON



*Ordinance*

180

A BILL FOR AN ORDINANCE.

ORDINANCE NO. 180.

An Ordinance requiring  
and regulating the num-  
bering of residences,  
places of business and  
other places within the  
City of Lebanon, Oregon.

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Passed 1st & 2nd readings,  
December \_\_\_\_\_, 1914.

Finally passed, January  
5th, 1915.

Approved, January 5th, 1915.

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Recorder.

**ALFRED TODD**  
ATTORNEY-AT-LAW  
LEBANON, OREGON