

**AGENDA
CITY OF LINCOLN
COMMITTEE OF THE WHOLE MEETING**

Tuesday, June 24, 2014 - REVISED (6.23.14)

1. Call to Order
2. Pledge of Allegiance
3. Public Participation
4. Policy re: City purchasing and emergency finance procedures
5. Discussion re: sewer policy on connection to the City main lines
6. Discussion re: Fees & Permits, Part I
7. Ordinance on street excavations on new concrete streets
8. Prevailing wage resolution for 2014-15
9. Early retirement option letter
10. Proposal for actuarial study of retirement benefits
11. RFQ for Public Safety Building
12. Change Order #2 for Pulaski Street reconstruction project
13. Information: Public Hearings on bond issues on 7/7/14 prior to Council meeting
14. Recommendation from Planning Commission re: the keeping of goats within the City limits
15. Other discussion/informational items:
 Save Saturday, August 16, for City Administrator interviews
16. Executive Session:
 Pending, probable, or imminent litigation
17. Adjournment
18. Upcoming Meetings:
 Council: Monday, July 7, 6:50, 6:55, and 7:00 pm
 Committee of Whole: Tuesday, July 15, 7 pm

We welcome the participation of persons with disabilities at all City of Lincoln meetings. If auxiliary aid or service is required for most effective participation and communication, please notify the City Clerk's office at 217-735-2815 or CityClerk@cityoflincoln-il.gov no later than 48 hours prior to the meeting time.

City of Lincoln
Purchasing Policy

Section I
Overview

A. Purpose

The purpose of this procedure is to provide direction to the operating departments in the procurement of goods. When necessary, these procedures will be revised consistent with current policies and procedures affecting purchasing and contracting. All personnel will use the procedures so that optimum efficiency can be obtained in acquiring goods and services.

B. Policies

The purchasing standards and procedures set forth herein are designed to:

1. Attain maximum economy in municipal operations to the ultimate advantage of local taxpayers and residents;
2. Provide equal opportunity for qualified vendors to serve City needs
3. To exercise fiscal control over purchasing through the use of procedures
4. To obtain supplies, equipment and services for the City at the lowest possible cost
5. To provide timely and convenient service to our residents.

C. Ethics

Guidelines as set forth in Illinois Compiled Statutes, 5 ILCS 430/5-45, shall apply. No purchases for personal use will be tolerated.

D. Purchase Authority

In general, all supplies, materials, equipment and contractual/professional services required for operational efficiency will have been included in the annual Budget. Purchase of the same as required during the fiscal year shall proceed in accordance with these procedures upon approval of the annual Budget by the City Council.

Department Heads may authorize purchases, as identified in the operating budget, up to \$5,000. The City Administrator, or the Mayor or the person so designated to approve purchases in the City Administrator's absence~~his/her designee~~, must approve all purchases in excess of \$5,000. The City Administrator may authorize purchases, as identified in the operating budget, up to \$20,000. Purchases in excess of \$20,000 require City Council approval.

Each Department head of the City shall be responsible for its own department's purchasing needs in strict compliance with the procedures set forth herein.

The City Administrator, or the Mayor or the person so designated in the City Administrator's absence~~his/her designee~~, is responsible for determining if an item is budgeted, if adequate funds are available and if the proper purchasing procedures have been followed.

Section II Making the Purchase

A. Purchases

1. Department Heads may use their "Department's Approved for Payment" stamp to approve a bill for sole source vendors. All sole source vendors will be assigned a number and the contract or explanation for the sole source purchases kept in a file by the accounts payable clerk (see Vendor List). The department head can stamp invoices and then fill in the necessary line item number, sole source number and signature. Purchases in excess of \$5,000 still require a signature by the City Administrator or the Mayor. Examples include utility payments, legal and engineering fees, etc.

After obtaining the required signatures, the invoice is forwarded to the Accounts Payable Clerk. Upon receipt, the Accounts Payable Clerk will then enter it into the disbursement software and present it for approval at a city Council meeting as part of the Bill Listing. The original invoices or copies thereof will be kept in file in the Accounts Payable Clerk office.

B. Invoice processing

Generally, the payment process for invoices received shall not be initiated until such time as goods and services are received and accepted by the department initiating the purchase. Exceptions to this practice may include pre-payment of dues and subscriptions, expenses associated with conference or training seminars, insurance premiums, certain service contracts and other purchases where pre-payment is approved by the City Administrator.

Invoices received directly by Administration will be promptly forwarded to the department initiating the purchase. In the interest of expediting payments to vendors, at the time of the order, departments may require vendors to remit invoices directly to the attention of their department and authorized purchasing representative(s). It is the responsibility of the department initiating the purchase to ensure that all invoices have been processed and forwarded to the Accounts Payable Clerk, by the predetermined deadline, for payment.

All invoices submitted for payment must be approved by the department head responsible for the purchase. In the absence of the department head, invoices may be approved by the department head's immediate subordinate.

The City Administrator reserves the right to change the account number charged if he/she believes that the nature of the goods or services purchased are not properly classified.

All approved invoices presented for payment as part of the next Bill Listing must be received by the Accounts Payable Clerk no later than 5:00 pm on the Friday preceding the following Monday's Council meeting. Invoices received after 5:00 pm on Friday the week prior to a Council meeting will not be paid until the next regularly scheduled Council meeting.

A final copy of the Bill Listing will be reviewed by the City Administrator no later than 4:00 pm on the Monday preceding a City Council meeting.

Following the City Council approval of invoices, all payments will be promptly mailed to vendors (with supporting remittance information enclosed) unless otherwise specified in writing by a department head. Checks may be held for vendor pick-up following the Council meeting if prior arrangements are made by the vendor. Unless the vendor's representative picking up the check is personally known to City staff, then the vendor must be notified they must specify the representative and the representative will need to show identification before release of the check.

C. Declared Emergency Purchases

If an "emergency" has been declared by the Mayor, the following guidelines will be observed:

1. Any employee designated by their Department Head may make purchases up to ~~\$5,000~~\$500 in estimated cost.
2. Those emergency purchases with an estimated cost of up to \$5,000 require the verbal approval of the Department Head or his or her designee prior to expenditure.
3. Those emergency purchases with an estimated cost of \$5,000 for goods and services and up to \$10,000 for Public Works construction or MFT-funded projects require the verbal approval of the City Administrator or a designee prior to expenditure.
4. Those purchases in excess of \$10,000 for goods and services and \$20,000 for Public Works construction or MFT-funded projects, the City Administrator is required to ask the Mayor for approval prior to expenditure. If the Mayor is unavailable, the Administrator will be authorized to enter into an emergency purchase with follow-up notifications to the Mayor and the City Council.
5. The Mayor is authorized to make purchases in excess of \$20,000, to resolve such emergency, without competitive bids. Documentation of the emergency and the need for immediate action shall be presented to the City Council in a reasonable period of time following resolution of the crisis.
6. An "Emergency" invoice (clearly marked "911" on the top) must be provided for each emergency purchase and forwarded to the Accounts Payable Clerk along with any receipts, packing slips, etc. "911" will then be entered for the project description in the City's disbursement software. This will allow the City to quickly run summary reports of all disaster costs. If the supplier needs a copy of the invoice, fax it or send a photocopy of it.

D. Bidding Procedures

The following procedures should be followed with opening bids:

1. Sealed Bids: Bids shall be submitted to the City completely sealed to the City and shall be identified as bids on the envelope.

2. Opening: Bids shall be opened in public at the time and place stated in the public notice.

3. Tabulation: Tabulation of all bids received shall be available for public inspection and shall be furnished to all bidders.

Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to price, the following shall be considered:

1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required.
2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgement, experience, and efficiency of the bidder.
4. The quality of performance of previous contracts or services.
5. The previous and existing compliance of the bidder with laws and ordinances relating to the contract or service.
6. The sufficiency of the financial resources and ability of the bidder to perform the contract or service.
7. The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
9. The number and scope of conditions attached to the bid.
10. Preference shall be given to the purchase of supplies, materials and equipment from local merchants.

For purchases of five thousand dollars (\$5,000.00) or greater, (1) if the lowest bidding local vendor is a responsible bidder, and (2) the lower responsible bidders are not local vendors and (3) if the lowest bidding local vendor's bid is higher than the nonlocal vendor by no more than two (2) percent or two thousand dollars (\$2,000.00), whichever is less, then that local vendor should be considered the lowest responsible bidder. For the purposes of this policy, a "local vendor" shall be any business located within the boundaries of the City of Lincoln. In case of a dispute about the application of this provision, the decision of the City Administrator for purchases for which the City Administrator is authorized to make, or the City Council if outside the scope of the City Administrator's authority, shall be final. This provision shall not be applied to a contract if the funding source prohibits it through law, rule, or regulation.

When the award is not given to the low bidder, a full and complete statement of the reasons for placing the order elsewhere should be prepared by the purchasing coordinator for that bid and filed with the other papers related to the transaction.

If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local vendor. If there are no local vendors among the tied bids, the purchasing coordinator shall award the contract to one of the tie bidders by drawing lots in public.

7-7-4-5: ALL COSTS BORNE BY OWNER:

All costs and expense incident to the installation, maintenance and connection of the building sewer shall be borne by the owner. The owner shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the installation or maintenance of a building sewer. The owner of any property shall be responsible to bear all costs and expenses in maintaining the individual sewer to the connection to the city sewer line. (Ord. 249, 12-7-1987)

Chapter 1

LICENSES; GENERAL PROVISIONS

3-1-1: APPLICATION FOR LICENSE; ISSUANCE:

Any person desiring a license for any purpose under the provisions of this code, except for liquor licenses¹, shall make an application therefor, stating his name, the purpose for which the license is desired, for what length of time, and the place where his business or occupation is to be carried on; and upon the making of such application, approved by the mayor and the presentation to the clerk of a receipt from the city treasurer showing payment of the sum specified and required hereby, the city clerk shall issue to the applicant a license for the purpose and time therein specified. (1960 Code, Sec. 2.02.010)

3-1-2: ACTION BY MAYOR:

The mayor shall receive all applications for licenses and may grant the same in all cases upon the terms and conditions specified by ordinance. But, if, in any case, he shall decline to grant an application for license for any purpose, or for the transfer of a license, he shall communicate such application to the city council at its next ensuing regular or adjourned meeting, for its action thereon. (1960 Code, Sec. 2.02.020)

3-1-3: TERM AND FORM OF LICENSE:

No license shall be granted for a longer term than one year, and all licenses, unless otherwise provided by ordinance, shall expire on April 30 next following their issue. Every license shall be signed by the mayor and attested by the city clerk under the corporate seal, and no license shall be valid until signed and countersigned as aforesaid, nor shall any person be deemed to be licensed until the same shall have been issued to him in due form. (1960 Code, Sec. 2.02.030)

3-1-4: LICENSE NONTRANSFERABLE:

No license shall be assignable or transferable, nor shall any person be authorized to do business or act under such license but the person to whom it is granted, or at any other

place than that specified therein, without the consent of the mayor or the city council, certified thereon by the city clerk; nor shall any license authorize any person to act under it at more than one place at the same time, or at any other time than is therein specified. Whoever shall violate any provision hereof shall be deemed to be acting without a license and shall be subject to the same penalty as is prescribed for persons doing business without a license. (1960 Code, Sec. 2.02.040)

3-1-5: COMPLIANCE REQUIRED; REVOCATION:

All licenses shall be subject to the provisions of this code which may be in force at the time of the issuing thereof, or which may be subsequently passed by the council; and if any person so licensed shall violate any of the provisions hereof regulating or relating to his business, he shall be liable to be proceeded against for any fine or penalty imposed thereby, and his license may be revoked in the discretion of the mayor after written notice given; such revocation to be reported to the council and be subject to their approval. (1960 Code, Sec. 2.02.050)

Each license issued by the clerk as aforesaid shall express for what it is granted and the time it is to continue. (1960 Code, Sec. 2.02.070)

3-1-6: ENFORCEMENT:

The city clerk and the members of the police force shall enforce all ordinances of the city in relation to licenses, and it is hereby made the duty of the chief of police and the city clerk to examine, from time to time, the register of the city clerk, and to report and prosecute all persons liable thereto, who may be acting or doing business without a license. (1960 Code, Sec. 2.02.060)

3-1-7: FAILURE TO OBTAIN LICENSE:

Any person failing, neglecting or refusing to take out a license where such license is required by the provisions of this code, or whose license after having been once granted shall be revoked by the mayor, who shall continue to act thereunder, shall be subject to a penalty of not less than twenty five dollars (\$25.00) nor more than two hundred dollars (\$200.00). (1960 Code, Sec. 2.02.080)

Chapter 8

AUCTIONEERS, BILLPOSTERS, ITINERANT MERCHANTS AND JUNK DEALERS

3-8-1: LICENSES REQUIRED:

It shall be unlawful for any person to engage in or carry on any business, occupation or pursuit hereinafter mentioned, within the limits of the city, without first having obtained a license therefor issued by the mayor and countersigned by the city clerk. (1960 Code, Sec. 2.24.010)

Every applicant for such license shall register with the city clerk his name, residence, occupation or place of business and the place where such business is to be carried on, and in case of a company or firm, the names of the officers of such company or the names of the persons composing such firm. (1960 Code, Sec. 2.24.020)

3-8-2: LICENSE FEES:

There shall be taxed for issuing and registering each such license, payable strictly in advance, the following fees:

Auction sales: Per day, to sell and dispose of a stock of books, clothing, drugs, dry goods, jewelry, boots and shoes, or any other stock of goods, wares, and merchandise at public auction	20 .00	\$
Auctioneers: An annual fee from the period of May 1 of each year through the following April 30, or any part thereof		100 .00
Itinerant merchants: Per day in advance		25 .00
Junk or salvage operators, dealers, or haulers: Per year, beginning May 1 of each year through the following April 30 of each year, or any part thereof		50 .00
		50 .00

Pawnbrokers: Per year, beginning May 1 of each year through the following April 30 of each year, or any part thereof	
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(Ord. 572, 10-20-2003)

**AUCTIONEERS/AUCTION SALES LICENSE APPLICATION
(CITY CODE 3-9-3)**



CITY OF LINCOLN, ILLINOIS
700 BROADWAY ST, P.O. BOX 509
LINCOLN, IL 62656
217-735-2815

FEE PAID\$ _____
DATE _____
RECEIPT# _____
LICENSE# _____

In October, 2003, the City Council changed the Ordinance in the City Code (3-8-2) regarding the Licenses Fees for Auctioneers and Auction Sales. All Auctioneers having auctions in the City of Lincoln will need to pay an annual license of \$100.00 for the period of May 1 of each year through April 30 of the next year or any part there of.

In addition, each auction sale held will need a license for that particular day and located purchased in advance of the auction.

AUCTIONEER YEARLY LICENSE: \$100.00

License fees are due by April 30th. If license application with fee is not returned to the City Clerks office by May 15th our City Attorney will be informed of non-compliance and an Ordinance Violation will be filed against the business.

Please remit check, money order, or cash to the City Of Lincoln.

APPLICANT _____

BUSINESS NAME _____

ADDRESS _____

PHONE NUMBER _____

FEDERAL ID # _____

AUCTION SALES LICENSE: \$20.00 Per Day

FEE PAID\$ _____

DATE _____

RECEIPT# _____

LICENSE# _____

Date(s) of Auction Sale(s) _____

Location _____

Applicant's Signature _____ Date _____

MAYOR'S APPROVAL: _____ DATE: _____

CITY OF LINCOLN, ILLINOIS

APPLICATION FOR THE FOLLOWING LICENSES:

ITINERANT MERCHANTS (CITY CODE 3-8-2)

This license would apply to any person, company or corporation that's business is located in another City and that company constructs a temporary stand for the sale of merchandise in the City of Lincoln.

Fees: \$25.00 per day in advance

This license requires the City to have on file with this application a copy of Retailer's Occupation Tax Certificate, which should also be displayed where the sales are being made.

COPY ATTACHED? _____

APPLICANT _____

OWNER _____

ADDRESS _____

FEDERAL IDENTIFICATION NUMBER _____

ADDRESS WHERE TEMPORARY STAND WILL BE LOCATED: _____

WHAT TYPE OF MERCHANDISE WILL BE SOLD AT THIS LOCATION: _____

DATES WHEN STAND WILL BE IN OPERATION: _____

= DAYS _____
@ \$25.00 PER DAY

FEE PAID _____

DATE _____

RECEIPT # _____

LICENSE # _____

APPLICANT'S SIGNATURE: _____ DATE: _____

MAYOR'S APPROVAL: _____ DATE: _____



CITY OF LINCOLN, ILLINOIS
 700 BROADWAY ST, P.O. BOX 509
 LINCOLN, IL 62656
 217-735-2815

APPLICATION FOR THE FOLLOWING LICENSES
JUNK OR SALVAGE OPERATORS, DEALERS, OR HAULERS
 (CITY CODE 3-8-2)

Fees: \$50.00 per year

FEE PAID \$ _____
 DATE _____
 RECEIPT# _____
 LICENSE# _____

APPLICANT _____

OWNER _____

ADDRESS _____

PHONE # _____

FEDERAL ID # _____

APPLICANT'S SIGNATURE: _____ DATE: _____

MAYOR'S APPROVAL: _____ DATE: _____

License fees are due by April 30th. If license application with fee is not returned to the City Clerks office by May 15th our City Attorney will be informed of non-compliance and an Ordinance Violation will be filed against the business.

Please remit check, money order, or cash to the City Of Lincoln.

CITY OF LINCOLN, ILLINOIS

APPLICATION FOR THE FOLLOWING LICENSES

PAWNBROKERS

(CITY CODE 3-8-2)

Fees: \$50.00 per year

APPLICANT _____

OWNER _____

ADDRESS _____

FEDERAL IDENTIFICATION NUMBER

FEE PAID \$ _____

DATE _____

RECEIPT# _____

LICENSE# _____

APPLICANT'S SIGNATURE: _____ DATE: _____

MAYOR'S APPROVAL: _____ DATE: _____

Chapter 2 AMUSEMENT ESTABLISHMENTS

3-2-1: BILLIARDS, POOL, SHUFFLEBOARD AND BOWLING:

No person shall keep within the city any billiard table, nine (9) pin alley, pool table, ten (10) pin alley, duck pin alley, shuffletable, shuffleboard or bowling table to be used or played upon by others for hire or gain without having first obtained a license therefor from the city, for which the following license fees shall be charged:

Each billiard table or pool table	\$ 5.00 per year
Each 9 pin alley, 10 pin alley or duck pin alley	5.00 per year
Each shuffle table, shuffleboard or bowling table or variation thereof, whether coin operated or not	15.00 per year

(1960 Code, Sec. 2.06.010)

3-2-2: SHOOTING GALLERIES, CARNIVAL DEVICES:

No shooting gallery, lung tester, lifting apparatus, galvanic battery, striking machine merry-go-round, flying swing or any mechanism or device used for amusement purposes where a fee is charged, shall be kept, used or exhibited without a license first being obtained, which shall be paid for at the rate of five dollars (\$5.00) per day for the first day, twelve dollars (\$12.00) per week and seventy five dollars (\$75.00) per year or less.

This section shall not be applicable to the Logan County Fair Association so long as that association shall be designated as the county fair by the board of supervisors of this county; nor shall this section be applicable so long as the above specified devices used for amusement purposes are under the sponsorship of a nonprofit organization or association which has as its main goal the furthering of the charitable or civic interests of this community. (1960 Code, Sec. 2.06.020)

3-2-3: ROLLERSKATING RINKS:

No person shall engage in the business of conducting a rollerskating rink or polo rink for gain without first obtaining a license therefor, for which shall be paid into the city treasury the sum of twenty five dollars (\$25.00) per year or part of a year, under a penalty for failure to take out such license of not less than twenty five dollars (\$25.00) for each offense. (1960 Code, Sec. 2.06.030)

3-2-4: OBSTRUCT VIEW OF PREMISES:

Every person conducting a pool room, soft drink parlor or other place where soft drinks are sold in the city shall remove or cause to be removed and keep removed at all times of the day or night, all screens, blinds and other obstructions in the front part and in all other parts of such pool room, soft drink parlor or other place where soft drinks are sold or kept for sale in the city. Any person violating any of the provisions of this section shall, upon conviction thereof, be fined not less than twenty five dollars (\$25.00) nor more than one hundred dollars (\$100.00). (1960 Code, Secs. 8.56.010, 8.56.020)

CITY OF LINCOLN, ILLINOIS

APPLICATION FOR THE FOLLOWING LICENSES
BILLARD/POOL TABLES (NON MECHANICAL)
BOWLING ALLEYS
SHUFFLETABLE/SHUFFLEBOARD
BOWLING TABLE
(CITY CODE 3-2-1)

APPLICANT _____

Applicant's Signature _____

OWNER _____

ADDRESS _____

Date _____

FEDERAL IDENTIFICATION NUMBER _____

BILLARD/POOL TABLES (NON MECHANICAL)
\$5.00 Per Year Per Table

FEE PAID \$ _____

DATE _____

RECEIPT# _____

Number Of Tables _____ @ \$5.00 each

LICENSE# _____

TOTAL DUE \$ _____

BOWLING ALLEYS
\$5.00 Per Year Per Alley

FEE PAID \$ _____

DATE _____

RECEIPT# _____

Please specify if these alleys are
Nine-Pin, Ten-Pin or Duck
Pin Alleys _____

LICENSE# _____

Number Of Alleys _____ @ \$5.00 each

TOTAL DUE \$ _____

SHUFFLETABLE/SHUFFLEBOARD
\$15.00 Per Year Per Table/Board

FEE PAID \$ _____

DATE _____

RECEIPT# _____

Number of Tables/Boards _____ @ \$15.00 ea.

LICENSE# _____

TOTAL DUE \$ _____

BOWLING TABLES
\$15.00 Per Year Per Table

FEE PAID \$ _____

DATE _____

RECEIPT# _____

Number of Tables _____ @ \$15.00 ea.

LICENSE# _____

TOTAL DUE \$ _____

MAYOR'S APPROVAL: _____ DATE: _____

CITY OF LINCOLN, ILLINOIS

APPLICATION FOR THE FOLLOWING LICENSES

SHOOTING GALLERIES
CARNIVAL DEVICES
MERRY-GO-ROUNDS
(CITY CODE 3-2-2)

This license would apply when any of the above are used, kept or exhibited for amusement purposes where a fee is charged for use.

Fees: \$ 5.00 per day
\$12.00 per week
\$75.00 per year

APPLICANT _____

OWNER _____

ADDRESS _____

FEDERAL IDENTIFICATION NUMBER

ADDRESS WHERE SHOOTING GALLERY CARNIVAL DEVICE OR MERRY-GO-ROUND IS OR WILL BE LOCATED:

SHOOTING GALLERY

What length of time will this be used, kept or exhibited?

LICENSE FEE FROM ABOVE \$ _____

FEE PAID \$ _____
DATE _____
RECEIPT# _____
LICENSE# _____

CARNIVAL DEVICES/MERRY-GO-ROUND
(Circle One)

What length of time will this be used, kept or exhibited?

LICENSE FEE FROM ABOVE \$ _____

FEE PAID \$ _____
DATE _____
RECEIPT# _____
LICENSE# _____

APPLICANT'S SIGNATURE: _____ DATE: _____

MAYOR'S APPROVAL _____ DATE: _____

CITY OF LINCOLN, ILLINOIS

APPLICATION FOR
ROLLER SKATING RINKS
CITY CODE 3-2-3

FEE PAID \$ _____
DATE _____
RECEIPT# _____
LICENSE# _____

YEARLY LICENSE FEE: \$ 25.00

APPLICANT _____

OWNER _____

ADDRESS _____

FEDERAL IDENTIFICATION NUMBER

ADDRESS OF ROLLER SKATING RINK IF DIFFERENT FROM ABOVE:

APPLICANT'S SIGNATURE: _____ DATE: _____

MAYOR'S APPROVAL: _____ DATE: _____

Chapter 18

BED AND BREAKFAST ESTABLISHMENTS

3-18-1: DEFINITIONS:

Terms used in this chapter shall have the following meanings unless the context otherwise requires:

BED AND BREAKFAST ESTABLISHMENT: An operator occupied residence providing accommodations for a charge to the public, with no more than five (5) guestrooms for rent, in operation for more than ten (10) nights in a twelve (12) month period. Breakfast may be provided to the guests only. Bed and breakfast establishments shall not include motels, hotels, boarding houses, or food service establishments.

OPERATOR: The owner of the bed and breakfast establishment, or the owner's agent, who is required by this chapter to reside in the bed and breakfast establishment, or on contiguous property.

SLEEPING ROOM: A room intended to serve no more than two (2) transient guests per night. (Ord. 525, 4-2-2001)

3-18-2: PERMIT:

(A) In order to operate a bed and breakfast establishment, the owner must obtain a permit from the city of Lincoln code enforcement office. In order to obtain such a permit, the owner must submit an application verifying compliance with all provisions of this bed and breakfast chapter. Upon the filing of an application, the code enforcement officer shall investigate the application and approve or reject the application. The application for such license shall be made to the building code enforcement officer in writing, signed by the applicant if an individual or by a duly authorized officer of a corporation, verified by oath or affidavit. The applicant shall submit a fee of thirty dollars (\$30.00) with the application for a new bed and breakfast establishment.

(B) The license to operate a bed and breakfast establishment shall be valid for the twelve (12) month period beginning May 1 and ending the following April 30. In order to renew such license, the applicant must submit a renewal application for the following fiscal year. The building code enforcement officer shall investigate the renewal application and approve or reject the renewal application. In order to properly investigate the renewal application, the building code enforcement officer is hereby authorized to conduct an

annual walk through inspection of the bed and breakfast establishment. There shall be no fee for submitting and obtaining the renewal application and obtaining a renewal license for a bed and breakfast establishment.

- (C) The decision of the building code enforcement officer for both a new permit and a renewal of a permit may be appealed to the city council so long as the applicant files a written appeal with the city clerk within fifteen (15) days of the decision of the building code enforcement officer. The city council shall take final action on the appeal at the next city council meeting following the appeal unless the city council determines to continue the appeal in order to obtain additional information or to serve notice upon property owners it decides may be interested in the appeal. (Ord. 525, 4-2-2001)

3-18-3: MINIMUM HEALTH STANDARDS:

Bed and breakfast establishments which serve breakfast shall comply with the following minimum standards:

- (A) Food shall be clean, wholesome, free from spillage, free from adulteration and misbranding and safe for human consumption. Containers of food shall be stored above the floor, on clean racks, shelves or other clean surfaces in such a manner as to be protected from splash or other contamination. Milk of only pasteurized grade A may be used. Use of home canned food is prohibited except for jams and jellies.
- (B) Food shall be protected from contamination while being stored, prepared, served, and during transportation. Perishable foods shall be stored at temperatures that will protect them against spoilage. Potentially hazardous food shall be maintained at safe temperatures of forty five degrees Fahrenheit (45°F) or below, or one hundred forty degrees Fahrenheit (140°F) or above, as appropriate, except during necessary periods of preparation and serving. Frozen food shall be kept at temperatures that will keep them frozen, except when being thawed for preparation. Potentially hazardous frozen food shall be thawed at refrigeration temperatures or below, quick thawed as part of the cooking process, or thawed by another method approved by the local health department. An indicating thermometer shall be located in each refrigerator. Raw fruits and vegetables shall be washed thoroughly before use. Stuffings, poultry, and pork products shall be cooked to heat all parts of the food at least one hundred sixty five degrees Fahrenheit (165°F) before being served. Salads made of meat, poultry, potatoes, fish, shellfish, or eggs and other potentially hazardous prepared food, shall be prepared from chilled products with a minimum of manual contact. Portions of food once served to an individual may not be served again. Laundry facilities shall be separated from food preparation areas. Live animals shall be excluded from food preparation areas.

- (C) No person knowingly infected with a communicable disease that may be transmitted by food handling may work in a bed and breakfast establishment.
- (D) If the bed or breakfast operator suspects that any employee, family member or the operator himself or herself has a communicable disease, the operator shall notify the Logan County health department immediately.
- (E) All operators shall be certified. Certification shall be achieved by successfully completing an examination offered by the Logan County health department as described in the current edition of the state of Illinois food service sanitation rules and regulations.
- (F) Persons preparing or serving food or washing utensils shall wear clean outer garments and maintain a high degree of personal cleanliness. They shall wash their hands thoroughly before starting work and as often as necessary while working to remove soil and contaminants. After visiting the toilet room, persons shall wash their hands thoroughly in a lavatory, but never in the kitchen sink.
- (G) No one, while preparing or serving food, may use tobacco in any form.
- (H) Utensils shall be kept clean and in good repair.
- (I) Multiuse eating and drinking utensils shall be thoroughly cleaned after each use. Facilities needed for the operations of washing, rinsing and sanitizing shall be provided.
- (J) Pots, pans and other utensils used in the preparation or serving of food or drink and all food storage utensils shall be thoroughly cleaned after each use. Cooking surfaces of equipment, if any, shall be cleaned at least once each day. Nonfood contact surfaces of equipment shall be cleaned at intervals that will keep them in a clean and sanitary condition.
- (K) Residential sinks and home style mechanical dishwashing machines are acceptable facilities for washing multiuse eating and drinking utensils. Utensils shall be air dried.

(L) Immediately following either manual or mechanical washing of eating or drinking utensils, and pots, pans and other cooking utensils, these utensils shall be effectively sanitized by being submerged in a hypochlorite solution with a chlorine concentration continuously maintained in one hundred parts per million (100 ppm), or another approved sanitizing solution which shall be used at the concentration tested and approved by the Logan County health department. Dishpans may be used to accomplish the final sanitizing rinse.

(M) The reuse of single service utensils is prohibited. (Ord. 525, 4-2-2001)

3-18-4: LINENS PROVIDED:

Each person who is provided accommodations shall be provided individual soap and clean individual bath clothes and towels. Clean bed linen in good repair shall be provided for each guest and as often as necessary. Clean linen shall be stored and handled in a sanitary manner. (Ord. 525, 4-2-2001)

3-18-5: MINIMUM LIFE SAFETY STANDARDS:

Every bed and breakfast establishment located in an R-2 zoning district shall meet the state fire marshal's requirements for one- and two-family dwellings. In addition, the following standards shall be required for bed and breakfast establishments located in an R-2 zoning district:

(A) Manual extinguishing equipment shall be provided on each floor in accordance with NFPA 10 - standards for the installation of portable fire extinguishers.

(B) All combustibles or flammable liquids must be stored in approved containers and all combustibles or flammable liquids which exceed thirty (30) gallons must be stored both in approved containers and approved cabinets. No combustible storage in or under stairways.

(C) All trash containers shall be metal.

- (D) No cooling facilities shall be permitted in guestrooms.
- (E) Fire escape maps shall be placed on the back of each sleeping room door.
- (F) All hallways and stairways shall be adequately lighted as well, with exit lights and emergency lighting.
- (G) The furnace enclosure must have a minimum one hour fire rating.
- (H) No portable heating devices shall be permitted in guestrooms.
- (I) Smoke detectors shall be installed in each sleeping room. All detectors shall be interconnected such that the activation of one alarm will activate all the alarms in the bed and breakfast establishment. All detectors shall be approved and listed and shall be installed in accordance with the manufacturer's instructions. Required smoke detectors shall receive their primary power from the building wiring and, when primary power is interrupted, shall receive power from a battery.
- (J) The operator shall submit a floor plan of the bed and breakfast establishment to the local fire department. (Ord. 525, 4-2-2001)

3-18-6: PARKING:

Bed and breakfast establishments located in an R-2 zoning district are exempted from meeting the off street parking provisions required by sections 11-4-7 and 11-7-4 of this code. (Ord. 525, 4-2-2001)

3-18-7: LIABILITY INSURANCE:

The bed and breakfast establishment shall provide proof of liability insurance. (Ord. 525, 4-2-2001)

3-18-8: REVENUE REQUIREMENTS:

The bed and breakfast establishment shall fulfill the requirements of the Illinois department of revenue, including the payment of any applicable hotel taxes. (Ord. 525, 4-2-2001)

CITY OF LINCOLN, ILLINOIS

APPLICATION FOR LICENSE

BED AND BREAKFAST ESTABLISHMENT

Date of filing: _____, 20 _____ Receipt No. _____

Fees: New Establishment \$30.00 for City's Fiscal Year from May 1, until April 30 of the Following Year(or Any Portion of the Fiscal Year until April 30) Fee Paid _____ Dates of License _____

Renewal \$ 0 for the City's Fiscal Year, but Application must be completed each year, with Walk-through approval inspection done by Building Code Enforcement Officer License No. _____

NAME OF BED AND BREAKFAST ESTABLISHMENT _____

ADDRESS OF ESTABLISHMENT _____ LINCOLN, IL 62656

OWNER _____

SOCIAL SECURITY NUMBER OF OWNER _____ BIRTHDATE OF OWNER _____

IF OWNER A CORPORATION, CORPORATION NAME _____

ADDRESS OF CORPORATION _____
If application is for a corporation or any other entity, please list all shareholders, members, managers, and officers of the entity, with addresses, dates of birth and Social Security Numbers of each stockholder, member, and officer on a separate piece of paper and include with this application.

(A) GENERAL PROVISIONS:

- 1) Does the Owner or Principal Shareholder reside in the establishment? _____
If no, does the owner reside in contiguous property? _____
If both answers no, please explain. _____
- 2) How many guest rooms are available at the establishment? _____
- 3) How many guests can occupy a guest room? _____
- 4) Maximum number of nights a guest can occupy a guest room? _____
- 5) Will breakfast be made available to guests only? _____ If no, please Explain. _____

(B) MINIMUM HEALTH STANDARDS:

- Serving of Food -
- 1) Does the applicant acknowledge that all food shall be clean, wholesome, free from spillage, free from adulteration and misbranding and safe for human consumption? _____
In addition, does the applicant acknowledge that all containers of food shall be stored above the floor, on clean racks, shelves, or other clean surfaces in such a manner as to be protected from splash or other contamination? _____ In addition, does the applicant acknowledge that milk of only pasteurized grade A may be used? _____ In addition does the applicant acknowledge that the use of home canned food is prohibited except for jams and jellies? _____ If no was answered to any of the above questions, please explain _____
 - 2) Does the applicant acknowledge that all food shall be protected from contamination while being stored, prepared, served and during transportation? _____
In addition, does the applicant acknowledge that perishable foods shall be stored at temperatures that will protect them against spoilage? _____ In addition, does the applicant acknowledge that potentially hazardous food shall be maintained at safe temperatures of forty five degrees Fahrenheit (45 F) or below or one hundred forty degrees Fahrenheit (140 F) or above, as appropriate, except during necessary periods of preparation and serving? _____ In addition, does the applicant acknowledge that frozen food shall be kept at temperatures that will

keep them frozen, except when being thawed for preparation? ____ In addition, does the applicant acknowledge that potentially hazardous frozen food shall be thawed at refrigeration temperatures or below, quick thawed as part of the cooking process, or thaw by another method approved by the local health department? ____ In addition, does the applicant acknowledge that an indicating thermometer shall be located in each refrigerator? ____ In addition, does the applicant acknowledge that raw fruits and vegetables shall be washed thoroughly before use? ____ In addition, does the applicant acknowledge that stuffings, poultry, and pork products shall be cooked to heat all parts of the food at least one hundred sixty five degrees Fahrenheit (165 F) before being served? ____ In addition, does the applicant acknowledge that salads made of meat, poultry, potatoes, fish, shellfish, or eggs and other potentially hazardous prepared food, shall be prepared from chilled products with a minimum of manual contact? ____ In addition, does the applicant acknowledge that portions of food once served to an individual may not be served again? ____ In addition, does the applicant acknowledge that laundry facilities shall be separated from food preparation areas? ____ In addition, does the applicant acknowledge that live animals shall be excluded from food preparations? ____ If the answer to any of the above questions was no, please explain _____

- 3) Does the applicant acknowledge that no person knowingly infected with a communicable disease that may be transmitted by food handling may work in a Bed and Breakfast Establishment? ____ If no, please explain _____
- 4) Does the applicant acknowledge that if the Bed and Breakfast operator suspects that any employee, family member or the operator himself or herself has a communicable disease, the operator shall notify the Logan County Health Department immediately? ____ If no, please explain _____
- 5) Does the applicant acknowledge that all operators must be certified? ____ If no, please explain _____
- 6) Does the applicant acknowledge that persons preparing or serving food or washing utensils shall wear clean outer garments and maintain a high degree of personal cleanliness? ____ In addition, does the applicant acknowledge that all persons preparing or serving food or washing utensils shall wash their hands thoroughly before starting work and as often as necessary while working to remove soil and contaminants? ____ In addition, does the applicant acknowledge that all persons preparing or serving food or washing utensils shall wash their hands thoroughly in a lavatory after visiting the toilet room, but never in the kitchen sink? ____ If any of the answers to the above questions is no, please explain _____
- 7) Does the applicant acknowledge that no one, while preparing or serving food, may use tobacco in any form? ____ If no, please explain _____
- 8) Does the applicant acknowledge that utensils shall be kept clean and in good repair? ____ If no, please explain _____
- 9) Does the applicant acknowledge that multiuse eating and drinking utensils shall be thoroughly cleaned after use? ____ In addition, does the applicant acknowledge that facilities needed for the operations of washing, rinsing, and sanitizing shall be provided? ____ If no to either question, please explain _____
- 10) Does the applicant acknowledge that pots, pans, and other utensils used in the preparation or serving of food or drink and all food storage utensils shall be thoroughly cleaned after each use? ____ In addition, does the applicant acknowledge that cooking surfaces of equipment, if any, shall be cleaned at least once each day? ____ In addition, does the applicant acknowledge that nonfood contact surfaces of equipment shall be cleaned at intervals that will keep them in a clean and sanitary condition? ____ If any of the answers to the above questions is no, please explain _____

- 11) Does the applicant acknowledge that residential sinks and homestyle mechanical dishwashing machines are acceptable facilities for washing multiuse eating and drinking utensils and utensil shall be air dried? _____ If no, please explain _____
- 12) Does the applicant acknowledge that immediately following either manual or mechanical washing of eating or drinking utensils, pots, pans, and other cooking utensils, that the utensils shall be effectively sanitized by being submerged in a hypochlorite solution with a chlorine concentration continuously maintained in one hundred (100) parts per million, or another approved sanitizing solution which shall be used at the concentration test and approved by the Logan County Health Department and that dishpans may be used to accomplish the final sanitizing rinse? _____ If no, please explain _____
- 13) Does the applicant acknowledge the reuse of single service utensils is prohibited? _____ If no, please explain _____
- 14) Has the food service area been approved by the Logan County Health Department? _____ If so, what was the date of approval? _____

(C) LINENS PROVIDED:

Does the applicant knowlege that each person who is provided accommodations shall be provided individual soap and clean individual bath clothes and towels? _____ In addition, does the applicant acknowledge that clean bed linen in good repair shall be provided for each guest and as often as necessary? _____ In addition, does the applicant acknowledge that clean linen shall be stored and handled in a sanitary manner? _____ If the answers to any of the above questions is no, please explain _____

(D) MINIMUM LIFE SAFETY STANDARDS:

- 1) Has the applicant of the Bed and Breakfast Establishment met the State Fire Marshall's requirement for one- and two-family dwellings? _____ If no, please explain _____
- 2) Has the applicant of the Bed and Breakfast Establishment met the additional local standards?
 - a) Manual extinguishing equipment provided on each floor in accordance with NFPA 10 standard for the installation of portable fire extinguishers? _____
 - b) All combustibles or flammable liquids stored in approved containers and all combustibles of flammable liquids which exceed thirty (30) gallons stored both in approved containers and approved cabinets with no combustible storage in or under stairways? _____
 - c) All trash containers metal? _____
 - d) No cooling facilities permitted in guest rooms? _____
 - e) Fire escape maps placed on the back of each sleeping room door? _____
 - f) All hallways and stairways adequately lighted as well with exit lights and emergency lighting? _____
 - g) The furnace enclosure have a minimum one hour fire rating? _____
 - h) No portable heating devices in guest rooms? _____
 - i) Smoke detectors installed in each sleeping room? _____ Are all detectors interconnected such that the activation of one alarm will activate all alarms in the Bed and Breakfast Establishment? _____ Are all detectors approved and listed an installed in accordance with the manufacturer's instructions? _____ Do all required smoke detectors receive their primary power from the building wiring and when primary power is interrupted received the power from a battery? _____
 - j) Has the operator submitted a floor plan of the Bed and Breakfast Establishment to the local fire department? _____

(E) LIABILITY INSURANCE:

The applicant of the Bed and Breakfast Establishment must submit a Certificate of Liability Insurance with this application, regardless of a new or renewal application.

(F) REVENUE REQUIREMENTS:

Has the applicant of the Bed and Breakfast Establishment fulfilled the requirements of the Illinois Department of Revenue, including the payment of any applicable hotel Taxes? _____

The City of Lincoln, Illinois reserves the right to do a background check on all persons, corporate shareholders, members and managers before the Application for the License for the Bed and Breakfast Establishment is approved. The City of Lincoln, Illinois also reserves the right to investigate all Ordinance Violations, Criminal Violations, and Police Reports at the address of the Bed and Breakfast Establishment at any time for a new or Renewed License. If any Criminal Violations are found upon investigation, the City of Lincoln has the right to revoke the issued License without notice.

I, the undersigned owner, verify that I have completed this application to the best of my knowledge and I verify that I am in compliance with all provisions of the Bed and Breakfast Establishment under the City of Lincoln City Code Title 3, Chapter 18.

Signature of Owner

Date

NEW APPLICATION: REVIEWED BY CODE ENFORCEMENT OFFICER ON _____

SIGNATURE - CODE ENFORCEMENT
OFFICER

NEW APPLICATION: WALK THROUGH INSPECTION COMPLETED ON _____

SIGNATURE - CODE ENFORCEMENT
OFFICER

RENEWAL APPLICATION: REVIEWED BY CODE ENFORCEMENT OFFICER ON _____

SIGNATURE - CODE ENFORCEMENT
OFFICER

RENEWAL APPLICATION: WALK THROUGH INSPECTION COMPLETED ON _____

SIGNATURE - CODE ENFORCEMENT
OFFICER

DATE OF APPROVAL FOR LICENSE: _____

Chapter 17

LICENSING OF CHILDREN'S HOSPITALS

3-17-1: LICENSE REQUIRED:

No person shall establish, open, conduct, operate, or maintain a children's hospital without first obtaining a license. (Ord. 474, 9-8-1998)

3-17-2: DEFINITIONS:

CHILDREN'S HOSPITAL: A hospital devoted exclusively to caring for children or any facility within a hospital devoted exclusively to caring for children.

HOSPITAL: A healthcare facility as defined in section 3(A) of the Illinois hospital licensing act¹. (Ord. 474, 9-8-1998)

3-17-3: REGULATIONS:

Any children's hospital licensed under this chapter shall substantially comply with all applicable standards and regulations of the Illinois department of public health as provided in the Illinois hospital licensing act and the Illinois department of public aid as provided in 305 Illinois Compiled Statutes 5/5-5.02 including title 9, chapter 1, sections 148.120 and 148.295 of the Illinois administrative code, which are hereby adopted and incorporated herein as the applicable standards and regulations of the city. (Ord. 474, 9-8-1998)

3-17-4: APPLICATION FOR LICENSE:

Application for issuance or renewal of a city children's hospital license shall be made to the city in the same manner as provided in the Illinois hospital licensing act for issuance and renewal of a hospital license by the Illinois department of public health and shall specifically identify any facility within a hospital devoted exclusively to caring for children for which licensing is sought pursuant to this chapter. Said license if issued shall run for term of one year to run concurrent with the Illinois department of public health's license, or in the case of

facilities within a hospital devoted exclusively to caring for children, to run concurrent with the Illinois department of public health's license for the hospital. (Ord. 474, 9-8-1998)

3-17-5: FEE:

The fee for issuance or renewal of a children's hospital license shall be fifty dollars (\$50.00). (Ord. 474, 9-8-1998)

3-17-6: DENIAL, SUSPENSION, OR REVOCATION OF LICENSE:

- (A) Denial, suspension, or revocation of a hospital license by the Illinois department of public health shall be grounds for denial, suspension, or revocation of a children's hospital license by the city.

- (B) The children's hospital shall immediately report to the clerk of the city any notice by the Illinois department of public health of substantial failure to comply with applicable standards, rules, or regulations. (Ord. 474, 9-8-1998)

Chapter 6

CIRCUSES, SHOWS AND EXHIBITIONS

3-6-1: LICENSE, BOND REQUIRED:

No circus, menagerie, caravan, carnival or amusement company, theater, concert, minstrel performance, panorama, natural or artificial curiosity, exhibition, show, lecture, skating rink, entertainment or amusement of any kind whatsoever, for the witnessing of which an admission fee is charged, except if the same is given under the auspices and for the benefit of some charitable association, society or church of the city, shall be given, exhibited or performed within the city without a license therefor first being taken out by the person owning, managing or exhibiting the same, under penalty of one hundred dollars (\$100.00) for each such exhibition or performance.

Provided, however, that this section shall not be applicable to the Logan County Fair Association so long as that association shall be so designated as the county fair by the board of supervisors of this county; nor shall this section be applicable so long as the above specified activities are under the sponsorship of a nonprofit organization or association which has as its main goal the furthering of the charitable or civic interests of this community.

Provided further, that before any license shall issue for any of the purposes in this section enumerated where the giving, exhibiting or performing is to take place in or upon any open grounds, lots or plot within the city, the person giving, owning, managing or sponsoring such exhibitions or performances shall deposit with the city clerk on his official receipt, as liquidated damages, a sum equal to the amount of the license fee designated for the particular exhibition or performance; such sum so deposited to be held by the city during the license period and to be forfeited to the city as liquidated damages in the event the grounds, lots or plot upon or within which said exhibition or performance is given shall, to the detriment of the public health and safety, be put and left in an unsightly, unsafe, unkempt or insanitary condition. Provided further, upon certification by the board of health or its due representative as to the freedom of such premises from conditions inimical to the public health and safety occasioned by its use or occupancy by said licensee, said deposit to be returned to the maker thereof upon his giving proper receipt therefor. (1960 Code, Sec. 2.38.010)

3-6-2: FEES:

Every show or exhibition as aforesaid shall pay into the city treasury for such license the following fees:

Exhibition of a circus	\$ 35.00 per day
Exhibition of a menagerie	25.00 per day
Exhibition of a circus and menagerie combined, commonly held out and advertised as a circus	50.00 per day
Each side show accompanying either of the above	10.00 per day
Any show of the class usually known as dog, pony, monkey or bird show	35.00 per day
For any aggregation of separate and distinct shows, rides and attractions, usually known and designated as a carnival or amusement company	100.00 per week or fraction thereof
For any and all other shows, entertainments or amusements, for which license is required, where not otherwise specified for each show	15.00 per day

(1960 Code, Sec. 2.38.020)

3-6-3: CIRCUS PARADES:

It shall be unlawful for any circus, or circus and menagerie, to parade in and along any of the streets or avenues of the city without first having obtained a permit so to do from the mayor. For a parade upon the streets and public ways of the city by said circus or menagerie, exhibiting outside of the city limits, the license fee shall be twenty dollars (\$20.00) for each parade. (1960 Code, Secs. 5.12.210, 2.38.020)

The mayor may issue a permit to any circus or circus and menagerie, to parade in and along the streets and avenues of the city, in which permit he shall specify the streets and avenues in and along which any such parade shall be made, and said parade shall not be made in or along any other streets or avenues other than those named in said permit. If any show shall be exhibiting or performing outside of the city limits and desires to parade within the city limits, the mayor shall not grant such permit until such show shall have paid into the city treasury the license fee hereinabove required. Any person violating the provisions of this section shall be subject to a penalty of not less than twenty dollars (\$20.00) nor more than two hundred dollars (\$200.00), and the mayor may, in his discretion, revoke the license to exhibit such show or to parade within the city. (1960 Code, Sec. 5.12.220)

It shall be unlawful for any circus or carnival to be exhibited or conducted on the streets around the city square. (1975 Code)

FEE PAID \$ _____
DATE _____
RECEIPT# _____
LICENSE# _____

CITY OF LINCOLN, ILLINOIS

APPLICATION FOR THE FOLLOWING LICENSES

EXHIBITION OF A CIRCUS	FEE \$ 35.00 PER DAY
EXHIBITION OF A MENAGERIE	FEE \$ 25.00 PER DAY
EXHIBITION OF ABOVE SHOWS COMBINED (NORMALLY ADVERTISED AS A CIRCUS)	FEE \$ 50.00 PER DAY
EACH SIDE SHOW ACCOMPANYING EITHER OF THE ABOVE	FEE \$ 10.00 PER DAY
DOG, PONY, MONKEY, OR BIRD SHOW	FEE \$ 35.00 PER DAY
CARNIVAL OR AMUSEMENT COMPANY AS SEPARATE AND DISTINCT SHOWS, RIDES AND ATTRACTIONS	FEE \$ 100.00 PER DAY
ANY AND ALL OTHER SHOWS FOR ENTERTAINMENT OR AMUSEMENTS NOT SPECIFIED ABOVE (CITY CODE 3-6-2)	FEE \$ 15.00 PER DAY

APPLICANT _____

OWNER _____

ADDRESS _____

FEDERAL IDENTIFICATION NUMBER

DATE WHEN SHOW WOULD BE HELD _____

ADDRESS/LOCATION OF SHOW _____

APPLICANT SIGNATURE: _____ DATE: _____

MAYOR'S APPROVAL: _____ DATE: _____

FEE PAID \$ _____
DATE _____
RECEIPT# _____
LICENSE# _____

CITY OF LINCOLN, ILLINOIS

APPLICATION FOR THE FOLLOWING LICENSES
CIRCUS PARADES
(CITY CODE 3-6-3)

Fees: \$20.00 per parade

APPLICANT _____

OWNER _____

ADDRESS _____

FEDERAL IDENTIFICATION NUMBER

DATE WHEN PARADE WOULD BE HELD _____

ALONG WHAT STREETS WOULD THE CIRCUS PARADE BE HELD:

APPLICANT'S SIGNATURE: _____ DATE: _____

MAYOR'S APPROVAL: _____ DATE: _____

Chapter 14

GOING OUT OF BUSINESS SALES

3-14-1: DEFINITIONS:

For the purpose of this chapter, the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

CITY: The city of Lincoln, Logan County, Illinois.

CITY LICENSE OFFICER: The city clerk of the city of Lincoln.

FIRE AND OTHER ALTERED GOODS SALE: A sale held out in such a manner as to reasonably cause the public to believe that the sale will offer goods damaged or altered by fire, smoke, water or other means.

GOING OUT OF BUSINESS SALE: A sale held out in such a manner as to reasonably cause the public to believe that upon the disposal of the stock of goods on hand, the business will cease and be discontinued, including, but not limited to, the following sales: adjuster's, adjustment, alteration, assignee's, bankrupt, benefit of administrator's, benefit of creditors', benefit of trustees, building coming down, closing, creditor's committee, creditor's, end, executor's, final days, forced out, forced out of business, insolvents', last days, lease expires, liquidation, loss of lease, mortgage sale, receiver's, trustee's, quitting business, fire sale.

GOODS: Includes any goods, wares, merchandise or other property capable of being the object of a sale regulated hereunder.

PERSON: Any person; firm, partnership, association, corporation, company or organization of any kind.

REMOVAL OF BUSINESS SALE: A sale held out in such a manner as to reasonably cause the public to believe that the person conducting the sale will cease and discontinue business at the place of sale upon disposal of the stock of goods on hand and will then move to and resume business at a new location in the city or will then continue business from other existing locations in the city. (Ord. 149, 8-1-1983)

3-14-2: LICENSE REQUIRED:

A license issued by the city license officer shall be obtained by any person before selling, or offering to sell, any goods at a sale to be advertised or held out by any means to be one of the following kinds:

(A) Going out of business sale.

(B) Removal of business sale.

(C) Fire and other altered stock sale. (Ord. 149, 8-1-1983)

3-14-3: APPLICATION OF REGULATIONS:

(A) Provisions Supplement General Licensing Ordinances: The provisions of this chapter are intended to augment and be in addition to the provisions of any other licensing ordinance of this city. Where this chapter imposes a greater restriction upon persons, premises, businesses or practices than is imposed by such other licensing ordinances of this city, this chapter shall control.

(B) Establishing Business Requisite: Any person who has not been the owner of a business advertised or described in the application for a license hereunder for a period of at least twelve (12) months prior to the date of the proposed sale shall not be granted a license.

1. Exception For Survivors Of Businessmen: Upon the death of a person doing business in this city, his or her legal representatives, heirs, advisees or legatees shall have the right to apply at any time for a license hereunder.

(C) Interval Between Sales: Any person who has held a sale, as regulated hereunder, at the location stated in the application, within one year last past from the date of such application shall not be granted a license.

(D) Restricted Location: Where a person applying for a license hereunder operates more than one place of business, the license issued shall apply only to the one store, or branch specified in the application, and no other store or branch shall advertise or

represent that it is cooperating with it, or in any way participating in the licensed sale, nor shall the store or branch conducting the licensed sale advertise or represent that any other store or branch is cooperating with it or participating in any way in the licensed sale.

(E) Persons Exempted: The provisions of this chapter shall not apply to, or affect, the following persons:

1. Persons acting pursuant to an order or process of a court of competent jurisdiction.
2. Persons acting in accordance with their powers and duties as public officials.
3. Duly licensed auctioneers, selling at auction.
4. Persons conducting a sale of the type regulated herein on the effective date of this chapter, unless such sale is continued for a period of more than sixty (60) days from and after such effective date, in which event such person, at the lapse of said sixty (60) day period, shall comply with the provisions of this chapter.
5. Any publisher of a newspaper, magazine or other publication, who publishes in good faith any advertisement, without knowledge of its false, deceptive or misleading character, or without knowledge that the provisions of this chapter have not been complied with. (Ord. 149, 8-1-1983)

3-14-4: APPLICATION REQUIREMENTS:

(A) Written Information Required: A person desiring to conduct a sale regulated by this chapter shall make a written application to the license officer setting forth and containing the following information:

1. The true name and address of the owner of the goods to be the object of the sale.
2. The true name and address of the person from whom he purchased the goods to be sold and the price therefor, and if not purchased, the manner of such acquisition.
3. A description of the place where such sale is to be held.
4. The nature of the occupancy, whether by lease or sublease, and the effective date of termination of such occupancy.
5. The dates of the period of time in which the sale is to be conducted.

6. A full and complete statement of the facts in regard to the sale, including the reason for the urgent and expeditious disposal of goods thereby and the manner in which the sale will be conducted.
 7. The means to be employed in advertising such sale together with the proposed content of any advertisement.
 8. A complete and detailed inventory of the goods to be sold at such sale as disclosed by the applicant's records. Such inventory shall be attached to and become part of the required application.
 - (a) Bona Fide Orders: All goods included in such inventory shall have been purchased by the applicant for resale on bona fide orders without cancellation privileges and shall not comprise goods purchased on consignment.
 - (b) Goods Purchased For Sale Hereunder: Such inventory shall not include goods ordered in contemplation of conducting a sale regulated hereunder. Any unusual purchase, or additions to the stock of goods of the business hereby affected within sixty (60) days before the filing of an application hereunder shall be deemed to be of such character.
- (B) License Fee; Renewal: Any applicant for a license hereunder shall submit to the license officer with his application a license fee of two hundred fifty dollars (\$250.00). Any applicant for a renewal license hereunder shall submit to the license officer with his renewal application a renewal license fee of one hundred twenty five dollars (\$125.00). (Ord. 149, 8-1-1983)

3-14-5: EFFECT OF LICENSE:

(A) A license shall be issued hereunder on the following terms:

1. Licensing Period: The license shall authorize the sale described in the application for a period of not more than sixty (60) consecutive days, Sundays and legal holidays excluded, following the issuance thereof.
 - (a) Renewal Procedure: The license officer shall renew a license for one period of time only, such period to be in addition to the sixty (60) days permitted in the original license and not to exceed thirty (30) consecutive days, Sundays and holidays excluded, when he finds:
 - (1) The facts exist justifying the license renewal.
 - (2) The licensee has filed an application for renewal.

- (3) The licensee has submitted with the application for renewal a revised inventory showing the items listed on the original inventory remaining unsold and not listing any goods not included in the original application and inventory.

For the purposes of this subsection, any application for a license under the provisions of this chapter covering any goods previously inventoried as required hereunder, shall be deemed to be an application for renewal, whether presented by the original applicant, or by any other person.

2. **Nature Of Sale:** The license shall authorize only the one type of sale described in the application at the location named therein.
3. **Saleable Goods:** The license shall authorize only the sale of goods described in the inventory attached to the application.
4. **Surrender Of General License:** Upon being issued a license hereunder for a going out of business sale, the licensee shall surrender to the license officer all other business licenses he may hold at that time applicable to the location and goods covered by the application for a license under this chapter.
5. **Nontransferability:** Any license herein provided for shall not be assignable or transferable. (Ord. 149, 8-1-1983)

3-14-6: DUTIES OF LICENSEE:

(A) A licensee hereunder shall:

1. **Adhere To Inventory:** Make no additions whatsoever, during the period of the licensed sale, to the stock of goods set forth in the inventory attached to the application for license.
2. **Advertise Properly:** Refrain from employing any untrue, deceptive or misleading advertising.
3. **Adhere To Advertising:** Conduct the licensed sale in strict conformity with any advertising or holding out incident thereto.
4. **Keep Duplicate Inventory:** Keep available at the place of sale a duplicate copy of the inventory submitted with the application and shall present such duplicate to inspecting officials upon request.
5. **Segregate Noninventoried Goods:** Keep any other goods separate and apart from the goods listed in the filed inventory as being objects of sale and shall make such distinction clear to the public by placing tags on all inventoried goods in and about the place of sale apprising the public of the status of all such goods. (Ord. 149, 8-1-1983)

*Garbage
Trailer*

SCAVENGER LICENSE APPLICATION
(CITY CODE 7-4-1)



CITY OF LINCOLN, ILLINOIS
700 BROADWAY ST, P.O. BOX 509
LINCOLN, IL 62656
217-735-2815

FEE PAID \$ _____

DATES _____

RECEIPT# _____

LICENSE# _____

FEE: \$10.00 PER VEHICLE PERFORMING SERVICES
License fees are due by April 30th. If license application with fee is not returned to the City Clerks office by May 15th our City Attorney will be informed of non-compliance and an Ordinance Violation will be filed against the business.

APPLICANT _____

OWNER _____

ADDRESS _____

PHONE # _____

FEDERAL IDENTIFICATION NUMBER _____

Number of vehicles in the City Limits providing garbage services _____

@ \$10.00 Per Vehicle = TOTAL DUE \$ _____

Please remit check, cash, or money order to City of Lincoln.

APPLICANT'S SIGNATURE: _____ DATE: _____

MAYOR'S APPROVAL: _____ DATE: _____

CITY OF LINCOLN, ILLINOIS

FEE PAID \$ _____

APPLICATION FOR
GOING OUT OF BUSINESS LICENSE
(Title 3 Chapter 14)

DATE _____

RECEIPT# _____

LICENSE# _____

FEES: Original License \$250.00
(which is for 60 consecutive
days, with Sundays and Legal
Holidays excluded)
Renewal of License \$125.00
(which is for an additional
30 consecutive days, with
Sundays and Legal Holidays
Excluded)

TRUE NAME AND ADDRESS OF OWNER OF THE GOODS TO BE THE OBJECT
OF THE SALE:

BUSINESS NAME _____

ADDRESS _____

THE DATES OF TIME IN WHICH THE SALE IS TO BE HELD:

BEGINNING DATE _____ THROUGH _____

REQUIRED ITEMS NEEDED FOR APPLICATION (PART OF THE APPLICATION):

- 1) The true name and address of the person from whom the owner purchased the goods to be sold and the price therefore, and if not purchased, the manner of acquisition.
- 2) A description of the place where such sale is to be held.
- 3) The nature of the occupancy, whether by lease or sublease and the effective date of termination of such occupancy.
- 4) A full and complete statement of the facts in regard to the sale, including the reason for the urgent and expeditious disposal of goods thereby and the manner in which the sale will be conducted.
- 5) The means to be employed in advertising such sale together with the proposed content of any advertisement.
- 6) Complete and detailed inventory of the goods to be sold at such sale as disclosed by the applicant's records. All goods included in such inventory shall have been purchased by the applicant for resale on bona fide orders without cancellation privileges and shall not comprise goods purchased on consignment. Such inventory shall not include goods ordered in contemplation of conducting a sale regulated hereunder. Any unusual purchase or additions to the stock of goods of the business hereby affected within sixty days before the filing of an application hereunder shall be deemed to be of such character.

Page 2
City of Lincoln, Illinois
GOING OUT OF BUSINESS SALE LICENSE

DUTIES OF THE LICENSEE (APPLICANT):

- 1) Adhere to Inventory.
- 2) Advertise properly (Refrain from any untrue, deceptive or Misleading statements.)
- 3) Adhere to advertising.
- 4) Keep duplicate inventory.
- 5) Segregate non-inventoried goods.

The undersigned recites compliance with the terms and provisions of said Ordinance (Title 3, Chapter 14 of the City Code) and will continue to comply with the conditions and provision of said Ordinance.

BY: _____
Applicant

Dated in Lincoln, IL _____

RENEWAL PROCESS OF THE ORIGINAL GOING OUT OF BUSINESS LICENSE

Applicant can apply for a renewal of a Going Out of Business License when he provides the following:

- 1) The facts existing justifying the license renewal.
- 2) The license files a renewal application (same as original application, but will be marked "Renewal").
- 3) The licensee provides the City Clerk's Office with an Revised inventory showing the items listed on the original inventory remaining unsold and not listing any goods not included in the original application and inventory.

MAYOR'S APPROVAL: _____ DATE: _____

Chapter 3 RESTAURANTS, FOOD STORES

7-3-1: DEFINITIONS:

The following definitions shall apply in the interpretation and enforcement of the provisions of this chapter:

FOOD STORE: Grocery store, butcher store, delicatessen store, confectionery store, bakery store, milk store, butter and egg store, fruit and vegetable store, fish store, or any other place where food or drink is prepared, handled, stored, offered for sale or sold at wholesale or retail.

ITINERANT RESTAURANT: Is one operating for a temporary period as in connection with a fair, carnival, circus, public exhibition or other similar gathering. Provided that this section shall not be applicable to the Logan County Fair Association so long as that association shall be so designated as the county fair by the county board; nor shall this definition be applicable so long as the association or organization operating said itinerant restaurant is under the sponsorship of a nonprofit organization or association which has as its main goal the furthering of the charitable or civic interests of this community.

RESTAURANT: Shall mean restaurant, coffee shop, cafeteria, short order cafe, luncheonette, tavern, sandwich stand, soda fountain and all other public eating or drinking establishments, as well as kitchens or other places in which food or drink is prepared for public sale elsewhere. (1960 Code, Sec. 2.34.010)

7-3-2: LICENSE AND PERMIT REQUIRED:

It shall be unlawful for any person to operate a restaurant, itinerant restaurant or food store in the city without having a license and without having an unrevoked permit as herein provided. Said permit shall be posted in a conspicuous place. Only persons who comply with the requirements of this chapter shall be entitled to receive and retain such a permit. Permits shall not be transferable from one location to another. (1975 Code)

7-3-3: APPLICATION FOR LICENSE; FEE:

Application for a license hereunder shall be made in writing to the city clerk, which application shall set forth pertinent information and, further, shall state that the establishment for the

operation of which said license is sought complies with the requirements of the state statutes. At the time of filing said application, the applicant shall pay the license fee. The annual license fee for restaurants and food stores shall be twenty dollars (\$20.00) for the term expiring April 30 next; the license fee for itinerant restaurants shall be four dollars (\$4.00) for the first day and two dollars (\$2.00) per day thereafter. Upon the issuance of a license hereunder, the city clerk shall issue a permit, which permit may be revoked upon violation of this chapter. (Ord. 574, 11-3-2003)

7-3-4: COMPLIANCE WITH STATE SANITARY REGULATIONS:

In order to retain said permit, each restaurant, itinerant restaurant and food store shall comply with the requirements of 410 Illinois Compiled Statutes 650/1 through 650/13, being an "act to prevent the preparation, manufacture, packing, storing or distributing of food intended for sale, or sale of food, under insanitary, unhealthful or unclean conditions or surroundings, to create a sanitary inspection, to declare that such conditions shall constitute a nuisance, and to provide for the enforcement thereof", approved June 5, 1911, as amended; and the rules and regulations of the Illinois department of agriculture concerning this act. (1960 Code, Sec. 2.34.050)

Chapter 4

MOTION PICTURES

3-4-1: LICENSE REQUIRED:

It shall be unlawful for any person, except for charity of necessity, to operate any moving picture shows or exhibitions for which any admission is charged, without first taking out a license therefor. Whoever shall violate any of the provisions hereof shall be liable to a fine as provided in the general penalty provisions, section 1-4-1 of this code. (1960 Code, Sec. 2.20.010)

3-4-2: APPLICATION FOR LICENSE:

Before any such license shall be issued, the person desiring the same shall make application to the city clerk stating the room or rooms for which such license is requested, the time for which it is to run, and pay to the city treasurer in advance the sum of one hundred dollars (\$100.00) for the first screen upon which motion pictures will be shown and fifty dollars (\$50.00) for each additional screen after the first screen upon which motion pictures will be shown, when such license is issued for one year, and a proportionate sum when such license is issued for a shorter period of time; provided, however, that no such license shall be issued for a shorter time than three (3) months and, provided further, that the said license fee shall be deemed effective as of May 1 of each year. (Ord. 575, 11-3-2003)

MOTION PICTURE ESTABLISHMENT LICENSE APPLICATION
(CITY CODE 3-4-2)



CITY OF LINCOLN, ILLINOIS
700 BROADWAY ST, P.O. BOX 509
LINCOLN, IL 62656
217-735-2815

FEE PAID \$ _____

DATES _____

RECEIPT # _____

LICENSE # _____

Fees: \$100.00 PER YEAR FOR THE FIRST SCREEN
\$50.00 PER YEAR FOR EACH ADDITIONAL SCREEN

License fees are due by April 30th. If license application with fee is not returned to the City Clerks office by May 15th our City Attorney will be informed of non-compliance and an Ordinance Violation will be filed against the business.

APPLICANT _____

BUSINESS NAME _____

ADDRESS _____

PHONE # _____

FEDERAL IDENTIFICATION NUMBER

NUMBER OF MOTION PICTURE SCREENS IN THE ESTABLISHMENT: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

MAYOR'S APPROVAL: _____ DATE: _____

6-2-26: MULTIPLE PET LICENSING:

- (A) Multiple Pet Owner Or Hobby Breeder: Multiple pet owners or hobby breeders (hereinafter referred to as "multiple pet") shall obtain an annual license from the city upon payment of a fee of twenty five dollars (\$25.00). Said license shall run from the period of May 1 of each year, through and including April 30 of the following year, and such fee shall be paid for a full year or any part thereof. (Ord. 573, 11-3-2003)

- (B) Licensee Not Exempt From Registration Fees: Payment by a multiple pet owner shall not exempt such licensee from payment of registration fees for each dog or cat owned by him or her.

- (C) Penalties: Multiple pet ownership by a person or persons without obtaining a license shall be a violation of this section for which, upon conviction thereof, such person or persons shall be penalized not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00). (Ord. 203, 8-5-1985)

6-2-27: MULTIPLE PET LICENSING; PREMISES INSPECTIONS, STANDARDS:

(A) By taking out a multiple pet owner license, said license holders consent to the inspection of the premises where their animals are kept or maintained. Such inspection shall be performed upon receipt of a complaint during regular business hours upon written notice to the owner or occupant of the premises to be inspected, and such inspection shall be conducted by the shelter manager or authorized agents of the city. Failure to comply with a request for inspection by a city department or code enforcement inspector is a violation of this section. Holders of multiple pet owner licenses shall conform to the following standards and requirements in maintaining said premises upon which the animals are kept or maintained:

1. If animals are kept or maintained within a structure or building, said structure or building shall be kept clean, meet city health standards and not constitute a nuisance to the health and welfare of the neighborhood.
2. License holders who maintain their animals outside a building or structure a substantial portion of the day and/or night shall conform to the following standards:
 - (a) Provide a shelter of sufficient height and width to permit said animal or animals to stand up and turn around inside, when fully grown, for each animal.
 - (b) Said shelter in which said animal or animals are confined shall provide shade from the sun for a reasonable part of each day for the animals housed therein and shall be located a distance of one hundred feet (100'), or a distance equal to one and one-half (1^{1/2}) times the width of the lot or parcel of land occupied by the shelter, whichever is lesser of the two (2) distances, from any residence located on lots or parcels of land adjoining or contiguous to the property occupied by the shelter.
3. Prevent their animals from running at large.
4. Prevent their animals from creating a nuisance by barking, caterwauling, or otherwise creating noise loud enough to disturb neighbors.
5. Keep their premises clear of all dog or cat feces to prevent its accumulation from constituting a health hazard or an odorous nuisance.

(B) Failure of a multiple pet owner or hobby breeder licensee to comply with the aforesaid standards shall be a violation of this section for which, upon conviction thereof, such person or persons shall be penalized not less than fifty dollars (\$50.00) and not more than five hundred dollars (\$500.00).

- (C) Upon conviction of the licensee of a third violation of the standards required, the animal control administrator shall revoke the multiple pet owner license for a period of not less than one year nor more than four (4) years. After expiration of the revocation period, the license shall not be automatically reinstated. The former licensee must reapply for the license and show an ability to conform to the existing ordinances before he/she may be issued a multiple pet owner license. (Ord. 203, 8-5-1985)

MULTIPLE PET LICENSE APPLICATION
(CITY CODE 6-2-26)



CITY OF LINCOLN, ILLINOIS
700 BROADWAY ST, P.O. BOX 509
LINCOLN, IL 62656
217-735-2815

FEE PAID \$ _____

DATES _____

RECEIPT# _____

LICENSE# _____

YEARLY LICENSE FEE: \$ 25.00

License fees are due by April 30th. If license application with fee is not returned to the City Clerks office by May 15th our City Attorney will be informed of non-compliance and an Ordinance Violation will be filed against the business.

Definition of Multiple Pet Owner from City Code 6-2-1: Any person who harbors more than four (4) dogs or four (4) cats or any combination thereof over four (4) months of age within any dwelling unit and/or structure within the curtilage of the dwelling after obtaining a license.

APPLICANT _____

PHONE# _____

ADDRESS _____

By taking out a multiple pet owner license, said license holders consent to the inspection of the premises where their animals are kept or maintained. A copy of the City Ordinance pertaining to this is attached to the application (city Code 6-2-27). This inspection will be done by the Building and Safety Officer of the City of Lincoln. The license will not be issued until the Building & Safety Officer has done his inspection and is satisfied with the inspection.

APPLICANT'S SIGNATURE: _____ DATE: _____

BUILDING AND SAFETY OFFICER INSPECTION DONE: _____

Building and Safety Officer Signature

MAYOR'S APPROVAL: _____ DATE: _____

Chapter 10 PEDDLERS

3-10-1: DEFINITION, LICENSE REQUIRED:

Any person who, while traveling or moving from place to place within the city, shall sell, offer for sale, barter or exchange at retail any goods, wares, merchandise, produce or other article or thing, and who shall at that time carry with him, or by and with an associate or assistant, and deliver, or attempt to deliver, such article or thing in person or from any vehicle or means of conveyance, going along the streets, avenues, alleys, sidewalks or other public places of the city, shall be deemed a peddler; and before engaging in such business in the city shall obtain a license as peddler for himself and for each of his associates or assistants, if any, so engaged. Provided, this shall not be construed to apply to such persons as are lawfully exempt from obtaining a license to peddle or to pay a tax or license for such purpose, including persons seeking orders for delivery at a later separate occasion or date, or making delivery on a bona fide order previously given to a vendor with an established place of business or location. And, provided further, that peddling by the hawking or crying aloud of goods, wares or merchandise along the streets, avenues, alleys, sidewalks or other public places in the city is hereby prohibited. (1960 Code, Sec. 2.26.010)

3-10-2: APPLICATION FOR LICENSE:

Applicants for licenses to peddle in the city shall make application to the city clerk and shall deposit with the clerk the required license fee. The mayor is empowered to approve such application and to grant such license upon satisfying himself of the moral fitness of the applicant to receive such license. The clerk shall pay over to the city treasurer fees on licenses approved and granted, as in other such cases made and provided. (1960 Code, Sec. 2.26.020)

3-10-3: LICENSE FEES:

The license fees to be charged for licenses to peddle in the city, each payable in advance, are hereby fixed and established as follows:

(A) For the period of May 1, 2004, to April 30, 2005:

Forty dollars (\$40.00) per week or any part thereof for one peddler working alone. For each additional person or peddler accompanying and working with a peddler licensed at this rate, the sum of twenty five dollars (\$25.00) per week or any part thereof.

Seventy five dollars (\$75.00) per month or any part thereof for one peddler working alone. For each additional person or peddler accompanying and working with a peddler licensed at this rate, the sum of twenty five dollars (\$25.00) per month or any part thereof.

Two hundred dollars (\$200.00) for six (6) months or any part thereof for one peddler working alone. For each additional person or peddler accompanying and working with a peddler licensed at this rate, the sum of twenty five dollars (\$25.00) for six (6) months or any part thereof.

Three hundred dollars (\$300.00) per year or any part thereof for one peddler working alone. For each additional person or peddler accompanying and working with a peddler licensed at this rate, the sum of twenty five dollars (\$25.00) per year or any part thereof.

(B) For the period of May 1, 2005, to April 30, 2006:

Fifty dollars (\$50.00) per week or any part thereof for one peddler working alone. For each additional person or peddler accompanying and working with a peddler licensed at this rate, the sum of thirty five dollars (\$35.00) per week or any part thereof.

Eighty five dollars (\$85.00) per month or any part thereof for one peddler working alone. For each additional person or peddler accompanying and working with a peddler licensed at this rate, the sum of thirty five dollars (\$35.00) per month or any part thereof.

Two hundred twenty five dollars (\$225.00) for six (6) months or any part thereof for one peddler working alone. For each additional person or peddler accompanying and working with a peddler licensed at this rate, the sum of thirty five dollars (\$35.00) for six (6) months or any part thereof.

Three hundred twenty five dollars (\$325.00) per year or any part thereof for one peddler working alone. For each additional person or peddler accompanying and working with a peddler licensed at this rate, the sum of thirty five dollars (\$35.00) per year or any part thereof.

(C) For the period of May 1, 2006, and each year thereafter:

Sixty dollars (\$60.00) per week or any part thereof for one peddler working alone. For each additional person or peddler accompanying and working with a peddler licensed at this rate, the sum of forty five dollars (\$45.00) per week or any part thereof.

Ninety five dollars (\$95.00) per month or any part thereof for one peddler working alone. For each additional person or peddler accompanying and working with a peddler licensed

at this rate, the sum of forty five dollars (\$45.00) per month or any part thereof.

Two hundred fifty dollars (\$250.00) for six (6) months or any part thereof for one peddler working alone. For each additional person or peddler accompanying and working with a peddler licensed at this rate, the sum of forty five dollars (\$45.00) for six (6) months or any part thereof.

Three hundred fifty dollars (\$350.00) per year or any part thereof for one peddler working alone. For each additional person or peddler accompanying and working with a peddler licensed at this rate, the sum of forty five dollars (\$45.00) per year or any part thereof.

No license shall be issued to extend beyond April 30 of the fiscal year in which the license is issued. (Ord. 590, 4-19-2004)

3-10-4: LICENSE PROHIBITIONS:

- (A) **Peddling Without License:** It shall be unlawful for any person to peddle goods, wares, merchandise, produce or other articles or things in the city without first having obtained a license from the city to peddle and having a license in force at the time of pursuing such business. (1960 Code, Sec. 2.26.040)

- (B) **Stands Prohibited:** It shall be unlawful and it is hereby prohibited for any person to assume a place or to establish a temporary or fixed stand upon any of the streets, avenues, alleys, sidewalks or other public places of the city to sell or for the purpose of selling therefrom any goods, wares, merchandise, produce or other article or thing. (1960 Code, Sec. 2.26.050)

- (C) **Entering Private Houses; Fraud:** No peddler shall enter any private house in the city without being admitted by some occupant thereof, nor shall he insist upon remaining on the premises or on showing his goods, wares or merchandise to any person, after being told by such person that he does not wish to see or purchase the same. No licensed peddler shall practice fraud nor shall he misrepresent his wares or cheat or impose upon any person. (1960 Code, Sec. 2.26.060)

3-10-5: PENALTY:

Any peddler or person violating any of the provisions of this chapter shall be fined in any sum not more than one hundred dollars (\$100.00) for each offense; and each day such

violation shall occur or continue shall constitute a separate offense. (1960 Code, Sec. 2.26.070)

City of Lincoln License Fees:

Peddlers (3-10-1)

<u>FEES: WEEKLY</u> - One Person Working Alone	\$60.00 per wk
For each additional person/peddler accompanying And working with a peddler licensed above (includes observers)	\$45.00 per wk
<u>FEES: MONTHLY</u> - One Person Working Alone	\$95.00 per mo
For each additional person/peddler accompanying And working with a peddler licensed above (includes observers)	\$45.00 per mo
<u>FEES: SIX MONTHS</u> - One Person Working Alone	\$250.00 per six mo
For each additional person/peddler accompanying And working with a peddler licensed above (includes observers)	\$45.00 per six mo
<u>FEES: YEARLY</u> - One Person Working Alone	\$350.00 per yr
For each additional person/peddler accompanying And working with a peddler licensed above (includes observers)	\$45.00 per yr



CITY OF LINCOLN, ILLINOIS
700 BROADWAY ST., P.O. BOX 503
LINCOLN, IL 62656

Peddlers' License Application

This license requires the City to have on file with this application a copy of Retailer's Occupation Tax Certificate, which should also be made available to potential customers.

Copy Attached? _____

Applicant (Full Legal Name)

Last _____ First _____

Middle _____

Date of Birth ____/____/____

Home Address;

City _____ State _____ Zip _____

Home Phone _____

Personal Cell _____

Business Cell _____

Valid Identification? ____ (attach photo copy)

Name of Company _____

Company Address _____

City _____ State _____ Zip Code _____

Company Contact _____ Phone _____

Federal Identification Number _____

What period will peddler and associates be selling merchandise in the City of Lincoln?

From; _____ to _____

What type of merchandise or service is being sold?

All applicants and associates are required to provide their identification and contact information on additional form. All must possess a valid form of State or Federal Identification before being approved.

(Attach photo copy)

Fee Paid \$ _____

Date _____

Receipt # _____

License # _____

Applicants
Signature _____ Date _____

City Clerk's
Approval _____ Date _____

Mayor's Approval _____
Date _____

Associate Peddler Information

Applicant (Full Legal Name)
Last _____ First _____
Middle _____
Date of Birth ____/____/____
Home Address;

City _____ State _____ Zip _____
Home Phone _____
Personal Cell _____
Business Cell _____

Valid Identification? ____ (attach photo copy)

Applicant (Full Legal Name)
Last _____ First _____
Middle _____
Date of Birth ____/____/____
Home Address;

City _____ State _____ Zip _____
Home Phone _____
Personal Cell _____
Business Cell _____

Valid Identification? ____ (attach photo copy)

Applicant (Full Legal Name)

Last _____ First _____

Middle _____

Date of Birth ____/____/____

Home Address;

City _____ State _____ Zip _____

Home Phone _____

Personal Cell _____

Business Cell _____

Valid Identification? ____ (attach photo copy)

Chapter 9 PHOTOGRAPHERS

3-9-1: DEFINITIONS:

FINISH: The word "finish" and its derivatives, as used herein, shall be construed to describe, include and refer to all work and processes required to be done or used in reproducing from an exposed photographic film or plate a positive image or likeness of the person of whom the exposure was taken and of making one or more copies thereof, and of fixing, toning, retouching, washing and trimming the photographs and material upon which the same is reproduced prior to the delivery thereof to the purchaser.

ITINERANT PHOTOGRAPHER: A person, firm or corporation who solicits the taking, finishing and sale of photographs for profit in the city and who has no studio or other place of business in the city for the taking and finishing of photographs and equipped therefor.

RESIDENT STUDIO PHOTOGRAPHER: All persons, firms or corporations engaged in the business of taking, finishing and selling photographs and who maintain a studio or other place of business equipped for both the taking and finishing of photographs within the city for six (6) months or more in any one year and who in fact carry on the business of taking and finishing photographs within the city for profit.

TRANSIENT PHOTOGRAPHER: A person, firm or corporation who engages in the business of, or solicits the taking and sale of finished photographs for profit in the city and who: a) maintains a studio or place for the solicitation, taking, finishing and sale of photographs in the city for less than six (6) successive months in any one year, or b) maintains a studio or other place of business in the city for the solicitation, taking and sale of photographs which is not equipped to finish same and who does not in fact, himself or through others, cause photographs taken by or for him to be finished within the city. (1960 Code, Secs. 2.12.030, 2.12.040, 2.12.050, 2.12.070)

3-9-2: LICENSES REQUIRED; APPLICATION, BOND:

It shall be unlawful for any photographer described in this chapter, to conduct or carry on his business in any manner in the city without having first obtained a license so to do.
(1960Code, Sec. 2.12.010)

A person desiring to engage in the business of itinerant or transient photographer within the city shall make application to the city clerk for a license so to do, and shall state in such application the place or places where he has resided for the last preceding year and his occupation and employer during such period, the period of time which he desires to engage

in such business in the city and the number of persons employed, or to be employed, by him or with whom he will be associated in carrying on said business. Said applicant shall deposit with such application the license fee herein required for such period of time, considering the number of persons to be employed or associated with in such business, and shall also deposit with the clerk a bond, with surety to be approved by the mayor, in the sum of one thousand dollars (\$1,000.00), conditioned upon the faithful performance by the applicant of all contracts entered into with residents of the city for the taking, finishing and sale of photographs. (1960 Code, Sec. 2.12.020)

All resident studio photographers doing business in the city shall register with the city clerk in a book to be supplied for that purpose and at the time of registering shall, in writing and under oath, advise the clerk of the length of time they have been engaged in such business within the city, the location of the studio or other place where such business is carried on and the time such business has been carried on at such location. The clerk shall be advised in writing by any such photographer of any change thereafter made in the location of his studio or other place of business. Such resident studio photographer shall also register and deposit with the clerk a bond in the sum of one thousand dollars (\$1,000.00) with surety to be approved by the mayor, conditioned upon the payment in case such business is not carried on continuously for a six (6) month period, of the license fee payable by a transient photographer, for the period which such business is in fact carried on. (1960 Code, Sec. 2.12.050)

3-9-3: FEES:

- (A) The license fee required to be paid by an itinerant photographer to carry on or conduct his business in the city shall be twenty five dollars (\$25.00) for the first day and ten dollars (\$10.00) for each succeeding day, and in the event said applicant employs or is associated with any other person in the carrying on of said business in the city, there shall be added five dollars (\$5.00) per day to said license fee for each additional person so associated with him.

- (B) The license fee required to be paid by a transient photographer to carry on or conduct his business in the city shall be fifty dollars (\$50.00) for the first week and thirty dollars (\$30.00) for each week thereafter, and in the event said applicant employs or is associated with other persons in the carrying on of said business, there shall be added twenty dollars(\$20.00) to said license fee for the first week and ten dollars (\$10.00) to the license fee for each week thereafter for each additional person so employed by or associated with him.

- (C) The license fee required to be paid by a resident studio photographer to carry on or conduct his business in the city shall be forty dollars (\$40.00) per annum. All such annual

licenses shall expire on April 30 following the issuance of the same, and no annual licenses shall be issued for a period of less than one year.

Said license fees shall be paid to the city clerk and turned over by said clerk to the city treasurer. (Ord. 576, 11-3-2003)

3-9-4: PENALTY:

Any person carrying on or attempting to carry on the business of an "itinerant photographer", "transient photographer" or "resident studio photographer", as defined herein, without having obtained a license so to do or who, having obtained a license shall continue to carry on said business in the city after the expiration thereof, shall be fined not less than twenty five dollars (\$25.00) nor more than two hundred dollars (\$200.00) for each and every offense, and each day that any such business shall be carried on without a license or after the expiration thereof shall be considered a new and separate offense. (1960 Code, Sec. 2.12.060)

PHOTOGRAPHER (RESIDENT) LICENSE APPLICATION
(CITY CODE 3-9-3)



CITY OF LINCOLN, ILLINOIS
700 BROADWAY ST, P.O. BOX 509
LINCOLN, IL 62656
217-735-2815

Fees: \$40.00 Per Year

This license requires the City to have on file with this application a \$1,000
Photographer's Bond to the City of Lincoln.

BOND ATTACHED? _____

License fees are due by April 30th. If license application with fee is not
returned to the City Clerks office by May 15th our City Attorney will be
informed of non-compliance and an Ordinance Violation will be filed against
the business.

APPLICANT _____ PHONE # _____

BUSINESS NAME _____

ADDRESS _____

FEDERAL ID # _____

Length of Time Engaged in the Business of Photography in the City of Lincoln?

Is the location of the studio the same as the above address? If not, please
give location. _____

Please remit check, money order, or cash to the City Of Lincoln.

FOR OFFICE USE ONLY:

FEE PAID \$ _____

DATES _____

RECEIPT # _____

LICENSE # _____

APPLICANT'S SIGNATURE: _____ DATE: _____

MAYOR'S APPROVAL: _____ DATE: _____

CITY OF LINCOLN, ILLINOIS

APPLICATION FOR THE FOLLOWING LICENSES
PHOTOGRAPHER (TRANSIENT)
(CITY CODE 3-9-3)

Definition of Transient Photographer from City Code 3-9-1: An "transient photographer" as referred to herein is defined to be a person, firm or corporation who engages in the business of, or solicits the taking and sale of finished photographs for profit in the City and who (1) maintains a studio or place for the solicitation, taking, finishing and sale of photographs in the City for less than six (6) successive months in any one year, or (2) maintains a studio or other place of business in the City for the solicitations, taking and sale of photographs which is not equipped to finish same and who does not in fact, himself or through others, cause photographs taken by or for him to be finished within the City.

Fees: \$50.00 for the First Week
\$30.00 for Each Additional Week
If an Additional Employee or Associate is with
the photographer -
\$20.00 for the First Week
\$10.00 for Each Additional Week

APPLICANT _____

COMPANY _____

ADDRESS _____

FEDERAL IDENTIFICATION NUMBER

Will there be any associates or employees with the photographer?
_____ If yes, how many? _____

FEE PAID \$ _____

DATE _____

RECEIPT# _____

LICENSE# _____

APPLICANT'S SIGNATURE: _____ DATE: _____

MAYOR'S APPROVAL: _____ DATE: _____

PHOTOGRAPHER (ITINERANT) LICENSE APPLICATION
(CITY CODE 3-9-3)



CITY OF LINCOLN, ILLINOIS
700 BROADWAY ST, P.O. BOX 509
LINCOLN, IL 62656
217-735-2815

Fees: \$25.00 for First Day
\$10.00 for Each Succeeding Day
\$5.00 add'l per day for each accompanying employee or
associate

Definition of Itinerant Photographer from City Code 3-9-1: An
"itinerant photographer" as referred to herein is defined to be a
person, firm or corporation who solicits the taking, finishing
and sale of photographs for profit in the City and who has no
studio or other place of business in the City for the taking and
finishing of photographs and equipped therefor.

APPLICANT _____

BUSINESS _____

ADDRESS _____

FEDERAL ID# _____

Location where photographs will be taken: _____

Dates of sessions: _____

Will there be any associates or employees with the photographer? _____
If yes, how many? _____

FEE PAID \$ _____

DATE _____

RECEIPT# _____

LICENSE# _____

APPLICANT'S SIGNATURE: _____ DATE: _____

MAYOR'S APPROVAL: _____ DATE: _____

CITY OF LINCOLN, ILLINOIS

APPLICATION FOR
SLAUGHTERHOUSE LICENSE
CITY CODE 7-5-1

FEE PAID \$ _____
DATE _____
RECEIPT# _____
LICENSE# _____

YEARLY LICENSE FEE: \$ 25.00

APPLICANT _____

OWNER _____

ADDRESS _____

FEDERAL IDENTIFICATION NUMBER

ADDRESS OF SLAUGHTERHOUSE IF DIFFERENT FROM ABOVE:

APPLICANT'S SIGNATURE: _____ DATE: _____

MAYOR'S APPROVAL: _____ DATE: _____

Chapter 5 SLAUGHTERHOUSES

7-5-1: LICENSE REQUIRED:

It shall be unlawful for any person to slaughter any cattle, hogs, sheep or lambs, or to conduct any slaughterhouse, packinghouse, renderery, tallow chandlery, bone factory, soap factory or tannery, or to engage in the manufacture or production of fertilizers or glue, or the cleaning or rendering of intestines, within the city without first having procured a license for such business. Anyone violating the provisions of this section shall, upon conviction, be fined not less than twenty five dollars (\$25.00) nor more than one hundred dollars (\$100.00) for each day he carries on such business without a license. (1960 Code, Sec. 2.40.010)

7-5-2: APPLICATION; TERM; FEE:

All applications for such license shall be made in writing and shall specify the place, location and character of the business for which such a license is desired. Such a license shall be issued to expire on April 30 next following date of issue, and the fee shall be twenty five dollars (\$25.00), payable in advance. (1960 Code, Sec. 2.40.020)

7-5-3: INSPECTION OF PREMISES:

Any commissioners of the department of health and any and all sanitary officers of the city shall be permitted a free entrance at all hours of the day or night to all buildings and premises used for any purposes mentioned in this chapter, and to free and unrestrained examination and inspection of all apparatus or utensils used in such business, the method of disposition of gases generated therein, all animals slaughtered therein, and the meat of all such animals. Every refusal to allow the aforesaid inspection shall subject the offender to a fine of not less than twenty five dollars (\$25.00) nor more than one hundred dollars (\$100.00). (1960 Code, Sec. 2.40.030)

7-5-4: CLEANLINESS AND SANITATION:

Every person owning, leasing or occupying any place, room or building where any animals

have been or are killed or dressed, and every person owning, leasing or occupying any room, stable or yard where any such animals may be kept, and having power and authority to do so, shall cause such a place, room, stable, building, yard and the appurtenances thereto to be thoroughly cleaned and purified and all offal, blood, fat, garbage, refuse and unwholesome or offensive matter to be removed therefrom not longer than twelve (12) hours after the use thereof for any of the purposes herein referred to, and shall at all times keep all woodwork, except the floors and counters, in any such building or place aforesaid, thoroughly painted or whitewashed. Any person violating any of the provisions of this section shall forfeit and pay a fine of not less than twenty five dollars (\$25.00) nor more than one hundred dollars (\$100.00) for each offense. (1960 Code, Sec. 2.40.040)

7-5-5: SLAUGHTERING AND KEEPING:

The keeping and slaughtering of all such animals, and the preparation and keeping of all meats shall be accomplished in that manner which is or is generally reputed or known to be best adapted to secure and continue their safety and wholesomeness as food. (1960 Code, Sec. 2.40.050)

7-5-6: EMPLOYEES:

- (A) Health Of Employees: Persons affected with tuberculosis or any other infectious or communicable disease shall not be employed in any department in such an establishment where carcasses are dressed, handled or meat products prepared. (1960 Code, Sec. 2.40.060)
- (B) Handling And Transporting Meat; Aprons, Outer Garments, Covers: The aprons or other outer garments of employees who handle meat in contact with such clothing shall be of a material that can be readily cleaned and made sanitary. All persons handling meat continually, or delivering meat from one place to another shall be provided with an outer garment made especially for this purpose. No meat shall be transported from one part of the city to another, or from one establishment to another, without first being covered with some material which shall exclude flies, filth and dirt. (1960 Code, Sec. 2.40.070)

7-5-7: NUISANCE DECLARED:

Whoever shall, within the limits of the city, or within the distance of one mile without the

limits of the city, establish and maintain a slaughterhouse or packinghouse or carry on the business of slaughtering or butchering cattle, sheep, swine or other animals for food, either as an independent business or in connection with a retail meat market, or use any building or premises for that purpose, in such manner that such business or place wherein the same is conducted or the premises adjacent thereto, shall become unwholesome or injurious to public health, or shall become offensive or annoying to any person or family residing or doing business in the vicinity thereof, shall be deemed guilty of maintaining a nuisance, and such business so maintained or conducted, is hereby declared to be a nuisance. And no building shall be used for carrying on any of the businesses or for the purposes aforesaid, unless such building shall be properly lighted, ventilated, screened and have a concrete floor and proper and sufficient drainage, provided with hot and cold water and an ample metal container with close fitting cover in which shall be placed all refuse and offal which shall be removed daily to the crematory for cremation or otherwise disposed of not in violation of law or ordinance.

Any person or persons creating or continuing a nuisance as herein defined, or violating any of the provisions herein shall, upon conviction thereof, be fined not less than twenty five dollars (\$25.00) nor more than one hundred dollars (\$100.00) for each offense. (1960 Code, Sec. 8.54.020)

Chapter 12 TAXICABS

3-12-1: DEFINITIONS:

Unless it appears from the context that a different meaning is intended, standing words used in this chapter shall have the meanings ascribed to them by this section:

STREET: Shall mean and include any street, alley, avenue, lane, court or public place in the city.

TAXICAB: Shall include all motor vehicles carrying passengers for hire for which public patronage is solicited; provided, however, that railroad cars, street railway cars and motor buses operated by the city or operated under the authority and jurisdiction of the Illinois commerce commission shall not be considered taxicabs. (1960 Code, Sec. 2.42.010)

3-12-2: LICENSE REQUIRED; APPLICATION:

No person whether acting as owner, principal, agent, employee, lessee or licensee, shall operate or permit to be operated upon the streets of the city a taxicab or motor vehicle for the carriage of passengers for hire without having first procured a license therefor from the city as hereinafter provided. Such person shall first make application in writing for license to the city clerk, upon forms provided by said clerk. (1960 Code, Secs. 2.42.020, 2.42.030)

3-12-3: NEW APPLICANTS; PUBLIC VEHICLE LICENSE BOARD:

No license shall be issued to any person who does not, on August 7, 1939, have such taxicab license for which public convenience and necessity for additional taxicab service has been established, and no additional taxicab licenses shall be issued to any person who now has a taxicab license until public convenience and necessity have first been established for additional taxicab service as hereinafter provided.

(A) A board known as the public vehicle license board of the city is hereby created which shall consist of the mayor and the members of the city council. It shall be the duty of said board to pass upon all applications for taxicab licenses and to determine whether public convenience and necessity require the additional taxicab service. It shall be compulsory

for any applicant for taxicab license to publish for three (3) successive days in the local newspaper a notice of the filings of such application and the date of the public hearing held to determine the necessity of each additional taxicab service. The board shall require the applicant to pay the expense of publication of said notice.

(B) Upon such publication and before the date set for hearing, the holders of existing taxicab licenses or any other person affected by the issuance of additional taxicab licenses may file with the board a complaint against the issuance of additional taxicab licenses and may offer proof upon the question of public necessity and convenience for additional taxicab service, but in all events the burden of proof shall be upon the applicant to establish by clear and convincing evidence that public convenience and necessity require additional taxicab service. (1960 Code, Sec. 2.42.040)

3-12-4: PROOF OF FINANCIAL RESPONSIBILITY:

Before any permit or license for a "taxicab" as herein defined shall be issued, the owner shall file with the secretary of state proof of financial responsibility, in accordance with 625 Illinois Compiled Statutes 5/8-101 through 5/8-116, as now in force or hereafter amended. (1960 Code, Sec. 2.42.050)

3-12-5: FEES:

Annual license fees shall be charged by the city to each person applying for and securing a license for the operation of a taxicab in the sum of twenty five dollars (\$25.00) for each such taxicab. Such license fee shall be in lieu of any fees heretofore established which now or may hereafter be collected by the city. All license fees shall be due and payable on May 1 of each and every year. No public vehicle license shall be issued until after all terms, provisions, and conditions of this chapter have been complied with and until after the payment of the license fee is made. (Ord. 571, 10-20-2003)

3-12-6: SUSPENSION AND REVOCATION OF LICENSE:

The mayor may revoke or suspend the license of any taxicab found not to be safe or not in good condition with respect to appearance, cleanliness or mechanical operation. Licenses, when so suspended or revoked, shall not be reissued until said taxicab and all its appurtenances shall be in fit condition for use by the public and be satisfactory to the mayor. In the event of suspension or revocation of a license under the provisions of this section, no

refund shall be made to the owner for any portion of the license fee. (1960 Code, Sec. 2.42.070)

3-12-7: RATES:

All persons operating any motor vehicle operating as a taxicab within the limits of the city shall not charge more than five dollars seventy five cents (\$5.75) for each trip when carrying one passenger, if the passenger is picked up at a location and discharged at a location within the first zone. An additional charge of one dollar fifty cents (\$1.50) per each additional passenger six (6) years old or older may be made.

The charge for this service shall not exceed six dollars twenty five cents (\$6.25) for each trip when carrying one passenger, if the passenger is picked up at a location or discharged at a location within the second zone. An additional charge of one dollar fifty cents (\$1.50) per each passenger six (6) years old or older may be made.

The charge for this service shall not exceed six dollars fifty cents (\$6.50) for each trip when carrying one passenger, if the passenger is picked up at a location or discharged at a location within the third zone. An additional charge of one dollar fifty cents (\$1.50) per each passenger six (6) years old or older may be made.

The charge for this service shall not exceed seven dollars (\$7.00) for each trip when carrying one passenger, if the passenger is picked up at a location or discharged at a location within the fourth zone. An additional charge of one dollar fifty cents (\$1.50) per each passenger six (6) years old or older may be made.

The charge for this service shall not exceed seven dollars fifty cents (\$7.50) for each trip when carrying one passenger, if the passenger is picked up at a location or discharged at a location within the fifth zone. An additional charge of one dollar fifty cents (\$1.50) per each passenger six (6) years old or older may be made.

The charge for this service shall not exceed eight dollars (\$8.00) for each trip when carrying one passenger, if the passenger is picked up at a location or discharged at a location within the sixth zone. An additional charge of one dollar fifty cents (\$1.50) per each passenger six (6) years old or older may be made.

The charge for this service shall not exceed eight dollars fifty cents (\$8.50) for each trip when carrying one passenger, if the passenger is picked up at a location or discharged at a location within the seventh zone. An additional charge of one dollar fifty cents (\$1.50) per each passenger six (6) years old or older may be made.

An additional charge of twenty five cents (\$0.25) may be charged for each zone line that is crossed a second time.

The charge for the use of any taxicab for hire solely for the delivery of parcels or packages anywhere within the city shall be the appropriate trip fare plus one dollar (\$1.00).

"Trip" as used in this chapter is intended to mean the journey from the point where the passenger enters the taxicab to the point of the passenger's destination by the shortest available route. Deviation from the shortest available route from the point of entering the taxicab to the point of the passenger's destination for the purpose of picking up additional passengers shall be made by the operator of the taxicab only with the consent of the original passenger.

Provided, that the use of any taxicab for hire by the minute with the privilege of going from place to place and stopping as often as requested, the regular rate of fare may be charged and twenty five cents (\$0.25) per minute may be charged for the time consumed while waiting at each stop.

No person shall charge or attempt to charge any passenger a greater fare or rate of fare than that which the taxicab is entitled to under the provisions of this chapter.

The zones are set in this section and are described as follows:

- (A) First Zone: "First zone" is intended to mean an area in the center of the city being described as follows: Beginning at the intersection of Woodlawn and College Street, continuing east on Woodlawn to Union Street, thence east and southeast on Keokuk Street to Sherman Street, thence southwest on Sherman Street to Clinton Street, thence northwest on Clinton Street to Logan Street, thence west on Fifth Street to College Street, thence north on College Street to the point of beginning.
- (B) Second Zone: "Second zone" is intended to mean an area adjoining the "first zone" and having an outer boundary being described as follows: Beginning at the intersection of Jefferson Street and 21st Street, continuing east on 21st Street to College Street, thence northeast to the intersection of 21st Street and White Avenue, thence east on 21st Street until it intersects with Union Street, thence generally eastward to the intersection of Nicholson Road with Rutledge Drive, thence northeast on Rutledge Drive to Omaha Avenue, thence southeast on Omaha Avenue to Sherman Street, thence southwest on Sherman Street to Keokuk Street, thence southeast on Keokuk Street until it intersects with Limit Street at Tremont Street, thence west on Tremont Street to Border Street, thence south on Border Street to Ladue Street, thence southwest on Ladue Street to Wyatt Avenue, thence northwest on Wyatt Avenue to Home Avenue, thence south on Home Avenue to Williamette Avenue, thence northwest on Williamette Avenue, along its projected length, until it intersects First Street, thence west on First Street to Jefferson Street, thence north on Jefferson Street to Short 11th Street, thence west on Short 11th Street to Jefferson Street, thence north on Jefferson Street to Woodlawn Road, thence east on Woodlawn Road to Jefferson Street, thence north on Jefferson Street to the point of beginning, excepting all areas included in the foregoing described "first zone".

- (C) Third Zone: "Third zone" is intended to mean all of the area incorporated in the city except those areas previously defined as the "first zone" and "second zone" and that area hereinafter defined as the "fourth zone", "fifth zone", "sixth zone", and "seventh zone".

- (D) Fourth Zone: "Fourth zone" is intended to mean all of the area incorporated in the city which lies west of Lincoln Parkway but east of and not including Malerich Drive and Holly Drive.

- (E) Fifth Zone: "Fifth zone" is intended to mean all of the area incorporated in the city, which includes Malerich Drive and Holly Drive and west thereof to, but not including, Connolley Drive.

- (F) Sixth Zone: "Sixth zone" is intended to mean all of the area incorporated in the city which lies west of and including Connolley Road to, but not including, Heitmann Drive.

- (G) Seventh Zone: "Seventh zone" is intended to mean all of the area incorporated in the city which includes and lies west of Heitmann Drive to the western boundaries of the city limits of the city of Lincoln as established at the time of the enactment of this section.
(Ord. 651, 8-6-2007)

3-12-8: PENALTY:

It shall be unlawful for any person owning or operating or any driver or operator of a taxicab not licensed and equipped in accordance with the provisions of this chapter, or of a taxicab the license of which has been revoked, or whose license is at the time suspended, to operate the same as a "taxicab", as herein defined, or attempt to do so or to solicit passengers for hire in this city. (1960 Code, Sec. 2.42.090)

**TAXICAB (NEW SERVICE) LICENSE APPLICATION
(CITY CODE 3-12-5)**



CITY OF LINCOLN, ILLINOIS
700 BROADWAY ST, P.O. BOX 509
LINCOLN, IL 62656
217-735-2815

FEE PAID \$ _____

DATES _____

RECEIPT# _____

LICENSE# _____

TAXICAB YEARLY LICENSE: \$ 25.00 FOR EACH TAXICAB
License fees are due by April 30th. If license application with fee is not returned to the City Clerks office by May 15th our City Attorney will be informed of non-compliance and an Ordinance Violation will be filed against the business.

COMPANY _____

OWNER _____ PHONE# _____

ADDRESS _____

FEDERAL IDENTIFICATION NUMBER

Application covers the following vehicles:

	<u>Make of Taxi or Auto</u>	<u>Body Type and Color</u>	<u>Year of Vehicle</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

- 1) Application must be accompanied by the following:
 A) Copy of Certificate of Insurance (Policy presented to Secretary of State).
 B) Copies of State Stickers from Secretary of State.
 C) Copies of Vehicle Registration for each vehicle.

Applicant has complied with in all respects and will continue to comply with the conditions and provisions of said Taxicab Ordinance.

APPLICANT'S SIGNATURE: _____ DATE: _____

MAYOR'S APPROVAL: _____ DATE: _____

CITY OF LINCOLN, ILLINOIS

PROCEDURE FOR
APPLYING FOR A
NEW TAXICAB SERVICE
CITY CODE TITLE 3 CHAPTER 12 AND
CHAPTER 625 5/8 8-101 THROUGH 116 OF ILCS

No license for an additional taxicab service shall be issued until the following items are completed:

- 1) Applicant files an application for license with the City Clerk, who will turn the application over to the Public Vehicle Licensing Board. This Board consists of the Mayor and the members of the City Council.
- 2) The City Clerk will give the Applicant a date and a time that would be convenient for the Public Vehicle Licensing Board to hold a Public Hearing (Normally done on the same evening as a Council Meeting or Committee Workshop).
- 3) The Applicant will publish and pay for the Public Notice to be held by the Public Vehicle Licensing Board in the local newspaper for three consecutive days (A copy of the Public Hearing is included with this application). This Public Hearing will be held to determine whether public convenience and necessity require the additional taxicab service. It will be the Applicant's burden of proof to establish by clear and convincing evidence that public convenience and necessity require additional taxicab service.
- 4) Upon such publication and before the date set for the hearing, the holders of existing taxicab licenses or any other person affected by the issuance of additional taxicab licenses may file with the Board a complaint against the issuance of additional taxicab licenses and may offer proof upon the question of public necessity and convenience for an additional taxicab service.
- 5) Upon the approval of the Public Vehicle Licensing Board of the application, the Applicant must comply with all other items necessary for the issuance of the license before the license will be issued.

NOTICE OF PUBLIC HEARING

Please take notice on _____, _____, 20____, at _____:____ P.M., a Public Hearing will be held by the Public Vehicle Licensing Board of the City of Lincoln in the City Council Chambers, second floor of City Hall, Lincoln, Illinois. The purpose of this Hearing is to consider testimony to establish that in order to meet a public convenience, that a Taxi Service be allowed to operate within the City Limits of the City of Lincoln. Such Taxi license would be issued to _____, doing business as _____.

This determination will be made by the Public Licensing Board, which consists of the Mayor and the City Council, as to whether there is a need and that the new owner will operate a safe and properly insured Taxi service. All interested in the issuance of an additional license, may file with this Board, their reasons for or against the issuance of said license.

Dated this _____ day of _____, 20_____.

Susan K. Gehlbach
City Clerk

PLEASE PUBLISH THREE CONSECUTIVE DAYS, _____, 20_____.

CITY OF LINCOLN, ILLINOIS

P.O. BOX 509,700 Broadway St.

Lincoln, Il 62656

(217)735-2815

FEE PAID \$ _____

DATE _____

RECEIPT# _____

LICENSE# _____

**APPLICATION FOR VIDEO/MECHANICAL
AMUSEMENT/GAMING TERMINAL DEVICES**

APPLICANT _____

ADDRESS _____

Phone _____

DESCRIPTION OF THE TYPE OF BUSINESS: _____

IF APPLICANT IS A FIRM, ASSOCIATION, OR CORPORATION, LIST PRINCIPAL OFFICERS:

NAME	ADDRESS	CITIZENSHIP	AGE

APPLICANTS SIGNATURE _____

DATE _____

FEDERAL IDENTIFICATION NUMBER _____

NAME OF BUSINESS WHERE THE VIDEO/MECHANICAL AMUSEMENT/GAMING TERMINAL DEVICES
ARE LOCATED AND ADDRESS:

VIDEO AMUSEMENT DEVICES LOCATED AT BUSINESS:

NUMBER OF: TRIVIA # _____ ARCADE # _____

OTHER (LIST TYPE) _____ # _____

MANUFACTURER OF MACHINES _____

SERIAL NUMBER OF EACH MACHINE:

TOTAL NUMBER OF VIDEO AMUSEMENT DEVICES AT THIS ADDRESS:

_____ @ \$100.00 EACH = \$ _____ TOTAL DUE FOR THIS LOCATION

MECHANICAL AMUSEMENT DEVICES LOCATED AT BUSINESS:

NUMBER OF: POOL TABLE # _____ DARTS # _____ JUKE BOX # _____

CHANCE (CRANE, PUSH, ETC.) # _____ RIDE-ON'S # _____ PINBALL # _____

SHUFFLE BOARD # _____ OTHER (LIST TYPE) _____ # _____

MANUFACTURER OF MACHINES _____

SERIAL NUMBER OF EACH MACHINE:

TOTAL NUMBER OF MECHANICAL AMUSEMENT DEVICES AT THIS ADDRESS:

_____ @ \$50.00 EACH = \$ _____ TOTAL DUE FOR THIS LOCATION

*** VIDEO GAMING TERMINAL DEVICES AT BUSINESS:**

STATE LICENSE # _____

MANUFACTURER OF MACHINES _____

SERIAL NUMBER OF EACH MACHINE:

NUMBER OF DEVICES: _____ @ \$25.00 = \$ _____ TOTAL DUE FOR THIS LOCATION

IT WILL BE THE APPLICANT'S RESPONSIBILITY TO CONTACT THE CITY CLERK'S OFFICE IF THERE ARE CHANGES TO THE AMUSEMENT/GAMING DEVICES AT THIS LOCATION, AND REGISTER ANY NEW DEVICES PLACED IN THE BUSINESS.

THE CHIEF OF POLICE WILL BE PROVIDED WITH A LISTING OF ALL VIDEO/MECHANICAL AMUSEMENT/GAMING TERMINAL DEVICES PLACED IN BUSINESSES FOR VERIFICATION.

MAYOR'S APPROVAL: _____ DATE: _____

VERIFICATION INSPECTION BY: POLICE OFFICER, _____ DATE: _____

DISCREPANCIES (YES / NO) IF YES, EXPLAIN _____

CITY OF LINCOLN, ILLINOIS

APPLICATION FOR
VIDEO/MECHANICAL AMUSEMENT DEVICES

In October, 2003, the City Council approved the following changes as to the definitions of Video and Mechanical Amusements Devices.

Title 3, Chapter 3, Section 1 reads as follows:

VIDEO AMUSEMENT DEVICE: The term "video amusement device" is defined to be any machine which, upon insertion of a coin, trade-token, slug, or currency, operates or may be operated as a game or contest of skill or amusement of any kind or description with a video display and which contains no automatic pay-off device for the return of money or trade tokens or slugs or which makes no provisions whatever for the return of money to the player.

MECHANICAL AMUSEMENT DEVICE: The term "mechanical amusement device", hereafter also referred to as "device" and "machine", is defined to be any machine which, upon the insertion of a coin, trade-token, slug or currency, operates or may be operated as a game or contest of skill or amusement of any kind or description, and which contains no automatic pay-off device for the return of money or trade-tokens or slugs or which makes no provision whatever for the return of money to the player. A mechanical amusement device is further defined as any machine, apparatus, or contrivance which is used or may be used as a game of skill and amusement wherein or whereby the player propels a ball, missile, dart, or other device by any force exerted by himself, or wherein or whereby the player initiates, employs, or directs any force generated by the machine and including mechanical musical devices commonly known as juke boxes or nickelodeons.

PROPRIETOR: A "Proprietor" is defined to be any person, firm, association, or corporation owning, leasing, or occupying any building, room, or establishment within the City wherein a video amusement device or mechanical amusement device is used or played or is placed for use or play or is exhibited for the purpose of use or play. (1960 Code, Sec. 2.16.010)

FEEES:

Fees for the above licenses were also changed at the same time.
The fees are as follows:

Each video amusement device:

For the period of May 1, 2006 and thereafter - \$100.00
for each such video amusement device.

Each mechanical amusement device:

For the period of May 1, 2006 and thereafter - \$50.00
for each such mechanical amusement device.

On December 3, 2012 the City Council approved the following addition to Video and Mechanical Amusement Device license and fees:

Video Gaming Terminal: Any electronic video game machine that, upon insertion of cash, is available to play or simulate the play of a video game, including but not limited to video poker, line up, and blackjack, as authorized by the Board utilizing a video display and microprocessors in which the player may receive free games or credits that can be redeemed for cash. The term does not include a machine that directly dispenses coins, cash, or tokens or is for amusement purposes only.

FRES:

Each video gaming terminal:

For the period of December 3, 2012 and thereafter - \$25.00
for each such video gaming terminal device.

Chapter 3

MECHANICAL AMUSEMENT DEVICES

3-3-1: DEFINITIONS:

MECHANICAL AMUSEMENT DEVICE (Also Referred To As DEVICE And MACHINE): Any machine which, upon the insertion of a coin, trade token, slug, or currency, operates or may be operated as a game or contest of skill or amusement of any kind or description, and which contains no automatic payoff device for the return of money or trade tokens or slugs or which makes no provision whatever for the return of money to the player. A mechanical amusement device is further defined as any machine, apparatus, or contrivance which is used or may be used as a game of skill and amusement wherein or whereby the player propels a ball, missile, dart, or other device by any force exerted by himself, or wherein or whereby the player initiates, employs, or directs any force generated by the machine and including mechanical musical devices commonly known as jukeboxes or nickelodeons.

PROPRIETOR: Any person, firm, association, or corporation owning, leasing or occupying any building, room, or establishment within the city wherein a video amusement device or mechanical amusement device is used or played or is placed for use or play or is exhibited for the purpose of use or play.

VIDEO AMUSEMENT DEVICE: Any machine which, upon insertion of a coin, trade token, slug, or currency, operates or may be operated as a game or contest of skill or amusement of any kind or description with a video display and which contains no automatic payoff device for the return of money or trade tokens or slugs or which makes no provisions whatever for the return of money to the player.

VIDEO GAMING TERMINAL: Any electronic video game machine that, upon insertion of cash, is available to play or simulate the play of a video game, including, but not limited to, video poker, line up, and blackjack, as authorized by the board utilizing a video display and microprocessors in which the player may receive free games or credits that can be redeemed for cash. The term does not include a machine that directly dispenses coins, cash, or tokens or is for amusement purposes only. (Ord. 2012-759, 12-3-2012)

3-3-2: LICENSE REQUIRED:

No person shall engage in the business of a "proprietor" as herein defined within the city without first having obtained a license therefor from the city for which the following license fee shall be charged:

- (A) Each video amusement device: One hundred dollars (\$100.00) per year.
- (B) Each mechanical amusement device: Fifty dollars (\$50.00) per year.
- (C) Each video gaming terminal: Twenty five dollars (\$25.00) per year. (Ord. 2012-759, 12-3-2012)

3-3-3: APPLICATION FOR LICENSE:

An application for a license hereunder shall be filed in writing by each proprietor with the city clerk, and the same shall specify: (1960 Code § 2.16.030)

- (A) The name and address of the applicant and, if applicant is a firm, association or corporation, the names and addresses of the principal officers thereof. (Ord. 2013-776, 5-6-2013)
- (B) The citizenship of the applicant.
- (C) Age of applicant or ages of its principal officers.
- (D) Place of business of applicant, place where machine is to be operated or displayed and the type of business therein pursued.
- (E) The name of the manufacturer of the machine or machines, the type and serial numbers of the machines and the number of machines to be displayed or operated.

Upon the filing of the applications, the same shall be referred to the chief of police for investigation of the reputation of applicant or of its officers, the character of the premises whereon it is proposed to carry on the business of the applicant, and the type and identity of the machine to be used and for a report to the council as to the results of his investigation for its consideration thereof. After such consideration and upon direction by the city council so to do, the clerk shall issue the license applied for. (1960 Code § 2.16.030)

3-3-4: GROUNDS OF REFUSAL:

No license shall be issued to any applicant who has not attained the age of twenty one (21) years or who is not a person of good moral character and good repute. (Ord. 2013-776, 5-6-2013)

3-3-5: LICENSE TAGS:

Upon direction of the city council, the clerk shall issue to each proprietor licensed hereunder numbered tags for each device or machine, the same to be affixed to each machine in a conspicuous place thereon. Such license may be transferred from one machine or device to another similar machine or device upon application to the clerk to such effect, and the giving of the description and serial number of such new machine or device, whereupon the clerk shall issue a new license and tag upon the payment of a transfer fee of two dollars (\$2.00), and provided such new machine or device is placed at the location of the supplanted machine; upon such transfer, the supplanted machine shall become an unlicensed machine. (1960 Code § 2.16.060)

3-3-6: LICENSE RESTRICTIONS:

- (A) Posting License, Nontransferable: Any license granted hereunder shall be posted in a conspicuous place in the establishment of the licensee. Such license shall be nonassignable and nontransferable, and shall apply only to the premises for which such license is issued. (1960 Code § 2.16.050)

- (B) Transfer Of Location: Should a licensee remove his business to another location within the city, any license issued and in force hereunder may be transferred to such new location upon application to the city clerk giving street and number of the new location, and the approval thereof by the chief of police after investigation as provided for in section 3-3-3 of this chapter. (1960 Code § 2.16.070)

- (C) Minors: (Rep. by Ord. 82, 9-5-1978)

- (D) View Of Machine Unobstructed: Any machine or device licensed hereunder at all times shall be placed and kept in plain view of all persons who may be in or who may frequent

any establishment wherein such machines or devices are kept or used. (1960 Code § 2.16.080)

(E) **Gambling Devices Prohibited:** Nothing contained in this chapter shall in any way or manner be construed to authorize, license or permit any illegal gambling devices or automatic payoff devices, or any mechanism that, by judicial determination, is an illegal gambling device, unless permitted under and in compliance with the Illinois video gaming act¹. If any such illegal gambling device be inadvertently or unwittingly licensed hereunder, such license shall not be construed as legalizing such gambling device. (Ord. 2013-763, 1-22-2013)

3-3-7: REVOCATION OF LICENSE:

The mayor or city council shall retain the right to revoke any license issued hereunder for violation of any of the provisions of this chapter or whenever, in the judgment of either, the public welfare requires such revocation. An acceptance of any license issued under and by virtue of the provisions of this chapter shall constitute acceptance by any such licensee of such right of revocation, whether or not said right is stated on the license. (1960 Code § 2.16.100)

ORDINANCE NO. _____

ORDINANCE AMENDING THE STREET CUT LANGUAGE FOR CITY ORDINANCES OF THE
CITY OF LINCOLN, ILLINOIS

WHEREAS, the City of Lincoln is a municipal corporation situated in Logan County, Illinois; and,

WHEREAS, the City Code of the City of Lincoln, specifically Chapter 2 of Title 8, sets forth the appropriate materials that should be used when repairing street cuts within the City of Lincoln; and

WHEREAS, the City Council of the City of Lincoln believes that the requirements for street cut repairs within the City of Lincoln should be modified; and,

WHEREAS, the City Council of the City of Lincoln believes that changes to the repair requirements when repairing street cuts within the City of Lincoln are necessary to maintain the integrity of the infrastructure of the City of Lincoln; and,

WHEREAS, the City Council believes it is in the best interest of the citizens of Lincoln, Logan County, Illinois, to make the amendments and revisions to the above noted sections of the City Code of the City of Lincoln.

NOW, THEREFORE, the City Council of the City of Lincoln, Logan County, Illinois, does hereby amend the City Code in the following regards:

1. That Section 8-2-13 is hereby created as follows:

"8-2-13: Additional Repair Requirements:

Additional City street cut and street repair

requirements may be imposed by the City Engineer. At a minimum, all requirements of Title 8, Chapter 2 [Excavations] of the City Code will apply with the following additional requirements:

Limits of Pavement Patching

The contractor should not proceed with the pavement restoration until the City Engineer approves the replacement limits. For Hot-Mix Asphalt (HMA) streets, restorations will be no less than one lane width and extend no less than three feet in the longitudinal direction from the edges of the cut. For concrete streets, the removal limit will extend beyond the edge of the cut to the nearest transverse contraction joint and nearest longitudinal sawed joint. The removal limits for concrete streets will be no less than one foot in any direction from the edges of the cut.

Brick Streets

Saw cutting of brick streets shall not be permitted. A concrete base shall be required for all brick street restorations and said base shall comply with the requirements for pavement restoration of a new concrete street.

Concrete Streets

All saw cuts or scoring for pavement removal shall follow existing joints and shall be full depth to alleviate spalling. Equipment and methods used for removing old pavement shall be such as to prevent cracking, shattering or spalling of the pavement remaining in place. If the patch is not scored with a concrete saw or wheel saw, the ends of the patch shall be hand-trimmed with hand held hammers. The general plane of the cut face shall not deviate more than 1-1/2 inches from vertical. Should the contractors operations cause a spall having a width or depth greater than 1 inch, the patch shall be extended to the next joint to remove the spall.

Tie bars shall be installed along all edges of the pavement to avoid differential settlement. Tie bars shall be epoxy coated and comply with Article 1006.11 of the Illinois Department of Transportation (IDOT) Standard Specifications for Road and Bridge Construction, 2012. Tie bar size shall be No. 6 and should be 24 inches long spaced

at 30 inches on center. Tie bars holes shall be drilled parallel to the grade and centerline of the pavement with a tolerance of 1/8 inch in 12 inches. The drilling operation shall not crack or spall the pavement. The tie bars shall be placed with an IDOT approved nonshrink grout or chemical adhesive providing a minimum pull-out strength of 11,000 pounds. Holes shall be blown clean and dry prior to placing the grout or adhesive.

If the adjacent lane has a contraction joint, pavement patches constructed shall include transverse contraction joints in line with those in the adjacent lane. These transverse contraction joints shall be constructed in accordance with Article 420.05(c) of the IDOT Standard Specifications for Road and Bridge Construction, 2012.

Bituminous Streets

Bituminous surfaced streets, including hot-mix asphalt streets and streets with a seal-coat surface, shall be restored with hot-mix asphalt in accordance with section 8-2-6 of the City Code."

2. That sections 8-2-12(B) through 8-2-12(F) are hereby deleted.

3. That should any clause, sentence, or paragraph of the above-noted Ordinance be declared invalid by any Court of competent jurisdiction, such invalidity shall not affect any other portion of said Ordinance.

4. That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

The vote on the adoption of this Ordinance was as follows:

Alderman Anderson	_____	Alderman Tibbs	_____
Alderman Cooper	_____	Alderman Bauer	_____

Alderman Hoinacki _____

Alderman O'Donohue _____

Alderwoman Horn _____

Alderwoman Neitzel _____

Ayes: _____

Nays: _____

Absent: _____

Abstentions: _____

Passed and approved this _____ day of _____, 2014.

CITY OF LINCOLN,

BY: _____

Keith Snyder, Mayor
City of Lincoln, Logan
County, Illinois

ATTEST: _____ (SEAL)

City Clerk, City of Lincoln,
Logan County, Illinois

RESOLUTION 2014-

RESOLUTION ESTABLISHING WORK RATES
FOR THE
CITY OF LINCOLN

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq. and

WHEREAS, the aforesaid Act requires that the City Council of the City of Lincoln, County of Logan, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of Logan County, employed in performing construction of public works, for said City of Lincoln.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL, OF THE CITY OF LINCOLN:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the City of Lincoln is hereby ascertained to be the same as the prevailing rate of wages for construction work in Logan County area as determined by the Department of Labor of the State of Illinois as of June, 2014, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the City of Lincoln. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained any work or employment except public works construction of the City of Lincoln to the extent required by the aforesaid Act.

SECTION 3: The City of Lincoln shall publicly post or keep available for inspection by any interested party in the main entrance of City Hall of the City of Lincoln, this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The City of Lincoln shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The City of Lincoln shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The City of Lincoln shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASS THIS _____ DAY OF _____

APPROVED:

MAYOR

(SEAL)

ATTEST:

CITY CLERK

Logan County Prevailing Wage for June 2014

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		BLD		30.640	31.890	1.5	1.5	2.0	6.300	10.66	0.000	0.900
ASBESTOS ABT-MEC		BLD		30.360	31.360	1.5	1.5	2.0	7.450	3.000	0.000	0.000
BOILERMAKER		BLD		36.750	39.750	2.0	2.0	2.0	7.070	15.84	0.000	0.350
BRICK MASON		BLD		29.610	30.360	2.0	2.0	2.0	8.450	11.10	0.000	0.580
CARPENTER		BLD		29.680	31.930	1.5	1.5	2.0	7.700	14.31	0.000	0.520
CARPENTER		HWY		29.790	31.540	1.5	1.5	2.0	8.000	15.12	0.000	0.520
CEMENT MASON		BLD		29.730	30.730	2.0	2.0	2.0	8.450	9.400	0.000	0.580
CEMENT MASON		HWY		26.870	27.870	1.5	1.5	2.0	8.450	7.600	0.000	0.000
CERAMIC TILE FNSHER		BLD		26.360	0.000	1.5	1.5	2.0	8.450	9.000	0.000	0.000
ELECTRIC PWR EQMT OP		ALL		38.300	45.290	1.5	1.5	2.0	6.150	10.73	0.000	0.380
ELECTRIC PWR GRNDMAN		ALL		26.280	45.290	1.5	1.5	2.0	5.790	7.360	0.000	0.260
ELECTRIC PWR LINEMAN		ALL		42.540	45.290	1.5	1.5	2.0	6.280	11.92	0.000	0.430
ELECTRIC PWR TRK DRV		ALL		27.560	45.290	1.5	1.5	2.0	5.830	7.720	0.000	0.280
ELECTRICIAN		BLD		34.220	36.220	1.5	1.5	2.0	6.110	8.620	0.000	0.400
ELECTRONIC SYS TECH		BLD		30.490	32.490	1.5	1.5	2.0	5.600	7.660	0.000	0.400
ELEVATOR CONSTRUCTOR		BLD		41.070	46.200	2.0	2.0	2.0	12.73	13.46	3.290	0.600
GLAZIER		BLD		31.030	33.030	1.5	2.0	2.0	7.050	8.400	0.000	0.430
HT/FROST INSULATOR		BLD		37.660	38.660	1.5	1.5	2.0	8.350	11.26	0.000	0.500
IRON WORKER		BLD		30.000	32.000	1.5	1.5	2.0	8.200	13.23	0.000	0.660
IRON WORKER		HWY		31.000	32.750	1.5	1.5	2.0	8.200	13.41	0.000	0.660
LABORER		BLD		28.640	29.890	1.5	1.5	2.0	6.300	10.66	0.000	0.800
LABORER		HWY		28.470	29.220	1.5	1.5	2.0	6.300	12.01	0.000	0.800
LATHER		BLD		29.680	31.930	1.5	1.5	2.0	7.700	14.31	0.000	0.520
MACHINIST		BLD		43.920	46.420	1.5	1.5	2.0	6.760	8.950	1.850	0.000
MARBLE FINISHERS		BLD		26.360	0.000	1.5	1.5	2.0	8.450	9.000	0.000	0.000
MARBLE MASON		BLD		27.860	28.610	1.5	1.5	2.0	8.450	9.000	0.000	0.000
MILLWRIGHT		BLD		30.240	32.490	1.5	1.5	2.0	7.700	14.09	0.000	0.520
MILLWRIGHT		HWY		32.090	33.840	1.5	1.5	2.0	8.000	14.64	0.000	0.520
OPERATING ENGINEER		BLD 1		33.900	35.400	1.5	1.5	2.0	10.05	7.600	0.000	1.300
OPERATING ENGINEER		BLD 2		31.550	35.400	1.5	1.5	2.0	10.05	7.600	0.000	1.300
OPERATING ENGINEER		BLD 3		27.950	35.400	1.5	1.5	2.0	10.05	7.600	0.000	1.300
OPERATING ENGINEER		BLD 4		35.400	35.400	1.5	1.5	2.0	10.05	7.600	0.000	1.300
OPERATING ENGINEER		HWY 1		38.650	40.150	1.5	1.5	2.0	10.15	8.850	0.000	1.400
OPERATING ENGINEER		HWY 2		34.560	40.150	1.5	1.5	2.0	10.15	8.850	0.000	1.400
OPERATING ENGINEER		HWY 3		28.320	40.150	1.5	1.5	2.0	10.15	8.850	0.000	1.400
OPERATING ENGINEER		HWY 4		40.150	40.150	1.5	1.5	2.0	10.15	8.850	0.000	1.400
PAINTER		ALL		28.580	30.080	1.5	1.5	2.0	5.250	9.830	0.000	0.600
PAINTER OVER 30FT		ALL		29.580	31.080	1.5	1.5	2.0	5.250	9.830	0.000	0.600
PAINTER PWR EQMT		ALL		29.580	31.080	1.5	1.5	2.0	5.250	9.830	0.000	0.600
PILEDRIVER		BLD		30.180	32.430	1.5	1.5	2.0	7.700	14.31	0.000	0.520
PILEDRIVER		HWY		30.790	32.540	1.5	1.5	2.0	8.000	15.12	0.000	0.520
PIPEFITTER		BLD		40.020	44.020	1.5	1.5	2.0	7.000	7.750	0.000	0.900
PLASTERER		BLD		29.730	30.730	2.0	2.0	2.0	8.450	9.400	0.000	0.580
PLUMBER		BLD		40.020	44.020	1.5	1.5	2.0	7.000	7.750	0.000	0.900
ROOFER		BLD		27.900	30.400	1.5	1.5	2.0	8.600	6.750	0.000	0.500
SHEETMETAL WORKER		BLD		32.160	34.910	1.5	1.5	2.0	8.400	12.75	0.000	0.750
SPRINKLER FITTER		BLD		37.120	39.870	1.5	1.5	2.0	8.420	8.500	0.000	0.350
STONE MASON		BLD		29.610	30.360	2.0	2.0	2.0	8.450	11.10	0.000	0.580
SURVEY WORKER -> NOT IN EFFECT				28.470	29.220	1.5	1.5	2.0	6.300	10.76	0.000	0.800
TERRAZZO FINISHER		BLD		26.360	0.000	1.5	1.5	2.0	8.450	9.000	0.000	0.000
TERRAZZO MASON		BLD		27.860	28.610	1.5	1.5	2.0	8.450	9.000	0.000	0.000
TILE MASON		BLD		27.860	28.610	1.5	1.5	2.0	8.450	9.000	0.000	0.000
TRUCK DRIVER		ALL 1		31.340	0.000	1.5	1.5	2.0	10.30	5.010	0.000	0.250

TRUCK DRIVER	ALL 2	31.780	0.000	1.5	1.5	2.0	10.30	5.010	0.000	0.250
TRUCK DRIVER	ALL 3	32.020	0.000	1.5	1.5	2.0	10.30	5.010	0.000	0.250
TRUCK DRIVER	ALL 4	32.280	0.000	1.5	1.5	2.0	10.30	5.010	0.000	0.250
TRUCK DRIVER	ALL 5	33.130	0.000	1.5	1.5	2.0	10.30	5.010	0.000	0.250
TRUCK DRIVER	O&C 1	25.070	0.000	1.5	1.5	2.0	10.30	5.010	0.000	0.250
TRUCK DRIVER	O&C 2	25.420	0.000	1.5	1.5	2.0	10.30	5.010	0.000	0.250
TRUCK DRIVER	O&C 3	25.620	0.000	1.5	1.5	2.0	10.30	5.010	0.000	0.250
TRUCK DRIVER	O&C 4	25.820	0.000	1.5	1.5	2.0	10.30	5.010	0.000	0.250
TRUCK DRIVER	O&C 5	26.500	0.000	1.5	1.5	2.0	10.30	5.010	0.000	0.250
TUCKPOINTER	BLD	29.610	30.360	2.0	2.0	2.0	8.450	11.10	0.000	0.580

Legend: RG (Region)
 TYP (Trade Type - All, Highway, Building, Floating, Oil & Chip, Rivers)
 C (Class)
 Base (Base Wage Rate)
 FRMAN (Foreman Rate)
 M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.)
 OSA (Overtime (OT) is required for every hour worked on Saturday)
 OSH (Overtime is required for every hour worked on Sunday and Holidays)
 H/W (Health & Welfare Insurance)
 Pensn (Pension)
 Vac (Vacation)
 Trng (Training)

Explanations

LOGAN COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

ELECTRONIC SYSTEMS TECHNICIAN

Installation, service and maintenance of low-voltage systems which utilizes the transmission and/or transference of voice, sound, vision, or digital for commercial, education, security and entertainment

purposes for the following: TV monitoring and surveillance, background/foreground music, intercom and telephone interconnect, field programming, inventory control systems, microwave transmission, multi-media, multiplex, radio page, school, intercom and sound burglar alarms and low voltage master clock systems.

Excluded from this classification are energy management systems, life safety systems, supervisory controls and data acquisition systems not intrinsic with the above listed systems, fire alarm systems, nurse call systems and raceways exceeding fifteen feet in length.

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vector trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

TRUCK DRIVER - OIL AND CHIP RESEALING ONLY.

This shall encompass laborers, workers and mechanics who drive contractor or subcontractor owned, leased, or hired pickup, dump, service, or oil distributor trucks. The work includes transporting materials and equipment (including but not limited to, oils, aggregate supplies, parts, machinery and tools) to or from the job site; distributing oil or liquid asphalt and aggregate; stock piling material when in connection with the actual oil and chip contract. The Truck Driver (Oil & Chip Resealing) wage classification does not include supplier delivered materials.

OPERATING ENGINEERS - BUILDING

CLASS 1. Asphalt Screed Man; Aspco Concrete Spreaders; Asphalt Pavers; Asphalt Plant Engineer; Asphalt Rollers on Bituminous Concrete; Athey Loaders; Backfillers, Crane Type; Backhoes; Barber Green Loaders; Bulldozers; Cableways; Cherry Pickers; Clam Shells; C.M.I. & similar type autograde formless paver, autograde placer & finisher; Concrete Breakers; Concrete Pumps; Derricks; Derrick Boats; Draglines; Earth Auger or Boring Machines; Elevating Graders; Engineers on Dredges; Gravel Processing Machines; Head Equipment Greaser; High Lifts or Fork Lifts; Hoists with two or more drums or two or more load lines; Locomotives, All; Mechanics; Motor Graders or Auto Patrols; Operators or Leverman on Dredges; Operators, Power Boat; Operators, Pug Mill (Asphalt Plants); Orange Peels; Overhead Cranes; Paving Mixers; Piledrivers; Pipe Wrapping and Painting Machines; Pushdozers, or Push Cats; Robotic Controlled Equipment in this Classification; Rock Crushers; Ross Carrier or Similar Machines; Rotomill; Scoops, Skimmer, two cu. yd. capacity and under; Scoops, All or Tournapull; Sheep-Foot Roller (Self Propelled); Shovels; Skid Steer; Skimmer Scoops; Temporary Concrete Plant Operators; Test Hole Drilling Machines; Tower Machines; Tower Mixers; Track Type End Loaders; Track Type Fork Lifts or High Lifts; Track Jacks and Tampers; Tractors, Sideboom; Trenching or Ditching Machine; Tunnelluggers;

Vermeer Type Saws; Water Blaster Cutting Head; Wheel Type End Loaders; Winch Cat.

CLASS 2. Air Compressors (six to eight)*; Asphalt Boosters and Heaters; Asphalt Distributors; Asphalt Plant Fireman; Oiler on Two Paving Mixers When Used in Tandem; Boom or Winch Trucks; Bull Floats or Flexplanes; Concrete Finishing Machine; Concrete Saws, Self-Propelled; Concrete Spreading Machines; Conveyors (six to eight)*; Generators (six to eight)*; Gravel or Stone Spreader, Power Operated; Hoist (with One Drum and One Load Line); Light Plants (six to eight)*; Mechanical Heaters (six to eight)*; Mud Jacks; Post Hole Digger, Mechanical; Pug Mills when used for other than Asphalt operation; Robotic Controlled Equipment in this Classification; Road or Street Sweeper, Self Propelled; Rollers (except bituminous concrete); Seaman Tiller; Straw Machine; Vibratory Compactor; Water Blaster, Power Unit; Welding Machines (six to eight)*; Well Drill Machines.

CLASS 3. Air Compressors(one to five)*; Air Compressors, Track or Self-Propelled; Automatic Hoist; Building Elevators; Bulk Cement Batching Plants; Conveyors (one to five)*; Concrete Mixers (Except Plant, Paver, or Tower); Firemen; Generators (one to five)*; Greasers; Helper on Single Paving Mixer; Hoist, Automatic; Light Plants (one to five)*; Mechanic Helpers; Mechanical Heaters (one to five)*; Oilers; Power Form Graders; Power Sub-Graders; Robotic Controlled Equipment in this Classification; Scissors Hoist; Tractors without power attachments regardless of size or type; Truck Crane Oiler and Driver (1 man); Vibratory Hammer (power source); Water Pumps (one to five)*; Welding Machines (1/300 Amp. or over)*; Welding machines (one to five)*

CLASS 4. Lattice Boom Crawler Cranes; Lattice Boom Truck Cranes; Telescopic Truck-Mounted Cranes; Tower Cranes.

* Combinations of one to eight of any Air Compressors, Conveyors, Welding Machines, Water Pumps, Light Plants, or Generators shall be in batteries or within 400 feet and shall be paid as per the Classification Schedule contained in this Article.

OPERATING ENGINEERS - HIGHWAY

CLASS 1. Asphalt Screed Man; Asphco Concrete Spreaders; Asphalt Pavers; Asphalt Plant Engineer; Asphalt Rollers on Bituminous Concrete; Athey Loaders; Backhoes; Barber Green Loaders; Bulldozers; Cableways; Carry Deck Pickers; Cherry Pickers (Rough Terrain); C.M.I. & similar type-autograde formless paver, autograde placer & finisher; Concrete Breakers; Concrete Plant Operators; Concrete Pumps; Derricks; Derrick Boats; Dewatering Systems; Earth Auger or Boring Machines; Elevating Graders; Engineers on Dredges; Gravel Processing Machines; Grout Pump; Head Equipment Greaser; High Lifts or Fork Lifts; Hoists with two or more drums or two or more load lines; Hydro Jet or Hydro Laser; Locomotives, All; Mechanics; Motor Graders or Auto Patrols; Multi-Point Power Lifting Equipment; Operators or Leverman on Dredges; Operators, Power Boat; Operators, Pug Mill (Asphalt Plants); Overhead Cranes; Paving Mixers; Piledrivers; Pipe Wrapping and Painting Machines; Push-dozers, or Push Cats; Robotic Controlled Equipment in this Classification; Rock Crushers; Ross Carrier or Similar Machines; Roto-Mill; Scoops, Skimmer, two cu. yd. capacity and under; Sheep-Foot Roller (Self Pro-pelled); Shovels; Skid Steer; Skimmer Scoops; Test Hole Drilling Machines; Tower Machines; Tower Mixers; Track Type End Loaders; Track Type Fork Lifts or High Lifts; Track Jacks and Tampers; Tractors, Side-boom; Trenching or Ditching Machine; Tunnelluggers; Vermeer-Type Saws; Wheel Type End Loaders; Winch Cat; Scoops, All or Tournapull.

CLASS 2. Air Compressors (six to eight)*; Articulated Dumps; Asphalt Boosters and Heaters; Asphalt Distributors; Asphalt Plant Fireman; Boom or Winch Trucks; Building Elevators; Bull Floats or Flexplanes; Concrete Finishing Machine; Concrete Saws, Self-Propelled; Concrete Spreading Machines; Conveyors (six to eight)*; Generators (six to eight)*; Gravel or Stone Spreader, Power Operated; Hoist, Automatic; Hoist with One Drum and One Load Line; Light Plants (six to eight)*;

Mechanical Heaters (six to eight)*; Mud Jacks; Off Road Water Wagons; Oiler on Two Paving Mixers When Used in Tandem; Post Hole Digger, Mechanical; Robotic Controlled Equipment in This Classification; Road or Street Sweeper, Self-Propelled; Rollers (except bituminous concrete); Scissor Hoist; Sea-man Tiller; Straw Machine; Vibratory Compactor; Water Pumps (six to eight)*; Well Drill Machines.

CLASS 3. Air Compressors (one to five)*; Air Compressors, Track or Self-Propelled; Bulk Cement Batching Plants; Conveyors (one to five)*; Concrete Mixers (Except Plant, Paver, or Tower); Firemen; Generators (one to five)*; Greasers; Helper on Single Paving Mixer; Light Plants (one to five)*; Mechanic Helpers; Mechanical Heaters (one to five)*; Oilers; Power Form Graders; Power Sub-Graders; Pug Mills when used for other than Asphalt operation; Robotic Controlled Equipment in This Classification; Tractors without power attachments, regardless of size or type; Truck Crane Oiler and Driver (1 man); Vibratory Hammer (power source); Water Pumps (one to five)*; Welding Machines (one 300 Amp. or over)*; Welding Machines (one to five)*.

CLASS 4. Lattice Boom Crawler Crane; Lattice Boom Truck Crane; Telescopic Truck-Mounted Crane; Tower Crane.

*Combinations of one to eight of any Air Compressors, Conveyors, Welding Machines, Water Pumps, Light Plants or Generators shall be in batteries or within 400 feet and shall be paid as per the Classification Schedule contained in this Article.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

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Technical Issues

SUMMARY OF STATEMENT NO. 45

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SUMMARIES / STATUS

SUMMARY OF STATEMENT NO. 45

ACCOUNTING AND FINANCIAL REPORTING BY EMPLOYERS FOR POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (ISSUED 6/04)

In addition to pensions, many state and local governmental employers provide *other postemployment benefits* (OPEB) as part of the total compensation offered to attract and retain the services of qualified employees. OPEB includes *postemployment healthcare*, as well as other forms of postemployment benefits (for example, life insurance) when provided separately from a pension plan. This Statement establishes standards for the measurement, recognition, and display of OPEB expense/expenditures and related liabilities (assets), note disclosures, and, if applicable, required supplementary information (RSI) in the financial reports of state and local governmental employers.

The approach followed in this Statement generally is consistent with the approach adopted in Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers*, with modifications to reflect differences between pension benefits and OPEB. Statement No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, addresses financial statement and disclosure requirements for reporting by administrators or trustees of OPEB plan assets or by employers or sponsors that include OPEB plan assets as trust or agency funds in their financial reports.

How This Statement Improves Financial Reporting

Postemployment benefits (OPEB as well as pensions) are part of an exchange of salaries and benefits for employee services rendered. Of the total benefits offered by employers to attract and retain qualified employees, some benefits, including salaries and active-employee healthcare, are taken while the employees are in active service, whereas other benefits, including postemployment healthcare and other OPEB, are taken after the employees' services have ended. Nevertheless, both types of benefits constitute compensation for employee services.

From an accrual accounting perspective, the cost of OPEB, like the cost of pension benefits, generally should be associated with the periods in which the exchange occurs, rather than with the periods (often many years later) when benefits are paid or provided. However, in current practice, most OPEB plans are financed on a pay-as-you-go basis, and financial statements generally do not report the financial effects of OPEB until the promised benefits are paid. As a result, current financial reporting generally fails to:

Recognize the cost of benefits in periods when the related services are received by the employer

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Provide information about the *actuarial accrued liabilities* for promised benefits associated with past services and whether and to what extent those benefits have been funded

Provide information useful in assessing potential demands on the employer's future cash flows.

This Statement improves the relevance and usefulness of financial reporting by (a) requiring systematic, accrual-basis measurement and recognition of OPEB cost (expense) over a period that approximates employees' years of service and (b) providing information about actuarial accrued liabilities associated with OPEB and whether and to what extent progress is being made in funding the plan.

Summary of Standards

Measurement (the Parameters)

Employers that participate in *single-employer* or *agent multiple-employer defined benefit OPEB plans* (sole and agent employers) are required to measure and disclose an amount for annual OPEB cost on the accrual basis of accounting. Annual OPEB cost is equal to the employer's annual required contribution to the plan (ARC), with certain adjustments if the employer has a net OPEB obligation for past under- or overcontributions.

The ARC is defined as the employer's required contributions for the year, calculated in accordance with certain parameters, and includes (a) the normal cost for the year and (b) a component for amortization of the total unfunded actuarial accrued liabilities (or funding excess) of the plan over a period not to exceed thirty years. The parameters include requirements for the frequency and timing of actuarial valuations as well as for the actuarial methods and assumptions that are acceptable for financial reporting. If the methods and assumptions used in determining a plan's funding requirements meet the parameters, the same methods and assumptions are required for financial reporting by both a plan and its participating employer(s). However, if a plan's method of financing does not meet the parameters (for example, the plan is financed on a pay-as-you-go basis), the parameters nevertheless apply for financial reporting purposes.

For financial reporting purposes, an actuarial valuation is required at least biennially for OPEB plans with a total membership (including employees in active service, terminated employees who have accumulated benefits but are not yet receiving them, and retired employees and beneficiaries currently receiving benefits) of 200 or more, or at least triennially for plans with a total membership of fewer than 200. The projection of benefits should include all benefits covered by the current *substantive plan* (the plan as understood by the employer and plan members) at the time of each valuation and should take into consideration the pattern of sharing of benefit costs between the employer and plan members to that point, as well as certain legal or contractual caps on benefits to be provided. The parameters require that the selection of actuarial assumptions, including the *healthcare cost trend rate* for postemployment healthcare plans, be guided by applicable actuarial standards.

Alternative Measurement Method

A sole employer in a plan with fewer than one hundred total plan members (including employees in active service, terminated employees who have accumulated benefits but are not yet receiving them, and retirees and beneficiaries currently receiving benefits) has the option to apply a *simplified alternative measurement method* instead of obtaining actuarial valuations. The option also is available to an agent employer with fewer than one hundred plan members, in circumstances in which the employer's use of the alternative measurement method would not conflict with a requirement that the *agent multiple-employer plan* obtain an actuarial valuation for plan reporting purposes. Those circumstances are:

The plan issues a financial report prepared in conformity with the requirements of Statement 43 but is not required to obtain an actuarial valuation because (a) the plan has fewer than one hundred total plan members (all employers) and is eligible to use the alternative measurement method, or (b) the plan is not administered as a qualifying trust, or equivalent arrangement, for which Statement 43 requires the

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presentation of actuarial information.

The plan does not have a financial report prepared in conformity with the requirements of Statement 43.

This alternative method includes the same broad measurement steps as an actuarial valuation (projecting future cash outlays for benefits, discounting projected benefits to present value, and allocating the present value of benefits to periods using an actuarial cost method). However, it permits simplification of certain assumptions to make the method potentially usable by nonspecialists.

Net OPEB Obligation—Measurement

An employer's net OPEB obligation is defined as the cumulative difference between annual OPEB cost and the employer's contributions to a plan, including the OPEB liability or asset at transition, if any. (Because retroactive application of the measurement requirements of this Statement is not required, for most employers the OPEB liability at the beginning of the transition year will be zero.) An employer with a net OPEB obligation is required to measure annual OPEB cost equal to (a) the ARC, (b) one year's interest on the net OPEB obligation, and (c) an adjustment to the ARC to offset the effect of actuarial amortization of past under- or overcontributions.

Financial Statement Recognition and Disclosure

Sole and agent employers should recognize OPEB expense in an amount equal to annual OPEB cost in government-wide financial statements and in the financial statements of proprietary funds and fiduciary funds from which OPEB contributions are made. OPEB expenditures should be recognized on a modified accrual basis in governmental fund financial statements. Net OPEB obligations, if any, including amounts associated with under- or overcontributions from governmental funds, should be displayed as liabilities (or assets) in government-wide financial statements. Similarly, net OPEB obligations associated with proprietary or fiduciary funds from which contributions are made should be displayed as liabilities (or assets) in the financial statements of those funds.

Employers are required to disclose descriptive information about each defined benefit OPEB plan in which they participate, including the funding policy followed. In addition, sole and agent employers are required to disclose information about contributions made in comparison to annual OPEB cost, changes in the net OPEB obligation, the financial status of each plan as of the most recent actuarial valuation date, and the nature of the actuarial valuation process and significant methods and assumptions used. Sole and agent employers also are required to present as RSI a schedule of funding progress for the most recent valuation and the two preceding valuations, accompanied by notes regarding factors that significantly affect the identification of trends in the amounts reported.

Cost-Sharing Employers

Employers participating in *cost-sharing multiple-employer plans* that are administered as trusts, or equivalent arrangements, in which (a) employer contributions to the plan are irrevocable, (b) plan assets are dedicated to providing benefits to retirees and their beneficiaries in accordance with the terms of the plan, and (c) plan assets are legally protected from creditors of the employers or plan administrator, should report as cost-sharing employers. Employers participating in multiple-employer plans that do not meet these criteria instead are required to apply the requirements of this Statement that are applicable to agent employers.

Cost-sharing employers are required to recognize OPEB expense/expenditures for their *contractually required contributions* to the plan on the accrual or modified accrual basis, as applicable. Required disclosures include identification of the way that the contractually required contribution rate is determined (for example, by statute or contract or on an actuarially determined basis). Employers participating in a cost-sharing plan are required to present as RSI schedules of funding progress and employer contributions for the plan as a whole if a plan financial report, prepared in accordance with Statement 43, is not issued and made publicly available and the plan is not included in the financial report of a public employee retirement system or another entity.

Other Guidance

Employers that participate in *defined contribution* OPEB plans are required to recognize OPEB expense/expenditures for their required contributions to the plan and a liability for unpaid required contributions on the accrual or modified accrual basis, as applicable.

This Statement also includes guidance for employers that finance OPEB as insured benefits (as defined by this Statement) and for special funding situations.

Effective Dates and Transition

This Statement generally provides for prospective implementation—that is, that employers set the beginning net OPEB obligation at zero as of the beginning of the initial year. Implementation is required in three phases based on a government's total annual revenues in the first fiscal year ending after June 15, 1999. The definitions and cutoff points for that purpose are the same as those in Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*. This Statement is effective for periods beginning after December 15, 2006, for *phase 1 governments* (those with total annual revenues of \$100 million or more); after December 15, 2007, for *phase 2 governments* (those with total annual revenues of \$10 million or more but less than \$100 million); and after December 15, 2008, for *phase 3 governments* (those with total annual revenues of less than \$10 million). Earlier implementation is encouraged.

Unless otherwise specified, pronouncements of the GASB apply to financial reports of all state and local governmental entities, including general purpose governments; public benefit corporations and authorities; public employee retirement systems; and public utilities, hospitals and other healthcare providers, and colleges and universities. Paragraphs 4 and 6 discuss the applicability of this Statement.

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PENSION / RETIREMENT BENEFITS SCREEN

Enter Actuarial Valuation Data, Total Pension Liability, Total Funded Pension, and Net Pension Obligation/Net OPEB Obligation. Total Unfunded Pension and Funded Ratio will be calculated.

See Chart of Accounts for definition of terms

IMRF (Illinois Municipal Retirement Fund): This section is for the payment of retirement, disability, and death benefits for employees of local governments and school districts (excludes City of Chicago and Cook County).

SLEP (Sheriff's Law Enforcement Personnel): This section is for the payment of retirement, disability, and death benefits for county sheriffs, deputy sheriffs, forest preserve rangers and airport police and certain police chiefs.



OPEB (Other Post-Employment Benefits): This section is defined as benefits that an employer offers to retirees as compensation for past services. It includes postemployment healthcare benefits (such as medical, dental, vision, hearing), but may, under certain circumstances, also include other benefits such as life, disability and long term care insurance.

Click on the link 'Proceed to Capital Outlay'.

CAPITAL OUTLAY SCREEN

This section is optional. The Comptroller's Office does not require this section to be filled out. However, if it is filled out along with the rest of the AFR, you will not have to complete the six section, legal paper size "Survey of Government Finances" from the U.S. Census Bureau. If you have capital costs, enter your data and click on the 'Add/Update' button.

After you complete this section, you can click on the 'Explanations' link or the 'Finish Up' link.

EXPLANATIONS SCREEN

The link 'Explanations' allows you to provide details for the fields called "Other" which contains data, or reconciliation of funds, your explanations will be stored in categories by fund.

Select the Category for the explanation and click on the 'Select' button. Enter your explanation for that category and click on the 'Add/Update' button to submit changes (or additions). From the Explanations screen, you can proceed to 'Finish Up'.

Available Categories

- GEN—Enter general explanations for the AFR
- GENale—Enter general explanations for the assets, liabilities, and equity sections
- GENrev—General explanations for the revenue section
- GENexp—Explanations for the expenditure section
- GENfb—Explanations for the fund balance section
- GENdebt—General explanations for the Indebtedness section
- GODebtOther—Explanations for data entered in Codes 400e or 406e or 412e or 418e
- RevBndOther—Explanations for data entered in Codes 401e, or 407e, or 413e, or 419e
- DebtOther—Explanations for debt entered in Codes 404t, or 410t, or 416t, or 422t
- Listed Code Numbers—Explanations for data entered in a particular code number

Lincoln City

Currently Viewing 2013

Pension Funds / Retirement Benefits

Field Description (Code)	IMRF			Police Pension			Fire Pension			Field Description (Code)
Report in Whole Numbers										
	2012	Year 2	Year 3	2012	Year 2	Year 3	2012	Year 2	Year 3	
Actuarial Valuation Date (500)	12/31/2012			05/01/2012			05/01/2012			Actuarial Valuation Date (500)
Total Pension Liability / Actuarial Accrued Liability (501)	2,941,992	0	0	18,414,856	0	0	16,241,367	0	0	Total Pension Liability / Actuarial Accrued Liability (501)
Total Funded Pension / Actuarial Value of Assets (502)	1,644,575	0	0	9,551,057	0	0	6,275,494	0	0	Total Funded Pension / Actuarial Value of Assets (502)
Total Unfunded Pension Liability (503)	1,297,417	0	0	8,863,799	0	0	9,965,873	0	0	Total Unfunded Pension Liability (503)
Funded Ratio (504)	55.9	0.0	0.0	51.9	0.0	0.0	38.6	0.0	0.0	Funded Ratio (504)
Net Pension Obligation / Net OPEB Obligation (505)	17,623	0	0	21,689	0	0	136,021	0	0	Net Pension Obligation / Net OPEB Obligation (505)
Field Description (Code)	SLEP			Other Pension			OPEB (nat)			Field Description (Code)
Report in Whole Numbers										
	2012	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	
Actuarial Valuation Date (500)	12/31/2012									Actuarial Valuation Date (500)
Total Pension Liability / Actuarial Accrued Liability (501)	0	0	0	0	0	0	0	0	0	Total Pension Liability / Actuarial Accrued Liability (501)

Total Funded Pension / Actuarial Value of Assets (502)	-31,452	0	0	0	0	0	0	0	0	Total Funded Pension / Actuarial Value of Assets (502)
Total Unfunded Pension Liability (503)	31,452	0	0	0	0	0	0	0	0	Total Unfunded Pension Liability (503)
Funded Ratio (504)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Funded Ratio (504)
Net Pension Obligation / Net OPEB Obligation (505)	0	0	0	0	0	0	0	0	0	Net Pension Obligation / Net OPEB Obligation (505)

G. Future Investment Commitments

At December 31, 2012 and 2011, IMRF had future commitments for additional contributions to real estate and alternative investment managers totaling \$881,578,216 and \$445,885,991, respectively.

H. Postemployment Benefits Other Than Pensions

1. Plan Description

IMRF, as an employer, administers a single-employer defined benefit healthcare plan ("Retiree Health Plan") under the provisions of ILCS Chapter 215, Article 5, Section 367j. As required by the statutes, the Retiree Health Plan provides lifetime health and dental care insurance for eligible retirees and their spouses through IMRF's group health insurance plan, which covers both active and retired members. Currently 22 retirees are in the plan and 176 active employees could be eligible at retirement. Benefit subsidy provisions have been established by IMRF's Board of Trustees that cover a percentage of the retiree's insurance premiums from the date of retirement to the date the retiree becomes eligible for Medicare. The amount of the subsidy varies based upon the retiree's years of service with IMRF. These benefit subsidy provisions can be modified or terminated at the sole discretion of the IMRF Board. Except for any eligible subsidy, retirees must pay the entire blended insurance premium for their coverage.

2. Funding Policy

The contribution requirements of plan members and IMRF are established by IMRF's Board of Trustees within the provisions of the Illinois statutes. The required contribution is based on projected pay-as-you-go financing requirements. For 2012 and 2011, IMRF contributed \$1,801,392 and \$1,824,877, respectively, to the plan for current premiums, including a \$52,182 subsidy in 2012 and a \$38,469 subsidy in 2011 for retiree health and dental care premiums (79.8 percent and 79.3 percent of total premiums for each year). Plan members receiving benefits contributed \$463,631 in 2012 and \$476,677 in 2011, or 21.2 percent and 20.7 percent of the total premiums for each year, through their required contributions of between \$51 and \$432 per month based upon their coverage.

3. Annual OPEB Cost and Net OPEB Obligation

IMRF's annual other postemployment benefit (OPEB) expense is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed thirty years. The following table shows the components of IMRF's annual OPEB cost, the amount actually contributed to the plan, and changes in IMRF's net OPEB obligation to the Retiree Health Plan:

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Annual required contribution	\$ 173,526	\$ 193,027	\$ 189,027
Interest on net OPEB obligation	54,344	46,390	37,355
Adjustment to annual required contribution	<u>(38,848)</u>	<u>(33,160)</u>	<u>(28,701)</u>
Annual OPEB expense	189,024	206,257	199,681
Contributions made	<u>(123,181)</u>	<u>(100,196)</u>	<u>(79,215)</u>
Increase in net OPEB obligation	65,843	106,061	120,466
Net OPEB obligation - beginning of year	<u>724,593</u>	<u>618,532</u>	<u>498,066</u>
Net OPEB obligation - end of year	<u>\$ 790,436</u>	<u>\$ 724,593</u>	<u>\$ 618,532</u>

In 2012, 2011 and 2010, IMRF contributed 52 percent, 53 percent and 42 percent, respectively, of the annual required OPEB contribution to the plan.

4. Actuarial Valuation Information

Actuarial Valuation December 31	Actuarial Accrued Liability (AAL)	Actuarial Assets	Actuarial Assets as a Percentage of AAL	Total Unfunded Actuarial Liability (UAAL) (a)	Actuarial Covered Payroll (b)	UAAL as a Percentage of Covered Payroll (a/b)
2012	\$1,770,498	\$0	0%	\$1,770,498	\$12,319,870	14.4%
2011	1,785,973	0	0	1,785,973	12,574,344	14.2
2010	1,923,291	0	0	1,923,291	12,274,519	15.7

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. IMRF does not intend to fund the plan.

5. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan member to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities consistent with the long-term perspective of the calculations.

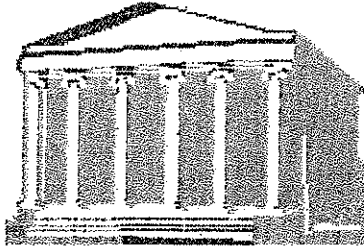
In the December 31, 2012 actuarial valuation, the individual entry age actuarial cost method was used. The actuarial assumptions included a 7.5 percent investment rate of return which is based upon the employer's assumed return on its assets and an annual healthcare cost trend rate of 9 percent initially, reduced by decrements to an ultimate rate of 4 percent after nine years. Both rates include a 4 percent inflation assumption. The unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll over an open 30-year period.

I. Reserves

IMRF maintains several reserves as required by the Illinois Pension Code and Board policy. All reserves are fully funded with the exception of some individual employer retirement reserves. These reserves do not equal the present value of expected retirement benefits for all employers. In 2012 the present value of expected retirement benefits exceeded the retirement reserves for all employers combined by \$4,606,916,836. In 2011 the present value of expected retirement benefits exceeded the retirement reserves for all employers combined by \$6,125,754,981.

	<u>2012</u>	<u>2011</u>
1. Member Contribution Reserve		
Balance at December 31	<u>\$ 5,705,657,084</u>	<u>\$ 5,417,733,239</u>
2. Annuity Reserve		
Balance at December 31	<u>\$ 14,501,354,249</u>	<u>\$ 13,388,018,799</u>
3. Employer Reserves		
Balance at December 31		
Retirement contribution reserve	\$ 7,780,485,197	\$ 6,084,471,105
Earnings and experience reserve	(643,846)	(81,003,288)
Supplemental retirement benefit	711,860	312,026
Pooled death benefit reserve	13,241,991	11,764,282
Pooled disability benefit reserve	15,520,728	15,764,854
	<u>\$ 7,789,315,930</u>	<u>\$ 6,031,309,009</u>

Proposal to Provide
Actuarial Consulting Services



CITY OF LINCOLN, ILLINOIS

Submitted by:

Lauterbach & Amen, LLP
27W457 Warrenville Road
Warrenville, IL 60555-3902
630.393.1483 Phone
630.393.2516 Fax
www.lauterbachamen.com

Contact:

Todd A. Schroeder, EA
630.393.1483 x222 Phone
tschroeder@lauterbachamen.com

LAUTERBACH & AMEN, LLP

Proposal for Actuarial Consulting Services

May 20, 2014

Mr. Chuck Conzo
City of Lincoln
Lincoln, IL 62656

Dear Chuck:

Lauterbach & Amen, LLP, is dedicated to the small and mid-size governmental entity that provides Health & Welfare and Pension benefits. Experience counts in the complex world of benefits. Our actuarial consultants have experience at the large consulting houses and large accounting firms. The resulting experience and extensive knowledge of the employee benefits field translates into cutting-edge consulting services.

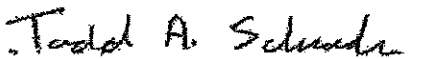
We will provide services that are accurate, timely, and create value for you and your plan participants at a cost that is fair and reasonable.

Our approach to Actuarial Services is more than just "number crunching." We perform a regular assessment of the financial condition of your City. Our job is to help you understand the key aspects of the actuarial process to insure you can make informed decisions about your plan and anticipate future events that could be crucial to those decisions. We advocate attendance at meetings and being available to answer questions.

Please call or email me if you have questions about our proposal.

Respectfully Submitted,

LAUTERBACH & AMEN, LLP



Todd A. Schroeder, EA



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Lauterbach & Amen, LLP

Overview

Lauterbach & Amen, LLP is an accounting firm that is specialized in the government sector, allowing them to provide unrivaled commitment to exceeding your expectations with regards to quality service and government specific expertise.

Lauterbach & Amen, LLP is dedicated to the small and mid-size entity which provides Health & Welfare and Pension benefits.

Experience counts in the complex world of benefits. Lauterbach & Amen, LLP's actuarial consultants have experiences at the large consulting houses and large accounting firms. This broad experience and extensive knowledge of employee benefits translates into cutting-edge consulting services at a reasonable cost. Our work, results, and recommendations are client-specific as opposed to a "cookie-cutter" approach.

We are unique in the actuarial consulting world.

Services

Lauterbach & Amen, LLP provides services in the following areas:

• GASB 43/45 Retiree Healthcare Actuarial Valuations and Consulting
• GASB 67/68 and GASB 25/27 Pension Plan Actuarial Valuations and Consulting
• Tax Levy recommendations for Pension Funds
• FASB 106/158 Actuarial Valuation and Consulting (private sector)
• Defined Benefit Pension Plan Actuarial Valuations and Consulting (private sector)
• Retirement Plan Services for Small Businesses
• Defined Benefit/401(k) Combination Plans
• Supplemental Executive Retirement Plans (aka, SERPs)
• Cash Balance Plans

In addition, we have a network of relationships with trusted, seasoned, and proven non-actuarial professionals which we can draw upon should the need arise.



Our Difference

Dedication to Small and Mid-Size Entities

Our main clientele. You won't be ranked based on size or fees.

Independence

We perform actuarial consulting services offering independent advice and impartiality.

Responsiveness

Real-time decisions made by the consultants with whom you work.

Price

Less overhead, redundancy, and grandiose allow fair, competitive, and fully-disclosed fees.

Simply put, we know you don't like surprises during the course of the valuation. Our proactive service seeks to identify issues early in order to allow you time to plan rather than react.



Our Approach

An actuarial valuation is more than just “number crunching”. It is a regular assessment of the financial condition of your benefit program. There is a myriad of different methods and assumptions that can be used in the calculation of the valuation results. Our job is to help you understand the key aspects of the actuarial process to ensure that you are able to make informed decisions about your plan and anticipate outside influences that may be crucial to those decisions.

Another differentiator between Lauterbach & Amen, LLP and our competitors is our overall, business partner approach to actuarial valuations. This makes us an invaluable resource to our clients. We are involved in developing suggestions for plan design revisions and assessing their impact on short-term cash costs and the accounting liability. We work with entities to better define their healthcare and employee benefit plan objectives. Plan design revisions need not necessarily equate to benefit reductions.

Valuation Process

Our valuation process is shown below as a series of steps. Execution of the process blends one step into the next with some steps overlapping. Steps will be modified as appropriate.

Planning Session

We will discuss the project time frame, engagement scope, plan provisions, and deliverables to obtain a clear understanding of the plan and benefits.

Information Collection

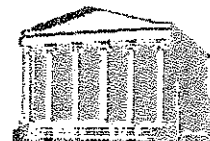
Demographic and economic information necessary to complete the valuation will be requested. The fee quoted in this proposal does require that information be provided electronically (if at all possible). We are able to read almost any electronic format, although prefer the commonly used Microsoft programs. Relevant historical information for the plan will also be requested to better understand the current status. We will walk through the data request either in person or in a conference call.

Eligibility and Coverage Summary

We will create a preliminary document which summarizes our understanding of the eligibility provisions and coverage levels. It will be sent to you for review and then finalized. The actuarial modeling will be based on the provisions in the final document.

Assumption Setting

We will assist and guide you in setting economic assumptions (such as the Discount Rate and Health Care Trend Rate) and demographic assumptions (such as Retirement Rates and Termination Rates). Lauterbach & Amen, LLP will issue a preliminary assumption document which provides guidance on reasonable choices available and their general effects. We will then use assumptions to which we mutually agree. The assumption document will be finalized and can be provided to your auditors for review.



Valuation Process - Continued

Development of Starting Costs

The valuation results are most sensitive to the starting per capita costs used. Thorough and rigorous analysis is undertaken for self-insured coverages by health actuaries who have considerable experience in health care cost projections. For fully insured and fixed contribution benefits, much time and effort will be dedicated to ensuring the accuracy of reported amounts. Starting costs development will be performed by a qualified healthcare actuary.

Client Review

Results are reviewed with you so that you are comfortable with the methodology and terminology, as well as have an understanding of the impact of each of your decisions that led to those results. We suggest a meeting.

Presentation of Results

Results will be provided in the form of a formal, comprehensive report.

The analysis will be conducted in a manner consistent with the Code of Professional Conduct and Qualification Standards of the American Academy of Actuaries and the applicable Actuarial Standards of Practice of the Society of Actuaries.

Working With You and Your Auditors

One individual will be designated as the main contact at the City. In some instances, it may be preferable to have certain tasks or areas addressed by additional people. It is at your discretion on how this is best structured. The main areas of assistance and guidance will be for data gathering, understanding of the data, and understanding the plan.

It is our intention to minimize the work load for City personnel. An example of how this may be done is for us to work directly with your healthcare advisor to obtain data. We strongly encourage and advocate leveraging existing vendor relationships in the data and information gathering process. This not only reduces the reliance on and time of your staff, but is a solid step to ensure data and information is consistent across its various uses.

It is critical to include auditors early in the assumption setting process. They will ultimately sign-off on both the assumptions and the results of the valuation. All parties are best served if discussions about assumptions occur early in the process as opposed to when the auditors are performing fieldwork. We intend to supply the auditors with the aforementioned assumption document for their review prior to generating valuation results. We will also be available for subsequent auditor questions.

References

References are available upon request.



Timing

Valuations typically take four to five weeks to complete. The actual time is a function of the availability and delivery of information and data.

Lauterbach & Amen, LLP commits to providing you with a complete set of results for your review within a four-to-five week timeframe contingent upon receipt of complete participant and claims information.

Timing can be accelerated as needed.

Below is a preliminary work plan. This schedule will be modified after the initial planning discussion.

Initial Planning Discussion	Week 1
Request data and information	Week 1
Delivery of requested data and information	Week 2
Follow-up data questions, if necessary	Week 2
Summarization of eligibility and coverage	Week 2
Responses to data questions	Week 3
Discussion on actuarial assumptions	Week 3
Confirmation of our understanding of eligibility and coverage	Week 3
Finalize actuarial assumptions	Week 3 / 4
Deliver preliminary report	Week 4
Discussion / Meeting to review preliminary report	Week 4 / 5
Final report	Week 4 / 5



Fees

It is our intention to quote a fee which is fair, proportional to the work effort involved, and geared toward beginning a long-term working relationship with you. As such, we propose the following fees for your consideration.

SERVICES	FEES
<p>Actuary Financial Statement Report</p> <p>→ Meet GASB 45 Reporting (Alternative Measurement Method)</p> <p>→ Prepare Audit Friendly Exhibits</p> <p>Total - Annual Actuary's Reports</p>	<p>For the Fiscal Year Ending April 30, 2014</p> <p>\$2,600*</p>

*For the interim fiscal years in which a full actuary's report is not required by the City or the auditors, we will provide the interim year financial statement entries.

Attendance at the regular Board meeting to discuss the Actuarial Report is included at no additional charge.

From time-to-time, the City may request additional services or analysis beyond the scope of this proposal. The cost per hour for additional services is \$200.

At the request of the City, we will provide a flat fee quote in lieu of an hourly rate at the time additional services are requested, when the scope of services can be suitably defined.



Statements & Affirmations

Independence Statement

Lauterbach & Amen, LLP operates independently of the City of Lincoln, Illinois as well as their associated benefit plans. We are unaware of any potential conflicts of interest if we are the selected firm.

Errors and Omissions Insurance

Lauterbach & Amen, LLP warrants that we maintain Errors and Omissions Insurance that provides a minimum amount of \$1,000,000 of coverage for negligent acts or omissions insurance and that our coverage is applicable to the work requested in this proposal. Our policy is issued by a company that has a minimum of an A- rating from Best's Rating Service.



Biographies of Key Personnel

Todd A. Schroeder

Lauterbach & Amen, LLP

Experience

Todd consults with employers on an array of pension and retiree medical issues. His experience includes:

- Retirement program design and strategy
- Financial statement expense and disclosure requirements
- Participant communications and discussion
- Tax issues related to deferred compensation for not-for-profits and for-profits
- Plan termination considerations and issues
- Review of outside actuarial reports and findings in connection with the audits
- Studies of plan experience (turnover, retirement rates, disability)

Todd has diverse experience, providing actuarial services in many industries with companies ranging from not-for-profit, tax-exempt and government entities to Fortune 500 publicly traded companies, church plans and professional service corporations. Todd has worked with these organizations on consulting and compliance engagements.

Todd has also worked on and managed all aspects of defined benefit retirement program compliance. His experience extends to the valuation of retirement plans including:

- Calculation of minimum and maximum funding requirements
- Plan terminations
- Financial statement pension accounting under FAS 87, FAS 88, FAS 132, and FAS 158
- Preparation of annual government filings including Form 5500 and PBGC premium filings
- Calculation of benefits for terminating or retiring employees
- Determination of proxy disclosure requirements related to executive nonqualified retirement benefits

Professional Affiliations

- Enrolled Actuary under ERISA (EA)

Education

Bachelor of Science, Business Administration degree with a major in Actuarial Science
Drake University



LETTER OF UNDERSTANDING

This Letter of Understanding is made and entered into by and between the parties set forth below, as evidenced by their signatures hereon. The City of Lincoln is offering a type of early retirement incentive to City employees, some of the members of which are members of various bargaining units.

The City is going to offer the following:

1. Any employee, currently covered by City sponsored Health Insurance who is eligible to retire under their applicable retirement plan and who will be 50 years of age, but not 55 years of age, on or before July 30 2015, is eligible to participate in an early retirement incentive offered by the City, but must actually retire on or before July 30, 2015.

2. Any employee, currently covered by City sponsored Health Insurance who is eligible to participate in the early retirement incentive must give written notice to the City of their intention to retire, as herein set forth, on or before June 1, 2015.

3. The City of Lincoln will pay one-half of the amount the City has agreed to pay under the Collective Bargaining Agreement covering the Employee pursuant to any employee health insurance plans carried by the City, from the date any employee hereunder retires, being 50 years of age or older but under the age of 55, until such time as the employee reaches age 55, at which point the City shall comply with any Collective Bargaining Agreement as the same pertains to the payment of health insurance premiums for retired employees, pursuant to the terms and provisions of the various Collective Bargaining Agreements between the City and its employees.

The undersigned parties acknowledge and agree that the early retirement incentive being offered by the City, pursuant to the plan as outlined above, will not require opening bargaining with respect to any Collective Bargaining Agreement, and all parties under-

stand and agree that this incentive is being offered by the City on a one-time basis and is not setting any precedent for future retirement of employees below the age of 55 years.

By execution of this Agreement, all of the parties to the agreement acknowledge and agree to the early retirement incentive offered by the City and further agree that this is not a matter for which the various Collective Bargaining Agreements must be opened up and bargained.

CITY OF LINCOLN, ILLINOIS

ILLINOIS FRATERNAL ORDER OF POLICE
LABOR COUNCIL, LINCOLN CITY LODGE
#208

BY: _____
Its _____

BY: _____
Its _____

Dated: _____, 2014

Dated: _____, 2014

1. Invitation

The City of Lincoln ("City") is soliciting Statements of Qualifications from architectural firms interested in providing preliminary architectural services for new public safety space in Lincoln, IL. The services will include: site assessment of up to 6 locations; a space needs validation for both departments; estimates of new versus remodeling costs; and other negotiated services for the preparation of the design of a new Fire Station and Police Station. The evaluation of potential locations of a new Fire Department and Police Department is the first step of a multi-phase directive to evaluate and address all City Police and Fire Station locations and functions. The current Fire Station 700 Broadway, will be decommissioned with its personnel and apparatus reassigned to the newly construction Fire Department Headquarters. This new facility will house both the Fire Department Administrative and Fire Prevention offices. The Police Station is currently located at 911 Pekin St. The new location will house all of the Administration, Investigations, and Patrol Offices.

The chosen Architect/Design Team will provide all necessary services (architecture, engineering, etc.) for the below described project. The successful respondent will be responsible for the coordination of all aspects of the analysis with the City, Police Department, Fire Department, sub consultants, outside agencies, contractors and others.

Those interested in submitting qualifications shall have experience with the design/construction of Police Department / Fire Department facilities and be able to assemble the appropriate support and complementary consultants to complete a site analysis for the police station / fire station project.

2. Project Description

Although a building site has not been determined, it is expected the Fire Station will reside near the core population center of the City of Lincoln. A general boundary has been determined by Fire Department staff recommending the general location of this new facility. Since available land is at a premium in the target area, this structure will need to have more of a design complimenting its surrounding environment. A recommendation for the location of the Police Station will also be needed. The police station may have more flexibility in its location; however it shall be located with emergency response to the citizens as a focus.

The following work is anticipated to be included in the design scope of services:

- Validation of previously performed Space Needs Assessment
- New versus Remodel Cost Estimates for each Assessment
- Joint Police and Fire Facility versus separate Facility Assessment
- Up to six (6) Site Assessments

Project Timing – The City anticipates these services to begin on September 1, 2014 with a completion date of October 15, 2014.

3. Proposed Assessment Services

Space Needs Validation

Review space assessment needs, goals, and requirements.

- Review previously completed study with City, Police Department, and Fire Department.

- Reassess building space needs and location of facility needs.
- Identify priorities for building space needs and lot size needs and locations.

Analysis of New Buildings vs. Remodeling Existing Locations and Joint vs. Separate Facilities

- Analyze sites with existing structures with potential for remodeling usability and cost.
- Analyze sites with the potential for new construction.
- Provide a detailed analysis of the benefits and the drawbacks to each.
- Analyze the construction of a joint police/fire complex on one campus site vs. construction of separate facilities on separate locations.
- Provide preliminary drawings shall show potential layouts, designs, and site footprint for each concept.

Site Assessment

- Conduct up to six (6) site assessments that would include preliminary cost analysis, feasibility analysis, location analysis, and recommendations. Current prevailing wage rates shall be used for the cost estimates.
- Prepare design development documents including preliminary drawings and other documents that specify all design elements on site assessments.

Formal presentations to the City Council will be required for completed work and for all recommendations.

4. Submission Requirements

A. Format for submittal documents

Five (5) copies of the submittal, including all attachments, are required. Four (4) of the copies shall be bound (spirally or some other binding method) to ensure that pages are not lost. One (1) copy shall be clipped together to allow for copying.

In the bound copies, please use some kind of dividers to separate sections. The envelope in which the submittals are delivered must be clearly labeled on the outside with the respondent's name and the project identification: "City of Lincoln Public Safety Building – Qualifications Submittal."

Submittals shall be submitted to the following address no later than Monday, July 28, 2014, at 5:00 pm:

City of Lincoln
 ATTN: PSB Committee
 700 Broadway St.
 Lincoln, IL 62656

Late submittals will not be accepted.

B. Submittal content

Each submittal shall be organized in the following order:

Cover page

The cover page design may be of the respondent's choice, but shall contain the elements mentioned below for the first page.

First page

The first page shall contain: 1) the title, "Statement of Qualifications for Preliminary Architectural/Design Services for the Public Safety Building(s) for the City of Lincoln," 2) the respondent's name, and 3) the date of submittal.

Table of Contents

Please include a Table of Contents.

Submission Letter

Please include a short Submission Letter that:

- Summarizes why the respondent believes itself to be the most qualified to provide these services including your understanding of the City's needs and how your firm will best meet those needs;
- Contains the statement that all the information contained in the RFQ submittal is complete and accurate to the best of the respondent's abilities;
- Contains a statement that allows the City and its representatives to contact any previous client of the respondent (or of any team member of the respondent) for the purposes of completing an independent evaluation of the respondent's (or any respondent team member's) performance; and
- The original signature of at least one officer of the respondent's firm.

Company Description

Provide a brief narrative of your firm/team addressing:

- The respondent's area of architectural specialization;
- Firm history and growth;
- Honors and awards;
- Location of home and any branch offices;
- Names of principal officers in the firm

Resumes

Please provide resumes for any person identified as key personnel for this project.

Project Narrative:

Please ensure that your project narrative clearly addresses the criteria on which a selection will be made:

- Prior experience with projects of similar scale and complexity;
- Clear understanding of the functional and operational aspects of policing and the fire service and their roles in society;
- Professional qualifications of individuals assigned to the project;
- Design philosophy and approach to design in general;
- Use of processes that engage fire and police department staff and other stakeholders in various stages of the process;
- History of effective schedule and budget management for projects of similar scale.

Project approach

Describe your approach to providing space needs determination, building and site assessment, and design services. Specifically address how the project team leadership will manage the process, communicate with the City, control costs and stay on schedule, and adhere to quality standards.

Relevant Project Experience

Describe your firm's/team's experience in the required assessment services, in design for facilities of this type (with an emphasis on Fire Station/Public Safety design), and for contract preparation for such projects. Please detail individual team member experience with this type of project.

List no more than five relevant projects (defined as those which best exemplify your qualifications for this project). For each relevant project listed, please include:

- Name of the project
- Project location
- Total project cost
- Project description, including a description of the services provided by the respondent
- Indication of which team members were involved and a description of their roles
- Statement as to whether the project was completed on-time and on-budget
- A few illustrative photographs or renderings
- References for the project

Single point of contact

Provide the name of a single contact person for all correspondence and communication with emphasis on timely response and availability for communication.

5. Evaluation Process

Responses to this RFQ will be evaluated by the City's project team. The following criteria will be used in the evaluation of qualifications:

- Prior experience with projects of similar scale and complexity;
- Clear understanding of the functional and operational aspects of policing and the fire service and their roles in society;
- Professional qualifications of individuals assigned to the project;
- Design philosophy and approach to design in general;
- Use of processes that engage fire and police department staff and other stakeholders in various stages of the process;
- History of effective schedule and budget management for projects of similar scale.

Once all submissions have been evaluated, a "short list" will be determined and those will be invited for an in-person presentation/interview with the project team. After interviews are completed, the chosen candidate will be recommended to the City Council and Staff to begin negotiations.

6. Additional Information

Nothing in this document requires the City to proceed with validation, assessment, and preliminary design services.

The City reserves the right to: a) evaluate the qualifications submitted, b) waive any irregularities therein, c) reject any or all respondents submitting qualifications should it be in the City's best interest to do so, and d) make any selection based solely on qualifications without an interview process.

An RFQ pre-submittal conference will not be held.

Explanation from Prairie Engineers re: Change Order #2 and Pulaski St work

Sanitary Sewer Services – additional \$20,900

We originally included 50 sanitary sewer services in the plans – this corresponds with the number of residences and businesses along the project. We made the (incorrect) assumption that there would be only one active service per residence/business as is typical.

Five of the additional services were found on the first (IGA) block and approved at that time. Some of these services were likely not active, but we couldn't determine without delaying the project and connected them. Following this discovery, we discussed with Sue and Tim and the City hired David Mason Associates to televise the services on the remaining 4 blocks with a special sewer camera to determine if the remaining services were active or not (there were typically two or more existing services per each residence – one of which was inactive).

Water and sewer line adjustments - deductions totaling \$9,800

The amounts included in the contract for water and sewer adjustments were assumed quantities. We have no way of knowing the depths of sewer services or water lines until the project construction stage when they are exposed. We included a small quantity of each pay item in the project to establish a bid price for construction (so that City doesn't pay a higher price if the service is needed). No adjustments were necessary and the underground portion of this work is complete – therefore we will not need to use either of these pay items and they can be eliminated.

Schedule for remaining portion of work

We received a revised schedule last week from Stark – the new projected completion date is July 31. Stark has been working 6-10 hour days to “catch up.” If they can keep on their proposed schedule, they will be close to completing within the working days allotted.

IGA parking lot entrances and curb extensions (jobsite maintenance)

Per the schedule provided by Stark, the permanent patching, topsoil, and landscaping will all be performed at the end of the project (mid-July). We have verbally notified Stark several times that they need to maintain the curb extensions (requesting they go ahead and add soil & seed). The problem seems to be that these work items were bid to be performed by subcontractors who will only mobilize to the site once without additional charges. Stark is responsible for maintaining the project site and is responsible for temporary patching and weed control.

Total Net Change: \$ 15,196.00

Amount of Original Contract: \$ 1,770,913.87

Amount of Previous Change Orders: \$ 1,207.35

Amount of adjusted/final contract: \$ 1,787,317.22

Total net addition to date \$ 16,403.35 which is 0.0092626 % of the contract price.
(addition, deduction)

State fully the nature and reason for the change: Private tree removal due to deteriorated condition of tree and roadway worker safety;

Additional active sanitary sewer services found and connected to main; Additional services placed for homes with no service connection.

Condition of existing force main deteriorated at connection point - additional 5 feet required to make connection.

When the net increase or decrease in the cost of the contract is \$10,000.00 or more, or the time of completion is increased or decreased by 30 days or more, one of the following statements must be checked:

The undersigned has determined that the circumstances which necessitate this change were not reasonably foreseeable at the time the contract was signed.

The undersigned has determined that the change is germane to the original contract as signed.

The undersigned has determined that this change is in the best interest of the Local Agency and is authorized by law.

Prepared by: 
Evan Cervi - Resident Engineer
Title of Preparer

For County and Road District Projects

Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways


Date

For Municipal Projects

Municipal Officer

Keith Snyder - Mayor
Title of Municipal Officer

6/13/2014
Date

Approved 
Darren Forgy - City Engineer
6/13/2014
Date

Note: Make out separate form for change in length quantities.
Give net quantities
Submit 6 Originals
If plans are required attached 3 sets.