



BUDGET  
FOR THE  
CITY OF LEBANON, OREGON  
FOR THE FISCAL YEAR  
1969 - 1970

## GENERAL EXPLANATION OF DEPARTMENTAL REQUIREMENTS

Salaries shown in each department have been recommended by the Personnel Committee and the Council. Increases have become necessary in order to bring the Lebanon salary schedule to a level that is more comparative and competitive with other governmental agencies in the immediate area, the Willamette Valley and throughout the State, also because of the increase in cost of living.

Continued participation in Social Security program and the Public Employees Retirement System are now mandatory. The City must match the employees contribution for Social Security. The present rate is 4.8% of gross salary up to a maximum of \$7800.00 per year. There is indication that the Federal Government may increase these rates January 1, 1970. The City contributes 5.43% on gross amount of salaries of full time employees who are eligible under the State Retirement plan. This covers matching of employees contribution plus credit for prior years service pensions. Employee contributions to the Retirement plan are 4% of the gross monthly salary on salaries of less than \$500.00 per month. On salaries from \$500.00 to \$1,000.00 per month the employee contribution is 5% of the monthly salary.

Minor increases in salary were given effective January 1, 1969 to offset employee contribution to the Retirement system for a six month period. All employees suffered a loss in take home pay because the adjusted salary caused an increase in Social Security, Federal and State with-holding taxes.

Explanation of changes in line items for Materials, Services, Supplies, and Capital Outlay are shown on supplemental pages immediately following each numbered departmental page.

Major changes in the budget are as follows:

1. Salary increases for all fulltime employees.
2. Additional patrolman and detective in the Police Department - page 4.
3. Additional clerk for Police department and Municipal Court so that each has one fulltime clerk- pages 4 & 11.
4. Underground water system for Weldwood Park - page 8
5. Power operated sewer rodding machine and rod - page 9
6. Painting and refinishing of exterior of City Hall shown under Building Maintenance - page 6.

Since Budget figures were approved by the Council a firm proposal to repair and redecorate the City Hall has been received in the amount of \$2700.00 with one coat of paint. A second coat of paint is recommended at additional cost of \$925.00. Approximately \$2000.00 was included in the budget prior to receiving a firm estimate. Also, in computing the amount needed for Group Insurance on page 12 an error was made. The correct amount needed is \$5800.00 for 42 employees or \$6200.00 for 45 employees.

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GENERAL FUND  
RECAP OF REQUIREMENTS

General Government	36,020	Page 2	<u>0.0</u> 8.08
Communications Department	<del>24,185</del> 23,235	3	5.21
Police Department	<del>138,612</del> 132,389	4	29.71
Fire Department	72,857	5	16.35
Public Property Department	<del>11,810</del> 13,410	6	3.01
Dog Control Department	2,710	7	.61
Park Department	<del>19,791</del> 14,791	8	3.32
Sewage Treatment Department	26,322	9	5.91
Library Department	23,717	10	5.32
Municipal Court Department	8,878	11	1.99
Special Expenditures Dept.	<del>90,409</del> 91,271	12	20.48

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Total Requirements	<del>455,311</del> 445,600	
Less Resources Available	<del>320,457</del> 320,122	Page 1
Amount needed to Balance Requirements	<del>134,874</del> 125,478	
 Add: Taxes that will not be received during fiscal year	 27,000 26,000	
 Additional taxes necessary to be voted (outside the 6% limitation)	 161,874 151,478 —	

Base 92,168  
 Needed 125,478  
217,646

# GENERAL FUND RESOURCES

HISTORICAL DATA			BUDGET for 1969-70	
Actual 1966-67	Resources 1967-68	Budget 1968-69	Proposed	Adopted
46,557	43,853	44,000	Available Cash on Hand (incl. cash working fund)	30,000
10,152	12,761	13,000	Previously levied taxes <i>70-71</i>	14,000
			OTHER RESOURCES:	
1,458	1,384	1,500	Misc. Library Receipts <i>1,500</i>	1,500
17,223	21,086	19,000	Fines & Bail Forfeitures <i>34,000</i>	28,000
25,754	27,102	27,500	Franchises <i>34,000</i>	30,500
4,880	4,680	5,000	Amusement Machine Licenses	5,000
1,041	1,223	-	Civic Room Rental	-
1,040	1,112	1,200	Building Permits <i>2,000</i>	2,000
2,687	3,129	2,700	Business Licenses <i>3,100</i>	3,100
21,657	22,124	24,000	Liquor Tax Apportionment <i>41,900</i>	25,000
1,056	1,274	1,100	Vehicle Fuel Tax Refund <i>1,300</i>	1,200
1,720	1,779	1,800	Property Rentals <i>1,700</i>	1,700
2,277	520	1,000	Misc. Sales & Receipts	700
15,252	15,678	16,000	Parking Meters <i>15,500</i>	15,500
697	947	600	Dog License & Pound Fees	900
28,118	29,095	35,215	Rural Fire District	<del>50,969</del> <i>50,654</i>
-	20,115	18,000	Cigaret Taxes <i>17,900</i>	18,200
181,569	207,862	211,615	Total Resources except taxes to be levied	<del>228,269</del> <i>227,954</i>
66,646	70,645	86,951	Tax Levy - within 6% limitation <i>96868</i>	<i>2.346</i> <i>2.35 per M</i> <i>92,168</i>
248,215	278,507	298,566	Total Resources Available	<del>320,437</del> <i>320,122</i>
69,076	73,094	85,076	ADDITIONAL TAXES NECESSARY TO BALANCE THE BUDGET (OUTSIDE 6% LIMITATION)	<i>125,478</i>
			ALLOWANCE FOR TAXES THAT WILL NOT BE RECEIVED DURING THE FISCAL YEAR	<i>26,000</i>
			ADDITIONAL TAXES NECESSARY TO BE VOTED (OUTSIDE THE 6% LIMITATION)	<i>151,478</i> <i>3.86 per M</i>

GENERAL FUND REQUIREMENTS  
GENERAL GOVERNMENT DEPARTMENT

HISTORICAL DATA			BUDGET for 1969-70	
Actual 1966-67	Expend 1967-68	Budget 1968-69	Proposed	Adopted
PERSONAL SERVICES:				
2,100	4,200	4,200		4,200
8,520	9,000	9,228	10,080	10,080
4,410	4,560	4,656	5,064	5,064
3,540	3,900	3,978	4,596	4,596
-	1,020	1,200	1,500	1,500
3,600	3,600	4,200	4,200	4,200
911	1,103	1,500	1,500	1,500
-	-	660	1,530	1,530
<hr/>				
23,081	27,383	29,622	32,670	32,670
Total Personal Services				
MATERIALS & SUPPLIES:				
1,159	1,446	1,500	2,000	2,000
439	459	800	800	800
121	88	150	200	200
<hr/>				
1,719	1,993	2,450	3,000	3,000
Total Materials & Supplies				
CAPITAL OUTLAY:				
3,501	-	-	-	-
-	375	-	-	-
-	144	-	-	-
169	162	-	-	-
-	-	-	350	350
<hr/>				
3,670	681	-	350	350
Total Capital Outlay				
<hr/>				
28,470	30,057	32,072	36,020	36,020
Total General Government				

OK

GENERAL FUND REQUIREMENTS  
DEPARTMENT: GENERAL GOVERNMENT

FUNCTION

The Administration Department is responsible for finance, licensing, purchasing and assisting the City Council and Mayor. The City Council is the legislative body of the City and elects six policy-making representatives, two from each of the wards on overlapping basis. The Council meets twice monthly with the Mayor presiding. The Administrative Assistant is the secretary of the Common Council and is responsible and accountable for all accounting and financial records of the City. He may act as Council representative to public functions.

Budget and Comments

<del>1968-69</del> 1969-70 Budget	<del>1969-70</del> 1970-71 Proposed	Amount of Increase
\$32,072	\$36,020	\$3,948

PERSONAL SERVICES: (+ \$3048)

See General Explanation

Mayor & Council: No change, salary of Mayor and the Councilman was increased by Budget Committee in 1967-68 budget from \$25.00 monthly to \$50.00 monthly primarily for expenses.

Clerk- Part-time: Clerk works full time at ~~\$333.00~~ month with \$1500 from the General Fund, \$926.00 from Street Fund, ~~\$600.00~~ Improvement Fund, and \$900.00 from Bancroft Fund.

Attorney: Increase from ~~\$200.00~~ to ~~\$400.00~~ last year. About one-fifth of his time is devoted to City business. The salary is below average for the amount of training and time involved. *and comparable to other cities of similar size. No increase last year*

MATERIALS & SUPPLIES: Increase \$550.00

Office Supplies: Up \$500.00 from last year. Covers postage, paper supplies, accounting forms, telephone etc.

Meeting Expense: No change from last year. Covers registration, meals, hotel, etc. for Mayor and Council, Administrative Assistant and Attorney for attendance at League of Oregon Cities and other meetings.

Legal Supplies and Expenses: Up ~~\$50.00~~ from last year, covers supplies, phone calls, office supplies etc. In connection with legal work for the City.

CAPITAL OUTLAY: ~~\$350~~ - Two new adding machines are requested for use in Finance office. One of the old machines will be used in the Public Works-Engineers office and the other old machine will be retained in the Finance office. They are from 25 to 30 years old.

GENERAL FUND REQUIREMENTS  
COMMUNICATIONS DEPARTMENT

HISTORICAL DATA			BUDGET for 1969-70	
Actual 1966-67	Expend 1967-68	Budget 1968-69	Proposed	Adopted
13,416	14,758	15,036	PERSONAL SERVICES:	
1,148	1,897	1,800	Communications Clerks (4)	17,655
636	747	950	Relief Help	1,000
-	-	420	Soc. Sec. & Comp. Ins.	930
			Retirement	1,050
<hr/>			<hr/>	
15,200	17,402	18,206	Total Personal Services	20,635
 			MATERIALS & SERVICES:	
122	158	150	Office & Uniform Expense	600
1,631	1,917	2,000	Radio Maint. & Repair	2,000
-	-	-	<del>Teletype Machine</del>	<del>950</del>
<hr/>			<hr/>	
1,753	2,075	2,150	Total Materials & Services	<del>3,550</del> 2,600
 			CAPITAL OUTLAY	
-	-	-	-	-
<hr/>			<hr/>	
16,953	19,477	20,356	Total Communication Dept.	<del>24,185</del> 13,235

GENERAL FUND REQUIREMENTS  
DEPARTMENT: COMMUNICATIONS

FUNCTION

This department is manned 24 hours daily to handle all emergency communications of the Fire, Police, and Ambulance Departments. They also handle city to county radio traffic and monitor alarms of business and pumps of the City.

Budget and Comments

1968-69 Budget	1969-70 Proposed	Amount of Increase
\$20,356	\$24,185	\$3,829

PERSONAL SERVICES: (+ \$2429)

See General Explanation

MATERIALS AND SUPPLIES: (+ \$1400)

Uniform Expense: This item has been very inadequate in the past. There has never been enough money in this item to put the office personnel in uniform and take care of the cleaning and repairs. This year we ask for enough money to provide uniforms and their upkeep as in the patrolmens budget. This is standard practice in many cities.

Radio Expense: There is no increase in this item as there will be no increase in the maintenance contract. Therefore, the money budgeted last year will be sufficient amount again this year.

Teletype Machine: It has become most important that every progressive minded police department have a teletype machine. This will allow the officer to check for wanted persons, stolen autos, stolen weapons, stolen property of any type that has a serial number, and also to place this information in a memory bank from this department. This will allow for recovery of more criminals, stolen property, and assisting in the aid of the public by placing missing person and locates on a local basis. Also in the aid of traffic enforcement it will fill a very important function in expediting registration checks and drivers suspension information.

At the present this department must contact either Albany City Police or the Linn County Sheriff and have them do the teletype work for us. This is a burden to these departments and a cost to this department both in money and time waiting for this information to return. Albany charges us 20¢ per teletype. The cost of rental of the machine is \$73.00 a month and approximate \$5.00 a month for paper. The State of Oregon absorbs the cost over \$73.00. There is a \$15.00 installation fee.

As stated above, this teletype is a very important part of police work and this department needs one badly for efficient operation and to better serve the citizens of the City of Lebanon.

CAPITAL OUTLAY: None

FUNCTION

This department is manned 24 hours daily to handle all emergency communications of the Fire, Police, and Ambulance Departments. They also handle city to county radio traffic and monitor status of business and homes of the City.

Budget and Comments

1968-69 Budget	1968-70 Proposed	Amount of Increase
\$20,356	\$21,185	\$829

PERSONAL SERVICES: 11-234201

See General Explanation

MATERIALS AND SUPPLIES: 11-234201

Uniform Expenses: This item has been very important in the past. There has never been any in this item to put the police personnel in uniform and to take care of cleaning and repairs. This year we ask for enough money to take care of the uniforms and their upkeep as in the past. Budget: 11,346.30

Radio Expenses: There is no increase in this item as there will be no increase in the maintenance contract. The money budgeted last year will be sufficient again this year. Budget: 6,900.30

Teletype Machine: It has been a long time since we had a teletype machine. The police department has a teletype machine which will allow the officer to check for wanted persons, stolen property, and also this information in a type that has a teletype, and also this information in a memory bank from this teletype. This will allow for recovery of more criminals, stolen property, and assisting in the aid of the public by placing missing person and located on a local basis. Also in the aid of traffic enforcement it will fill a very important function in expediting registration checks and drivers suspension information. Budget: 5,800.00

At the present time this department must contact either Albany City Police or the Linn County Sheriff and have them do the teletype work for us. This is a burden to these departments and a cost to this department both in money and time waiting for this information to return. Albany charges us 20¢ per teletype. The cost of rental of the machine is \$75.00 a month and approximate \$2.00 a month for paper. The State of Oregon absorbs the cost over \$75.00. There is a \$15.00 installation fee.

As stated above, this teletype is a very important part of police work and this department needs one badly for efficient operation and to better serve the citizens of the City of Lebanon.

CAPITAL OUTLAY: None

GENERAL FUND REQUIREMENTS  
POLICE DEPARTMENT

HISTORICAL DATA			BUDGET for 1969-70		
Actual 1966-67	Expend 1967-68	Budget 1968-69	Proposed	Adopted	
7,200	8,329	8,304	PERSONAL SERVICES:		
-	-	-	Police Chief	9,300	
12,120	13,482	13,656	Lieutenant	8,268	
36,478	35,996	50,574	Sergeants (11)	7,944	
2,352	3,530	2,700	Patrolman <del>191</del> 8 - 6294	58,669	52,375
-	-	1,800	Special & Extra Police	4,000	
-	-	-	Clerk (419)	5,028	
-	-	-	Motor Technician	7,272	
-	-	-	Detective	7,056	
3,210	3,610	4,870	Soc. Sec. & Comp. Ins. - 302	6,900	6,598
-	-	2,150	Retirement - 177	5,800	5,623
<hr/> 61,360	<hr/> 64,947	<hr/> 84,054	Total Personal Services	120,237	113,464
2,298	2,210	2,200	MATERIAL, SERVICES, SUPPLIES:		
14	136	500	Office Supplies	2,500	
943	1,096	1,270	Police Reserves	-	
516	510	635	Uniform Replacement	1,500	
598	576	1,000	Uniform Cleaning & Repair	800	
658	859	1,200	Jail Operation	1,000	
4,903	4,916	4,400	Training & Meeting Expense	1,500	
190	585	700	Police Car Operation	5,000	
			Misc. Equipment Replacement	1,000	
			Teletype Machine		950
<hr/> 10,120	<hr/> 10,888	<hr/> 11,905	Total Material, Service, Supplies	13,300	14,250
1,668	3,774	2,000	CAPITAL OUTLAY:		
-	214	-	Patrol Cars	3,800	
318	-	195	Typewriter	-	
25	-	440	File Cabinets	195	
-	109	-	Misc. Equipment	450	
-	306	-	Adding Machine	-	
-	-	1,500	Twin Beacon Ray Lights	-	
-	1,350	-	Motor Scooter Trade	-	
-	-	1,300	Mobile Radios	-	
-	-	460	Radar	-	
-	-	-	Electronic Sirens	230	
			Copy Machine	400	
<hr/> 2,011	<hr/> 5,753	<hr/> 5,895	Total Capital Outlay	5,075	4,675
<hr/> 73,491	<hr/> 81,588	<hr/> 101,854	Total Police Department	130,612	132,389

130,612 OK

**GENERAL FUND REQUIREMENTS  
POLICE DEPARTMENT**

BUDGET for 1969-70  
Proposed Adopted

		HISTORICAL DATA		BUDGET	
		Actual 1966-67	Expanded 1967-68	1968-69	1969-70
<b>PERSONAL SERVICES:</b>					
Police Chief	7,200	8,329	8,304	8,304	9,300
Lieutenant	-	-	-	-	8,268
Sergeants (11)	12,120	13,482	13,482	13,482	7,914
Patrolmen (27)	26,478	25,996	25,974	25,974	28,669
Special & Extra Police	2,352	2,320	2,300	2,300	4,000
Clerk	-	-	1,800	1,800	5,028
Motor Technician	-	-	-	-	7,272
Detective	-	-	-	-	7,026
Sec. Sec. & Comp. Ins.	2,210	2,610	4,870	4,870	6,900
Retirement	-	-	2,120	2,120	5,800
<b>Total Personal Services</b>	<b>61,260</b>	<b>64,217</b>	<b>64,034</b>	<b>64,034</b>	<b>120,237</b>
<b>MATERIAL, SERVICES, SUPPLIES:</b>					
Office Supplies	2,288	2,210	2,200	2,200	2,300
Police Reserve	14	128	200	200	-
Uniform Replacement	642	1,096	1,270	1,270	1,200
Uniform Cleaning & Repair	516	510	622	622	800
Toll Operation	528	576	1,000	1,000	1,000
Training & Meeting Expense	628	622	1,200	1,200	1,200
Police Car Operation	4,903	4,916	4,400	4,400	2,000
Misc. Equipment Replacement	190	282	700	700	1,000
<b>Total Material, Service, Supplies</b>	<b>10,120</b>	<b>10,888</b>	<b>11,902</b>	<b>11,902</b>	<b>12,300</b>
<b>CAPITAL OUTLAY:</b>					
Patrol Cars	1,668	2,774	2,000	2,000	2,800
Typewriter	-	214	-	-	-
File Cabinets	218	-	122	122	122
Misc. Equipment	22	-	440	440	420
Adding Machine	-	109	-	-	-
John Bacon Ray Light	-	306	-	-	-
Motor Scooter Tires	-	-	1,500	1,500	-
Mobile Radios	-	1,280	-	-	-
Radar	-	-	1,200	1,200	-
Electronic Sirens	-	-	460	460	220
Cop. Machine	-	-	-	-	460
<b>Total Capital Outlay</b>	<b>2,011</b>	<b>5,723</b>	<b>5,622</b>	<b>5,622</b>	<b>5,078</b>
<b>Total Police Department</b>	<b>72,491</b>	<b>81,288</b>	<b>101,824</b>	<b>101,824</b>	<b>128,612</b>

GENERAL FUND REQUIREMENTS  
DEPARTMENT: POLICE

FUNCTION:

The Police Department has the duty and power to enforce the ordinances of the City and the laws of the State and Nation for the purpose of protecting persons and property and for the preservation of the peace of the community. To achieve this, the Department engages in patrol, prevention of crime, investigation of reported crime, apprehension of suspects, record maintenance, traffic regulation, juvenile control and custody of properties.

Budget and Comment:

1968-69 Budget	1969-70 Proposed	Amount of Increase
\$101,854	\$138,612	\$36,758

PERSONAL SERVICES: (+ \$36,183)

See General Explanation.

MATERIALS, SERVICES, AND SUPPLIES: (+ \$1,395)

Office Supplies: Slight increase in this item. Will cover increase in telephone rates, typewriter maintenance contract, and rise in cost of other office supplies. This item has been the same for two years but prior to that it was higher. It is hard to comprehend, with the price of living going up, how it is possible to reduce operation costs each year and still be efficient.

Uniform Replacement: A slight increase in this item is needed because of the rise in cost of uniforms. It now costs \$31.00 a pair for pants and \$20.00 per shirt. On the average a patrolman will go thru two sets a year. On top of this we must consider replacement of some jackets, ties, helmets, etc.

Uniform Cleaning and Repair: The cleaning item is increased to an amount that would enable the officers to have one uniform cleaned per week. This cost has been bid and is figured at the cost of \$1.10 a week per officer. 13 persons in personnel = \$14.30 per week = \$743.60 per year. This is very few dollars left over for cleaning of jackets, ties, or mending.

Jail Operation: This amount seemed adequate last year and we feel it will be adequate for another year.

Training and Meeting Expense: A slight increase in this is needed badly. We were not able to attend some of the conferences because of lack of funds this past year. Salem Tech and Vocational College is offering a Police Science Course that some of the personnel attended last year however, this needs to be extended to better educate our existing officers. In the not too far future it will be a manditory thing to have this two year degree to get into Law Enforcement or to make any type of advancement. We feel we need this advance training to be able to become more pprofessional in our positions and to better serve the citizens of the City of Lebanon.

Police Car Operation: There is a small increase in this item requested. With the more personnel and being more experienced there will be added expense on the cars. This item has been the same for two years however the two years prior to that the item was near the \$5,000.00 bracket. Again I am unable to comprehend how the department can function efficiently and cut operating costs each year. This means there is a cut in the operation some place.

Miscellaneous Equipment Replacement: An increase is needed in this item to replace items such as weapons. We have changed almost all the weapons carried by the patrolmen to the new 357 caliber weapons. The cost of this weapon goes up every year. We need to replace four more at a cost of approximately \$110.00 each. This allows the replacement of some leather goods, new car desks for each car, and replacement of other minor equipment.

#### CAPITAL OUTLAY: (- \$820.00)

Patrol Cars: During the next year we will need to replace the two 1968 Dodge patrol cars. One of these cars has 38,000 miles on it and the other one has 25,000 miles. We will have to use the car with less miles more to keep the warranty valid on both cars a little longer. These cars should be traded about 50,000 miles to keep from being a great cost in maintenance to the City.

File Cabinet: One new 4 drawer file cabinet is needed for jacket files.

Miscellaneous Equipment: This item is needed to purchase some fingerprint material, gas equipment, mug camera, etc.

Electronic Siren: Last year two of these were purchased for the marked patrol units. We have one other car that is unmarked. This car needs one of these units also. These electronic sirens save maintenance on the batteries, alternators, and Electric systems of the cars. They can be used year after year with a minimum of up-keep and they are a real help to the Officer operating the car.

Copy Machine: We need a good copy machine to replace our present machine. At the present time it costs approximately 16¢ a copy. The new 3 M business machine bid \$389.00 with \$58.00 per year maintenance contract. This machine costs approximately 5½¢ a copy. This last year we sold copies of insurance accident reports totaling approximately \$175.00. At this rate it would take less than two years to pay for its self. The copy machine we now have is a wet type machine and part of the time it fails to copy.

NEW POSITIONS REQUESTED BY POLICE DEPARTMENT  
GENERAL FUND REQUIREMENT

DETECTIVE:

It is requested that the personnel committee and common council of the City of Lebanon consider the addition of one man in the capacity of detective. This man would be taken from the ranks present and a new patrolman hired to replace him. This would give us an experienced person in the position.

The rise in crime and recent court rulings make it imperative there be more time given to the investigation of criminal activity. This is the only way we may slow the crime rate and prosecute the criminal. With the increased amount of evidence needed in court cases we need a person that is able to investigate on a full time basis. To take a patrolman from his routine traffic patrol duties is to deny the citizens of Lebanon protection in the manner of traffic enforcement. The traffic officer is the initial investigator in almost all types of criminal cases. He makes a report for the detective to follow through on and secures from the scene. The detective then follows up the complaint to a disposition. This relieves the patrolman to go back to his patrol on the street and allows a more skilled officer to investigate the crime.

During a short time this last winter Officer Harris was taken from the Patrol duties and placed in the capacity of a detective. He solved numerous cases that have been pending with this department for some time. He returned an untold amount of merchandise to the merchants of Lebanon and referred a large amount of juveniles to the juvenile court for the theft of these items. During his investigations some of these juveniles cleared crimes in the adjoining cities, Albany, Corvallis, and Sweet Home.

With the loss of the experienced officers from the department Officer Harris had to be placed back in the patrol division. At this time there is no one to investigate criminal activity except the traffic officers and this takes them from their duties of patrol and suppression of traffic violations.

Officer Harris would be the patrolman that would be placed in the position and the cost would be as below. Officer Harris has had 3 years experience with Eugene Police Department prior to coming here and has been here since July 16, 1968. This puts him in the second step at \$566.00 until January 1970 when he goes to the third step at 610.00 making a total of \$7,056.00 for the year. This places the position in the same range as a Sergeant and eliminates friction of a sergeant attempting to change to a Detective when a position is open and eliminates the problem the other way around.

## 2. PATROLMAN:

With the addition of the two new patrolmen last year, we still have not eliminated our problem. On the First shift (Graveyard) we have three men assigned. This means there are two men on duty every day except one, when all three are on duty. This is for regular days off. Now if there is any sick time or vacations there are fewer men on duty. This means operating two vehicles most of the time and one vehicle some of the time.

Second Shift (Days) is in the same position as above.

Third Shift (Swing) is in the same position. This is the shift that should have the additional patrolman. It is the most active shift, with all the juvenile and school functions happening during these hours. There is a need to operate all three units during this shift and the additional man would make this possible. This would mean the operation of three units most of the time and two units occasionally.

The keeping of the marked police units on patrol is the best crime suppression tool we have and we need the patrolman to operate these units.

The meter patrolman has been taken from the roles of policemen as required by State Law through his retirement fund. This cuts the police department down one patrolman and adds a meter maintenance man. This man is unable to fulfill the complete duties of a police officer by Oregon Law.

## 3. CLERK ↓ :

Last year the council authorized the hiring of a clerk to be paid one-half by the Police Department and one-half by the Court. During the year it has been quite a hassle. It is very difficult to work for two different persons at the same time, particularly when there is much work that both want you to do. The Court utilized most of the time of this person and the work of the police department went back to the communications clerks, over loading them for another year.

I am asking to be allowed to have a full time girl for the position one-half time was allowed last year. The court is asking the same thing, therefore between the two departments we are asking for one more clerk.

Helen Borigo will be placed in this position and her total wages for the year will be \$5,028.00. Half these wages are now figured in the budget for the next year. We are asking for \$2,514.00 in addition to the proposed budget.

GENERAL FUND REQUIREMENTS  
FIRE DEPARTMENT

HISTORICAL DATA				BUDGET for 1969-70	
Actual 1966-67	Expend 1967-68	Budget 1968-69		Proposed	Adopted
			PERSONAL SERVICES:		
6,353	7,500	7,692	Fire Chief	9,000	
6,300	6,636	6,768	Asst. Fire Chief	7,944	
5,520	6,049	6,150	Captain (2)	14,376	
10,745	15,328	15,918	Engineers (2)	12,912	
2,002	-	-	Vacation & Sick Leave	1,500	
2,528	3,057	3,490	Sec. Sec. & Comp. Ins. (Inc. vol)	4,300	
-	-	1,020	Retirement	2,500	
<u>33,448</u>	<u>38,570</u>	<u>41,038</u>	Total Personal Services	<u>52,532</u>	
			MATERIALS & SUPPLIES:		
173	417	400	Training & Meeting Expense	600	
2,726	2,972	3,350	Equipment Maint. & Repair	3,350	
1,595	2,605	2,600	Other Supplies	2,800	
1,004	978	1,000	Fire Hose Replacement	1,000	
265	235	450	Tires	600	
-	-	500	Nozzles	400	
-	-	-	1500 Gal. Portable tank	300	
-	-	-	Uniforms	360	
<u>5,763</u>	<u>7,207</u>	<u>8,300</u>	Total Materials & Supplies	<u>9,410</u>	
			SERVICES - VOLUNTEER SECTION		
140	140	200	Secretary	200	
1,440	1,908	1,740	Drills & Meetings	1,740	
1,200	1,200	1,200	Hall Operation	1,200	
5,436	6,480	7,500	City & Rural Calls	7,500	
262	262	275	Disability Ins.	275	
<u>8,478</u>	<u>9,990</u>	<u>10,915</u>	Total Services-Volunteers	<u>10,915</u>	
			CAPITAL OUTLAY:		
-	2,302	-	Fire Chief's Car	-	
-	693	-	Mobile Radio	-	
<u>-</u>	<u>2,995</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	
<u>47,689</u>	<u>58,762</u>	<u>60,253</u>	Total Fire Department	<u>72,857</u>	OK
<u>8,477</u>	<u>9,738</u>	<u>10,178</u>	½ Communications Office	<u>12,092</u>	11,567
<u>56,166</u>	<u>68,500</u>	<u>70,431</u>	Total Requirements for RFD Participation	<u>84,949</u>	84,424
28,083	34,225	35,215	60%	<u>50,969</u>	50,654

7/18 1970  
for 70-71

60%

42,224

GENERAL FUND REQUIREMENTS  
FIRE DEPARTMENT

2

BUDGET for 1969-70  
Proposed Adopted

HISTORICAL DATA	Actual 1968-69	Expended 1967-68	Budget 1968-69	PERSONAL SERVICES:	
				1968-69	1967-68
	22,448	28,270	41,038	Total Personal Services	52,525
	173	417	400	MATERIALS & SUPPLIES:	
	2,758	2,972	2,350	Training & Meeting Expense	600
	1,595	2,602	2,600	Equipment Maint. & Repair	2,350
	1,004	978	1,000	Other Supplies	2,800
	258	232	450	Fire Hose Replacement	1,000
	-	-	300	Tires	600
	-	-	-	Tools	600
	-	-	-	1500 Gal. Portable Tank	300
	-	-	-	Uniforms	350
	2,763	7,207	8,300	Total Materials & Supplies	9,410
	140	140	300	SERVICES - VOLUNTEER SECTION	300
	1,440	1,208	1,740	Secretary	1,740
	1,300	1,200	1,200	Office & Meeting	1,200
	2,436	6,480	7,500	Hall Operation	7,500
	252	252	275	City & Rural Calls	275
	8,478	9,990	10,912	Total Services-Volunteers	10,912
	-	2,302	-	CAPITAL OUTLAY:	
	-	692	-	Fire Chief's Car	-
	-	-	-	Mobile Radio	-
	-	2,992	-	Total Capital Outlay	-
	47,689	38,762	60,252	Total Fire Department	73,927
	8,477	9,738	10,178	& Communications Office	12,025
	56,166	68,500	70,431	Total Requirements for RFD	85,952
	28,082	24,222	28,214	Participation	28,214

GENERAL FUND REQUIREMENTS  
DEPARTMENT: FIRE

FUNCTION

The objectives of the Fire Department are to prevent fires from starting by a program of inspection and education, to prevent loss of life and minimize property damage by confining a fire to its place of origin.

Budget and Comments

1968-69 Budget	1969-70 Proposed	Amount of Increase
\$60,253	\$72,857	\$12,604

PERSONAL SERVICES: (+ \$11,494)

See General Explanation

Vacation and Sick Leave: \$1500.00 covers extra pay for holidays worked and some emergency overtime due to vacations and sickness.

MATERIALS AND SERVICES: (+ \$1110.00)

Training and Meeting Expense: Increase of \$200.00 to offset increased registration fees and more participation of firemen attendance at training schools, including new courses at Community College. The Linn-Benton Community College has a fireman training program that includes the following subjects: fundamentals of fire prevention, fire fighting skills, hazardous materials, fire apparatus and equipment and many other related subjects. It is important that our firemen attend as many of these classes as possible. The cost is about \$25.00 per student per term.

Equipment Maintenance and Repair: No change - This item covers gasoline, oil and repairs to all fire trucks, chief's car and C.D. truck.

Other Supplies: Increase of \$200.00 this item covers all other materials used by the department fire fighting clothing, oxygen, misc. equipment and replacement tools etc. Materials and equipment costs have increased.

Fire Hose Replacement: No Change. It takes \$500 per year to replace worn out hose but reserve hose is needed to be increased by 1/3 to meet National Rating Bureau Standards. This can be done over 5 years by properly budgeting for it.

Tires : Increase of \$200.00. Replacement of burnt tires, worn out and cut tires. The 1967 truck will need a new set of tires by the end of the field fire season.

Nozzles: Decrease \$100.00. Additional Nozzles necessary for new trucks and replacement.

1500 Gal. Portable Canvas Tank: New item. This tank is for use in an area where there is no water supply and water must be hauled by tanker. This tank would permit the tankers to dump their loads and return for another load of water. This is the first step in our plan to be able to supply 30,000 gallon of water per hour in the rural district as is required by the rating bureau.

Firemen's Uniforms: \$360.00 Our paid firemen have asked for a clothing allowance. All cities that have paid fireman provide them with uniforms and clothing allowance. This would be a good investment in appearance and moral. This amount would provide two (2) uniforms per fireman per year.

SERVICES: VOLUNTEER SECTION:

Secretary: No change - Handles pay records for volunteers, insurance records and increasing number of fire calls.

Drills and Meetings: No change. Increased last year to cover additional volunteers.

Hall Operation: No change. This item is for the volunteers and is used for lunches, banquets and etc.

City and Rural Calls: No change.

Disability Insurance: No change. This item is to cover the <sup>volunteer</sup> firemen when hurt while fighting fires or on drills. Pays weekly indemnity of \$40.00 while disabled and \$80.00 weekly while hospitalized.

CAPITAL OUTLAY: None.

One-half COMMUNICATIONS OFFICE:

This item is added to Fire department budget in order to determine share of cost paid by Rural Fire District. They budget 60% the cost of the total.

GENERAL FUND REQUIREMENTS  
PUBLIC PROPERTY DEPARTMENT

HISTORICAL DATA			BUDGET for 1969-70	
Actual 1966-67	Expend 1967-68	Budget 1968-69	Proposed	Adopted
3,120	3,900	4,200	PERSONAL SERVICES:	
579	689	-	Caretaker-City Hall, Library	
331	296	285	Caretaker-Civic Room	
-	-	-	Soc. Sec. & Comp. Ins.	
-	-	-	Retirement	
-	-	160	Vacation, Sick Relief	
4,030	4,885	4,645	Total Personal Services	
			CONTRACTUAL SERVICES:	
			Janitor Service-City Hall & Library	
			Total Contractual Services	
			MATERIALS & SUPPLIES:	
1,220	1,332	1,600	Electricity & Water-City hall	
1,036	1,042	1,200	Fuel-City Hall	
422	367	400	Janitor Supplies	
4,332	1,362	3,000	Bldg. Supplies & Maint.	
628	684	-	Civic Room Maint.	
-	-	720	Storage-Fire & CD vehicles	
-	-	80	Heat for storage	
-	-	350	Remodel Civic Room for Library	
7,638	4,787	7,350	Total Materials & Supplies	
			CAPITAL OUTLAY:	
1,899	-	-	Library Lighting	
-	1,085	-	Library Panel South Wall	
-	-	-	Remodel C of C office	
1,899	1,085	-	Total Capital Outlay	
13,567	10,757	11,995	Total Public Property Dept.	

5600

9,610

13,410

OK

GENERAL FUND REQUIREMENT  
DEPARTMENT: PUBLIC PROPERTY

FUNCTION

The Public Property Department oversees the maintenance, operation and repair of the municipal buildings and property in Lebanon. These include the City Hall, Library, maintenance shops and off street parking lots. The actual construction and repair of these facilities is under the guidance of the Public Works Superintendent.

Budget and Comment

1968-69 Budget	1969-70 Proposed	Amount of Decrease
\$11,995	\$11,810	(-\$185)

PERSONAL SERVICES:

Amount budgeted for Personal services has been eliminated.

CONTRACTUAL SERVICES:

Complete Janitorial requirements for both the Library and the City Hall are available through a local maintenance and Janitorial service at a contract price of \$275.00 per month or \$3300.00 per year. This results in a saving of approximately \$2000 from the amount that would have been required for salary, social security and retirement.

MATERIALS AND SERVICES:

Electricity and Water - City Hall: Decrease \$100

Fuel - City Hall: No change since the bids were approximately the same on fuel oil.

Janitor Supplies: Increase \$100 general price increases on supplies

Building Supplies and Maintenance: Increase to \$4000 to cover painting and other repairs to exterior of City Hall.

Storage - Fire and C. D. Vehicles: Covers cost of renting garage space in building behind Union Oil station across from City Hall.

Heat for Storage: Gas Heater for storage to prevent fire vehicles from freezing.

CAPITAL OUTLAY: \$500 - Remodel C of C office into violations bureau Office for Court and Police.

GENERAL FUND REQUIREMENTS  
DOG CONTROL DEPARTMENT

HISTORICAL DATA			BUDGET for 1969-70	
Actual 1966-67	Expend 1967-68	Budget 1968-69	Proposed	Adopted
963	1,200	1,200		
54	73	80		
1,017	1,273	1,280		
725	900	900		
71	86	300		
42	26	100		
838	1,012	1,300		
1,855	2,285	2,560		

GENERAL FUND REQUIREMENT  
DEPARTMENT: DOG CONTROL

FUNCTION

The Function of this department is to enforce the City Dog Ordinance for the safety and public health of the citizens and control of dogs within the city.

Budget and Comment

<u>1968-69</u> <u>Budget</u>	<u>1969-70</u> <u>Proposed</u>	<u>Amount of</u> <u>Increase</u>
\$2580	\$2710	\$130

PERSONAL SERVICES:

Dog Warden: Increase \$10.00 per month in salary

MATERIALS AND SERVICES: (No change)

Car Allowance: Item for car expense for the Warden to answer dog complaints

Pound Expenses: No change. Needed for routine care and maintenance of pound.

Miscellaneous: Unexpected expenses of supplies, vet expenses and etc.

CAPITAL OUTLAY: None

GENERAL FUND REQUIREMENTS  
PARK DEPARTMENT

HISTORICAL DATA			BUDGET for 1969-70	
Actual 1966-67	Expend 1967-68	Budget 1968-69	Proposed	Adopted
5,040	5,400	5,508		
864	1,530	1,200		
376	545	480		
-	-	155		
			PERSONAL SERVICES:	
			Caretaker	6,696
			Extra Help	1,800
			Soc. Sec. & Comp. Ins.	650
			Retirement	370
6,280	7,475	7,343	Total Personal Services	9,516
			MATERIALS & SUPPLIES:	
1,507	2,020	2,000	Maintenance & Repairs	2,500
1,514	2,011	2,000	Electricity & Water	2,100
-	-	-	Weed Killer & Fertilizer	500
-	-	-	Seed/Fertilizer-Waldwood Prk.	175
3,021	4,031	4,000	Total Materials & Supplies	5,275
			CAPITAL OUTLAY:	
1,214	-	-	Fencing Booth Park	-
-	3,323	-	Pumps-Century Park Well	-
-	150	-	Irrigation Pipe-River Park	-
-	-	600	Pipe Water across 5th st.	-
-	-	-	Waldwood Park underground water system	<del>5,000</del>
1,214	3,473	600	Total Capital Outlay	<del>5,000</del>
10,515	14,979	11,943	Total Park Department	<del>16,791</del>

14,791

OK

GENERAL FUND REQUIREMENTS  
DEPARTMENT: PARK DEPARTMENT

FUNCTION:

The park department has the responsibility for the maintenance and repair of the park system of the City. This department also cuts grass, trims shrubs and plants trees and shrubs in parks. No new parks are expected in the near future so all of this work is on existing facilities. Park improvement at River Park will begin soon requiring more attention to this park. Park use is also expected to increase. Weldwood Park will be improved with ball parks and play use.

Budget and Comment

1968-69 Budget	1969-70 Proposed	Amount of Increase
\$11,943	\$19,791	\$7,848

PERSONAL SERVICES:

See General Explanation

Extra Help: Increase \$300, this is for additional summer help in park work of maintenance and repair. A much needed item with future improvement.

MATERIALS AND SUPPLIES: (+ \$1275)

Maintenance and Repairs: (+ \$500) Previous amounts budgeted has not been adequate to cover costs of paint, repair of picnic tables, stores fertilizer and sprays and park buildings repairs and increased park facilities.

Electricity and Water: (+ \$100) Drilling at River Park failed to produce water supply for irrigation. Will need to continue to purchase from Power Company until another solution. Also more area to irrigate at River Park. Cooking ranges and new shelter at River Park will increase electrical costs. Drinking and irrigation water needed for Weldwood Park.

Weed Killer & Fertilizer: (+ \$500) New Item. Century, Jaycee, River and Booth Parks can be treated by a bonded specialist.

Seed & Fertilizer- Weldwood Park: (+ \$175) New Item. City crews will fertilize and seed the park in late fall after surface has been leveled and prepared.

CAPITAL OUTLAY: + \$5000

Weldwood Park: Estimated cost of laying underground pipe throughout the park for drinking water and irrigation purposes is \$5000.00.

GENERAL FUND REQUIREMENTS  
DEPARTMENT: PARK DEPARTMENT

FUNCTION:

The park department has the responsibility for the maintenance and repair of the park system of the City. This department also owns, trims shrubs and plants trees and shrubs in parks. No new parks are expected in the near future so all of this work is on existing facilities. Park improvement at River Park will begin soon resulting more attention to this park. Park use is also expected to increase. Weirwood Park will be improved with ball parks and play use.

Budget and Comment:

1968-69 Budget	1967-70 Proposed	Amount of Increase
\$11,042	\$9,751	\$1,291

PERSONAL SERVICES:

See General Explanation

Extra Help: Increase \$300. This is for additional summer help in park work of maintenance and repair. A much needed item with future improvement.

MATERIALS AND SUPPLIES: (+ \$1375)

Maintenance and Repairs: (+ \$500). Previous amount budgeted has not been adequate to cover costs of paint, repair of picnic tables, shrubs, fertilizer and sprays and park building repairs and increased park facilities.

Electricity and Water: (+ \$100). Drilling at River Park failed to produce water supply for irrigation. Will need to continue to purchase from Power Company until another solution. Also more area to irrigate at River Park. Cooking ranges and new shelter at River Park will increase electrical costs. Drinking and irrigation water needed for Weirwood Park.

Weed Killer & Fertilizer: (+ \$200). New item. Century, Jaycee, River and Booth Parks can be treated by a bonded specialist.

Seed & Fertilizer-Weirwood Park: (+ \$175). New item. City crews will fertilize and seed the park in late fall, after surface has been leveled and prepared.

CAPITAL OUTLAY: + \$2000

Weirwood Park: Estimated cost of laying underground pipe throughout the park for drinking water and irrigation purposes is \$2000.00.

GENERAL FUND REQUIREMENTS  
SEWAGE TREATMENT DEPARTMENT

9

HISTORICAL DATA				BUDGET for 1969-70
Actual 1966-67	Expend 1967-68	Budget 1968-69		Proposed Adopted
5,040	5,760	5,880	PERSONAL SERVICES:	
1,449	1,800	1,920	Sewage Plant Operator	7,008
400	506	560	Asst. Operator-Parttime	2,064
-	-	380	Soc. Sec. & Comp. Ins.	750
			Retirement	500
<hr/>				<hr/>
6,889	8,066	8,740	Total Personal Services	10,322
<hr/>				<hr/>
4,204	4,629	4,300	MATERIALS & SUPPLIES:	
137	147	100	Electricity	4,300
1,690	2,453	2,500	Training & Meetings	100
955	945	1,200	Maintenance & Repair	2,500
216	702	1,000	Fuel Oil	1,400
787	1,005	1,000	Sewer Maintenance	1,000
			Chemicals	2,200
<hr/>				<hr/>
7,989	9,881	10,100	Total Materials & Supplies	11,500
<hr/>				<hr/>
			CAPITAL OUTLAY:	
-	1,625	-	Chlorinator	-
-	-	-	Sewer Rodding Machine/rod	4,500
<hr/>				<hr/>
-	1,625	-	Total Capital Outlay	4,500
<hr/>				<hr/>
14,878	19,572	18,840	Total Sewage Treatment Dept.	26,322

OK

GENERAL FUND REQUIREMENT  
DEPARTMENT: SEWAGE TREATMENT PLANT

FUNCTION

This excellent facility treats all raw sewage that is collected through the City sewer system according to standards of the State Sanitary authority. All waste solids are screened from the flow and treated in the digester. Waste liquids are purified and chlorinated before release into the river. The plant capacity is adequate to handle the waste load from approximately 10,000 people and will care for Lebanon's needs for some time to come. The cost of operating this facility as part of the general fund requires a property tax levy of over 2 mills or over \$2.00 per \$1000.00 of market or true cash value. Lebanon is now the only City in the state that does not finance this operation by means of a sewer user charge rather than property taxes. An equitable user charge would reduce the amount of the tax levy for the general fund and also the amount of the tax levy for sewer construction bonds and interest payments.

Budget and Comments

1968-69 Budget	1969-70 Proposed	Amount of Increase
\$18,840	\$26,322	\$7,482

PERSONAL SERVICES:

See General Explanation

Sewage Treatment Plant Operator: Assistant- One-third of salary budgeted this department with other two-thirds in State Tax & Road Fund. (page 14)

MATERIALS AND SERVICES: (+1,400)

Electricity: No increase plant and pumps operate 24 hours daily.

Training and Meetings: No increase. Item for tuition and expenses of operators school held each year. Operators are alternating attendance of this school.

Maintenance and Repair: No change. Used for pump repairs, equipment replacement and paint and supplies for plant operation.

Fuel Oil: (+ \$200.00) Steadily increasing volume of waste increases heating load in digester.

Sewer Maintenance: No change. Item for repair of damaged sewers by accidents, Acts of God, and worn out.

Chemicals: Increase of \$1200.00. Chlorine used in Chlorinator to purify waste liquids before discharge into South Santiam River. Greater degree of chlorination now required daily by State Sanitary Authority.

CAPITAL OUTLAY:

Sewer Rodding Machine and Rods: The need for a power operated machine has become imperative. In the last few years the city has constructed approximately nine (9) miles of additional sewer laterals and trunk lines. Several more miles of sewers will be constructed in the next few years as annexations continue. Cleaning sewers with the hand operated cleaning rods requires a crew of 3 to 4 men and many man-hours, dependent on the point of obstruction from the nearest manhole. Several of the older sewers require regular cleaning. Much of our hand operated rod is quite old and in need of replacement.

GENERAL FUND REQUIREMENTS  
LIBRARY DEPARTMENT

HISTORICAL Actual 1966-67	DATA Expend 1967-68	Budget 1968-69		BUDGET Proposed	1966 -70 Adopted
4,800	5,200	5,300	PERSONAL SERVICES:		
3,000	5,144	3,246	Librarian	6,084	
2,817	1,047	3,452	Asst. Librarians (2)	7,212	
484	510	670	Extra Help (pages)	976	
-	-	240	Soc. Sec. & Comp. Ins.	830	
			Retirement	740	
<hr/>	<hr/>	<hr/>		<hr/>	
11,101	11,901	12,908	Total Personal Services	15,842	
			MATERIALS & SUPPLIES:		
810	437	600	Miscellaneous Supplies	450	
627	690	1,100	Fuel, Electricity, Tele.	1,100	
-	583	600	Bookbinding	650	
-	160	150	Postage	100	
-	75	100	Convention & Training	125	
<hr/>	<hr/>	<hr/>		<hr/>	
1,437	1,945	2,550	Total Materials & Supplies	2,425	
			CAPITAL OUTLAY:		
3,556	3,935	4,500	Books & Periodicals	5,000	
398	597	450	Furniture & Equipment	450	
<hr/>	<hr/>	<hr/>		<hr/>	
3,954	4,532	4,950	Total Capital Outlay	5,450	
<hr/>	<hr/>	<hr/>		<hr/>	
16,492	18,378	20,408	Total Library Department	23,717	

OK

GENERAL FUND REQUIREMENT  
DEPARTMENT: LIBRARY

FUNCTION

Library services are supplied to not only residents of Lebanon but of the surrounding area also. The city supports the cost of this operation. The Library rates for out of city patrons have been increased to the following:

Students - \$1.00 per year  
 Adults - \$2.00 per year  
 Family - \$5.00 per year

Budget and Comment:

<u>1968-69</u> <u>Budget</u>	<u>1969-70</u> <u>Budget</u>	<u>Amount of</u> <u>Increase</u>
\$20,408	\$23,717	\$3309

PERSONAL SERVICES: (+ \$2934)

See General Explanation

One of the former pages (extra help) has been reclassified as Assistant Librarian in charge of new childrens room.

MATERIALS AND SERVICES: \$125.00

Miscellaneous Supplies: Book cataloging supplies, book repair materials and general library needs. Increases in prices of supplies will equal materials used last year.

Fuel, Electricity and Telephone: No change. Increase of \$500.00 last year to offset cost of fuel and electricity previously charged to Civic Room.

Bookbinding: Same as last year.

Postage: ~~Same~~ <sup>\$50</sup> - because of previous purchase of government cards this amount should carry through.

Convention and Training: Increase of \$25.00. Workshops for staff and Library Board members are scheduled by the State to be held periodically.

CAPITAL OUTLAY: (+ \$500.00)

Books and Periodicals: Prices have increased 30% to 75%. Anticipate to supply approximately the same number this year. Book reviews will be carefully studied to supply the needed.

Furniture and Equipment: Chair for childrens room, Atlas stand and catalog card cabinet drawers.

GENERAL FUND REQUIREMENTS  
MUNICIPAL COURT DEPARTMENT

HISTORICAL DATA				BUDGET for 1969-70
Actual 1966-67	Expend 1967-68	Budget 1968-69		Proposed      Adopted
1,800	1,800	2,400	PERSONAL SERVICES:	
-	-	200	Municipal Judge	2,400
-	-	1,800	Municipal Judge pro-tem	200
129	81	300	Clerk-Court & Violations	4,068 339
-	-	50	Sec. Sec. & Comp. Ins.	335
			Retirement	225
<hr/>	<hr/>	<hr/>		<hr/>
1,929	1,881	4,750	Total Personal Services	7,228
			MATERIALS & SUPPLIES:	
44	97	100	Court Supplies & Expense	250
			Telephone	110
			Meetings & Seminars	125
			Reimbursed Expenses	300
<hr/>	<hr/>	<hr/>		<hr/>
44	97	100	Total Materials & Supplies	785
			CAPITAL OUTLAY:	
			Office Equipment	865
			(desks, chairs etc)	
<hr/>	<hr/>	<hr/>		<hr/>
-	-	-	Total Capital Outlay	865
<hr/>	<hr/>	<hr/>		<hr/>
1,973	1,978	4,850	Total Municipal Court	8,878

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GENERAL FUND REQUIREMENT  
DEPARTMENT: MUNICIPAL COURT

FUNCTION

The Municipal Court holds one scheduled session each Wednesday morning to hear cases of all persons arrested for violation of City Ordinances. Special trials on "Not Guilty" pleas are scheduled on other days and evenings during the week. The Judge is called at various unscheduled times concerning complaints, arraignments and other court business.

Budget and Comment:

1968-69 Budget	1969-70 Proposed	Amount of Increase
\$4,850	\$8,878	\$4,028

PERSONAL SERVICES: (+ \$2,478)

Municipal Judge: No change.

Municipal Judge Pro Tem: No change this year, since the emphasis should be put on establishing a Violations Bureau, and divorcing the Court Records from the Police Records as quickly as possible.

Soc. Sec. & Comp. Ins: Estimated increase due to hiring full time Violations Clerk.

Retirement: Estimated increase due to hiring full time Violations Clerk.

Violations Clerk & Court Clerk: Establishment of Violations Bureau would require full time clerk. For purpose of budgeting, a job description, and the salary schedule used by the City of Albany as of 2/14/69 is shown; and should be adjusted to the City of Lebanon Salary Range Schedule:

Monthly Salary					
1st 6 mo.	6 mo.	1 yr.	2 yr.	3 yr.	4th yr & over
330	345	360	375	395	415

Albany Municipal Court handled 3,522 cases in 1968.

Lebanon's Municipal Court Activity report is shown on following page.

MATERIALS AND SUPPLIES:

Court Supplies & Expense: Increase due to establishment of separate office for Violations Clerk.

Telephone: To cover cost of telephone installation in Violations Bureau (\$72.60 annual cost; \$10.00 installation fee; and allowing \$27.40 for Long distance fees)

Meetings and seminars: To cover cost of attendance to (1) conferences and

educational programs for traffic court judges as required by ORS.1.510; and (2) League of Oregon Cities annual meeting. Previous expenses for this item have come from other city departments and, therefore, do not reflect a true cost of the Municipal Court Department.

Reimbursed Expenses: To provide a fund for forwarding a Suspension Notice with a \$5.00 fee to Department of Motor Vehicles suspending operator's license of defendant for failure to appear in court (ORS 484.210) (applicable to non-residents of the city). Fee is recouped from defendant upon appearance and conviction in court. This procedure applicable to moving traffic violations on which 110 warrants were outstanding December 31, 1968 valued at \$2,415.50.

#### CAPITAL OUTLAY:

Office Equipment: Establishment of separate Violations Bureau would require the following minimum in equipment:

Counter, estimated	\$ 50.00
Desk, steel	194.00
Typewriter	400.00
Typing Stand, steel	31.00
Chair, typist, steel	45.00
3-drawer file cabinet, steel (3X5 card)	18.15
2-drawer file cabinet, steel (6X9 card)	18.55
4-drawer file cabinet, legal, steel, w/lock	99.00
Table, wood, plywood construction, 36" x 30" to hold card files	10.00
	<u>\$865.70</u>

NOTE: It is anticipated that the cash register and safe being utilized by the Police Department, would be moved to the Violations Bureau, eliminating expenditure of funds for these items, even though it is recognized that the cash register falls somewhat short of fulfilling the requirements of the Bureau.

#### MUNICIPAL COURT ACTIVITY REPORT:

Cases processed thru court -	1968	1967	1966
	1,295	945	843
Fines and Bail Forfeitures	\$23,992.50	\$14,810.50	\$11,406.00
Court Costs & Warrant Fees	<u>1,188.50</u>	none	none
	\$25,181.00		

Note: 822 cases processed from July 1 thru December 31, 1968 (6 months) almost equal to the total cases processed for entire year of 1966. The 1968 workload represents a 37% increase over 1967, and a 54% increase over 1966.

Outstanding Warrants - December 31, 1968:

Criminal:	No:	Amount:	Total:
Misdemeanors	20		\$ 806.00
Traffic:			
Non-moving:			
Overtime Parking	280	\$ 1,540.00	
Jaywalking	10	65.00	
Other	14	84.00	
Total	304	\$ 1,689.00	
Moving	110	2,415.50	
Total Traffic	414		4,104.50
Total Warrants	434		\$4,910.50

VIOLATIONS CLERK JOB DESCRIPTION:

General Statement of Duties: Performs clerical duties requiring a moderate degree of judgement and decision making in the application of standard departmental procedures, including duties for which considerable typing or stenographic skill may be required, such as typing legal documents, and financial reports, maintaining a variety of departmental records, and compiling reports of a fairly complex clerical nature; serves as Violations Clerk and court municipal clerk; does related work as required. Works under the supervision of an administrative employee of higher rank in the performance of assigned duties. May exercise partial supervision of one or two clerical employees. (i.e. designated court clerks in Police Department who receive bail monies when Violations Bureau is closed).

Example of Principal Duties:

1. Types forms, reports, correspondence, requisitions, simple tabulations and other materials from copy, rough draft, dictating machine or simple oral instructions; assists the general public in providing pertinent information concerning payment, receiving and posting monies from fines, forfeitures, and bail.
2. Files and indexes material alphabetically or numerically and conducts simple file and record searches; logs in documents for public record.
3. Types from rough draft, oral dictation, general instructions or original documents, material frequently requiring a moderate degree of decision making, including official records.
4. Answers inquiries from public and composes pertinent correspondence on matters requiring knowledge and application of departmental policies and regulations.
5. Serves as clerk in Violation Bureau and as court municipal clerk; prepares court docket; records court proceedings, maintains files and prepares court orders as directed, and makes appointments.

6. Examines various documents and records for proper coding, mathematical accuracy, and conformance to established policies and regulations.
7. Acts as cashier in receiving a large volume of payments over the counter and by mail; issues receipts, checks out discrepancies in account numbers and amounts paid and adjusts as necessary.
8. Posts data to proper accounts; maintains Bond Record Book; and related records pertinent to departmental operation.

Recruiting Requirements Knowledge, Skill and Ability: Consider able knowledge of office practices and procedures and of business English and spelling; skill in taking and transcribing oral dictation and in typing rapidly and accurately is required for position; ability to set up and type complex statements and reports; ability to make arithmetical computations rapidly and accurately; ability to understand and follow complex oral and written instructions; ability to establish and maintain harmonious working relationships with other employees and the public.

Experience and Training: One year of experience in office or related clerical or secretarial work involving use of the typewriter; and graduation from a senior high school, including or supplemented by courses in typing, and demonstrated skill in typing with accuracy and considerable speed; or any satisfactory equivalent combination of experience and training.

GENERAL FUND REQUIREMENTS  
SPECIAL EXPENDITURES DEPARTMENT

HISTORICAL DATA			BUDGET for 1969-70		
Actual 1966-67	Expend 1967-68	Budget 1968-69	Proposed	Adopted	
2,500	4,365	4,741			
-	890	1,025			
-					
504	520	600			
1,400	400	400			
-	649	649			
-	-	400			
<hr/>			<hr/>		
4,404	6,824	7,815			
<hr/>			<hr/>		
20,342	24,677	28,500			
545	43	700			
909	1,664	800			
1,386	1,572	1,600			
1,811	6,702	5,500			
594	-	600			
261	504	600			
-	40	250			
180	180	250			
3,175	4,854	5,000			
6,193	4,311	10,000			
<hr/>			<hr/>		
35,396	44,547	53,800			
<hr/>			<hr/>		
-	-	1,800			
-	-	600			
<hr/>			<hr/>		
-	-	2,400			
34,000	34,000	34,000			
<hr/>			<hr/>		
73,800	85,371	96,515			

  

			SPECIAL PAYMENTS:		
			Trfr. to Offstreet Parking Fund	5,805	
			Trfr. to Fire Equipment Fund (bal of 1967-68 budget)	1,689	18-69 4544
			League of Oregon Cities	715	
			Chamber of Commerce	400	
			Linn Co. Planning Commission	1,500	
			Linn Benton Assoc. of Gov't.	400	
<hr/>			<hr/>		
			Total Special Payments	10,509	
<hr/>			<hr/>		
			SPECIAL OPERATING EXPENSE:		
			Street Lights & Water	28,500	
			Misc. Advertising	700	
			Elections	1,800	
			Audit	2,000	
			Insurance, Fidelity Bonds	7,500	
			Interest	1,000	
			Parking Meter Repairs	700	
			Civil Defense	250	
			Planning Commission	250	
			Group Medical Hospital Ins.	5,200	-138 6062
			Operating Contingencies	10,000	9,400
<hr/>			<hr/>		
			Total Special Operating Expense	58,900	58,162
<hr/>			<hr/>		
			CAPITAL OUTLAY:		
			New Parking Meters	2,000	
			Meter Cleaning Machine	-	600
			copy machine		
<hr/>			<hr/>		
			Total Capital Outlay	2,000	2,600
<hr/>			<hr/>		
			Unappropriated balance for Cash Working Fund	20,000	
<hr/>			<hr/>		
			Total Special Expenditures Department	90,409	91,409
<hr/>			<hr/>		
					91,271

299,685

334,552

383,166

Total General Fund  
Requirements

445,600

GENERAL FUND REQUIREMENTS  
DEPARTMENT: SPECIAL EXPENDITURES

Budget and Comment:

<u>1968-69</u> <u>Budget</u>	<u>1969-70</u> <u>Proposed</u>	<u>Amount of</u> <u>Decrease</u>
\$96,515	\$90,409	\$6,106

SPECIAL PAYMENTS: (+ \$2694)

Off-Street Parking Fund: Transfer of amount necessary to redeem bonds and interest coupons for acquisition of Two (2) Off-street Parking Lots is transferred to the Off-street parking fund as revenue from meters on the lots is wholly inadequate.

Transfer to Fire Equipment Fund: This is the unexpended portion of the 1967-68 Fire department budget as agreed by the City and the Rural District.

League of Oregon Cities: Annual dues for League of Oregon Cities membership on a population basis. Much statistical data and information is furnished from this source.

Chamber of Commerce: Annual dues for the City used to offset cost of putting up and removing Christmas lighting.

Linn County Planning Commission: Pays for services, research, maps, assistance in planning, zoning etc.

Linn Benton Association of Governments: Lebanon's share of clerical and office expense. This service is necessary for approval of any and all Federal Grants.

SPECIAL OPERATING EXPENSES: (+ \$4,100)

Street Lights and Water: Amount should be adequate to cover cost of additional street lights and fire hydrants in areas as they annex during the next year. Rates are:

7,000 lumen	=	\$ 3.90 per month
21,000 lumen	=	\$ 5.90 per month
55,000 lumen	=	\$ 9.50 per month
4" hydrants	=	\$ 2.75 per month
6" hydrants	=	\$ 4.25 per month

Miscellaneous Advertising: No change - item for bid notices, zoning changes etc.

Elections: Amount of \$900.00 will cover cost of one special election for budget in 1970. There is possibility that another election may be held either for capital improvement such as airport acquisition or for sewer use charge.

Insurance and Fidelity Bonds: Some increase in rates plus additional tort liability required under state law.

Interest: It usually becomes necessary for the City to borrow operating capital in September or October until current years tax levies begin to be received from the County Treasurer.

Parking Meter Repairs: Slight increase - covers cost of repair parts for meters. Over 150 used meters were purchased several years ago and require continual servicing. Meter replacement program was started last year to retire the most badly worn meters. See item under Capital Outlay this page.

Civil Defense: No change - covers miscellaneous costs for training programs and materials.

Planning Commission: No change - Most of expense is for clerical expense and supplies.

Group Medical Hospital Insurance: Covers cost of Blue Cross, major medical and group life insurance for all regular fulltime city employees.

Operating Contingencies: This amount is set aside each year to cover emergency expenses that could not be foreseen at time budget is prepared. The full amount is seldom expended and balance remains as part of unexpended balance of general fund each year.

#### CAPITAL OUTLAY: ( - \$400.00)

Parking Meters + \$200.00 : To cover increased cost of purchase of 30 new automatic meters to replace an equal number of the older meters that now require extensive repairs. In 1961, 62, and 63 the city purchased a total of 155 new automatic Park-O-Meters in a program to replace the 300 obsolete hand operated meters originally purchased about 1949-50. We were able to obtain approximately 160 used meters in 1963 and 64 from the cities of North Bend and Salem at a very nominal cost. These used meters are now becoming badly in need of replacement. Replacement plan was begun with the purchase of 30 new meters in 1968-69 budget.

UNAPPROPRIATED BALANCE FOR CASH WORKING FUND: This amount is part of the beginning cash balance shown on page 1, General Fund resources. It is used as operating Capital until tax levies are received in November and December and remains unexpended at the end of each fiscal year. This item as well as beginning cash balance at top of page 1 are reduced because of tax levies not being received during the previous fiscal years.

STATE TAX & ROAD FUND  
RESOURCES

HISTORICAL DATA		Budget 1968-69		BUDGET for 1969-70	
Actual 1966-67	Resources 1967-68			Proposed	Adopted <i>Actual</i>
14,834	17,665	6,000	Available Cash on Hand	14,000	16,978
48,604	54,011	65,000	State Vehicle Fuel Tax	69,000	
9,720	9,359	9,000	County Road Levy	10,000	
264	-	-	Interest	-	
<hr/>		<hr/>		<hr/>	
73,422	81,035	80,000	Total Resources	93,000	

70-71

79,500

11,000

# STATE TAX & ROAD FUND REQUIREMENTS

HISTORICAL DATA			BUDGET for 1969-70	
Actual 1966-67	Expend 1967-68	Budget 1968-69	Proposed	Adopted
<b>PERSONAL SERVICES</b>				
7,200	7,800	7,998	9,000	
6,300	6,600	6,768	7,944	
9,940	10,980	16,590	19,440	
2,899	3,480	3,576	4,152	
514	2,528	3,000	3,000	
602	1,472	1,200	1,500	
1,730	2,101	2,800	3,400	
-	-	1,100	2,250	
<b>29,185</b>	<b>34,961</b>	<b>43,032</b>	<b>50,686</b>	
<b>MATERIALS &amp; SUPPLIES:</b>				
59	34	150	150	
222	512	1,000	1,000	
-	639	1,000	1,200	
1,665	3,852	2,000	2,500	
4,635	3,678	4,000	4,500	
11,982	4,153	10,238	9,384	
2,354	2,886	2,500	2,500	
1,363	1,255	1,600	1,600	
96	39	500	500	
<b>22,376</b>	<b>17,048</b>	<b>22,988</b>	<b>23,334</b>	
<b>CAPITAL OUTLAY</b>				
-	1,780	-	-	
-	9,818	-	-	
-	-	6,480	6,480	
<b>-</b>	<b>11,598</b>	<b>6,480</b>	<b>6,480</b>	
<b>SPECIAL EXPENDITURES:</b>				
2,800	1,000	2,500	7,500	
1,132	1,500	3,000	4,000	
-	1,224	2,000	1,000	
<b>3,932</b>	<b>3,724</b>	<b>7,500</b>	<b>12,500</b>	
<b>55,493</b>	<b>67,331</b>	<b>80,000</b>	<b>93,000</b>	
			<b>Total Requirements</b>	

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A-2 OK



STATE AND ROAD TAX REQUIREMENTS  
DEPARTMENT: STREETS AND BRIDGES (PUBLIC WORKS)

FUNCTION

The Street department has the responsibility for the maintenance of streets, alleys, roadway surfaces, bridges and culverts; the maintenance, repair and cleaning of sanitary sewers; the cleaning out of manholes and catch basins; the manufacture, installation and repair of street signs and the cleaning of all city streets.

Budget and Comment:

<u>1968-69</u> <u>Budget</u>	<u>1969-70</u> <u>Proposed</u>	<u>Amount of</u> <u>Increase</u>
\$80,000	\$93,000	\$13,000

PERSONAL SERVICES: ( + \$7,654)

See General Explanation.

Maintenance man part-time: Balance of salary is budgeted in Sewage Dept.

Extra Help: Summer employment for street repair and construction due to Seasonal work. Plus sten clerk help in Recorder's office for Public Works Superintendent secretary.

Engineering: The city hires Engineering services out on an hourly basis as work becomes needed.

MATERIALS AND SERVICES: ( + & \$346.00)

Training and Meetings: No change. Covers training schools- public works, sweeper maintenance, street maintenance, etc.

Bridge Repairs: No change. Covers deck, black top, rail replacement, painting.

Storm Sewer Maintenance: Increase of \$200.00. Catch basin and broken sewer tile replacement and drainage problems in annexed areas.

Truck repair and operation: Increase of \$500.00 due to increased cost of repairs and increased vehicle use from annexation .

Grader, Sweeper, Loader, etc.: Increase of \$500.00. Covers gas, oil, tires, brooms, grader blades and repairs of all vehicles except trucks and pickups, and increased cost of parts and repairs.

Street Maintenance and Resurfacing: Decrease \$854.00. Covers asphalt street repairs and resurfacing, crushed rock for unpaved streets, etc.

Paint, Signs, Miscellaneous Supplies: No change. For stop signs, street name signs, etc. for annexed areas. Paint for crosswalks, curbing, parking stalls, miscellaneous tools and shop equipment. Green and White street name signs are being used in annexed areas and to replace damaged signs.

Traffic Light Electricity and Maintenance: No change. Electricity, bulbs, miscellaneous repairs to traffic control lights.

CAPITAL OUTLAY: ( - \$6,480)

Loader: \$6,480 New heavy duty 4 wheel drive loader with 2½ yard bucket was purchased last year on a rental purchase plan over a 3 year period of time. Total net price of loader including trade-in, and carrying charges is \$19,327.00. Monthly payments will be \$540.00 with final payment of \$427.00. Loader was delivered last year with first payment starting July 1, 1968.

SPECIAL EXPENDITURE: ( + \$5,000)

Transfer to Improvement Fund: Increase \$5,000. Estimated cost of City's share of new street improvements for this years work. Paving, curbing, walks in Intersection areas etc. Increase will offset additional expense last year because of additional paving added after budget was prepared.

Transfer to Park Improvement Fund: Increase \$1,000. Funds transferred this year were used for road and parking area paving and fireplaces at River Park for which a Federal Grant of \$3,150 was approved. This grant will not be received until next fiscal year if work is all completed and funds are still available. The Park Fund is now overexpended.

IMPROVEMENT FUND: (Page 15-16)

This fund provides for new construction of Street Paving, sidewalk construction, Sanitary Sewer Construction, and Storm Sewers, the greater portion of which is assessed to the properties benefitted except that General Bond issues are used to pay for Trunk and Interceptor Sewer Construction.

BANCROFT BOND FUND: (Page 17)

This fund is self sustaining and consists solely of the financing for property owners for street, sidewalk and Sewer Improvements which have been assessed against their properties.

GENERAL BOND FUND: (Page 18)

Taxes are levied each year in an amount estimated to be sufficient to retire the General Obligation bonds and interest payments that were authorized by the voters when the bond issues were approved.

IMPROVEMENT FUND  
RESOURCES

HISTORICAL DATA		Budget 1968-69		BUDGET for 1969-70	
Actual 1966-67	Resources 1967-68			Proposed	Adopted
(28,243)	10,400	10,000	Available Cash on Hand (Deficit)	(150,000)	
			OTHER RESOURCES:		
			Non-bonded Assessments:		
			Principal	30,000	
			Interest	1,000	
34,500	2,426	40,000			
1,514	405	700			
41,026	-	90,000	Bancroft Bond Sale	50,000	
-	-	-	Federal Grant	104,000	
131	56	50	Collection Bonded Interest	-	
2,800	1,000	2,500	Trfr. from State Tax and Road fund	7,500	
-	4	100	Miscellaneous	300	
-	-	-	State Grant	52,000	
-	222,577	-	Gen.Oblig. Bond Sale	-	
<hr/> 51,728	<hr/> 236,868	<hr/> 143,350	Total Resources	<hr/> 94,800	

IMPROVEMENT FUND  
REQUIREMENTS

HISTORICAL DATA			BUDGET for 1969-70	
Actual 1966-67	Expend 1967-68	Budget 1968-69	Proposed	Adopted
113	370	2,000		
40	13	150		
153	383	2,150		
-	-	1,000		
100	100	100		
423	-	100		
523	100	1,200		
20,180	23,966	40,000		
20,472	202,473	100,000		
-	214	-		
40,652	226,653	140,000		
41,328	227,136	143,350		

PERSONAL SERVICES:  
Engineering & Clerical  
Sec. Sec. & Comp. Ins.

2,400  
200

Total Personal Services

2,600

MATERIALS & SERVICES:  
Interest on Warrants  
Collection Expense  
Interest-Bonded Assessments

2,000  
150  
50

Total Materials & Service

2,200

CAPITAL OUTLAY:

Street Improvements  
Sewer System  
Miscellaneous

40,000  
50,000  
-

Total Capital Outlay

90,000

Total Requirements

94,800

BANCROFT BOND FUND  
RESOURCES

HISTORICAL Actual 1966-67	DATA Resources 1967-68	Budget 1968-69		BUDGET for 1969-70 Proposed	Adopted
34,263	34,778	34,000	Available Cash on Hand	37,000	
9,167	18,011	13,000	Bonded Assessments:		
2,320	4,120	3,500	Principal Payments	13,000	
423	423	100	Interest Payments	3,500	
735	713	1,200	Improvement Fund Interest	50	
			Interest on Time Deposits	1,700	
<hr/> 46,908	<hr/> 58,045	<hr/> 51,800	Total Resources	<hr/> 55,250	

BANCROFT BOND FUND REQUIREMENTS

Actual 1966-67	Expend 1967-68	Budget 1968-69		
-	3,897	4,000	BOND PRINCIPAL TO PAY	
2,925	4,000	4,000	Issue Dated	
3,000	3,000	3,000	5-1-67	4,000
2,000	2,000	2,000	10-1-65	4,000
			7-1-61	3,000
			11-1-58	-
<hr/> 7,925	<hr/> 12,897	<hr/> 13,000	Total Principal to be paid	<hr/> 11,000
			BOND INTEREST TO PAY:	
-	1,636	1,480	Issue Dated:	
1,311	1,190	1,050	5-1-67	1,320
536	439	341	10-1-65	910
175	105	35	7-1-61	244
			11-1-58	-
<hr/> 2,022	<hr/> 3,370	<hr/> 2,906	Total Interest to be paid	<hr/> 2,474
150	150	150	Postage & Office Supplies	200
-	450	900	Clerical	900
-	20	50	Soc. Sec. & Comp. Ins.	50
32,603	43,471	34,794	Unappropriated balance for future bond redemption	40,626
<hr/> 42,700	<hr/> 60,358	<hr/> 51,800	Total Requirements	<hr/> 55,250

GENERAL BOND FUND  
RESOURCES

18

HISTORICAL Actual 1966-67	DATA Resources 1967-68	Budget 1968-69		BUDGET for 1969-70	
				Proposed	Adopted
(1,132)	(12,872)	(4,000)	Available Cash on Hand (deficit)	(16,000)	<i>actual</i> (10,280.66)
2,854 107	3,170 -	3,000 -	Previously levied taxes Int. on time deposit	3,000 -	
1,829	298	(1,000)	Resources except taxes to be levied	(13,000)	
31,356	33,184	60,443	Taxes necessary to balance fund	60,893	
33,185	33,482	59,443	Total Resources	57,893	

GENERAL BOND FUND  
REQUIREMENTS

Actual	Expend	Budget		
-	-	15,000	BOND PRINCIPAL TO PAY	
12,000	12,000	12,000	Issue Dated:	
8,000	8,000	8,000	9-1-67 Sewer construction	15,000
10,000	10,000	10,000	5-1-65 Sewer construction	12,000
			9-1-63 Sewer construction	8,000
			11-1-56 sewage disposal	10,000
30,000	30,000	45,000	Total Principal to be Paid	45,000
			BOND INTEREST TO PAY	
-	4,560	8,820	Issue dated:	
3,583	3,223	2,863	9-1-67 Sewer construction	8,220
1,810	1,590	1,360	5-1-65 Sewer construction	2,503
2,075	1,750	1,400	9-1-63 Sewer construction	1,120
			11-1-56 sewage disposal	1,050
7,468	11,123	14,443	Total Interest to be Paid	12,893
37,468	41,123	59,443	Total Requirements	57,893

GENERAL BOND FUND  
RESOURCES

18

BUDGET for 1968-70

Actual 1966-67	HISTORICAL 1967-68	DATA Resources 1968-69	Budget 1968-69	Proposed	Adopted
11,131	12,873	14,000	14,000	18,000	
2,824	2,170	2,000	2,000	2,000	
107	-	-	-	-	
1,829	298	11,000	11,000	12,000	
21,356	22,184	60,443	60,443	60,893	
22,185	22,482	59,443	59,443	57,893	

GENERAL BOND FUND  
REQUIREMENTS

Actual	Expend	Budget	BOND PRINCIPAL TO PAY Issue Dates:	Proposed
12,000	-	12,000	6-1-67 Sewer construction	12,000
8,000	12,000	12,000	2-1-65 Sewer construction	12,000
10,000	8,000	8,000	2-1-65 Sewer construction	8,000
	10,000	10,000	1-1-58 sewage disposal	10,000
30,000	30,000	42,000	Total Principal to be Paid	42,000
			BOND INTEREST TO PAY Issue dates:	
2,583	4,800	8,820	6-1-67 Sewer construction	8,220
1,810	2,223	2,863	2-1-65 Sewer construction	2,203
2,075	1,200	1,360	6-1-65 Sewer construction	1,120
	1,750	1,400	1-1-58 sewage disposal	1,020
7,468	11,123	14,443	Total Interest to be Paid	12,893
37,468	41,123	56,443	Total Requirements	57,893

FIRE EQUIPMENT FUND  
RESOURCES

HISTORICAL Actual 1966-67	DATA Resources 1967-68	Budget 1968-69		BUDGET for 1969-70 Proposed      Adopted
3,595	12,863	700	Available Cash on hand (deficit)	(400)
-	890	1,025	Trfr. from General Fund 1967-68 unexpended in Fire dept.)	1,689
6,000	6,000	-	Rural Fire District	-
5,639	5,285	-	Special Levy	-
255	454	-	Miscellaneous	-
-	428	500	Previously levied taxes	100
<hr/> 15,489	<hr/> 25,920	<hr/> 2,225	Total Resources	<hr/> 1,389

FIRE EQUIPMENT FUND  
REQUIREMENTS

Actual	Expend	Budget		
-	1,062	-	Plectron Radios	
1,140	23,289	-	Fire Truck	
1,025	-	-	Breathing Masks	
91	-	-	Pump testing gages	
-	170	-	Power Chain saw	
-	261	-	Portable Generator	
-	258	-	Refrigerator	
-	193	-	Hose Coupling Expender	
-	1,723	-	58 Ford Tanker & Eqpt.	
<hr/> 2,256	<hr/> 26,956	<hr/> -	Total Capital Outlay	
13,233	(1,036)	2,225	Balance for Additional Equipment	1,389
<hr/> 15,489	<hr/> 25,920	<hr/> 2,225	Total Requirements	<hr/> 1,389

FIRE EQUIPMENT FUNDRESOURCES:

AVAILABLE CASH ON HAND: (- \$400.00) Fund was actually overexpended during 1967-68 on purchase of fire truck, 1958 tanker and miscellaneous equipment.

TRANSFER FROM GENERAL FUND: ( \$1,689) Balance unexpended in Fire department budget at end of 1967-68 fiscal year. (see page 12)

MISCELLANEOUS: No revenue budgeted. Covers payment by Railroad Companies for putting out fires on railroad right of way, if any.

PREVIOUSLY LEVIED TAXES: ( \$100) Estimated to be received from two year city levy 1966-67 and 1967-68.

REQUIREMENTS:

BALANCE FOR ADDITIONAL EQUIPMENT: Balance is estimated at \$1,389.

PARK IMPROVEMENT FUND  
RESOURCES

HISTORICAL Actual 1966-67	DATA Resources 1967-68	Budget 1968-69		BUDGET for 1969-70 Proposed      Adopted
-	(1,430)	(1,000)	Available Cash balance (deficit)	(3,700)
12,686	-	-	Special Levy	-
-	964	200	Previously levied taxes	-
-	1,500	3,000	Trfr. from State Tax & Road Fund	4,000
-	3,800	3,150	Federal Grant	-
-	415	-	Misc. Receipts	-
<hr/> 12,686	<hr/> 5,249	<hr/> 5,350	Total Resources	<hr/> 300

PARK IMPROVEMENT FUND  
REQUIREMENTS

Actual	Expend	Budget		
13,511	9,497	5,350	Park Improvements	300

PARK IMPROVEMENT FUNDRESOURCES:

Available cash balance (-\$3,700 deficit): The fund is overexpended due to costs of paving and proposed Federal Grant not being received during current fiscal year.

Transfer from State Tax and Road Fund \$4,000: (page 14 spec. exp.) Revenue from State gas tax apportionment to be used for phase development at River Park. This will cover over expenditure now existing in the fund due to previous deficit, cost of paving and Federal Grant monies not being received. At this time, we are not certain whether grant will actually be received even though it was previously approved.

REQUIREMENTS:

OFFSTREET PARKING FUND  
RESOURCES

HISTORICAL Actual 1966-67	DATA Resources 1967-68	Budget 1968-69		BUDGET for 1969-70 Proposed      Adopted
-	3,044	1,244	Available Cash on hand	-
2,500	4,365	4,741	Trfr. from General Fund	5,805
50,000	-	-	Revenue Bond Issues	-
<hr/>	<hr/>	<hr/>		<hr/>
52,500	7,409	5,985	Total Resources	5,805

OFFSTREET PARKING FUND  
REQUIREMENTS

Actual	Expend	Budget		
			BOND PRINCIPAL TO PAY:	
			Issue dated:	
-	2,000	2,000	8-1-66	2,000
-	2,000	2,000	3-1-67	2,000
<hr/>	<hr/>	<hr/>		<hr/>
-	4,000	4,000	Total Principal to be Paid	4,000
			BOND INTEREST TO PAY:	
			Issue dated:	
719	1,175	1,085	8-1-66	995
-	990	900	8-1-67	810
<hr/>	<hr/>	<hr/>		<hr/>
719	2,165	1,985	Total Interest to be Paid	1,805
			CAPITAL OUTLAY:	
38,950	-	-	Purchase of Property	-
8,434	-	-	Improvement of Parking Lots	-
1,353	-	-	Legal etc. for Bond Sale	-
<hr/>	<hr/>	<hr/>		<hr/>
48,737	-	-	Total Capital Outlay	-
<hr/>	<hr/>	<hr/>		<hr/>
49,456	6,165	5,985	Total Requirements	5,805



OFF STREET PARKING FUNDRESOURCES:

Available Cash on hand: None.

Transfer from General Fund: \$5,805 This is the amount necessary, together with the cash balance to redeem bonds and interest coming due during the fiscal year. Bond issue for \$28,000 dated August 1, 1966 to acquire and develop the Grant Street Parking Lot and Bond issue dated February 1, 1967 for \$22,000 was to acquire and develop the Vine Street Parking Lot. The revenue from all parking meters was pledged to redeem the bonds and interest as estimated average use of the lots would not provide enough revenue.

REQUIREMENTS:

Bond Principal to pay \$ 4,000 :

Bond Interest to pay \$ 1,805 :

AMBULANCE FUND  
RESOURCES

22

HISTORICAL Actual 1966-67	DATA Resources 1967-68	Budget 1968-69		BUDGET Proposed	for 1969-70 Adopted
	-	(12,430)	Estimated Cash Balance (deficit)	1,100	
	-	500	Previously levied taxes	600	
	5,284	6,000	City tax levy	6,000	
	6,000	6,000	Rural Fire District	6,000	
	12,145	15,100	Ambulance Service Chgs.	19,000	
	-	(700)	Less taxes not received during fiscal year	(700)	
	<u>23,429</u>	<u>24,470</u>	Total Resources	<u>32,000</u>	

REQUIREMENTS

Actual	Expend	Budget		
	15,401	15,672	PERSONAL SERVICES:	
	3,727	3,400	Driver Attendants (3)	19,088
	-	-	Volunteer Attendants	3,700
	1,351	1,350	Vacation/ Sick leave	1,000
	-	440	Soc. Sec. & Comp. Ins. (incl. vol.)	1,900
	-	-	Retirement	1,100
	<u>20,479</u>	<u>20,862</u>	Total Personal Service	<u>26,788</u>
	666	1,000	MATERIALS & SUPPLIES:	
	921	1,200	Vehicle Operation & Maint.	1,500
	-	-	Ambulance Supplies	1,200
	-	-	Training & Meeting Expense	350
	-	-	Uniforms	300
	<u>1,587</u>	<u>2,200</u>	Total Materials & Supplies	<u>3,350</u>
	1,550	-	CAPITAL OUTLAY:	
	936	300	Radios	-
	931	-	Other Equipment	-
	654	-	Preparatory Ambulance Supplies	-
	-	-	Preparatory Vehicle Costs	-
	-	-	Resuscitator	300
	<u>4,071</u>	<u>300</u>	Total Capital Outlay	<u>300</u>
	-	1,108	Reserve for Equipment replacement	1,562
	<u>26,137</u>	<u>24,470</u>	Total Requirements	<u>32,000</u>

AMBULANCE FUND

RESOURCES: Resources are based on continuation of the \$6000.00 levies by both the City and the Rural Fire District and basic revenues from service charges. Service charges have been approximating \$18,000.00 per year. Outstanding accounts receivable approximate \$6000.00 at the end of each month. Basic starting fee rates for the service will be increased from \$26.00 to \$28.00 effective May 1, 1969. This should increase revenues from service charges to approximately \$19,000.00.

REQUIREMENTS: Increase in Personal Services is due to salary increases as listed in General Explanation plus social security increase and Retirement.

Increase in Vehicle Operation and maintenance is due to aging of equipment and increased cost of parts and labor.

Training and Meeting expense covers cost of regular drivers attending training sessions on ambulance service, handling of patients, etc.

Uniforms - purchase of two (2) uniforms each for the three regular drivers.

Purchase of a portable resuscitator is needed for the standby ambulance or can be transported by the 4-wheel drive pickup in areas inaccessible to the regular ambulance.

Any amounts unexpended should be reserved for equipment replacement.

Again this year consideration should be given to office labor and cost of bookkeeping. Approximately 20 hours per week are required. This is another of several additional functions in the past few years that have been added to the work load in the Recorder's or Finance office.

CAPITAL IMPROVEMENT FUND  
RESOURCES

HISTORICAL Actual 1966-67	DATA Resources 1967-68	Budget 1968-69		BUDGET for 1969-70 Proposed      Adopted
	-	8,700	Beginning Cash Balance	(1,500)
	10,000	10,000	Levy for Bridge Construction	10,000
	10,000	-	Cigaret Tax Apportionment	-
	-	800	Prior years taxes	800
	<hr/>	<hr/>		<hr/>
	20,000	19,500	Total Resources	9,300

CAPITAL IMPROVEMENT FUND  
REQUIREMENTS

Actual	Expend	Budget		
	10,000	-	Purchase of Parking Lot	-
	-	19,500	Bridge Construction	9,300
	10,000	-	Reserve for Bridge Construction	
	<hr/>	<hr/>		<hr/>
	20,000	19,500	Total Requirements	9,300

795,337

CAPITAL IMPROVEMENT FUND

Resources consist solely of a \$10,000 per year levy for bridge construction. The levy has been in effect for two years and the Oak street canal bridge is in process of completion. Because of increased cost of construction it is estimated that the fund will be overexpended by \$1,500 by the end of this fiscal year. The E Street canal bridge must be replaced as soon as additional resources are available. It is extremely doubtful that this can be accomplished on the basis of the existing levy.